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Council Building  
2 High Street  
Perth  
PH1 5PH

14 December 2018

A Meeting of **Perth and Kinross Council** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 19 December 2018** at **11:00**.

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

**KAREN REID**  
Chief Executive

***Those attending the meeting are requested to ensure that all electronic equipment is in silent mode.***

***Please note that the meeting will be recorded and will be publicly available on the Council's website following the meeting.***

**Members:**

Provost D Melloy  
All Councillors



**Perth and Kinross Council**

**Wednesday, 19 December 2018**

**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 NOTICE OF MOTIONS IN TERMS OF STANDING ORDER 39**

**(i) Payment of New Real Living Wage Rate - Motion by Councillors A Bailey and X McDade**

Council notes that an increase in the Real Living Wage to £9 per hour was announced by the Living Wage Foundation in early November. This increase takes into account higher transport costs, private rents and council tax bills that have already hit the pockets of our staff. As an accredited Living Wage Employer, Council would ordinarily pass on the new rate effective 1 May 2019.

Council instead agrees to pay the new £9 per hour Real Living Wage rate effective 5 November 2018. The costs of doing so will be £15,300 to be funded from the projected under spend on the Unfunded Pensions budget reported to the Strategic Policy & Resources Committee on 28 November 2018. 114 staff members will benefit from this change. This position will be kept under review in future financial years.

**(ii) Brexit - Motion by Councillors W Robertson and L Simpson**

Following the excellent presentation by officers of this Council on the effects of Brexit on Perth and Kinross. It is expected to have significant economic and demographic consequences for this authority area. Depending on any terms agreed, there will be loss of access to markets and labour predicted to negatively affect the economy.

"Accordingly, Perth and Kinross Council supports the holding of a further referendum to give the UK public the final say on any terms agreed for Brexit, that referendum to include the option of the UK remaining in the EU."

**(iii) Equal Right of Appeal - Motion by Councillors C Purves and C Stewart**

That the Council:

- notes the progress of the Planning (Scotland) Bill;
- acknowledges that development is crucial to future economic growth and to tackle the current under-supply of housing, particularly affordable housing;
- understands concerns from local communities about the effects that large-scale developments will have on their communities and supports efforts to address these through increased consultation and developer contributions;
- notes that the Scottish Government's report on barriers to community engagement in planning found that "there is a serious lack of trust, respect and confidence in the system, and that community engagement exerts very little influence on planning outcomes";
- endorses the Scottish Government's suggestion of Local Place Plans as one way of giving local communities more influence over the forward-planning process;
- welcomes amendments by the Minister for Local Government, Housing and Planning and opposition parties to strengthen Local Place Plans to ensure that they are properly resourced, registered and taken into account in decision making;
- believes that any greater engagement of communities in the initial stages of the planning process will only be meaningful if Local Place Plans and Local Development Plans are adhered to;
- notes the current imbalance in the system whereby applicants can appeal decisions that go against them while communities cannot;
- therefore supports the concept of an equal right of appeal whereby:
  - those who have made formal representation on a planning application would be able to appeal a local-authority decision to the Scottish Government's Reporter in cases where the decision is contrary to the Local Development Plan or Local Place Plan, and
  - appeals may be made by either the developer or communities where due process has not been followed;
  - suggests that this would incentivize developers to bring forward better-quality applications in the first instance and therefore could reduce the number of appeals overall thereby speeding up the planning process; and
  - requests that the Leader of the Council writes to Minister for Local Government, Housing and Planning and the members of Local Government and Communities Committee informing them of the Council's position.



<b>4</b>	<b>MINUTE OF MEETING OF PERTH AND KINROSS COUNCIL OF 3 OCTOBER 2018 FOR APPROVAL AND SIGNATURE</b> (copy herewith)	<b>9 - 18</b>
<b>5</b>	<b>MINUTE OF COMMITTEES - 18 SEPTEMBER 2018 TO 21 NOVEMBER 2018</b> (copy herewith)	<b>19 - 140</b>
<b>6</b>	<b>TREASURY ACTIVITY AND COMPLIANCE REPORT - 2018/19 QUARTER 2</b> Report by Head of Finance (copy herewith 18/415)	<b>141 - 158</b>
<b>7</b>	<b>BIENNIAL REVIEW OF FINANCIAL REGULATIONS 2018</b> Report by Head of Finance (copy herewith 18/416)	<b>159 - 202</b>
<b>8</b>	<b>REVENUE BUDGET 2019/20, 2020/21 AND 2021/22 - REPORT NUMBER 1</b> Report by Head of Finance (copy to follow)	
<b>9</b>	<b>EUROPEAN SOCIAL FUND EMPLOYABILITY PROGRAMMES</b> Report by Depute Chief Executive, Chief Operating Officer (copy herewith 18/420)	<b>203 - 214</b>
<b>10</b>	<b>CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2017/18</b> Report by Chief Social work Officer (copy herewith 18/419)	<b>215 - 284</b>
<b>11</b>	<b>NATIONAL JOINT REVIEW OF LOCAL GOVERNANCE</b> Report by Depute Chief Executive, Chief Operating Officer (copy herewith 18/417)	<b>285 - 302</b>
<b>12</b>	<b>BUILDING AMBITION - DEVELOPING TALENT - ANNUAL WORKFORCE REPORT 2018</b> Report by Chief Executive (copy herewith 18/418)	<b>303 - 350</b>
<b>13</b>	<b>EQUALITIES PERFORMANCE REPORT 2017/18</b> Report by Depute Chief Executive, Chief Operating Officer (copy herewith 18/414)	<b>351 - 390</b>
	<b>Note:</b> The above report will also be considered by the Scrutiny Committee on 6 February 2019.	
<b>14</b>	<b>PLANNING POLICY, PRACTICE &amp; IMPROVEMENT MEMBER/OFFICER WORKING GROUP REMIT</b> Report by Executive Director (Housing and Environment) (copy herewith 18/421)	<b>391 - 396</b>
<b>15</b>	<b>APPOINTMENTS TO COMMITTEES / PARTNERSHIP GROUPS / OUTSIDE BODIES</b>	

(i) Scrutiny Committee

Councillor A Parrott to replace Councillor S McCole as Vice-Convener of the Scrutiny Committee.

(ii) Audit Committee

Councillor S Donaldson to replace Councillor B Band as Vice-Convener of the Audit Committee.

Councillor M Williamson to replace Councillor B Band on the Audit Committee.

(iii) Property Sub-Committee of the Strategic Policy and Resources Committee

Councillor C Shiers to replace Councillor R McCall on the Property Sub-Committee.

(iv) Community Planning Community Safety Outcome Delivery Group

Councillor M Williamson to replace Councillor J Rebbeck on the Community Planning Community Safety Outcome Delivery Group.

(v) COSLA Health and Social Care Board

Councillor C Stewart to replace Councillor C Ahern on the COSLA Health and Social Care Board.

## **16 AMENDMENTS TO SCHEME OF ADMINISTRATION**

The Council is asked to agree the following changes to the Scheme of Administration:-

### **Part 2 – Provisions Relating to Committees**

#### **8 Lifelong Learning Committee**

##### **Section 8.10.1 – Executive Sub-Committee – Amend as follows:**

Comprising five members of the Council who are members of the Committee and three non-Council members when considering educational matters.

### **Part 3 – Delegation to Officials**

#### **20 Head of Legal and Governance**

##### **Section 20.1 – Additional Paragraph:**

In the absence of the Head of Legal and Governance, Legal Managers shall be authorised to do anything delegated to the Head of Legal and Governance.

#### **25 Statutory Appointments of Officers**

##### **Section 25.1 – Amend relevant sections as follows:**

## Local Government (Scotland) Act 1973

Section 34 – Proper Officer for receipt of Councillors' resignations – Chief Executive / Head of Legal and Governance.

Section 190 – Proper Officer for service of legal proceedings, notices, etc. on the Council – Chief Executive / Head of Legal and Governance / Legal Managers.

Section 191 – Proper Officer in respect of claims on behalf of the Council in sequestrations and liquidations – Head of Legal and Governance / Legal Managers.

Section 192 – Proper Officer for services of notices etc by Local Authority – Head of Legal and Governance / Legal Managers.

Sections 192-193 – Proper Officer for the purpose of the execution of Notices of Proceedings under the Housing (Scotland) Act 2001 – Executive Director (Housing and Environment).

Sections 192-193 – Proper Officer for the purposes of signing tenancy agreements under the Housing (Scotland) Act 2001 – Executive Director (Housing and Environment) / Head of Housing / Area Housing Managers.

Sections 193-194 – Proper Officer in respect of authentication of documents and certifying deeds – Head of Legal and Governance / Legal Managers.

Section 197 – Proper Officer in respect of arrangements for the inspection of depositing of documents – Chief Executive / Head of Legal and Governance / Democratic Services Manager.

## Civic Government (Scotland) Act 1982

Section 113 – Proper Officer in respect of evidence of management rules – Head of Legal and Governance / Legal Managers.

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PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
3 OCTOBER 2018

## COUNCIL MEETING

Minute of meeting of Perth and Kinross Council held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 3 October 2018 at 1.00pm.

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

In Attendance: K Reid, Chief Executive; J Valentine, Depute Chief Executive; S Devlin, Executive Director (Education and Children's Services); B Renton, Executive Director (Housing and Environment); R Packham, Chief Officer, Perth and Kinross Health and Social Care Partnership; J Pepper, Depute Director (Education and Children's Services) and Chief Social Work Officer; G Taylor, S Hendry, L Simpson, S MacKenzie, S Walker, C Flynn, L Potter, L Cameron, K Donaldson, A Taylor and K Molley (all Corporate and Democratic Services); M Notman, S Merone and D Littlejohn (all Housing and Environment); H Robertson and R Drummond (both Education and Children's Services); and B Atkinson, Independent Chair of Perth and Kinross Adult Protection Committee and Child Protection Committee.

Apologies for Absence: Councillors C Ahern, I James, C Reid and W Wilson.

Provost D Melloy, Presiding.

### 572. WELCOME AND APOLOGIES

Provost Melloy welcomed all those present to the meeting and apologies were submitted and noted as above.

### 573. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillors A Parrott, P Barrett, H Coates and H Anderson all declared a non-financial interest in Art. 585 on the agenda.

### 574. NOTICE OF MOTIONS IN TERMS OF STANDING ORDER 39

In terms of Standing Order 39, the Council considered the following Motions:

#### (i) Brexit Impact Assessment

Motion (Councillors M Williamson and S Donaldson)

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Council instructs the Chief Executive to commission an impact assessment which will report on the likely impact of Brexit, either hard or with agreement of the EU, on Perth and Kinross communities and enterprise and submit this to the next full Council meeting.

**Amendment (Councillors A Bailey and M Barnacle)**

**That this Council will continue both current and planned Brexit assessments in active collaboration with neighbouring local authorities where necessary. Further, that the output from that work will be shared with Council and residents in due course.**

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

15 members voted for the Motion as follows:

Councillors H Anderson, B Band, S Donaldson, D Doogan, E Drysdale, T Gray, G Laing, S McCole, T McEwan, A Parrott, B Pover, J Rebbeck, F Sarwar, R Watters and M Williamson.

21 members voted for the Amendment as follows:

Councillors A Bailey, K Baird, M Barnacle, P Barrett, B Brawn, R Brock, A Coates, H Coates, J Duff, A Forbes, D Illingworth, A Jarvis, M Lyle, R McCall, X McDade, Provost Melloy, C Purves, W Robertson, C Shiers, L Simpson and C Stewart.

**Resolved:**

In accordance with the Amendment.

**(ii) Committee Structure**

Motion (Councillors X McDade and R Brock)

**Overview**

To merge the Housing & Communities Committee and Environment & Infrastructure Committee

Following the successful merger of the former Housing & Community Safety and the former Environment Service into the new Housing and Environment Service, it seems appropriate to now realign the service committee remits in line with the new service responsibilities and have a single Housing & Environment Committee.

The merger of these committees would save senior officer time in attending committees as well as bringing committee remits into line with current service responsibilities.

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**Proposed Changes to Remits & Membership**

The remit for the new Housing & Environment Committee would be in line with the responsibilities of the new Housing & Environment Service.

Responsibilities that have been transferred to the Education & Children's Service since the council reorganisation in April 2018 would be transferred to the remit of the Lifelong Learning Committee.

Other matters that are currently within the remit of either Housing & Communities Committee or the Environment & Infrastructure Committee, but where the main responsibility for that remit lies with either Corporate & Democratic Services or the Health & Social Care Partnership the remit would be included in the remit of the Strategic Policy & Resources Committee.

To provide membership parity across all service committees there would be 15 members of both the new Housing & Environment Committee and of the Lifelong Learning Committee. The membership of the Strategic Policy & Resources Committee would remain the same.

**Conclusion**

The motion asks that the Council approve the proposal outlined above and asks officers to update the Scheme of Administration accordingly.

**Amendment (Councillors C Shiers and W Robertson)**

**In December 2017, the Council agreed a decision-making structure following extensive discussion between officers and elected members and detailed consideration by the Modernising Governance Member/Officer Working Group.**

**The proposal in the motion by Councillors McDade and Brock has been presented to Council without the benefit of either discussion with officers or consideration by the Modernising Governance Member/Officer Working Group.**

**As the public service governance landscape is ever changing, it is important that the Council ensures that its own governance arrangements, including the decision making structure, should be regularly reviewed to ensure that they remain fit for purpose.**

**Accordingly, I would move that the Council agrees to remit to the Modernising Governance Member/Officer Working Group to review the decision making structure, and that the proposal by Councillors McDade and Brock be considered as part of that review.**

**Note: Following a suggestion by Councillor Doogan, the mover and seconder of the amendment agreed in relation to paragraph two of their amendment that both the decision making structure and the agenda setting process should be part of the review.**

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Note: The Mover and Seconder of the Motion agreed to withdraw the Motion.

**Resolved:**

In accordance with the Revised Amendment.

**575. MINUTES**

**(i) Minute of Meeting of Perth and Kinross Council of 20 June 2018 for approval and signature**

The minute of the meeting of Perth and Kinross Council of 20 June 2018 (Arts. 378-396) was submitted, approved as a correct record and authorised for signature.

**(ii) Minute of Special Meeting of Perth and Kinross Council of 29 August 2018 for approval and signature**

The minute of the special meeting of Perth and Kinross Council of 29 August 2018 (Arts. 473-476) was submitted, approved as a correct record and authorised for signature.

**576. MINUTES OF MEETINGS OF COMMITTEES FROM 6 JUNE 2018 to 12 SEPTEMBER 2018**

The decisions recorded in Arts. 316-377, 397-472 and 477-514 copies of which had been circulated to all members of the Council, were submitted and noted.

**577. AUDITED ANNUAL ACCOUNTS 2017/18 AND ANNUAL AUDIT REPORT TO THE MEMBERS OF PERTH & KINROSS COUNCIL AND THE CONTROLLER OF AUDIT FOR THE YEAR ENDED 31 MARCH 2018**

There was submitted a report by the Head of Finance (18/306) presenting the Council's Audited Annual Accounts for financial year 2017/18 in accordance with the Local Authority Accounts (Scotland) Regulations 2014 and including the Annual Audit Report to the Members of Perth & Kinross Council and the Controller of Audit for the Year Ended 31 March 2018.

It was noted that the Audited Annual Accounts and Annual Audit Report had been approved by the Audit Committee on 26 September 2018.

**Resolved:**

- (i) The contents of KPMG's Annual Audit Report to the Members of Perth & Kinross Council and the Controller of Audit for the year ended 31 March 2018, as appended to Report 18/306, be noted.
- (ii) The 2017/18 Audited Annual Accounts, appended to Report 18/306, be noted.



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**578. AUDIT SCOTLAND'S REPORTS: LOCAL GOVERNMENT IN SCOTLAND, CHALLENGES AND PERFORMANCE 2018; LOCAL GOVERNMENT IN SCOTLAND, FINANCIAL OVERVIEW 2016/17**

There was submitted a report by the Depute Chief Executive (18/319) highlighting the key messages from, and the Council's response to, the Audit Scotland reports 'Local Government in Scotland, Challenges and Performance 2018', published in April 2018; and 'Local Government in Scotland, Financial Overview 2016/17', published in November 2017.

**Resolved:**

- (i) The findings of the reports 'Local Government in Scotland, Challenges and Performance 2018' and 'Local Government in Scotland, Financial Overview 2016/17', be noted.
- (ii) The areas of improvement currently being progressed, as set out in Report 18/319, be noted.

**579. PERTH AND KINROSS COUNCIL ANNUAL PERFORMANCE REPORT 2017/18**

There was submitted a report by the Chief Executive (18/327) providing an overview of how the Council has performed against the strategic objectives for Perth and Kinross, as set out within the Council's Corporate Plan 2013-2018, for the period 1 April 2017 to 31 March 2018.

**Resolved:**

The Perth and Kinross Council Annual Performance Report for 2017/18, as appended to Report 18/327, be approved.

**580. TREASURY ACTIVITY AND COMPLIANCE REPORT – 2018/19 QUARTER 1**

There was submitted a report by the Head of Finance (18/323) (1) providing a summary of Loans Fund transactions for the quarter ending 30 June 2018; and (2) reporting on compliance with the Council's Treasury Management Policy Statement; Treasury Management Practices; the Investment Strategy and the Prudential Indicators for the same period.

**Resolved:**

The contents of Report 18/323, submitted in accordance with the Council's approved Treasury Management Practices, be noted.

**581. MEDIUM TERM FINANCIAL PLAN 2019-2024**

There was submitted a report by the Head of Finance (18/326) (1) updating the Medium Term Financial Plan approved by Council on 4 October 2017; (2) summarising the implications of the latest projections on future Council General Fund Revenue Budgets over the medium term; (3) providing an update on the Council's Capital Budget, Housing Revenue Account, Reserves position and other

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Funds; and (4) making recommendations on how the Council develops the Revenue Budget over the short to medium term.

**Resolved:**

- (i) The Head of Finance be instructed to maintain the Medium Term Financial Plan and further refine the assumptions which underpin it, as set out in Section 3.5 of Report 18/326.
- (ii) The proposal to update the Provisional Revenue Budgets for 2019/20 and 2020/21 and commence the development of a new Provisional Revenue Budget for 2021/22, as set out in Section 4.10 of Report 18/326, be approved.
- (iii) The corporate savings targets be approved as the basis for updating the 2019/20 and 2020/21 Provisional Revenue Budgets, and for the preparation of the 2021/22 Provisional Revenue Budget, as set out in Sections 4.20 and 4.25 of Report 18/326.
- (iv) The setting of the 2028/29 Composite Capital Budget take place at the same time as the setting of the Revenue Budget at the special meeting of the Council in February 2019.
- (v) The Executive Officer Team be instructed to review the existing Capital Budget, Capital resourcing and potential projects for financial year 2028/29 and bring forward recommendations for consideration by Council.
- (vi) The updated Reserves Strategy be submitted to the Council in February 2019.
- (vii) The Housing Revenue Account Budget and rent levels for 2019/20, and the five year Housing Investment Programme be determined at the meeting of the Housing and Communities Committee in January 2019.
- (viii) The extension, on a permanent basis, of the severance payment scheme of up to 60 weeks' pay in the Framework for Managing Workforce Change and Employing Authority Pension Discretions Policy, set out in Section 8.9 of Report 18/326, be approved.

THERE FOLLOWED A 10 MINUTE RECESS AND THE MEETING RECONVENED AT 3.15PM.

**582. PERTH AND KINROSS CHILD PROTECTION COMMITTEE (CPC)  
STANDARDS AND QUALITY REPORT 2017-2018**

There was submitted a report by the Chief Social Work Officer (18/320) (1) providing an overview of the key activities of the work of the Perth and Kinross Child Protection Committee to protect children and young people from harm, abuse and exploitation for the academic year 2017-2018, identifying achievements, key strengths and areas for further improvement; and (2) setting out a programme of improvement for the next two years.

B Atkinson, Independent Chair of the Child Protection Committee, was in attendance and answered questions from members.

**Resolved:**

- (i) The wide range of work carried out by Perth and Kinross Council and partners through the Child Protection Committee, to provide high quality services to

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protect children and young people, in particular the high level commitment to continuous improvement through self-evaluation, be noted.

- (ii) The contents of Report 18/320, the Child Protection Committee Standards and Quality Report 2017 – 2018, attached as Appendix 1 to Report 18/320, and the contents of the Child Protection Committee Improvement Plan 2018 – 2020, attached as Appendix 2 to Report 18/320, all be endorsed.

IT WAS AGREED TO VARY THE ORDER OF BUSINESS AND CONSIDER ITEM 13 ON THE AGENDA AT THIS POINT

**583. PERTH & KINROSS ADULT PROTECTION COMMITTEE BI-ENNIAL REPORT 2016-18**

There was submitted a report by the Chief Social Work Officer (18/325) providing an update on the work of the Perth and Kinross Adult Protection Committee and activity over the 2016-2018 period to protect adults who may be at risk of harm.

B Atkinson, Independent Chair of the Adult Protection Committee, was in attendance and answered questions from members.

**Resolved:**

- (i) The contents of the bi-ennial report, attached as Appendix 1 to Report 18/325, being submitted to the Scottish Government in October 2018, be noted.
- (ii) It be agreed that annual update reports be submitted to Council on both child and adult protection in Perth and Kinross.

**584. UPDATE ON CHILD SEXUAL EXPLOITATION (CSE)**

There was submitted a report by the Chief Social Work Officer (18/321) providing an update on the work being taken forward to tackle Child Sexual Exploitation in Perth and Kinross.

**Resolved:**

- (i) The ongoing work of the Child Protection Committee and Child Sexual Exploitation Working Group, to tackle abuse and exploitation in Perth and Kinross, be noted.
- (ii) The significant progress made via the Child Sexual Exploitation Work Plan 2017 – 2020 to raise understanding and prevent abuse and exploitation, develop pro-active early and effective intervention, promote trauma informed practices and support for recovery for victims, be noted.
- (iii) The Stop To Listen Pathfinder Evaluation Report, attached as Appendix 2 to Report 18/321, and ongoing legacy work in Perth and Kinross, be noted.

**585. PERTH HARBOUR BUSINESS PLAN – PROGRESS REPORT**

There was submitted a report by the Depute Chief Executive (18/322) (1) updating Council on the delivery of the Perth Harbour Business Plan; (2) asking the

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Council to note the successful handover of harbour operations; and (3) requesting consideration of producing a revised business plan by March 2019

**Resolved:**

- (i) The successful handover of operations at Perth Harbour to Calmac Ferries Ltd be noted.
- (ii) The Depute Chief Executive be instructed to produce a revised Business Plan for the Harbour for submission to Council (April 2019-March 2023), including a targeted investment plan, by March 2019.
- (iii) It be agreed to target Jan-March 2020 to carry out any dredging work, with a final decision to be considered just after the revised business plan has been considered.

**586. INITIAL FINDINGS OF THE REVIEW OF THE SCHEME OF ESTABLISHMENT FOR COMMUNITY COUNCILS IN PERTH AND KINROSS**

There was submitted a report by the Head of Democratic Services (18/324) (1) updating members on the initial findings from consultation with community councils on the review of the Scheme of Establishment of Community Councils in Perth and Kinross; and (2) outlining suggested amendments to the current Scheme.

**Resolved:**

- (i) The general issues and the comments set out in Appendix 1 to Report 18/324 be noted.
- (ii) The suggested changes to the Scheme of Establishment for Community Councils for Perth and Kinross, as set out in Appendix 2 to Report 18/324, be approved.
- (iii) It be noted that the next steps will be a public consultation between 8 October 2018 and 3 December 2018 with a final report to Council in February 2019.

**587. PROPOSED TIMETABLE OF MEETINGS 2019**

There was submitted a report by the Head of Democratic Services (18/328) seeking approval of the 2019 timetable of meetings for the Council and Committees.

**Resolved:**

- (i) The dates and start times for the 2019 timetable of meetings, as set out in Appendix 1 to Report 18/328, be approved.
- (ii) Further start times be agreed as follows to be incorporated into the 2019 timetable of meetings:
  - Sub-Committee meetings on a Monday morning to commence at 10.00am;
  - Meetings of the Planning and Development Management Committee to commence at 10.00am;
  - Committee meetings on Wednesday mornings to commence at 9.30am;
  - Committee meetings on Wednesday afternoons to commence at 1.00pm;

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- Meetings of the Common Good Fund Committees to commence at 9.00am;
- Council meetings to commence at 11.00am with a break for lunch at approximately 1.00pm and a further short break if required at approximately 3.00pm.

**588. AMENDMENTS TO SCHEME OF ADMINISTRATION/STANDING ORDERS**

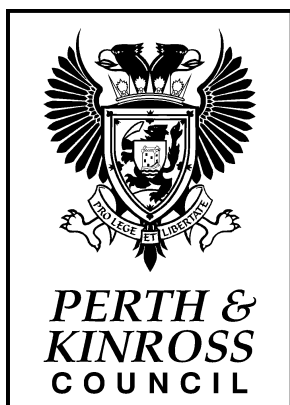
With effect from 1 December 2018 references to the Head of Democratic Services in both the Scheme of Administration and Standing Orders be amended to refer to the Head of Legal and Governance Services, with the exception of the reference at Paragraph 19.1 in relation to Community Councils, where the reference should be to the Head of Culture and Community Services.

**589. MEMBERSHIP OF HIGH CONSTABLES**

It was agreed to approve the decision by the Society of High Constables of the City of Perth at its AGM on 3 September 2018, to change the Society Regulations by removing the gender specific references from the criteria of Membership and to amend the Regulations as necessary.

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**2018**

**Book 5**

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**MINUTES OF MEETINGS FROM**  
**18 September 2018 – 21 November 2018**





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| Licensing Committee                                                    | 15 November 2018    | 109-110        |
| Planning and Development Management Committee                          | 21 November 2018    | 111-117        |



## PERTH AND KINROSS LOCAL REVIEW BODY

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chamber, 2 High Street, Perth on Tuesday 18 September 2018 at 10.30am.

Present: Councillors L Simpson, H Anderson and R Watters.

In Attendance: D Harrison (Planning Adviser), G Fogg (Legal Adviser) and D Williams (Committee Officer) (all Corporate and Democratic Services).

Also Attending: C Brien and M Porter (Housing and Environment); S Richards (Corporate and Democratic Services); members of the public, including agents and applicants.

Councillor L Simpson, Convener, Presiding.

### 515. DECLARATIONS OF INTEREST

There were no declarations of interest made in terms of the Councillors' Code of Conduct.

### 516. MINUTE

The minute of meeting of the Local Review Body of 21 August 2018 was submitted and noted.

### 517. APPLICATIONS FOR REVIEW

- (i) **TCP/11/16(541) - Planning Application – 18/00133/FLL – Erection of 2 dwellinghouses on land 100 metres north west of Glendy Steading, Glenfarg – Mr and Mrs P Sloan**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of 2 dwellinghouses on land 100 metres north west of Glendy Steading, Glenfarg.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

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Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of 2 dwellinghouses on land 100 metres north west of Glendy Steading, Glenfarg, be refused for the following reasons:
  - 1. The proposal is contrary to Policy RD3, Housing in the Countryside, of the Perth and Kinross Local Development Plan 2014 and the Council's Housing in the Countryside Guide 2012 as the proposal fails to satisfactorily comply with category (1) Building Groups. It is also considered that the proposal cannot satisfy any of the remaining categories (2) Infill Sites, (3) New Houses in the Open Countryside, Activity (4) Renovation or Replacement of Houses, (5) Conservation or Replacement of Redundant Non Domestic Buildings, or (6) Rural Brownfield Land.
  - 2. The proposal is contrary to Policy PM1A, Placemaking, of the Perth and Kinross Local Development Plan 2014, as the proposed development would not contribute positively to the quality of the surrounding built and natural environment.
  - 3. The proposal is contrary to Policy ER6 (b) and (c) of the Perth and Kinross Local Development Plan 2014 as the proposal would be detrimental to local landscape character and may set a precedent for further development in the area.

**Justification**

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**(ii) TCP/11/16(545) - Planning Application – 17/00836/IPL – Erection of a dwellinghouse (in principle) on land 70 metres south east of New Mains Farmhouse, Inchtute – Mr J Hamilton**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a dwellinghouse (in principle) on land 70 metres south east of New Mains Farmhouse, Inchtute.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

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Thereafter, resolved by unanimous decision that:

- (ii) the Review application for erection of a dwellinghouse (in principle) on land 70 metres south east of New Mains Farmhouse, Inchtute, be refused for the following reasons:
  - 1. As the site does not have an acceptable landscape framework which provides suitable site containment for the development proposed, the proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014, and the Council's Housing in the Countryside Guide 2012. Both the policy and guidance only support new housing developments which extend existing building groups into definable sites which have a suitable site containment and landscape setting.

**Justification**

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**(iii) TCP/11/16(546) - Planning Application – 17/00837/IPL – Erection of a dwellinghouse (in principle) on land 70 metres south east of New Mains Farmhouse, Inchtute – Mr J Hamilton**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a dwellinghouse (in principle) on land 70 metres south east of New Mains Farmhouse, Inchtute.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for erection of a dwellinghouse (in principle) on land 70 metres south east of New Mains Farmhouse, Inchtute, be refused for the following reasons:
  - 1. As the site does not have an acceptable landscape framework which provides suitable site containment for the development proposed, the proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014, and the Council's Housing in the Countryside Guide 2012. Both the policy and guidance only support new housing developments which extend existing

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building groups into definable sites which have a suitable site containment and landscape setting.

**Justification**

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**(iv) TCP/11/16(547) - Planning Application – 17/00840/IPL – Erection of a dwellinghouse (in principle) on land 70 metres south east of New Mains Farmhouse, Inchtute – Mr J Hamilton**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a dwellinghouse (in principle) on land 70 metres south east of New Mains Farmhouse, Inchtute.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for erection of a dwellinghouse (in principle) on land 70 metres south east of New Mains Farmhouse, Inchtute, be refused for the following reasons:
  - 1. As the site does not have an acceptable landscape framework which provides suitable site containment for the development proposed, the proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014, and the Council's Housing in the Countryside Guide 2012. Both the policy and guidance only support new housing developments which extend existing building groups into definable sites which have a suitable site containment and landscape setting.

**Justification**

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

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**(v) TCP/11/16(548) - Planning Application – 17/00841/IPL – Erection of a dwellinghouse (in principle) on land 70 metres south east of New Mains Farmhouse, Inchture – Mr J Hamilton**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a dwellinghouse (in principle) on land 70 metres south east of New Mains Farmhouse, Inchture.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for erection of a dwellinghouse (in principle) on land 70 metres south east of New Mains Farmhouse, Inchture, be refused for the following reasons:
  - 1. As the site does not have an acceptable landscape framework which provides suitable site containment for the development proposed, the proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014, and the Council's Housing in the Countryside Guide 2012. Both the policy and guidance only support new housing developments which extend existing building groups into definable sites which have a suitable site containment and landscape setting.

**Justification**

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**(vi) TCP/11/16(549) - Planning Application – 18/00584/FLL – Alterations to boundary wall, formation of vehicular access and car parking area, Perth Bridge Club, 49-51 King Street, Perth – Perth Bridge Club**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse alterations to boundary wall, formation of vehicular access and car parking area, Perth Bridge Club, 49-51 King Street, Perth.

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The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) the applicant be requested to submit revised site and existing and proposed elevation drawings to remove the ambiguities with the existing drawings, and the details of the proposal and the discrepancies between the existing and proposed measurements of the front wall and gate and the drawings currently before the Local Review Body;
- (iii) the Appointed Officer and applicant be requested to comment on the safety aspects of vehicles reversing into and out of the proposed parking area;
- (iv) following the receipt of all requested further information, the application be brought back to the Local Review Body.
- (v) Councillors Simpson, Anderson and Watters to comprise the membership of the Local Review Body for the second consideration of this review.

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## **PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE**

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 26 September 2018 at 10.00am.

Present: Councillors R McCall, M Barnacle, B Brawn, H Anderson, B Band, D Doogan (substituting for Councillor T Gray), E Drysdale, A Jarvis, L Simpson, R Watters and W Wilson.

In Attendance: A Condliffe, D Niven, J Scott, D Littlejohn, A Belford, L Reid and D Salman (all Housing and Environment); C Elliott, D Williams and S Richards (Corporate and Democratic Services).

Apologies: Councillors H Coates, T Gray and I James.

Councillor R McCall, Convener, Presiding.

### **518. WELCOME AND APOLOGIES**

The Convener welcomed everyone present to the meeting.

### **519. DECLARATIONS OF INTEREST**

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

### **520. MINUTES**

The minute of meeting of the Planning and Development Management Committee of 29 August 2018 (Arts. 468-472) was submitted, approved as a correct record and authorised for signature.

### **521. DEPUTATIONS**

In terms of Standing Order 59, the Committee agreed to hear deputations in relation to the following planning applications:

**Planning Application No.**  
18/01185/FLL  
18/01191/FLL

**Art. No.**  
522(1)(ii)  
522(1)(iii)

**522. APPLICATIONS FOR DETERMINATION**

**(1) Local Applications**

- (i) 18/00595/FLL - PITLOCHRY - Alterations and extension to hotel and erection of a staff and manager's accommodation unit with garage, Westlands Hotel, 160 Atholl Road, Pitlochry, PH16 5AR – Report 18/294 – Westlands Hotel**

**Resolved:**

**Grant**, subject to the following terms, conditions and informatives:

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.  
Reason - To ensure the development is carried out in accordance with the approved drawings and documents.
2. Prior to the commencement of the development hereby approved, details of the specification and colour of the proposed external finishing materials to be used shall be submitted to and agreed in writing by the Council as Planning Authority. The scheme as agreed shall be implemented prior to the completion or bringing into use of the development, whichever is the earlier.  
Reason - In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality.
3. Prior to the commencement of any works on site, all trees on site (other than those marked for felling on the approved plans) and those which have Root Protection Areas which fall within the site shall be retained and protected. Protection methods shall be strictly in accordance with BS 5837 2012: Trees in Relation to Design, Demolition and Construction. Protection measures, once in place, shall remain in place for the duration of construction. Any works required within the Root Protection Areas shall be fully justified by an arborist and a detailed construction method statement shall be submitted to and approved in writing by the Council as Planning Authority with subsequent works being undertaken to fully comply with the arborist recommendations.  
Reason - To ensure a satisfactory standard of development and environmental quality and to reserve the rights of the Council as Planning Authority
4. Prior to the commencement of the development hereby approved, a detailed landscaping and planting scheme

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for the site shall be submitted for the further written agreement of the Council as Planning Authority. The scheme shall include details of the height and slopes of any mounding or recontouring of the site, full details of all hard landscaping proposals including materials and installation methods and, species, height, size and density of trees and shrubs to be planted. The scheme as subsequently approved shall be carried out and completed within the first available planting season (October to March) after the completion or bringing into use of the development, whichever is the earlier, and the date of Practical Completion of the landscaping scheme shall be supplied in writing to the Council as Planning Authority within 7 days of that date. The scheme as agreed and implemented shall thereafter be maintained to the satisfaction of the Council as Planning Authority.  
Reason - In the interests of visual amenity and to ensure the satisfactory implementation of the proposed planting scheme.

5. The conclusions and recommended action points within the supporting biodiversity survey submitted and hereby approved shall be fully adhered to, respected and undertaken as part of the construction phase of development.

Reason - In the interests of protecting environmental quality and of biodiversity.

6. Prior to the commencement of works on site, detailed drawings showing waste and recycling facility enclosures or waste and recycling facility storage areas and associated locations for bin presentation shall be submitted for the further written agreement of the Council as Planning Authority. None of the accommodation hereby approved shall be occupied until the agreed scheme has been provided in full.

Reason - In order to ensure adequate servicing facilities are provided.

7. All plant or equipment shall be so enclosed, attenuated and/or maintained such that any noise therefrom shall not exceed Noise Rating 35 between 0700 and 2300 hours daily, or Noise Rating 25 between 2300 and 0700 hours daily, within any neighbouring residential property, with all windows slightly open, when measured and/ or calculated and plotted on a rating curve chart.

Reason - In order to safeguard the neighbouring residential amenity in the area.

8. The proposed staff/manager's accommodation building at the rear of the site shall not be occupied until the existing staff bungalow on the site has been demolished. Thereafter the proposed staff accommodation at the rear

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of the site shall be used in conjunction with the Westlands Hotel and shall not be used as the sole or main residence of any occupant unless it is a person employed at Westlands Hotel.

Reason - In order to control and restrict the use of the building.

**Justification**

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. For information, foul flows only will be allowed to discharge to the public drainage system. The Developer should arrange to dispose of surface water privately, to the satisfaction of the statutory drainage Authority.
5. The applicant is advised that the granting of planning permission does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
6. No work shall be commenced until an application for building warrant has been submitted and approved.
7. Records indicate that at least part of the proposed development site lies within a radon affected area where the measurement/monitoring of radon gas and the installation of mitigation measures may be required.

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Further information on radon gas and the associated reports that can be obtained is available at [www.ukradon.org](http://www.ukradon.org) and at <http://shop.bgs.ac.uk/georeports/>.

(ii) **18/01185/FLL - GUAY - Erection of 2 holiday accommodation units and 3 camping pods, Tay View Lodges, Guay – Report 18/295 – Mr D Morton**

Mr Morton, applicant, address the Committee, and, following his representation, withdrew to the public gallery.

**Resolved:**

**Grant**, subject to the following terms, conditions and informatives:

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.

Reason – To ensure the development is carried out in accordance with the approved drawings and documents.

2. The development hereby approved comprising the two lodges and three camping pods, shall be used solely for holiday accommodation and shall not be used as the sole or main residence of any occupant with the exception of the lodge located to the west of the site (Lodge Type 2) which can also be used as permanent staff accommodation by a person employed in the associated business or a family member of such a person residing with him or her.

Reason – In order to clarify the terms of the permission; to control and restrict the use of the buildings.

3. Prior to the commencement of the development hereby approved, details of the proposed parking area and track within the site shall be submitted for the further written agreement of the Council as Planning Authority. The scheme as subsequently agreed shall be implemented prior to the completion or bringing into use of the development, whichever is the earlier.

Reason – In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality.

**Justification**

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

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**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. An application for Building Warrant may be required.
5. Records indicate that at least part of the proposed development site lies within a radon affected area where the measurement/monitoring of radon gas and the installation of mitigation measures may be required. Further information on radon gas and the associated reports that can be obtained is available at [www.ukradon.org](http://www.ukradon.org) and at <http://shop.bgs.ac.uk/georeports/>
6. The applicant is advised that the pods and possibly the lodges (depending on the construction and size) will be subject to licensing in terms of the Caravan Sites and Control of Development Act 1960, as amended. It would therefore be necessary for a caravan site licence to be obtained for the site before the pods are first brought into use and the site would need to comply with the caravan model standards for holiday use. The applicant should seek further advice from the Council on whether the lodges would also need to be licenced in terms of the Caravan Sites and Control of Development Act 1960.
7. The stove(s) should be installed, operated and maintained in full accordance with the manufacturer's instructions and shall not be used to burn fuel other than that approved for use by the manufacturer.

**(iii) 18/01191/FLL – BLACKFORD – Alterations and extension to rail yard, including associated works (revised design and layout and addition of welfare cabin), Yard, Moray Street, Blackford – Report 18/296 – Highland Spring Group**

Mr J Scott provided the following information: (i) in paragraph 2 on page 64 the name of the road is incorrectly referred to as B801 but is correctly referred to as B8081 in the rest of the Report, and (ii) Condition 19 should be amended to add “to the satisfaction of the Council as Planning Authority”.

Mr Montgomery, on behalf of the applicant, addressed the Committee, and, following his representation, withdrew to the public benches.

**Resolved:**

**Grant**, subject to the following terms, conditions and informatives:

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.  
Reason – To ensure the development is carried out in accordance with the approved drawings and documents.
2. All external lighting to be installed shall be sufficiently screened and aligned so as to ensure that there is no direct illumination of neighbouring land, woodland or watercourses and that light spillage beyond the boundaries of the site is minimised. No illumination of the site is permitted out with the operational hours outlined in condition 3 of this consent.  
Reason – In order to safeguard the residential amenity of the area.
3. The hours of operation of the site and all associated operations shall be strictly limited to 07:00 to 22:00 Monday to Friday and 08:00 to 17:00 either Saturday or Sunday in any given week, other than between 06:00 and 07:00 Monday to Friday and between 07:00 and 08:00 on either Saturday or Sunday in any given week, where one train is permitted to access the site for the purpose of decoupling and parking.  
Reason – In order to safeguard the residential amenity of the area.
4. Noise levels shall be limited to 44dB LAeq 1 hour at any residential property when measured in accordance with BS4142:2014 to the satisfaction of the Council as Planning Authority between 07:00 and 22:00. Between

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06:00 to 07:00 Monday to Friday noise levels attributed to the operation of train arrival shall be limited to 42dB LAeq15mins at any residential property when measured and corrected as necessary in line with BS4142:2014.

Reason – In order to safeguard the residential amenity of the area.

5. No part of the authorised development may be brought into use until a written scheme has been submitted to and approved in writing by the Council as Planning Authority for the monitoring of noise generated during the operational phase of the development. The scheme must specify the location from where noise will be monitored, the method of noise measurement and identify maximum noise levels appropriate to each location in accordance with the wording of condition 4 above. The monitoring programme as agreed in writing will be subject to annual review to establish the frequency of noise monitoring and the need for continued monitoring. In the event of noise monitoring evidencing breaches of condition 4 above, all operations on site shall cease until a scheme of mitigation has been submitted to and agreed in writing with the Planning Authority. The mitigation measures, as agreed, shall be implemented on site to the satisfaction of the Planning Authority. Testing of the crane prior to operations commencing is permitted subject to prior written agreement with the Planning Authority.

Reason – In order to safeguard the residential amenity of the area.

6. In the event that justified complaints for noise nuisance are received by the Council the applicant, unless otherwise agreed within the Planning Authority, at its own expense, shall employ a consultant approved by the Planning Authority to carry out an assessment of noise from the development, whether relating to noise from construction or operation of the site. The assessment will be carried out to an appropriate methodology agreed within the Planning Authority and the results of the assessment will be submitted to the Planning Authority within 28 days of the assessment. Those results must include a comparison of measured data with the requirements of the above conditions and all data which was collected in the Noise Impact Assessment associated with this application. The results of these assessments shall feed into the monitoring and mitigation referred to in condition 5 above.

Reason – In order to safeguard the residential amenity of the area.

7. Prior to the crane being brought into use, full details of the enclosure of the crane plant equipment shall be



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submitted to and approved in writing by the Council as Planning Authority. This shall be based upon the details included within the Noise Assessment dated 22 January 2016 submitted with application 15/01637/FLL (ref: 15/01637/45) and shall ensure that the level of noise mitigation offered is met. The details as approved in writing shall be implemented as part of the site development and put in place prior to the operational use of the crane.

Reason – In order to safeguard the residential amenity of the area.

8. The acoustic barrier outlined within Noise Assessment dated June 2018 (ref: 18/01191/34) and outlined on the site plan (18/01191/2) shall be installed in its entirety prior the commencement of any operations on site and retained to the satisfaction of the Council as Planning Authority. The fence shall be coloured olive green to match the crane and shall provide a continuous acoustic barrier along the southern boundary of the site to the satisfaction of the Council as Planning Authority.

Reason – In order to safeguard the residential amenity of the area.

9. No audible alarms are permitted for use on the site.

Reason – In order to safeguard the residential amenity of the area.

10. Prior to the commencement of any operations on site, a noise management plan shall be submitted to, and approved in writing by, the Council as Planning Authority to minimise the impact of noise on local receptors.

Thereafter, details and mitigation outlined in the noise management plan as approved shall be implemented on site in full.

Reason – In order to safeguard the residential amenity of the area.

11. All containers on the site shall be stacked at a maximum of 2 in height to the satisfaction of the Council as Planning Authority.

Reason – In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality.

12. Prior to the commencement of any development, final details of the compensatory storage and channel alteration to be undertaken to replace the volume of floodplain lost as outlined in JBA Consulting Flood Risk Assessment dated June 2018 (or any updated Flood Risk Assessment approved in writing by the Planning Authority and SEPA) shall be submitted to, and approved in writing by, the Planning Authority in consultation with SEPA.

The details, as approved in writing, shall be implemented as part of the site development and completed in full prior

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to the development being brought into use. The compensatory storage and channel alteration measures shall be retained in perpetuity.

Reason – In order to provide mitigation for development on the site and ensure appropriate compensatory storage for flood water is provided in accordance with national, regional and local policy.

13. Prior to the commencement of works on the development, the applicant shall submit for the written approval of the Planning Authority a Construction Traffic Management Scheme (TMS) which shall include the following:
- a. Restriction of construction traffic to approved routes and the measures to be put in place to avoid other routes being used;
  - b. Timing of construction traffic to minimise impact on local communities particularly at school start and finishing times, on days when refuse collection is undertaken, on Sundays and during local events;
  - c. A code of conduct for HGV drivers to allow for queuing traffic to pass;
  - d. Arrangements for liaison with the Roads Authority regarding winter maintenance;
  - e. Emergency arrangements detailing communication and contingency arrangements in the event of vehicle breakdown;
  - f. Arrangements for the cleaning of wheels and chassis of vehicles to prevent material from construction sites associated with the development being deposited on the road;
  - g. Arrangements for cleaning of roads affected by material deposited from construction sites associated with the development;
  - h. Arrangements for signage at site accesses and crossovers and on roads to be used by construction traffic in order to provide safe access for pedestrians, cyclists and equestrians;
  - i. Details of information signs to inform other road users of construction traffic;
  - j. Arrangements to ensure that access for emergency service vehicles are not impeded;
  - k. Co-ordination with other major commercial users known to use roads affected by construction traffic;
  - l. Traffic arrangements in the immediate vicinity of temporary construction compounds;
  - m. The provision and installation of traffic counters at the applicant's expense at locations to be agreed prior to the commencement of construction;

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- n. Monitoring, reporting and implementation arrangements;
  - o. Arrangements for dealing with non-compliance; and
  - p. Details of HGV movements to and from the site.
- The TMS as approved shall be strictly adhered to during the entire site construction programme all to the satisfaction of the Council as Planning Authority.  
Reason – In the interests of pedestrian and traffic safety and in the interests of free traffic flow.

14. Prior to commencement of development, a Construction Method Statement (CMS) detailing environmental mitigation measures including specific measures for environmental monitoring during construction, shall be submitted to and approved by the Planning Authority. This document shall take full account of the mitigation measures outlined in the Ecology Survey (ref: 18/01191/33). The CMS shall also include a detailed Dust Management Strategy which should identify activities which have the potential to generate dust and propose appropriate mitigation measures to ensure nuisance conditions do not occur at sensitive receptors. The CMS, as approved, shall be strictly adhered to during construction of the scheme.  
Reason – In order to protect the environment during construction operations.

15. Prior to the commencement of any operations on site a fully detailed Operational Traffic Management Plan shall be submitted to, and approved in writing by, the Planning Authority. This document shall include full details of how the site is intended to be operated taking into account the conditions and restrictions outlined within the consent hereby granted. It shall also provide full details as to how any small scale third party use of the site is to be implemented to minimise impact on the local community and control the amount of third party vehicles entering and leaving the site. The submission shall demonstrate that consultation with the local community has been undertaken in preparation of this plan and shall fully detail the outcome of this consultation process to demonstrate how matters raised by the local community are reflected within the plan. This operational plan shall be a fluid document which shall be updated to reflect any changes to the operation of the site, as determined by the Council as Planning Authority, and to address any substantiated concerns expressed by the local community regarding the operation of the site. The details, as approved, shall be implemented in full as part of the operation of the site to the satisfaction of the Council as Planning Authority.

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Reason – In the interests of residential amenity, pedestrian and traffic safety and to ensure the Council retains control over the operation, growth and third party use of the site.

16. Prior to the development hereby approved being completed or brought into use, all matters regarding access, car parking, road layout, design and specification, including the disposal of surface water, shall be in accordance with the standards required by the Council as Roads Authority.

Reason – In the interests of pedestrian and traffic safety and in the interests of free traffic flow.

17. No part of the development shall be brought in to use until a Travel Plan (TP), aimed to encourage more sustainable means of travel, has been submitted and approved in writing by the Council, as Planning Authority. The TP will have particular regard to provision for walking, cycling and public transport access to and within the site and will identify the measures to be provided, the system of management, monitoring, review, reporting and the duration of the plan.

Reason – To encourage the use of sustainable modes of transport.

18. The landscaping and planting scheme indicated in approved documents 18/01191/3 and 39 shall be undertaken and implemented within the first planting season following completion of the development and maintained to the satisfaction of the Council as Planning Authority.

Reason – In the interests of visual amenity to ensure that adequate screening and landscaping containment for the development site is provided. To ensure that the partial loss of an area of designated open space is compensated for.

19. Any planting failing to become established within five years shall be replaced in the following planting season with others of similar size, species and number, to the satisfaction of the Council as Planning Authority.

Reason – To ensure a satisfactory standard of development and environmental quality and to reserve the rights of the Planning Authority.

20. Prior to the commencement of development where works would preclude the use of Core Path (BLFD/3) and asserted Right of Way (29/3), a detailed plan and phasing proposal for the diversion works to the core path and asserted right of way shall be submitted to and approved in writing by the Planning Authority. The plan(s) shall fully detail the temporary arrangements, timescales and proposals for the diversion work to ensure that continued

access to the adjacent core paths across the railway are provided both during construction and operation of the site, until a suitable alternative route is available. The detailed plan(s) shall also include a full specification of the temporary path, associated fencing and signage to ensure that the specification of any temporary path, associated fencing and signage shall ensure that the specification shall be of an equivalent standard to the core path/right of way. The details, as approved in writing, shall be implemented as part of the development site and completed to the satisfaction of the Planning Authority prior to the site being brought into use.

Reason – To ensure continued public access along the core path/right of way and to ensure appropriate diversion routes are in place.

21. Upon commencement of use of the development hereby approved, the maximum number of containers to be both imported and exported by rail from site shall not exceed 68 daily.

Reason – In order to ensure control over the future growth of the site and in the interests of residential amenity and pedestrian and traffic safety.

22. All containers on the site under the direct control of the applicants shall be of a dark recessive colour, to the satisfaction of this council as Planning Authority.

Reason – In the interests of visual amenity and in order to limit the visual impact of the proposed containers and provide a better relationship to the background landscape.

23. A pre-development otter survey shall be undertaken to re-check the survey work undertaken and submitted with the application. This should ensure that there is no destruction of holts; no construction works are closer than 30m from an otter holt and no natal holts have been identified. If any of the above are found, the applicant will require a European Protected Species License from Scottish Natural Heritage (SNH). If any otter holts are found details of mitigation measures shall be submitted to the Council as Planning Authority for written approval in consultation with SNH. The mitigation measures, as approved shall be strictly adhered to during the development of the site.

Reason – To ensure the protection of otters on and around the site.

24. A pre-development survey of nesting and breeding birds shall be undertaken to establish if any nesting or breeding birds are present on site. If any nests are found details of mitigation measures shall be submitted to the Council as Planning Authority for written approval. The mitigation

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measures, as approved shall be strictly adhered to during the development of the site.

Reason – To ensure the protection of nesting and breeding birds.

25. All trenches and excavations on the site shall be fitted with measures to prevent animals from being trapped. This can include the creation of sloping escape ramps or by using planks within the excavations to allow animals to escape.

Reason – In order to prevent animals being trapped in open excavations.

26. The shunt vehicles between the development site and the adjacent Highland Spring factory shall be low emission, low noise vehicles and details of the exact type of vehicle to be used shall be submitted to, and approved in writing by, the Planning Authority. The details, as approved, shall be implemented as part of the site development and maintained thereafter, unless otherwise agreed in writing by this council as planning authority.

Reason – To reduce carbon emissions, meet Scottish Government targets and in the interest of residential amenity and to protect the amenity of Blackford Primary School.

27. All retained trees on the site and surrounding the site shall be protected during construction operations in accordance with BS 5837:2012 "Trees in relation to Design, Demolition and Construction". The protection scheme shall be installed immediately unless phasing has been proposed and approved. The approved Tree Protection measures shall not be removed breached or altered without prior written authorisation from the Council as Planning Authority and shall remain in a functional condition until completion of the entire development. If such protection measures are damaged beyond effective functioning then works that may compromise the protection of trees shall cease until the protection can be repaired or replaced with a specification that shall provide a similar degree of protection.

Reason – In order to protect retained trees on and around the application site.

28. Prior to the commencement of any development full design details of the proposed Sustainable Urban Drainage System (SUDS) shall be submitted to and approved in writing by the Planning Authority in consultation with SEPA. The details as approved shall be implemented on site as part of the site development and maintained in perpetuity. The SUDS design shall meet the requirement of the Simple Index Approach in the CIRIA SUDS manual (C753 2015).

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Reason – To ensure adequate provision of surface water drainage on the site.

**Justification**

The proposal fails to accord with the Development Plan but there are considered to be sufficient material considerations apparent to justify a departure from the Development Plan in this instance.

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. No work shall be commenced until an application for building warrant has been submitted and approved.
5. An inspection of the proposed development site did not raise any real concerns, although historical mapping indicates there was previously a nearby use which may have resulted in contamination in the vicinity of the site. The applicant is advised that, given historical uses of the wider area, there may be potential for contamination within the site. Should any contamination be found during the approved works, works should cease and the Land Quality team should be contacted on 01738 475000 or [es@pkc.gov.uk](mailto:es@pkc.gov.uk) for further advice.
6. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
7. The applicant is advised that the granting of planning permission does not guarantee a connection to Scottish

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Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.

8. The developer should be aware of the regulatory requirements outlined in SEPA's consultation response dated 27 August 2018.
9. The diversion of the footpath required at the western end of the site will require a formal Diversion Order. The developer shall make contact with the Council's Countryside Access Officer to discuss this requirement and all requirements of the diversion order shall be in place prior to works commencing on the diversion.

**(iv) 18/01215/FLL - PITLOCHRY - Erection of a dwellinghouse, land north west of Corbie Lynn, Dysart Brae, Pitlochry – Report 18/297 – Mr C Stewart**

Mr D Niven advised that, if the Committee were to approve the application, Informative 11 is a repeat of Informative 5 and should be deleted.

**Resolved:**

**Grant**, subject to the following terms, conditions and informatives:

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.  
Reason – To ensure the development is carried out in accordance with the approved drawings and documents.
2. Prior to the development hereby approved being completed or brought into use, the vehicular access shall be formed in accordance with Perth & Kinross Council's Road Development Guide Type B Figure 5.6 access detail, of Type B Road construction detail.  
Reason – In the interests of road safety; to ensure an acceptable standard of construction within the public road boundary.
3. All trees identified for retention and any peripheral trees bounding the site, which may be affected by any element of the approved development and its associated construction, (including land within the blue site area) shall be protected in full accordance with BS 5837: 2012 'Trees in relation to design, demolition and construction'.



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Approved Tree Protection measures shall not be removed breached or altered without prior written authorisation from the local planning authority but shall remain in a functional condition throughout the entire development or as per the phasing plan. If such protection measures are damaged beyond effective functioning then works that may compromise the protection of trees shall cease until the protection can be repaired or replaced with a specification that shall provide a similar degree of protection

Reason – In order to protect the existing trees on and adjacent to the site.

**Justification**

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. No work shall be commenced until an application for building warrant has been submitted and approved.
5. Records indicate that at least part of the proposed development site lies within a radon affected area where the measurement/monitoring of radon gas and the installation of mitigation measures may be required. Further information on radon gas and the associated reports that can be obtained is available at [www.ukradon.org](http://www.ukradon.org) and at <http://shop.bgs.ac.uk/georeports/>.

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6. Trees and scrub are likely to contain nesting birds between 1st March and 31st August inclusive. Trees and scrub are present on the application site and are to be assumed to contain nesting birds between the above dates. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended (section 1), it is an offence to remove, damage or destroy the nest of any wild bird while that nest is in use or being built. Planning permission for a development does not provide a defence against prosecution under this Act.
7. The applicant should be aware of the Perth & Kinross Council Flooding and Flood Risk Guidance Document (June 2014) for advice on development within a flood risk area.
8. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD for a new postal address. The form is downloadable from [www.pkc.gov.uk](http://www.pkc.gov.uk) and should be returned to [snn@pkc.gov.uk](mailto:snn@pkc.gov.uk)
9. The applicant should be aware of the requirements of the Council's Environment and Regulatory Services in relation to waste collection from the site and should ensure adequate measures are provided on site to allow for the collection of waste.
10. The applicant is advised that the granting of planning permission does not guarantee rights of access to the site. This should be agreed with the relevant landowner (s) prior to the commencement of the development.

**(2) Proposal of Application Notice (PAN)**

**(i) 18/00008/PAN – RATTRAY – Residential development, landscaping and associated works, land to the east of Honeberry Crescent, Rattray – Report 18/298**

Councillor McCall highlighted that concerns of local residents regarding the impact of traffic had been raised with Development Management.

Councillor Drysdale requested that the wider impact of aggregate traffic including in relation to Perth City and Bridgend in particular.

Members noted the issues identified by the Interim Development Quality Manager's report.

**(ii) 18/00009/PAN – AUCHTERARDER – Minerals extraction and processing activities (in part retrospect), including**

**reinstatement, restoration, landscaping, processing building and ancillary accommodation, access and associated works, land south west of Arns Farm, Auchterarder – Report 18/299**

Members noted the issues identified by the Interim Development Quality Manager's report.

- (iii) **18/00010/PAN – PERTH – Demolition and erection of a sheltered accommodation building with facilitated care including restaurant, parking, landscaping and associated works parking, landscaping and associated works, The Atrium, 137 Glover Street, Perth – Report 18/300**

Councillor Wilson highlighted that the exit of the car park at The Atrium also serves as the exit for the neighbouring GP surgery, and requested that a solution was sought in this regard. Councillor Wilson also suggested the heavy traffic on Glover Street be considered.

Members noted the issues identified by the Interim Development Quality Manager's report.

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## **AUDIT COMMITTEE**

Minute of meeting of the Audit Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 26 September 2018 at 2.00pm.

Present: Councillors E Drysdale, B Band, C Ahern (substituting for A Coates), S Donaldson, D Illingworth, X McDade and W Wilson.

In Attendance: G Taylor, J Clark, C Irons, S Mackenzie, M Morrison, A O'Brien and S Walker (all Corporate and Democratic Services); A Thomson (Housing and Environment)

Also in Attendance: A Shaw and C Windeatt, KPMG, External Auditors.

Apologies: Councillor A Coates.

Councillor Drysdale, Convener, Presiding.

### **523. WELCOME AND APOLOGIES/SUBSTITUTIONS**

The Convener welcomed everyone to the meeting and an apology was noted as above.

### **524. DECLARATIONS OF INTEREST**

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

### **525. MINUTE**

The minute of meeting of the Audit Committee of 27 June 2018 (Arts.400-406) was submitted and approved as a correct record and authorised for signature.

It was noted that the external validation of the self-assessment of Internal Audit's compliance with the Public Sector Internal Audit Standards would be reported to the next Audit Committee on 7 November 2018.

### **526. DRAFT AUDITED ANNUAL ACCOUNTS 2017/18 AND DRAFT ANNUAL REPORT TO THE MEMBERS OF PERTH AND KINROSS COUNCIL AND THE CONTROLLER OF AUDIT FOR YEAR ENDED 31 MARCH 2018**

There was submitted a report by the Head of Finance (18/301), presenting the Council's Draft Audited Annual Accounts for financial year 2017/18 in accordance with the Local Authority Accounts (Scotland) Regulations 2014 and including the Draft Annual Audit Report to the members of Perth and Kinross Council and the Controller of Audit for the Year Ended 31 March 2018 by the External Auditors (KPMG); and the Letter of Representation to the External Auditors from the Head of Finance.

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S Mackenzie referred to KPMG's annual report to 31 March 2018 which was submitted to the Audit Committee for approval and signature and would be submitted to the Council meeting on 3 October 2018 for noting.

S Mackenzie advised adjustments had been identified but these would have no impact on the resources available to the Council and advised that the Council was in a strong financial position.

S Mackenzie thanked Finance staff, relevant staff in each Service and KPMG for their support in the completion of the annual report and accounts.

A Shaw, KPMG, referred to the key messages in the unqualified report which would be finalised once signed. He also referred to the six control recommendations which had been accepted by the Council.

The Convener thanked KPMG and the Finance Team.

**Resolved:**

- (i) The contents of KPMG's Draft Annual Audit report to the Members of Perth and Kinross Council and the Controller of Audit for the year ended 31 March 2018 as detailed in Appendix 1 to Report 18/301, be noted.
- (ii) The 2017/18 Audited Annual Accounts be approved and the Leader of the Council, the Chief Executive and the Head of Finance be authorised to sign them.
- (iii) The Letter of Representation be approved and the Head of Finance be authorised to sign the Letter.

S WALKER, A O'BRIEN AND A THOMSON LEFT THE MEETING AT THIS POINT.

**527. INTERNAL AUDIT FOLLOW UP**

There was submitted a report by the Chief Internal Auditor (18/291) presenting a current summary of Internal Audit's follow up work.

With regard to Appendix B to Report 18/291, it was noted that the review of the IR35 processes had now been received and procedures would be finalised.

Councillor C Ahern advised that the report on Criminal Justice, as referred to in Appendix C to Report 18/291, had been signed on 19 September 2018.

**Resolved:**

- (i) The current position in respect of the agreed actions arising from internal and external work, be noted.
- (ii) The action plans be progressed, taking into account the recorded audit opinions.

**528. INTERNAL AUDIT UPDATE**

There was submitted a report by the Chief Internal Auditor (18/292) presenting a summary of Internal Audit's work.

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J Clark advised that two staff had been recruited to the Internal Audit Team with one now in post and the other to start mid-October, and that these appointments would add valuable experience to the Team, including IT expertise.

**Resolved:**

- (i) The completion of work against the 2017/18 audit plan, be noted.
- (ii) The progress with assignments against the 2018/19 Audit Plan, be noted.

**529. THE NATIONAL FRAUD INITIATIVE 2016/17 AND 2018/19**

There was submitted a report by the Chief Internal Auditor (18/293) presenting the findings of the 2016/17 National Fraud Initiative exercise as reported by Audit Scotland in July 2018, including a self-appraisal checklist for those charged with governance; and outlining the preparations underway in respect of the 2018/19 exercise.

J Clark advised that the 2018/19 Initiative would start in October 2018 and one optional dataset on Social Care Payments would be added.

L Simpson confirmed the legal position taken regarding the Council not sharing information on the Electoral Register for the purposes of the National Fraud Initiative. It was also noted that the Council was able to fully participate in the Initiative which included national bodies as well as Local Authorities.

It was noted that the data on Housing Waiting Lists was a mandatory dataset.

**Resolved:**

- (i) The outcomes within the National Audit Scotland report on the National Fraud Initiative exercise 2016/17, be noted.
- (ii) The work being undertaken for the 2018/19 exercise, be noted.
- (iii) The Audit Scotland's self-appraisal checklist relating to those charged with governance and attached at Appendix B to report 18/293, be approved.

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## **PERTH COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Perth Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 3 October 2018 at 10.00am.

Present: Councillors B Band, P Barrett, A Coates (from Art. 534 onwards), H Coates (from Art. 534 onwards), D Doogan, E Drysdale, M Lyle, A Parrott and J Rebbeck.

In Attendance: D Coyne, C Flynn, K Molley, M Mahmood, J Salisbury, G Fogg and D Stokoe (all Corporate and Democratic Services); L Campbell and S Merone (both Housing and Environment Service).

Apologies: Councillors C Ahern, S McCole and W Wilson.

Councillor B Band, Convener, Presiding.

### **530. WELCOME AND APOLOGIES**

Councillor B Band welcomed all present to the meeting and apologies were noted as above.

### **531. DECLARATIONS OF INTEREST**

In terms of the Councillors' Code of Conduct, Councillor A Parrott declared a non-financial interest in Art. 539.

### **532. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Perth Common Good Fund Committee of 20 June 2018 (Arts. 337-343) was submitted, approved as a correct record and authorised for signature.

### **533. MATTERS ARISING**

There were no matters arising.

### **534. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Depute Chief Executive (18/314) asking the Perth Common Good Fund Committee to consider 18 applications for financial assistance (14 small grants and 4 for capital grants).

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**SMALL GRANTS**

**Resolved:**

- (1) **Jar of Jewels**  
Jar of Jewels be awarded a grant of £1,600 towards the costs of two multicultural events.
- (2) **Perth and Kinross District Scout Council**  
Perth and Kinross District Scout County Council be awarded a grant of £750 towards the costs of five young individuals attending the World Scout Jamboree in West Virginia, USA.
- (3) **Ballet Dancing Training 1**  
The individual be awarded a grant of £150 towards the costs of national level ballet dancing training.
- (4) **Ballet Dancing Training 2**  
The individual be awarded a grant of £150 towards the costs of national level ballet dancing training.
- (5) **Perth and District Badminton Association**  
Perth and District Badminton Association be awarded a grant of £3,000 towards the costs of hosting the Scottish National Badminton Championships.
- (6) **Perth Autism Support**  
Perth Autism Support be awarded a grant of £472 towards the costs of an Autism Christmas Party.

COUNCILLORS A COATES AND H COATES ENTERED THE MEETING AT THIS POINT.

- (7) **PKAVS Minority Communities Hub**  
PKAVS Minority Communities Hub be awarded a grant of £3,480 towards the costs of a Multi-Cultural Events programme 2018/19.
- (8) **Scottish Chamber Orchestra**  
Scottish Chamber Orchestra be awarded a grant of up to £8,500 towards the costs of a Perth Concert Series and Creative Learning Sessions.
- (9) **Perth Creative Community Collaborative**  
Perth Creative Community Collaborative be awarded £1,960 towards the costs of artist-led sessions.
- (10) **River Tay Community Sport Hub**  
River Tay Community Sport Hub be awarded a grant of £1,061 towards the costs of improving river safety for River Tay users.



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**(11) Goodlyburn Parent Council**

Goodlyburn Parent Council be awarded a grant of £700 towards the costs of a Pantomime Trip for the whole school.

**(12) Headway Perth and Kinross**

**Motion (Councillors J Rebbeck and D Doogan)**

**Headway Perth and Kinross be awarded a grant of £290.70 towards the costs of their summer outing.**

Amendment (Councillors P Barrett and M Lyle)

Headway Perth and Kinross be awarded a grant of £105 towards the costs of their summer outing.

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

5 members voted for the Motion as follows:

Councillors B Band, D Doogan, E Drysdale, A Parrott and J Rebbeck.

4 members voted for the Amendment as follows:

Councillors P Barrett, A Coates, H Coates and M Lyle.

**Resolved:**

In accordance with the Motion.

**(13) Voluntary Service Overseas**

The individual be awarded a grant of £250 towards the costs of volunteering with American Fondouk in Morocco to treat working animals.

**(14) Perth Polish Scouting Association**

Perth Polish Scouting Association be awarded a grant of £338 towards the costs of a Christmas Event.

**CAPITAL GRANTS**

**Resolved:**

**(15) Perth Air Cadets**

Perth Air Cadets be awarded a grant of £1,150 towards the costs of essential training and security equipment.

**(16) Kinnoull Tennis Club**

Kinnoull Tennis Club be awarded a grant of £6,000 towards the costs of a Clubhouse Improvement Project.

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**(17) Perthshire Hockey Club**

Perthshire Hockey Club be awarded a grant of £1,027 towards the costs of hockey training equipment.

**(18) Perth Drama Club**

Perth Drama Club be awarded a grant of £1,000 towards the costs of a portable stage.

**535. 2018/19 FINANCIAL STATEMENT**

There was submitted a report by the Head of Finance (18/313) providing details of the Income and Expenditure to 31 August 2018 and the projected outturn to 31 March 2019 for the Perth Common Good Fund.

**Resolved:**

The Perth Common Good Fund Income and Expenditure to 31 August 2018, and the projected outturn to 31 March 2019 for Financial Year 2018/19, as set out in Appendix 1 to Report 18/313, be noted.

**536. BONFIRE AND FIREWORKS DISPLAY EVENT ON 5 NOVEMBER 2018**

There was submitted a report by the Depute Chief Executive (18/315) providing details of the Bonfire and Fireworks event on 5 November 2018 to be organised by the Perth and Strathearn 200 Round Table and the request for funding to Perth Common Good Fund Committee.

**Resolved:**

A grant of £15,000 to Perth and Strathearn 200 Round Table for the costs of the Pyrotechnic Fireworks Display, in line with the decision taken in February 2018, be awarded.

**537. PERTH CHRISTMAS LIGHTS FESTIVAL**

There was submitted a report by the Executive Director (Housing and Environment) (18/316) (1) noting the activities for the Christmas Lights event on Saturday November 2018, which is part of the overall Perth Winter Festival programme and; (2) seeking approval for costs to be funded from the Perth Common Good Fund for the event.

**Resolved:**

The budget provision from 2018/19 in respect of the Christmas Lights Switch On Programme for Saturday 17 November 2018, in line with the decision taken in April 2018, be confirmed.

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

**538. SHOP – 2 NORTH PORT, PERTH OPTIONS FOR RE-LETTING OR SALE**

There was submitted a report by the Executive Director (Housing and Environment) (18/317) requesting instructions for either re-letting or sale of a shop at 2 North Port, Perth.

**Resolved:**

- (i) The recommended budget for the required upgrading works prior to re-letting, as set out in Report 18/317, be approved.
- (ii) Authority to proceed with the re-letting, on the terms of the Head of Legal and Governance and Head of Planning and Development, be granted.

**539. SITE (0.1478 Ha), HARBOUR ROAD, PERTH CONSENT TO APPROVE GROUND LEASE EXTENSION**

There was submitted a report by the Executive Director (Housing and Environment) (18/318) seeking approval to extend the length of the current ground lease of the site, which is leased to Daltrade Limited.

**Motion (Councillors D Doogan and E Drysdale)**

**A decision to extend the ground lease to Daltrade Limited, on the terms and conditions set out in Report 18/318, be deferred until Perth and Kinross Harbour Board have been consulted.**

Amendment (Councillors P Barrett and H Coates)

Consent be given to extend the ground lease to Daltrade Limited on the terms and conditions set out in Report 18/318.

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

6 members voted for the Motion as follows:

Councillors B Band, D Doogan, E Drysdale, M Lyle, A Parrott and J Rebbeck.

3 members voted for the Amendment as follows:

Councillors P Barret, A Coates and H Coates.

**Resolved:**

In accordance with the Motion.

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## **ABERFELDY COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Aberfeldy Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 3 October 2018 at 11.00am.

Present: Councillors M Williamson, P Barrett, J Duff, X McDade and M Lyle.

In Attendance: D Coyne, C Flynn, M Mahmood, K Molley, J Salisbury and D Stokoe (all Corporate and Democratic Services).

Councillor M Williamson, Convener, Presiding.

### **540. WELCOME AND APOLOGIES**

Councillor Williamson welcomed all those present to the meeting.

### **541. DECLARATIONS OF INTEREST**

There were no declarations of interest made in terms of Councillors' Code of Conduct.

### **542. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Aberfeldy Common Good Fund Committee of 20 June 2018 (Arts.344- 349) was submitted, approved as a correct record and authorised for signature.

### **543. MATTERS ARISING**

There were no matters arising.

### **544. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Depute Chief Executive (18/302) asking Aberfeldy Common Good Fund Committee to consider two applications.

#### **Resolved:**

- (1) Perth and Kinross District Scout Council**  
Perth and Kinross District Scout Council be awarded a grant of £150 towards the costs of three young individuals (who are residents of Aberfeldy) attending the World Scout Jamboree in West Virginia, USA.
- (2) Friends of Breadalbane**  
Friends of Breadalbane be awarded a grant of £350 towards the costs of an Aberfeldy PLUS Youth Group for children with additional support needs.
- (3)** No applications for financial assistance to be accepted for the remainder of the 2018/19 financial year.

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**545. 2017/18 BUDGET & 2018/19 FINANCIAL STATEMENT**

There was submitted a report by the Head of Finance (18/303) providing an update on Income and Expenditure to 31 August 2018 and the projected outturn to 31 March 2019 for the Aberfeldy Common Good Fund.

**Resolved:**

The Aberfeldy Common Good Fund Income and Expenditure to 31 August 2018, and the projected outturn to 31 March 2019 for Financial Year 2018/19, as set out in Appendix 1 to Report 18/303, be noted.

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## **AUCHTERARDER COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Auchterarder Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 3 October 2018 at 11.10am.

Present: Councillors T Gray, P Barrett and M Lyle.

In Attendance: D Coyne, C Flynn, M Mahmood, K Molley, J Salisbury and D Stokoe (all Corporate and Democratic Services).

Apology for Absence: Councillor C Reid

Councillor T Gray, Convener, Presiding.

### **546. WELCOME AND APOLOGIES**

Councillor Gray welcomed all those present to the meeting and an apology was noted as above.

### **547. DECLARATIONS OF INTEREST**

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

### **548. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Auchterarder Common Good Fund Committee of 20 June 2018 (Arts.358-363) was submitted, approved as a correct record and authorised for signature subject to a correction of Article 361 to read advisory non-voting member.

### **549. MATTERS ARISING**

There were no matters arising.

### **550. AUCHTERARDER IN BLOOM**

Members were advised that an urgent item of business had arisen in July 2018, relating to a proposal from Auchterarder in Bloom (AiB) who wanted to improve an untidy area of Council land to create an attractive public space which would enhance the quality of life of residents and the local character of Auchterarder. The land had been bought by the old Burgh Council of Auchterarder prior to 15 May 1975 which meant that it was considered a Common Good asset. Heads of Terms had been agreed with Auchterarder in Bloom. This agreement had ended on 17 July 2018.

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**Resolved:**

The formal reporting of the decision by the Auchterarder Common Good Fund Committee to agree to give Auchterarder in Bloom a 10 year Licence to Occupy an untidy area of Council owned land to create an attractive public space by carrying out improvement works, be noted.

**551. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Depute Chief Executive (18/309) asking Auchterarder Common Good Fund Committee to consider two applications for financial assistance.

**Resolved:**

**(1) Auchterarder Community Sports Association**

Auchterarder Community Sports Association be refused a grant towards the costs of Phase 3 of the Auchterarder Core Path Project.

**(2) Auchterarder and Blackford Brownies**

Auchterarder and Blackford Brownies be awarded a grant of £1,000 towards the cost of a trip to Paris in 2019.

**552. 2018/19 BUDGET & 2017/18 FINANCIAL STATEMENT**

There was submitted a report by the Head of Finance (18/310) providing an update on Income and Expenditure to 31 August 2018 and the projected outturn to 31 March 2019 for the Auchterarder Common Good Fund.

**Resolved:**

The Auchterarder Common Good Fund Income and Expenditure to 31 August 2018, and the projected outturn to 31 March 2019 for Financial Year 2018/19, as set out in Appendix 1 to the Report 18/310, be noted.

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## **BLAIRGOWRIE COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Blairgowrie Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 3 October 2018 at 11.20pm.

Present: Councillors T McEwan, P Barrett, B Brawn, M Lyle, and C Shiers.

In Attendance: D Coyne, C Flynn, M Mahmood, K Molley J Salisbury and D Stokoe (all Corporate and Democratic Services) and M Young (Blairgowrie and Rattray Community Council).

Councillor T McEwen, Convener, presiding

### **553. WELCOME AND APOLOGIES**

Councillor McEwan welcomed all those present to the meeting. There were no apologies submitted.

### **554. DECLARATIONS OF INTEREST**

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

### **555. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Blairgowrie Common Good Fund Committee of 20 June 2018 (Arts. 364 - 370) was submitted, approved as a correct record and authorised for signature.

### **556. MATTERS ARISING**

There were no matters arising.

### **557. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Depute Chief Executive (18/307) asking Blairgowrie Common Good Fund Committee to consider two applications for financial assistance.

#### **Resolved:**

#### **(1) Blairgowrie Martial Arts**

Perth Autism Support be awarded a grant of £400 towards the costs of providing martial arts sessions to children and young people on the autism spectrum in Blairgowrie.

#### **(2) Blairgowrie and Rattray Bonfire Night**

Blairgowrie and Rattray Community Council be awarded a grant of £500 towards the costs of a Bonfire Night.



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- (3) No applications for financial assistance be accepted for the remainder of the 2018/19 financial year.

**558. 2017/18 & 2018/19 FINANCIAL STATEMENTS**

There was submitted a report by the Head of Finance (18/308) providing an update on Income and Expenditure to 31 August 2018 and the projected outturn to 31 March 2019 for the Blairgowrie Common Good Fund.

**Resolved:**

The Blairgowrie Common Good Fund Income and Expenditure to 31 August 2018, and the projected outturn to 31 March 2019 for Financial Year 2018/19, as set out in Appendix 1 to Report 18/308, be noted.

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## **CRIEFF COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Crieff Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 3 October 2018 at 11.37am.

Present: Councillors S Donaldson, P Barrett, R Brock, R McCall and M Lyle.

In Attendance: D Coyne, C Flynn, M Mahmood, K Molley, J Salisbury and D Stokoe (all Corporate and Democratic Services).

Councillor S Donaldson, Convener, Presiding.

### **559. WELCOME AND APOLOGIES**

Councillor Donaldson welcomed all those present to the meeting. There were no apologies submitted.

### **560. DECLARATIONS OF INTEREST**

There were no declarations of interest made in terms of Councillors' Code of Conduct.

### **561. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Crieff Common Good Fund Committee of 25 April 2018 (Arts.228 - 233) was submitted, approved as a correct record and authorised for signature.

### **562. MATTERS ARISING**

#### **Advisory Non-Voting Member (Article 232 refers)**

Councillor Donaldson advised the Committee that there had been no communication from Crieff Community Council as to their nomination for the position of an advisory non-voting member of the Crieff Common Good Fund Committee. It was noted that this item is on the agenda for the next Crieff Community Council meeting.

### **563. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Depute Chief Executive (18/304) asking Crieff Common Good Fund Committee to consider three applications for financial assistance.

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**Resolved:**

**(1) Crieff in Leaf Association**

Crieff in Leaf Association be refused a grant towards the costs of the "Crieff Leafy Coos" project in Burrell Square, Crieff.

**(2) Perth and Kinross District Scout Council**

Perth and Kinross District Scout Council be awarded a grant of £300 towards two young individuals (who are residents of Crieff) attending the World Scout Jamboree in West Virginia, USA.

**(3) MacRosty Junior Parkrun**

MacRosty Junior Parkrun be awarded a grant of £500 towards the costs of starting a Junior Parkrun in MacRosty Park, Crieff.

**564. 2017/18 AND 2018/19 FINANCIAL STATEMENT**

There was a report submitted by Head of Finance (18/305) providing an update on 2017/18 audited Income and Expenditure and details of the Income and Expenditure to 31 August 2018 and the projected outturn to 31 March 2019 for the Crieff Common Good Fund.

**Resolved:**

- (i) The Crieff Common Good Fund audited Income and Expenditure to 31 March 2018, as set out in Appendix 1 to Report 18/305, be noted.
- (ii) The Crieff Common Good Fund Income and Expenditure to 31 August 2018, and the projected outturn to 31 March 2019 for Financial Year 2018/19, as set out in Appendix 2 of Report 18/305, be noted.

**565. ANY OTHER COMPETENT BUSINESS**

**(i) Crieff in Leaf**

Members were advised that an urgent item of business had arisen in July 2018 relating to a proposal to erect 3nr Highland Cows in one of the quadrants at Burrell Square, Crieff with the creation and maintenance of new and existing flower beds in 3nr of the quadrants. Heads of Terms had been agreed with Crieff in Leaf on 15 June 2018. This agreement had ended on 20 June 2018.

**Resolved:**

The formal reporting of the decision by the Crieff Common Good Fund Committee to give Crieff in Leaf a 10 year licence to occupy the quadrants at Burrell Square, Crieff, so sculptures can be erected and maintained by Crieff in Leaf as well as the flower beds, be noted.

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## **KINROSS COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Kinross Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 3 October 2018 at 11.40am.

Present: Councillors M Barnacle, P Barrett, M Lyle, W Robertson and R Watters.

In Attendance: D Coyne, C Flynn, M Mahmood, K Molley, J Salisbury and D Stokoe (all Corporate and Democratic Services).

Apology for Absence: Councillor C Purves.

Councillor M Barnacle, Convener, Presiding

### **566. WELCOME AND APOLOGIES**

Councillor M Barnacle welcomed all present to the meeting and an apology was noted as above.

### **567. DECLARATIONS OF INTEREST**

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

### **568. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Kinross Common Good Fund Committee of 20 June 2018 (Arts.371- 377) was submitted, approved as a correct record and authorised for signature.

### **569. MATTERS ARISING**

#### **Advisory Non-Voting Member (Article 375 refers)**

Councillor M Barnacle advised that Eileen Thomas had resigned from Kinross Community Council and would no longer be the advisory non-voting member to the Kinross Common Good Fund Committee. Kinross Community Council would advise of a replacement for this position at a future date.

### **570. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Depute Chief Executive (18/311) asking Kinross Common Good Fund Committee to consider two applications for financial assistance.

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**Resolved:**

**(1) Light Up Kinross**

Light Up Kinross be awarded a grant of £500 towards a Christmas Light and Tree display in Kinross.

**(2) Perth and Kinross District Scout Council**

Perth and Kinross District Scout Council be awarded a grant of £375 towards the costs of three young individuals (who are residents of Kinross) attending the World Scout Jamboree in West Virginia, USA.

**(3) No applications for financial assistance be accepted for the remainder of the 2018/19 financial year.**

**571. 2017/18 AND 2018/19 FINANCIAL STATEMENTS**

There was submitted a report by the Head of Finance (18/312) providing an update on Income and Expenditure to 31 August 2018 and the projected outturn to 31 March 2019 for the Kinross Common Good Fund.

**Resolved:**

The Kinross Common Good Fund Income and Expenditure to 31 August 2018, and the projected outturn to 31 March 2019 for Financial Year 2018/19, as set out in Appendix 1 to Report 18/312, be noted.

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## **COUNCIL MEETING**

Minute of meeting of Perth and Kinross Council held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 3 October 2018 at 1.00pm.

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

In Attendance: K Reid, Chief Executive; J Valentine, Depute Chief Executive; S Devlin, Executive Director (Education and Children's Services); B Renton, Executive Director (Housing and Environment); R Packham, Chief Officer, Perth and Kinross Health and Social Care Partnership; J Pepper, Depute Director (Education and Children's Services) and Chief Social Work Officer; G Taylor, S Hendry, L Simpson, S MacKenzie, S Walker, C Flynn, L Potter, L Cameron, K Donaldson, A Taylor and K Molley (all Corporate and Democratic Services); M Notman, S Merone and D Littlejohn (all Housing and Environment); H Robertson and R Drummond (both Education and Children's Services); and B Atkinson, Independent Chair of Perth and Kinross Adult Protection Committee and Child Protection Committee.

Apologies for Absence: Councillors C Ahern, I James, C Reid and W Wilson.

Provost D Melloy, Presiding.

### **572. WELCOME AND APOLOGIES**

Provost Melloy welcomed all those present to the meeting and apologies were submitted and noted as above.

### **573. DECLARATIONS OF INTEREST**

In terms of the Councillors' Code of Conduct, Councillors A Parrott, P Barrett, H Coates and H Anderson all declared a non-financial interest in Art. 585 on the agenda.

### **574. NOTICE OF MOTIONS IN TERMS OF STANDING ORDER 39**

In terms of Standing Order 39, the Council considered the following Motions:

#### **(i) Brexit Impact Assessment**

Motion (Councillors M Williamson and S Donaldson)

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Council instructs the Chief Executive to commission an impact assessment which will report on the likely impact of Brexit, either hard or with agreement of the EU, on Perth and Kinross communities and enterprise and submit this to the next full Council meeting.

**Amendment (Councillors A Bailey and M Barnacle)**

**That this Council will continue both current and planned Brexit assessments in active collaboration with neighbouring local authorities where necessary. Further, that the output from that work will be shared with Council and residents in due course.**

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

15 members voted for the Motion as follows:

Councillors H Anderson, B Band, S Donaldson, D Doogan, E Drysdale, T Gray, G Laing, S McCole, T McEwan, A Parrott, B Pover, J Rebbeck, F Sarwar, R Watters and M Williamson.

21 members voted for the Amendment as follows:

Councillors A Bailey, K Baird, M Barnacle, P Barrett, B Brawn, R Brock, A Coates, H Coates, J Duff, A Forbes, D Illingworth, A Jarvis, M Lyle, R McCall, X McDade, Provost Melloy, C Purves, W Robertson, C Shiers, L Simpson and C Stewart.

**Resolved:**

In accordance with the Amendment.

**(ii) Committee Structure**

Motion (Councillors X McDade and R Brock)

**Overview**

To merge the Housing & Communities Committee and Environment & Infrastructure Committee

Following the successful merger of the former Housing & Community Safety and the former Environment Service into the new Housing and Environment Service, it seems appropriate to now realign the service committee remits in line with the new service responsibilities and have a single Housing & Environment Committee.

The merger of these committees would save senior officer time in attending committees as well as bringing committee remits into line with current service responsibilities.

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**Proposed Changes to Remits & Membership**

The remit for the new Housing & Environment Committee would be in line with the responsibilities of the new Housing & Environment Service.

Responsibilities that have been transferred to the Education & Children's Service since the council reorganisation in April 2018 would be transferred to the remit of the Lifelong Learning Committee.

Other matters that are currently within the remit of either Housing & Communities Committee or the Environment & Infrastructure Committee, but where the main responsibility for that remit lies with either Corporate & Democratic Services or the Health & Social Care Partnership the remit would be included in the remit of the Strategic Policy & Resources Committee.

To provide membership parity across all service committees there would be 15 members of both the new Housing & Environment Committee and of the Lifelong Learning Committee. The membership of the Strategic Policy & Resources Committee would remain the same.

**Conclusion**

The motion asks that the Council approve the proposal outlined above and asks officers to update the Scheme of Administration accordingly.

**Amendment (Councillors C Shiers and W Robertson)**

**In December 2017, the Council agreed a decision-making structure following extensive discussion between officers and elected members and detailed consideration by the Modernising Governance Member/Officer Working Group.**

**The proposal in the motion by Councillors McDade and Brock has been presented to Council without the benefit of either discussion with officers or consideration by the Modernising Governance Member/Officer Working Group.**

**As the public service governance landscape is ever changing, it is important that the Council ensures that its own governance arrangements, including the decision making structure, should be regularly reviewed to ensure that they remain fit for purpose.**

**Accordingly, I would move that the Council agrees to remit to the Modernising Governance Member/Officer Working Group to review the decision making structure, and that the proposal by Councillors McDade and Brock be considered as part of that review.**

**Note: Following a suggestion by Councillor Doogan, the mover and seconder of the amendment agreed in relation to paragraph two of their amendment that both the decision making structure and the agenda setting process should be part of the review.**



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Note: The Mover and Seconder of the Motion agreed to withdraw the Motion.

**Resolved:**

In accordance with the Revised Amendment.

**575. MINUTES**

**(i) Minute of Meeting of Perth and Kinross Council of 20 June 2018 for approval and signature**

The minute of the meeting of Perth and Kinross Council of 20 June 2018 (Arts. 378-396) was submitted, approved as a correct record and authorised for signature.

**(ii) Minute of Special Meeting of Perth and Kinross Council of 29 August 2018 for approval and signature**

The minute of the special meeting of Perth and Kinross Council of 29 August 2018 (Arts. 473-476) was submitted, approved as a correct record and authorised for signature.

**576. MINUTES OF MEETINGS OF COMMITTEES FROM 6 JUNE 2018 to 12 SEPTEMBER 2018**

The decisions recorded in Arts. 316-377, 397-472 and 477-514 copies of which had been circulated to all members of the Council, were submitted and noted.

**577. AUDITED ANNUAL ACCOUNTS 2017/18 AND ANNUAL AUDIT REPORT TO THE MEMBERS OF PERTH & KINROSS COUNCIL AND THE CONTROLLER OF AUDIT FOR THE YEAR ENDED 31 MARCH 2018**

There was submitted a report by the Head of Finance (18/306) presenting the Council's Audited Annual Accounts for financial year 2017/18 in accordance with the Local Authority Accounts (Scotland) Regulations 2014 and including the Annual Audit Report to the Members of Perth & Kinross Council and the Controller of Audit for the Year Ended 31 March 2018.

It was noted that the Audited Annual Accounts and Annual Audit Report had been approved by the Audit Committee on 26 September 2018.

**Resolved:**

- (i) The contents of KPMG's Annual Audit Report to the Members of Perth & Kinross Council and the Controller of Audit for the year ended 31 March 2018, as appended to Report 18/306, be noted.
- (ii) The 2017/18 Audited Annual Accounts, appended to Report 18/306, be noted.

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**578. AUDIT SCOTLAND'S REPORTS: LOCAL GOVERNMENT IN SCOTLAND, CHALLENGES AND PERFORMANCE 2018; LOCAL GOVERNMENT IN SCOTLAND, FINANCIAL OVERVIEW 2016/17**

There was submitted a report by the Depute Chief Executive (18/319) highlighting the key messages from, and the Council's response to, the Audit Scotland reports 'Local Government in Scotland, Challenges and Performance 2018', published in April 2018; and 'Local Government in Scotland, Financial Overview 2016/17', published in November 2017.

**Resolved:**

- (i) The findings of the reports 'Local Government in Scotland, Challenges and Performance 2018' and 'Local Government in Scotland, Financial Overview 2016/17', be noted.
- (ii) The areas of improvement currently being progressed, as set out in Report 18/319, be noted.

**579. PERTH AND KINROSS COUNCIL ANNUAL PERFORMANCE REPORT 2017/18**

There was submitted a report by the Chief Executive (18/327) providing an overview of how the Council has performed against the strategic objectives for Perth and Kinross, as set out within the Council's Corporate Plan 2013-2018, for the period 1 April 2017 to 31 March 2018.

**Resolved:**

The Perth and Kinross Council Annual Performance Report for 2017/18, as appended to Report 18/327, be approved.

**580. TREASURY ACTIVITY AND COMPLIANCE REPORT – 2018/19 QUARTER 1**

There was submitted a report by the Head of Finance (18/323) (1) providing a summary of Loans Fund transactions for the quarter ending 30 June 2018; and (2) reporting on compliance with the Council's Treasury Management Policy Statement; Treasury Management Practices; the Investment Strategy and the Prudential Indicators for the same period.

**Resolved:**

The contents of Report 18/323, submitted in accordance with the Council's approved Treasury Management Practices, be noted.

**581. MEDIUM TERM FINANCIAL PLAN 2019-2024**

There was submitted a report by the Head of Finance (18/326) (1) updating the Medium Term Financial Plan approved by Council on 4 October 2017; (2) summarising the implications of the latest projections on future Council General Fund Revenue Budgets over the medium term; (3) providing an update on the Council's Capital Budget, Housing Revenue Account, Reserves position and other

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Funds; and (4) making recommendations on how the Council develops the Revenue Budget over the short to medium term.

**Resolved:**

- (i) The Head of Finance be instructed to maintain the Medium Term Financial Plan and further refine the assumptions which underpin it, as set out in Section 3.5 of Report 18/326.
- (ii) The proposal to update the Provisional Revenue Budgets for 2019/20 and 2020/21 and commence the development of a new Provisional Revenue Budget for 2021/22, as set out in Section 4.10 of Report 18/326, be approved.
- (iii) The corporate savings targets be approved as the basis for updating the 2019/20 and 2020/21 Provisional Revenue Budgets, and for the preparation of the 2021/22 Provisional Revenue Budget, as set out in Sections 4.20 and 4.25 of Report 18/326.
- (iv) The setting of the 2028/29 Composite Capital Budget take place at the same time as the setting of the Revenue Budget at the special meeting of the Council in February 2019.
- (v) The Executive Officer Team be instructed to review the existing Capital Budget, Capital resourcing and potential projects for financial year 2028/29 and bring forward recommendations for consideration by Council.
- (vi) The updated Reserves Strategy be submitted to the Council in February 2019.
- (vii) The Housing Revenue Account Budget and rent levels for 2019/20, and the five year Housing Investment Programme be determined at the meeting of the Housing and Communities Committee in January 2019.
- (viii) The extension, on a permanent basis, of the severance payment scheme of up to 60 weeks' pay in the Framework for Managing Workforce Change and Employing Authority Pension Discretions Policy, set out in Section 8.9 of Report 18/326, be approved.

THERE FOLLOWED A 10 MINUTE RECESS AND THE MEETING RECONVENED AT 3.15PM.

**582. PERTH AND KINROSS CHILD PROTECTION COMMITTEE (CPC)  
STANDARDS AND QUALITY REPORT 2017-2018**

There was submitted a report by the Chief Social Work Officer (18/320) (1) providing an overview of the key activities of the work of the Perth and Kinross Child Protection Committee to protect children and young people from harm, abuse and exploitation for the academic year 2017-2018, identifying achievements, key strengths and areas for further improvement; and (2) setting out a programme of improvement for the next two years.

B Atkinson, Independent Chair of the Child Protection Committee, was in attendance and answered questions from members.

**Resolved:**

- (i) The wide range of work carried out by Perth and Kinross Council and partners through the Child Protection Committee, to provide high quality services to

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- protect children and young people, in particular the high level commitment to continuous improvement through self-evaluation, be noted.
- (ii) The contents of Report 18/320, the Child Protection Committee Standards and Quality Report 2017 – 2018, attached as Appendix 1 to Report 18/320, and the contents of the Child Protection Committee Improvement Plan 2018 – 2020, attached as Appendix 2 to Report 18/320, all be endorsed.

IT WAS AGREED TO VARY THE ORDER OF BUSINESS AND CONSIDER ITEM 13 ON THE AGENDA AT THIS POINT

**583. PERTH & KINROSS ADULT PROTECTION COMMITTEE BI-ENNIAL REPORT 2016-18**

There was submitted a report by the Chief Social Work Officer (18/325) providing an update on the work of the Perth and Kinross Adult Protection Committee and activity over the 2016-2018 period to protect adults who may be at risk of harm.

B Atkinson, Independent Chair of the Adult Protection Committee, was in attendance and answered questions from members.

**Resolved:**

- (i) The contents of the bi-ennial report, attached as Appendix 1 to Report 18/325, being submitted to the Scottish Government in October 2018, be noted.
- (ii) It be agreed that annual update reports be submitted to Council on both child and adult protection in Perth and Kinross.

**584. UPDATE ON CHILD SEXUAL EXPLOITATION (CSE)**

There was submitted a report by the Chief Social Work Officer (18/321) providing an update on the work being taken forward to tackle Child Sexual Exploitation in Perth and Kinross.

**Resolved:**

- (i) The ongoing work of the Child Protection Committee and Child Sexual Exploitation Working Group, to tackle abuse and exploitation in Perth and Kinross, be noted.
- (ii) The significant progress made via the Child Sexual Exploitation Work Plan 2017 – 2020 to raise understanding and prevent abuse and exploitation, develop pro-active early and effective intervention, promote trauma informed practices and support for recovery for victims, be noted.
- (iii) The Stop To Listen Pathfinder Evaluation Report, attached as Appendix 2 to Report 18/321, and ongoing legacy work in Perth and Kinross, be noted.

**585. PERTH HARBOUR BUSINESS PLAN – PROGRESS REPORT**

There was submitted a report by the Depute Chief Executive (18/322) (1) updating Council on the delivery of the Perth Harbour Business Plan; (2) asking the

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Council to note the successful handover of harbour operations; and (3) requesting consideration of producing a revised business plan by March 2019

**Resolved:**

- (i) The successful handover of operations at Perth Harbour to Calmac Ferries Ltd be noted.
- (ii) The Depute Chief Executive be instructed to produce a revised Business Plan for the Harbour for submission to Council (April 2019-March 2023), including a targeted investment plan, by March 2019.
- (iii) It be agreed to target Jan-March 2020 to carry out any dredging work, with a final decision to be considered just after the revised business plan has been considered.

**586. INITIAL FINDINGS OF THE REVIEW OF THE SCHEME OF ESTABLISHMENT FOR COMMUNITY COUNCILS IN PERTH AND KINROSS**

There was submitted a report by the Head of Democratic Services (18/324) (1) updating members on the initial findings from consultation with community councils on the review of the Scheme of Establishment of Community Councils in Perth and Kinross; and (2) outlining suggested amendments to the current Scheme.

**Resolved:**

- (i) The general issues and the comments set out in Appendix 1 to Report 18/324 be noted.
- (ii) The suggested changes to the Scheme of Establishment for Community Councils for Perth and Kinross, as set out in Appendix 2 to Report 18/324, be approved.
- (iii) It be noted that the next steps will be a public consultation between 8 October 2018 and 3 December 2018 with a final report to Council in February 2019.

**587. PROPOSED TIMETABLE OF MEETINGS 2019**

There was submitted a report by the Head of Democratic Services (18/328) seeking approval of the 2019 timetable of meetings for the Council and Committees.

**Resolved:**

- (i) The dates and start times for the 2019 timetable of meetings, as set out in Appendix 1 to Report 18/328, be approved.
- (ii) Further start times be agreed as follows to be incorporated into the 2019 timetable of meetings:
  - Sub-Committee meetings on a Monday morning to commence at 10.00am;
  - Meetings of the Planning and Development Management Committee to commence at 10.00am;
  - Committee meetings on Wednesday mornings to commence at 9.30am;
  - Committee meetings on Wednesday afternoons to commence at 1.00pm;

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- Meetings of the Common Good Fund Committees to commence at 9.00am;
- Council meetings to commence at 11.00am with a break for lunch at approximately 1.00pm and a further short break if required at approximately 3.00pm.

**588. AMENDMENTS TO SCHEME OF ADMINISTRATION/STANDING ORDERS**

With effect from 1 December 2018 references to the Head of Democratic Services in both the Scheme of Administration and Standing Orders be amended to refer to the Head of Legal and Governance Services, with the exception of the reference at Paragraph 19.1 in relation to Community Councils, where the reference should be to the Head of Culture and Community Services.

**589. MEMBERSHIP OF HIGH CONSTABLES**

It was agreed to approve the decision by the Society of High Constables of the City of Perth at its AGM on 3 September 2018, to change the Society Regulations by removing the gender specific references from the criteria of Membership and to amend the Regulations as necessary.

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LICENSING COMMITTEE  
4 OCTOBER 2018

## **LICENSING COMMITTEE**

Minute of Meeting of the Licensing Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Thursday 4 October 2018 at 11.00am.

Present: Councillors D Illingworth (Vice-Convener), K Baird, B Brawn, A Coates, A Jarvis, A Parrott and M Williamson.

In Attendance: PC D Black (Police Scotland); M McLaren, D Merchant, S Michie and A Taylor (all Corporate and Democratic Services).

Apologies for Absence: Councillors C Ahern, R Brock, I James, J Rebbeck, F Sarwar and R Watters.

Councillor D Illingworth (Vice-Convener), Presiding.

### **590. WELCOME AND APOLOGIES**

The Vice-Convener welcomed all present to the meeting. Apologies for absence were noted as above.

### **591. DECLARATIONS OF INTEREST**

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

### **592. MINUTES**

The Minute of Meeting of the Licensing Committee of 23 August 2018 was submitted and approved as a correct record.

### **593. GRANT OF A LATE HOURS CATERING LICENCE NO. LH134**

There was submitted a report by the Head of Legal and Governance Services (18/329) regarding Grant of a Late Hours Catering Licence LH134.

The applicant's legal representative, Mr A Hunter was in attendance, addressed the Committee and answered members' questions.

#### **Resolved:**

Late Hours Catering Licence LH134 be granted for a period of 3 years with effect from 4 October 2018.

**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.**

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**594. GRANT OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO. TD1291  
(3 YEARS)**

There was submitted a report by the Head of Legal and Governance Services (18/330) regarding Grant of Taxi/Private Hire Car Driver's Licence No. TD1291.

The Committee noted this item was withdrawn from the agenda.

**595. GRANT OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO. TD1775  
(1 YEAR)**

There was submitted a report by the Head of Legal and Governance Services (18/331) together with a letter of representation dated 17 July 2018 from Police Scotland regarding Grant of Taxi/Private Hire Car Driver's Licence No. TD1775.

The applicant failed to attend.

The representative of Police Scotland addressed the Committee and answered Members' question.

**Resolved:**

Grant of Taxi/Private Hire Car Driver's Licence TD1775 be refused, on the grounds that the applicant is not a fit and proper person to be the holder of a Taxi/Private Hire Car Driver's Licence.

**596. GRANT OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO. TD1781**

There was submitted a report by the Head of Legal and Governance Services (18/332) regarding Grant of Taxi/Private Hire Car Driver's Licence No. TD1781.

The Committee noted this item was withdrawn from the agenda.

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## **PERTH AND KINROSS LOCAL REVIEW BODY**

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chamber, 2 High Street, Perth on Tuesday 16 October 2018 at 10.30am.

Present: Councillors B Brawn, E Drysdale, I James (excluding Art. 600(i)) and B Band (Art. 600(i) only).

In Attendance: D Harrison (Planning Adviser), G Fogg (Legal Adviser) and D Williams (Committee Officer) (all Corporate and Democratic Services).

Also Attending: M Barr (Housing and Environment); L Aitchison (Corporate and Democratic Services); members of the public, including agents and applicants.

### **597. APPOINTMENT OF ACTING CONVENER**

Councillor B Brawn was unanimously appointed as Acting Convener for the meeting.

Councillor B Brawn, Acting Convener, Presiding.

### **598. DECLARATIONS OF INTEREST**

Councillor I James declared a non-financial interest in Art 600(i).

### **599. MINUTE**

The minute of meeting of the Local Review Body of 18 September 2018 was submitted and noted.

THE COMMITTEE UNANIMOUSLY AGREED TO VARY THE ORDER OF BUSINESS AT THIS POINT.

### **600. APPLICATIONS FOR REVIEW**

HAVING DECLARED AN INTEREST IN THE FOLLOWING ITEM, COUNCILLOR I JAMES WITHDREW FROM THE MEETING DURING CONSIDERATION OF ART. 600(i).

- (i) **TCP/11/16(552) – Planning Application – 18/00263/FLL – Erection of an office building (class 4) including access ramp, 3 ancillary storage sheds, formation of car parking, external storage area, landscaping and associated works (in retrospect) at Hillview, Kinloch, Blairgowrie, PH10 6SD – Mr P Brown**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of an office building (class 4) including access ramp, 3 ancillary storage sheds, formation of car parking, external storage area, landscaping and associated works (in retrospect) at Hillview, Kinloch, Blairgowrie, PH10 6SD.

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The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) the Local Review Body be provided with the papers and plans before the Local Review Body when previous application relating to the property was considered - Reference 16/01937/FLL;
- (iii) the applicant be requested to submit a plan showing the full extent of land and property in their ownership, or in which they have an interest in this locality;
- (iv) the applicant be requested to submit a plan identifying the location and extent of their business premises previously owned and/or occupied at Blairgowrie, as referred to in their submission;
- (v) the applicant be requested to submit a plan and details of drainage provision envisaged at Chestnut Cottage/WoodAcre, as referred to in their submission, accompanied by written confirmation of the acceptance of that proposal from the owner(s) of those properties involved;
- (vi) following receipt of the above information, an unaccompanied site visit be carried out;
- (vii) following the receipt of all requested further information and the unaccompanied site visit, the application be brought back to the Local Review Body.

COUNCILLOR B BAND LEFT THE MEETING AT THIS POINT.

COUNCILLOR I JAMES RETURNED TO THE MEETING AT THIS POINT.

**(ii) TCP/11/16(544) – Planning Application – 18/00419/IPL – Erection of a dwellinghouse (in principle) on land 20 metres south of 41 Mary Findlay Drive, Longforgan – Carse Developments Ltd**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a dwellinghouse (in principle) on land 20 metres south of 41 Mary Findlay Drive, Longforgan.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

**Decision:**

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Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for erection of a dwellinghouse (in principle) on land 20 metres south of 41 Mary Findlay Drive, Longforgan, be refused for the following reasons:
  - 1. The proposal is contrary to Policy PM1A: Placemaking of the Perth and Kinross Local Development Plan 2014, which requires that all development must contribute positively to the quality of the surrounding built and natural environment and that the design and siting of development should respect the character and amenity of the place. The proposed development would result in overdevelopment through the loss of open space that would not contribute positively to the housing area and would not respect the character and amenity of the place.
  - 2. The proposal is contrary to Policy RD1: Residential Areas of the Perth and Kinross Local Development Plan 2014, which seeks to ensure that development is compatible with the character and amenity of the area and that areas of amenity value are retained. The development of this site for a dwellinghouse would encroach onto an existing area of public open space and that is of local amenity value and would set an unwelcome precedent for further development.

**Justification**

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**(iii) TCP/11/16(550) - Planning Application – 18/00473/FLL – Erection of a wind turbine and associated works on land south east of Warlawhill Farm, Carnbo, Kinross – Ecotricity**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a wind turbine and associated works on land south east of Warlawhill Farm, Carnbo, Kinross.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

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**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) the applicant be requested to provide a set of full size photographs and photo montages for VP's 9 and 10, and the additional photographs for VP's 7 and 8;
- (iii) the appointed planning officer be requested to comment on the revised photo montages;
- (iv) An unaccompanied site visit be carried out;
- (v) following the receipt of all requested further information, the application be brought back to the Local Review Body.

**(iv) TCP/11/16(551) - Planning Application – 16/00674/IPL – Residential development (in principle) on land 150 metres west of Lochran Moss, Blairadam – Mr A Wheelwright**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a residential development (in principle) on land 150 metres west of Lochran Moss, Blairadam.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by majority decision that:

- (ii) the Review application for erection of a residential development (in principle) on land 150 metres west of Lochran Moss, Blairadam, be refused for the following reasons:
  - 1. The proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014 as it would not comply with any of the categories of the policy guidance where a dwellinghouse would be acceptable in principle at this location, as it does not form part of a building group. Specifically, the site is not within a building group and does not form a definable site adjacent to a building group.
  - 2. The proposal is contrary to the Council's Housing in the Countryside Guide (SPG) 2014 as it does not comply with any of the categories of the policy guidance or criterion

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where a dwellinghouse would be acceptable in this location.

3. The proposal is contrary to Policy ER6 of the Perth and Kinross Local Development Plan 2014 as it is located in an open field and the three indicative plots would not be contained. As a consequence, the development would erode local distinctiveness, diversity and quality of Perth and Kinross's landscape character, visual, scenic qualities of the landscape and the quality of landscape experience in this area of Perth and Kinross.
4. The proposal is contrary to Policy PM1A of the Perth and Kinross Local Development Plan 2014, as the proposed siting of the development does not respect the character and amenity of this area of Perth and Kinross.
5. The proposal is contrary to Policy PM1B, criterion (b), of the Perth and Kinross Local Development Plan 2014, as the proposal fails to create a sense of identity and erodes the character of the countryside.

**Justification**

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**Note:** Councillor Drysdale dissented from the majority decision. He considered that the Appointed Officer's decision should be overturned and that permission for residential development (in principle) should be granted. In his view, the proposal would not be contrary to the Perth and Kinross Local Development Plan 2014 or the Housing in the Countryside Guide (SPG) 2014, and would not lead to a loss of amenity in this area of Perth and Kinross.

**(v) TCP/11/16(553) - Planning Application – 18/00549/FLL – Erection of a dwellinghouse on land 20 metres west of 2 Errol Road, Main Street, Invergowrie – Mr R Kenneth**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of a dwellinghouse on land 20 metres west of 2 Errol Road, Main Street, Invergowrie.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

**Decision:**

Resolved by unanimous decision that:

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- (i) having regard to the material before the Local Review Body, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) an unaccompanied site visit be carried out;
- (iii) following the receipt of all requested further information, the application be brought back to the Local Review Body.

**(vi) TCP/11/16(554) – Planning Application – 18/00715/FLL – Erection of a workshop/store on land 20 metres north west of Orwell Cottage, Academy Road, Crieff – Miss J Brown**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a workshop/store on land 20 metres north west of Orwell Cottage, Academy Road, Crieff.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for erection of a workshop/store on land 20 metres north west of Orwell Cottage, Academy Road, Crieff, be refused for the following reasons:
  - 1. The proposal, by virtue of its position, height and close proximity to the adjoining properties, would have a dominant and imposing impact, to the detriment of the residential amenity of the neighbouring properties. Approval would therefore be contrary to the Perth and Kinross Council Placemaking Guide, Policies PM1A, PM1B(c) and RC1 of the Perth and Kinross Local Development Plan 2014, which seek to protect and, where possible, improve existing residential amenity and ensure that development contributes positively to the quality of the built environment by respecting the amenity of the place.
  - 2. The proposal will result in an increase in traffic on Academy Road with none of the improvements to the access arrangements outlined in the previous application indicated in this submission. The proposal will therefore result in an increase risk to pedestrian and traffic safety and is therefore contrary to Policy TA1B of the Perth and Kinross Local Development Plan 2014.

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**Justification**

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

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## **PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE**

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 24 October 2018 at 10.00am.

Present: Councillors B Brawn, H Anderson, M Barnacle, H Coates, D Doogan (substituting for Councillor B Band), E Drysdale, T Gray, D Illingworth (substituting for Councillor R McCall); A Jarvis, W Robertson (substituting for L Simpson), R Watters and W Wilson.

In Attendance: A Condliffe, D Niven, J Scott, D Littlejohn, D Salman, L Reid, A Rennie and R Stewart (all Housing and Environment); C Elliott, D Williams and L Potter (all Corporate and Democratic Services).

Apologies: Councillors B Band, I James, R McCall and L Simpson.

Councillor B Brawn, Vice-Convenor, Presiding.

### **601. WELCOME AND APOLOGIES**

The Convenor welcomed everyone present to the meeting.

### **602. DECLARATIONS OF INTEREST**

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

### **603. MINUTES**

The minute of meeting of the Planning and Development Management Committee of 26 September 2018 (Arts. 518-522) was submitted, approved as a correct record and authorised for signature.

### **604. DEPUTATIONS**

In terms of Standing Order 59, the Committee agreed to hear deputations in relation to the following planning applications:

| <b>Planning Application No.</b> | <b>Art. No.</b> |
|---------------------------------|-----------------|
| 18/00094/IPM                    | 605(1)(i)       |
| 18/00408/FLM                    | 605(1)(ii)      |
| 18/01054/FLL                    | 605(2)(i)       |
| 18/01094/FLL                    | 605(2)(ii)      |
| 18/01353/FLL                    | 605(2)(iii)     |

### **605. APPLICATIONS FOR DETERMINATION**

#### **(1) Major Applications**



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Prior to the consideration of Arts. 604(1)(i) and 604(1)(ii), it was agreed due to the nature of both applications to consider deputations and questions from members for both applications together, before considering separate decisions for each application.

Prior to the consideration of Arts. 604(1)(i) and 604(1)(ii), J Scott, Team Leader provided an update to members that, (i) for Art 604(1)(i) on page 52, recommended condition 3, line 5, the word 'does' should be deleted; (ii) both applications for the site history, application 18/00307/LBC had not in fact been granted and is awaiting determination; (iii) for both applications highlighting and summarising a letter by Burness Paul, agents for the applicants, received and given to the Committee shortly before consideration of the applications; (iv) for Art 604(1)(ii), page 82, paragraph 136, refers to bat surveys not being undertaken in the Birnam and Elcho wards, which is incorrect, having both been surveyed in 2017; (v) for Art 604(1)(i) a survey to update the 2016 bat surveys for the Main Building had not been sought by officers; (vi) for both applications it was accepted that a Species Protection Plan for bats had previously been requested by officers; and (vii) Nonetheless the issues in respect of bats have not been addressed and the reasons proposed remain valid and officers are satisfied that the Report of Handling accurately addresses all other matters.

Mr G Fleming, objector to the application, followed by Mr F Littlejohn, on behalf of the applicant, addressed the Committee, and, following their representations, withdrew to the public benches.

**(i) 18/00094/IPM - PERTH - Residential development (in principle) for up to 70 dwellings, former Murray Royal Hospital, Muirhall Road, Perth – Report 18/335 – Rivertree Residential**

**Resolved:**

**Defer**, for (i) an unaccompanied site visit; (ii) further information and to allow for further possible discussions between the applicant and Development Management on traffic issues; (iii) clarification and possible further discussions between the applicant and Development Management on the issues raised in the Burness Paul letter; (iv) further information on the possible phasing of the development; and (v) further information on tree management.

**(ii) 18/00408/FLM - PERTH - Change of use, alterations and selective demolition to former hospital building to form 58 flats and associated works, former Murray Royal Hospital, Muirhall Road, Perth – Report 18/336 – Rivertree Residential**

**Resolved:**

**Defer**, for (i) an unaccompanied site visit; (ii) further information and to allow for further possible discussions between the

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applicant and Development Management on traffic issues; (iii) clarification and possible further discussions between the applicant and Development Management on the issues raised in the Burness Paul letter; (iv) further information on the possible phasing of the development; and (v) further information on tree management.

**(iii) 18/01002/AMM - ABERFELDY - Erection of 11 dwellinghouses, garages and associated works (approval of matters specified in conditions 16/00478/IPM) – Phase 3, land south of 8 The Beeches, Aberfeldy – Report 18/337 – Duntaylor Developments Ltd**

Anne Condliffe, Team Leader, advised that should the application be granted then on page 110, Informative 4 should be amended to refer to 2013 regulations, not 2008.

**Resolved:**

**Grant**, subject to the following terms, conditions and informatives:

**Conditions**

1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed on the planning consent.  
Reason: To ensure that the development is carried out in accordance with the plans approved.
2. Prior to the occupation of any dwellinghouse, details of the specification including materials of all footpaths and cycleways shall be submitted to the Council as Planning Authority for their further written agreement. The scheme as subsequently agreed shall thereafter be implemented prior to the completion of the development.  
Reason: In the interest of pedestrian and cycle safety.
3. Duntaylor Avenue shall not be used at any time by construction traffic associated with the development of Phase 3 to the satisfaction of the Council as Planning Authority.  
Reason: In the interests of pedestrian and traffic safety, residential amenity.
4. All matters regarding access, pedestrian and cycling facilities, public transport infrastructure, car parking, road layout including width, design and specification, including the disposal of surface water, shall be in accordance with the standards required by the Council as Roads Authority and to the satisfaction of the Council as Planning Authority.  
Reason: In the interests of pedestrian and traffic safety.

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5. No part of the development shall be occupied until a Green Travel Plan (GTP), aimed to encourage more sustainable means of travel, has been submitted and approved in writing by the Council. The GTP will have particular regard to provision for walking, cycling and public transport access to and within the site and will identify the measures to be provided, the system of management, monitoring, review, reporting and the duration of the plan.  
Reason: In the interests of pedestrian and traffic safety.
6. Prior to the commencement of works on any part of the development, the Developer shall submit for the written approval of the Planning Authority an updated Construction Traffic Management Scheme (TMS) which shall include the following:
- a) restriction of construction traffic to approved routes and the measures to be put in place to avoid other routes being used;
  - b) timing of construction traffic to minimise impact on local communities particularly at school start and finishing times, on days when refuse collection is undertaken, on Sundays and during local events;
  - c) arrangements for the cleaning of wheels and chassis of vehicles to prevent material from construction sites associated with the development being deposited on the road;
  - d) arrangements for cleaning of roads affected by material deposited from construction sites associated with the development;
  - e) arrangements for signage at site accesses and crossovers and on roads to be used by construction traffic in order to provide safe access for pedestrians, cyclists and equestrians;
  - f) details of information signs to inform other road users of construction traffic;
  - g) arrangements to ensure that access for emergency service vehicles are not impeded;
  - h) co-ordination with other major commercial users known to use roads affected by construction traffic;
  - i) traffic arrangements in the immediate vicinity of temporary construction compounds;
  - j) monitoring, reporting and implementation arrangements; and
  - k) arrangements for dealing with non-compliance.
- The TMS as approved shall be strictly adhered to during the entire site construction programme all to the satisfaction of the Council as Planning Authority.  
Reason: In the interests of pedestrian and traffic safety.
7. Prior to the commencement of any works on site, all trees on site (other than those marked for felling on the

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approved plans) and those which have Root Protection Areas which fall within the site shall be retained and protected. Protection methods shall be strictly in accordance with BS 5837 2012: Trees in Relation to Design, Demolition and Construction. Protection measures, once in place, shall remain in place for the duration of construction unless otherwise agreed in writing by the Council as Planning Authority.

Reason: To ensure a satisfactory standard of development and environmental quality and to reserve the rights of the Planning Authority.

8. No removal of hedgerows, trees or shrubs or works to or demolition of buildings or structures that may be used by breeding birds shall take place between 1st March and 31st August inclusive, unless a competent ecologist has undertaken a careful, detailed check of vegetation for active birds' nests immediately before the vegetation harmed and/or that there are appropriate measures in place to protect nesting bird interest on site. Any such written confirmation should be submitted to the local planning authority.

Reason: In the interests of employing best practice ecology and to ensure there is no adverse impact on any protected species as identified under the Wildlife and Countryside Act (1981).

9. Measures to protect animals from being trapped in open excavations and/or pipe and culverts shall be implemented for the duration of the construction works of the development hereby approved. The measures may include creation of sloping escape ramps for animals, which may be achieved by edge profiling of trenches/excavations or by using planks placed into them at the end of each working day and open pipework greater than 150 mm outside diameter being blanked off at the end of each working day.

Reason: In order to prevent animals from being trapped within any open excavations.

10. Prior to the commencement of development all road gullies within 500m of the SUDS pond shall have Wildlife Kerbs installed adjacent to it to allow amphibians to pass safely.

Reason: In the interests of employing best practice ecology and to ensure there is no adverse impact on any protected species as identified under the Wildlife and Countryside Act (1981).

11. Prior to the commencement of development, details of the location and specification of the swift brick(s) or swift nest box(s) shall be submitted and approved in writing by the Council as Planning Authority. Thereafter, the swift brick(s) or swift nest box(s) shall be installed in

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accordance with the approved details prior to the occupation of the relevant dwelling(s).

Reason – In the interests of protecting environmental quality and of biodiversity.

12. Where it is intended to create semi-natural habitats, e.g. meadow or woodland, all species used in the planting proposals shall be locally native species of local provenance unless otherwise agreed in writing by the Council as Planning Authority.

Reason: In the interests of enhancing biodiversity.

13. Prior to the commencement of development, a site specific plan, detailing bin storage areas, kerbside collection locations and recycling facilities shall be submitted to and approved in writing by the Planning Authority and thereafter undertaken in accordance with the approved details.

Reason: To ensure there is adequate provision for waste disposal and recycling.

14. The stoves shall only operate on fuel prescribed and stored in accordance with the manufacturer's instructions. The stove and flue and any constituent parts shall be maintained and serviced in accordance with the manufacturer's instructions. No changes to the biomass specifications shall take place without the prior written agreement of the Council as Planning Authority.

Reason: In the interests of residential amenity.

15. The approved Construction and Environmental Management Plan (CEMP) shall be fully adhered to throughout the construction period to the satisfaction of the Council as Planning Authority.

Reason: To ensure a satisfactory standard of development and environmental quality and to reserve the rights of the Planning Authority.

### **Justification**

The proposal is considered to comply with the Development Plan and there are no other material considerations that would justify a departure therefrom.

### **Procedural Notes**

Primary school financial contribution of £71,060 (11 x £6,460) is required and can either be paid up front (within 28 days) or via a Section 75 legal agreement. Should the applicant not wish to pay the contribution up front, a Section 75 legal agreement will be required before the decision notice can be released.

Any legal agreement should be concluded and completed within 4 months of the date of any Committee approval. Failure to conclude a legal agreement within 4 months will result in the planning application being re-assessed through failing to comply

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with the associated developer contributions policy and may be recommended for refusal under delegated powers.

**Informatives**

1. The development hereby permitted shall be commenced no later than the expiration of two years from the date of this consent or from the date of subsequent approval of matters specified in conditions, or three years from the date of planning permission in principle, whichever is the later.
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 38 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 38 the notice must be:
  - Displayed in a prominent place at or in the vicinity of the site of the development
  - Readily visible to the public
  - Printed on durable material.
5. The applicant is advised that in terms of Section 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.
6. The applicant is advised that in terms of Section 21 of the Roads (Scotland) Act 1984 they must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.

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7. The applicants are advised that they must apply to the Roads Authority for construction consent to form a new street. Please contact The Construction and Maintenance Manager, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth, PH3 1JR
  8. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
  9. The applicant is advised that the works may need a license under the Water (Controlled Activities) Regulations 2005 (CAR). The applicant should contact SEPA's Perth Environmental Protection and Improvement Team (Tel: 01738 627989) in regard to this. The applicant should ensure that all works on site comply with the best practice guidelines laid out in SEPA's published Pollution Prevention Guidance, found at [www.sepa.org.uk](http://www.sepa.org.uk)
  10. The Council's Community Waste Adviser in the Environment Service should be contacted to clarify the bin storage and recycling requirements for the development.
  11. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
  12. Because of a disused tip approximately south of the site, the applicant should satisfy themselves that there is no risk to the proposed development. A watching brief during redevelopment is therefore recommended.
  13. No work shall be commenced until an application for building warrant has been submitted and approved.
  14. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD
- Background

**(2) Local Applications**

- (i) **18/01054/FLL - KINROSS - Part demolition of buildings, erection of 2no. dwellinghouses and 4no. flats and associated works, Kirklands Garage, 10 High Street, Kinross, KY13 8AW – Report 18/338 – Kirklands Development Group**

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David Niven, Team Leader updated the Committee that (i) on page 133, recommended condition 7 should be amended to refer to having effect prior to occupation of the first flat; and (ii) some referencing of recommended conditions in the appraisal section was listed incorrectly. The correct references were narrated.

Mr G Mullen, objector to the application, followed by Mr N Gray, on behalf of the applicant, addressed the Committee, and, following their representations, withdrew to the public benches.

**Motion (Councillor T Gray and H Anderson)**

**Grant, subject to the following terms, conditions and informatives:**

**Conditions**

- 1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.  
Reason – To ensure the development is carried out in accordance with the approved drawings and document.**
- 2. The conclusions and recommended action points within the supporting biodiversity survey submitted and hereby approved (ref 18/01504/29) shall be fully adhered to, respected and undertaken as part of the construction phase of development.  
Reason – In the interests of protecting environmental quality and of biodiversity.**
- 3. Prior to the commencement of development, details of the location and specification of the swift brick(s) or swift nest box(s) shall be submitted and approved in writing by the Council as Planning Authority.  
Thereafter, the swift brick(s) or swift nest box(s) shall be installed in accordance with the approved details prior to the occupation of the relevant dwelling(s).  
Reason – In the interests of protecting environmental quality and of biodiversity.**
- 4. Prior to House 1 and House 2 hereby approved being completed or brought into use, the car parking facilities at the front of these houses as shown on the approved drawings shall be implemented and thereafter maintained to the satisfaction of the Council as Planning Authority.  
Reason – In the interests of road safety; to ensure the provision of adequate offstreet car parking facilities.**



5. Prior to Units 3, 4, 5 and 6 hereby approved being completed or brought into use, the car parking facilities in the courtyard area at the front of these units as shown on the approved drawings shall be implemented and thereafter maintained to the satisfaction of the Council as Planning Authority.  
Reason – In the interests of road safety; to ensure the provision of adequate offstreet car parking facilities.
6. Prior to Units 3, 4, 5 and 6 hereby approved being completed or brought into use, the turning facilities shown on the approved drawings shall be implemented and thereafter maintained to the satisfaction of the Council as Planning Authority.  
Reason – In the interests of road safety; to ensure the provision of acceptable manoeuvring space within the curtilage of the site to enable a vehicle to enter and leave the site in forward gear.
7. Prior to the occupation of the first flat, the cycle parking facilities shown on the approved drawings for Units 3, 4, 5 and 6 shall be installed and thereafter maintained to the satisfaction of the Council as Planning Authority.  
Reason – In the interests of pedestrian and traffic safety and in the interests of free traffic flow.
8. The bathroom windows on the western façade of Unit 6 (located on the upper level of the western block of the development) hereby permitted shall be glazed in obscure glass and thereafter obscure glass shall be retained and maintained at all times to the satisfaction of the Council as Planning Authority.  
Reason – In the interests of residential amenity; in order to safeguard the privacy and amenity of the residents of the neighbouring dwelling house(s).
9. The spandrel panel arrangement incorporating high level windows on the western façade for the dining/kitchen living room of Unit 6 (located on the upper level of the western block of the development) hereby approved shall be retained and maintained at all times to the satisfaction of the Council as Planning Authority.  
Reason – In the interests of residential amenity; in order to safeguard the privacy and amenity of the residents of the neighbouring dwelling house(s).
10. The foul drainage for the development shall be drained to the public mains sewerage system to the satisfaction of the Council as Planning Authority.  
Reason – To ensure appropriate drainage arrangements are installed thereby ensuring compliance with policy EP3B of the Local Development Plan 2014.

11. Development shall not commence on site until a detailed sustainable urban drainage system (SUDS) has been submitted for the further written agreement of the Council as Planning Authority, in consultation with SEPA where necessary. The scheme shall be developed in accordance with the technical guidance contained in The SUDS Manual (C753) and the Council's Flood Risk and Flood Risk Assessments Developer Guidance, and shall incorporate source control. All works shall be carried out in accordance with the agreed scheme and be operational prior to the bringing into use of the development.  
Reason – To ensure the provision of effective drainage for the site.
12. Development shall not commence on site until an intrusive investigation of the site has been undertaken, submitted for consideration and accepted by the Council as Planning Authority. The intrusive investigation shall be undertaken to identify; The nature, extent and type(s) of contamination on the site.
- Measures to treat/remove contamination to ensure the site is fit for the use proposed.
  - Measures to deal with contamination during construction works.
  - Condition of the site on completion of decontamination measures.
- Prior to the completion or bringing into use of any part of the development the measures to decontaminate the site shall be fully implemented in accordance with the scheme subsequently agreed by the Council as Planning Authority. Verification that the scheme has been fully implemented must also be submitted to the Council as Planning Authority and approved in writing.  
Reason – In order to deal with any potential contamination of the site as a result of its former use.

**Justification**

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**Procedural Notes**

The planning permission decision notice shall not be issued until such time as the required Developer Contributions have been secured or paid in full.

In the event the applicant does not either make the required payment within 28 days from the date the agent/applicant is

**advised of the need for the contributions, or complete a legal agreement for delayed payment within a 4 month period from the date the agent/applicant is advised of the need for the contributions, the application may be refused under delegated powers without any further discussion with the applicant.**

**Informatives**

- 1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).**
- 2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.**
- 3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.**
- 4. No work shall be commenced until an application for building warrant has been submitted and approved.**
- 5. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD for a new postal address. The form is downloadable from [www.pkc.gov.uk](http://www.pkc.gov.uk) and should be returned to [snn@pkc.gov.uk](mailto:snn@pkc.gov.uk)**
- 6. The applicant is advised that the granting of planning permission does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.**
- 7. The applicant is advised that in terms of Sections 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from**

**Scottish Water and the Scottish Environmental Protection Agency.**

- 8. The applicant should be aware of the requirements of the Council's Environment and Regulatory Services in relation to waste collection from the site and should ensure adequate measures are provided on site to allow for the collection of waste.**
- 9. The proposed demolition and/or building works likely to cause harm to bats should not commence until the applicant has obtained the relevant licence issued by SNH pursuant to Regulation 53 of The Conservation of Habitats and Species Regulations 2010 authorizing the specified activity/development to go ahead.**
- 10. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.**

Amendment (Councillor M Barnacle and W Wilson)

Refuse, on the basis that the application is contrary to:

- (i) Perth and Kinross Local Development Plan 2014, Policy PM1A as the application does not contribute positively to the surrounding built and natural environment due to the massing of and the flat roof of the building to the rear, and due to the contemporary design not fitting the area;
- (ii) Perth and Kinross Local Development Plan 2014, Policy RD1 as the application does not protect residential amenity as the building to the rear would overlook the private space of the neighbouring property, Laurelbank;
- (iii) Perth and Kinross Local Development Plan 2014, Policy TA1B on the basis that inadequate parking provision is provided given the existing situation within Kinross High Street; and
- (iv) Perth and Kinross Local Development Plan 2014, Policy HE3A as the rear flat development does not preserve or enhance the character or appearance of Kinross Conservation Area due to its contemporary design, its massing, and its scale.

In terms of Standing Order 58 a roll call vote was taken.

3 members voted for the Amendment as follows:  
Councillors Barnacle, Watters and Wilson.

9 members voted for the Motion as follows:  
Councillors Anderson, Doogan, Brawn, Coates, Drysdale, Gray, Jarvis, Illingworth and Robertson.

**Resolved:**

In accordance with the Motion.

- (ii) **18/01094/FLL - CRIEFF - Alterations and formation of decking to provide outdoor seating area, installation of a screen fence and associated works, The Caledonain Bar, 35 James Square, Crieff, PH7 3EY – Report 18/339 – Belhaven Pubs**

Mr P Houghton, on behalf of objectors, addressed the Committee, and, following his representation, withdrew to the public gallery.

**Resolved:**

**Refuse**, for the following reason:

The Proposal is contrary to the Perth and Kinross Local Development Plan 2014, Policy EP8 on the basis that the amenity of the flats above the site would not be protected and may be subject to high levels of noise as a result.

- (iii) **18/01353/FLL - PERTH - alterations and extension to dwellinghouse, 63 Viewlands Road West, Perth, PH1 1NA – Report 18/340 – Mr M MacDonald**

Mr B DeCecco, objector, addressed the Committee, and, following his representation, withdrew to the public benches.

Motion (Councillor W Wilson and M Barnacle)

Refuse, on the basis that the application is contrary to:

- (i) Perth and Kinross Local Development Plan, Policy PM1A as the proposal does not contribute positively to the surrounding built and natural environment due to the height of the proposal, the overshadowing of neighbouring properties, and the loss of privacy to neighbouring properties;
- (ii) Perth and Kinross Local Development Plan, Policy PM1B(c) due to the appearance and height of the proposal in relation to surrounding properties; and
- (iii) Perth and Kinross Local Development Plan, Policy RD1 as the proposal does not protect existing residential amenity, particularly 65 Viewlands Road West and 28 Fairies Road due to overshadowing and loss of privacy

**Amendment (Councillor T Gray and R Watters)**

**Grant, subject to the following terms, conditions and informatives:**

**Condition**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.  
Reason - To ensure the development is carried out in accordance with the approved drawings and documents.

**Justification**

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. An application for Building Warrant will be required.

In terms of Standing Order 58 a roll call vote was taken.

9 members voted for the Amendment as follows:

Councillors Anderson, Doogan, Brawn, Coates, Drysdale, Gray, Jarvis, Illingworth and Watters.

3 members voted for the Motion as follows:

Councillors Barnacle, Robertson and Wilson.

**Resolved:**

In accordance with the Amendment.

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## HOUSING AND COMMUNITIES COMMITTEE

Minute of meeting of the Housing and Communities Committee held in the Council Chambers, 2 High Street, Perth on Wednesday 31 October 2018 at 10.00am.

Present: Councillors P Barrett, B Brawn, C Ahern, A Bailey, E Drysdale, T Gray, D Illingworth, A Jarvis (substituting for Councillor H Coates), S McCole, T McEwan, C Reid, C Shiers and R Watters.

In Attendance: B Renton, Executive Director (Housing and Environment); K McNamara, Depute Director (Housing and Environment); C Mailer, J McCall (from Art 612), N Robson (from Art. 612), E Ritchie (from Art. 612), M Dow (from Art. 612), C Hendry (from Art. 612), C Cranmer and P Turner (all Housing and Environment); F Robertson and D Stokoe (both Education and Children's Services) (from Art. 611(ii)); C Flynn, L Aitchison and A Taylor (all Corporate and Democratic Services).

Also in Attendance: Chief Superintendent A Todd, Chief Inspector I Scott and Sergeant K Thompson (all Police Scotland); Group Manager B McLintock and Station Manager J Kitt (both Scottish Fire and Rescue Service); D Wilkie (Tenants' Representative).

Apology for Absence: Councillor H Coates.

Councillor Barrett, Convener, Presiding.

Prior to the commencement of business:

### (i) Chief Superintendent Paul Anderson

The Convener paid tribute to the role and contribution made by Chief Superintendent Paul Anderson to the work of the Committee. He wished him well in his new role as Temporary Assistant Chief Constable for local policing for the East of Scotland.

### 606. WELCOME AND APOLOGIES

The Convener welcomed Chief Superintendent Andrew Todd and all those present to the meeting. An apology for absence and a substitute was noted as above.

### 607. DECLARATIONS OF INTEREST

Councillors C Ahern and S McCole both declared a Non-Financial interest in Art. 612.

**608. MINUTE OF THE MEETING OF THE HOUSING AND COMMUNITIES COMMITTEE OF 22 AUGUST 2018 FOR APPROVAL AND SIGNATURE**

The minute of the meeting of the Housing and Communities Committee of 22 August 2018 (Art. 436-448) was submitted, approved as a correct record and authorised for signature.

**IN TERMS OF STANDING ORDER 34 THE COMMITTEE AGREED TO VARY THE ORDER OF BUSINESS TO CONSIDER ITEMS P1 & P2 AT THIS POINT AND TO RECOMMENCE THE PUBLIC SESSION WITH POLICE AND FIRE: LOCAL SCRUTINY AND ENGAGEMENT FOLLOWED BY THE COMMUNITY PLANNING PARTNERSHIP UPDATE.**

**IT WAS RECOMMENDED 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 SCHEDULED 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973.**

**609. SCOTTISH FIRE AND RESCUE SERVICE – OPERATIONAL UPDATE FOR PERTH AND KINROSS**

The Committee received and noted a verbal report from Group Manager B McLintock of the Scottish Fire and Rescue Service (SFRS) on information which was not to be made publically available.

**610. POLICE SCOTLAND – OPERATIONAL UPDATE FROM PERTH AND KINROSS**

The Committee received and noted a verbal report from Chief Inspector I Scott of Police Scotland “D” Division (Tayside) on information which was not to be made publically available.

**THE PUBLIC AND PRESS WERE RE-ADMITTED TO THE MEETING AT THIS POINT**

**611. POLICE AND FIRE REFORM: LOCAL SCRUTINY AND ENGAGEMENT**

**(i) Fire and Rescue Quarterly Performance Report – 1 July to 30 September 2018**

There was submitted a report by Area Manager G Pryde, Scottish Fire and Rescue Service (18/343) on the performance of the SFRS against the priorities, performance indicators and targets detailed within the Local Fire and Rescue Plan for Perth and Kinross 2017-20, for the second quarter, 1 July to 30 September 2018.

In response to a question from Councillor Ahern regarding the issue of road traffic collisions and the fact that the numbers of these appear to be decreasing whilst the number of casualties are on the increase,



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Group Manager McIntock advised that it is difficult to identify trends as to why this is the case, he offered assurances to the Committee that the Road Safety Partnership are pulling information together to help identify problems and preventative actions for these type of incidents.

Councillor Gray made reference to the recent fire in Auchterarder which involved acetylene cylinders contained within a domestic garage destroyed by the fire, and sought some clarity on how the threat from the asbestos roof was handled. In response Group Manager McIntock advised that due to the age of the building it was suspected that the roof would contain asbestos and the necessary precautions were taken and a cordon was set-up to prohibit access to the area. Once the fire had been extinguished discussions took place with representatives from Perth and Kinross Council and responsibility for clearing the site was handed back to the owner to then arrange for specialist removal of any materials.

Councillor Drysdale made reference to the amount of unwanted fire alarm signals that Scottish Fire and Rescue Service continually have to deal with, and queried whether the current process was appropriate or did they need to be reviewed to allow earlier intervention. In response Group Manager McIntock advised that their policy with regards to triggers had recently been reviewed for the third time and they were happy with these, he further advised the Committee of the work being done in Perth and Kinross around the top five type of premises, and also that schools are regularly highlighted for unwanted fire alarm calls and discussions are ongoing with Education and Children's Services around the best way to reduce these incidents.

F ROBERTSON AND D STOKOE ENTERED THE MEETING DURING THE FOLLOWING ITEM.

**(ii) Perth and Kinross Local Policing Area Performance Results –  
1 July to 30 September 2018**

There was submitted a report by Chief Superintendent A Todd, Police Scotland 'D' Division (Tayside) (18/344) on the performance of Police Scotland against the local policing priorities for the Perth and Kinross area as set out in the Local Policing Plan for the period 1 July – 30 September 2018.

Councillor Barrett made reference to the changes to the structure of road policing and that the report shows a significant increase in over 200 speeding offences and queried whether this was as a consequence of the restructuring or whether it was a result of any greater enforcement activity taking place locally. In response Chief Inspector Scott advised the restructuring changes had just come into force and the increases may have been as a result of a national campaign.

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Councillor Drysdale made reference to the six monthly figures on detection rates noting that some had undoubtedly improved but also that some of the more serious crimes (domestic abuse, drug trade related crimes, sexual crime, housebreaking etc) are all substantially down specifically in rural areas and queried whether this was due to a drain on resources caused by the significant events held in the area over the summer or were there any other issues at play specifically around police resourcing. In response Chief Inspector Scott advised that a number of officers were deployed from the local area to help with large events taking place, which impacts on the speed of ongoing enquiries and prevention work. However, officers responsible for the highlighted areas are not as affected by these events as the officers in communities are. He further advised that a reason for some of the detection rates dropping significantly is down to the number of historic crimes being reported and the lack of any forensic opportunities being available.

Councillor McEwan made reference to the Police Scotland digital transformation plan and asked how this would help. Councillor Barrett commented that the digital transformation plan was looking at ways to assist officers with entering data into systems only once, particularly for crimes that may straddle divisional borders and also enable officers to do more real time data input.

In response Chief Inspector Scott advised that this would bring challenges and opportunities for officers, he confirmed work was progressing with this and stated he would provide more detailed information to a future Committee.

Councillor Shiers made reference to the issue of winter resilience for businesses and queried how Police Scotland and other partners get out accurate and timely information to people on road closures and preparedness for inclement weather conditions. In response Chief Inspector Scott advised that there are media campaigns coming out which will be widely broadcast in local media to make people think about being prepared for any inclement weather conditions on the road, he further advised that the Police Scotland media office will be operating 24/7 and any immediate issues with roads can be put out over radio or via social media.

Councillor McCole queried whether Police Scotland had any specific strategies in place to help combat the issue of particular groups of people classified as vulnerable (the elderly or adults with learning difficulties) from being targeted for financial crimes. In response Chief Inspector Scott advised that work has been carried out with organisations involved and regular seminars are held involving banks employees, post offices employees, social workers, care home owners to highlight the types of issues that they should look out for, these have proved very useful.

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Councillor Drysdale made reference to the figures relating HMP Perth where there were 57 incidents, 8 reported as assaults and queried whether the other 49 incidents were mostly drug related. In response Chief Inspector Scott advised that although drugs was an issue this was not necessarily the case, incidents in prison can be wide ranging from communication offences in relation to domestic situations via writing letters out or making phone calls abusing partners etc, the creation and use of weapons, possession of mobiles phones or internet enabled devices continues to be one of the biggest areas of recorded criminality.

CHIEF SUPERINTENDENT A TODD, SERGEANT K THOMPSON, GROUP MANAGER B MCLINTOCK AND STATION MANAGER J KITT ALL LEFT THE MEETING AT THIS POINT.

**612. PERTH AND KINROSS COMMUNITY JUSTICE PARTNERSHIP ANNUAL REPORT 2017/18**

There was submitted a report by the Executive Director (Housing and Environment) (18/345) introducing the Perth and Kinross Community Justice Partnership Annual Report 2017-18.

**Resolved:**

The work being undertaken by the Perth and Kinross Community Justice Partnership and the Annual Report be endorsed.

CHIEF INSPECTOR I SCOTT LEFT THE MEETING AT THIS POINT.

**613. COMMUNITY PLANNING PARTNERSHIP UPDATE**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/342) providing an update on the activities of the Community Planning Partnership.

**Resolved:**

The progress made in relation to Community Planning be noted.

F ROBERTSON AND D STOKOE BOTH LEFT THE MEETING AT THIS POINT.

**614. HOUSING AND ENVIRONMENT SIX MONTH PERFORMANCE SUMMARY 2018/19 - EXCEPTION REPORT**

There was submitted a report by the Executive Director (Housing and Environment) (18/346) reviewing the performance of Housing and Environment against its Business Management and Improvement (BMIP) for the period 1 April to 30 September 2018.

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**Resolved:**

- (i) The Housing and Environment Six Month Performance Summary 2018/19, as detailed in Appendix 1 to Report 18/346, and pertaining to this Committee's area of responsibility, be approved.
- (ii) It be noted that Report 18/346 would be submitted to the Environment and Infrastructure Committee on 7 November 2018 for approval pertaining to that Committee's areas of responsibility;
- (iii) It be noted that Report 18/346 would be submitted to the Scrutiny Committee on 28 November 2018 for scrutiny and comment as appropriate.

**615. RAPID REHOUSING TRANSITION PLAN**

There was submitted a report by the Executive Director (Housing and Environment) (18/347) providing a background to Rapid Rehousing Transition Plans (RRTP) and the current work that is underway to develop the plan for Perth and Kinross Council.

**Resolved:**

- (i) The work currently underway to develop a Rapid Rehousing Transition Plan as detailed in Report 18/347 be endorsed.
- (ii) It be agreed that the draft Rapid Rehousing Transition Plan be submitted to the Scottish Government before the deadline of 31 December 2018, with final approval by Committee in January 2019.
- (iii) The Executive Director (Housing and Environment) be requested to circulate the draft plan to all members of the Committee on its submission to the Scottish Government.

**616. STRATEGIC HOUSING INVESTMENT PLAN**

There was submitted a report by the Executive Director (Housing and Environment) (18/348) seeking approval of the revised Perth and Kinross Council Strategic Housing Investment Plan for the period 2019/20 to 2024/25.

**Resolved:**

- (i) The revised Perth and Kinross Council Strategic Housing Investment Plan 2019/20 – 2024/25, as detailed in Appendix 1 to Report 18/348, be approved.
- (ii) The Executive Director (Housing and Environment) be authorised to ensure that where projects fall out of the plan, alternative projects prioritised in the same way can be substituted.

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## **LIFELONG LEARNING COMMITTEE**

Minute of meeting of the Lifelong Learning Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 31 October 2018 at 2.00pm.

Present: Councillors C Shiers, W Wilson, C Purves, H Anderson, K Baird, S Donaldson (substituting for Councillor B Pover), J Duff (substituting for Councillor A Coates), A Forbes, X McDade, T McEwan, J Rebbeck, C Reid and F Sarwar; Mrs P Giles, Mrs A McAuley, Mr R McCall and Mrs C Weston.

In attendance: Councillor A Parrott; S Devlin, Executive Director (Education and Children's Services); J Pepper, R Hill, S Johnston, G Boland, P Davison, G Doogan, E Paul, D Macleod, L Richards, H Robertson, K Robertson and C Taylor (all Education and Children's Services); J Beveridge (Housing and Environment); A O'Brien, S Rodger; C Vaskevicius, C Flynn and L Brown (all Corporate and Democratic Services) and E Cruickshank (NHS Tayside).

Apologies for absence: Councillors A Coates and B Pover; Mr F Macdonald and Mrs M McFarlane.

Councillor C Shiers, Convener, Presiding.

### **617. WELCOME AND APOLOGIES**

The Convener welcomed all those present to the meeting. Apologies for absence were noted as above.

### **618. DECLARATIONS OF INTEREST**

There were no declarations of interest in terms of the Councillors' Code of Conduct.

### **619. MINUTES**

#### **(i) Lifelong Learning Committee**

The minute of meeting of the Lifelong Learning Committee of 22 August 2018 (Arts. 449-461) was submitted, approved as a correct record and authorised for signature.

#### **(ii) Joint Negotiating Committee for Teaching Staff**

The minute of meeting of the Joint Negotiating Committee for Teaching Staff of 19 June 2018 was submitted and noted. (**Appendix I**)

**620. COMMUNITY PLANNING PARTNERSHIP**

**(i) Children, Young People and Families Partnership**

The minute of meeting of the Children, Young People and Families Partnership of 8 June 2018 was submitted and noted.

**(ii) Economy and Lifelong Learning Group**

The minute of meeting of the Economy and Lifelong Learning Group of 23 February 2018 was submitted and noted.

**621. NON-COUNCIL MEMBERS**

The appointment of Mrs Carolyn Weston, representing the Primary School Sector and Mrs Audrey McAuley, representing the Secondary School Sector as non-voting members of the Lifelong Learning Committee be noted.

**622. STATUTORY CONSULTATION – BALHOUSIE PRIMARY SCHOOL**

There was submitted a report by the Executive Director (Education and Children's Services) (18/349) (1) informing of the outcome and findings of the statutory consultation exercise undertaken in respect of the formal proposal to close Balhousie Primary School as detailed in the published Consultation Report, attached as Appendix A; and (2) seeking approval to implement the proposal from August 2022.

**Motion – (Councillors C Shiers and C Purves)**

- (i) The content of the Consultation Report attached as Appendix A be noted.**
- (ii) The implementation of the following proposals be approved:**
  - **Education provision at Balhousie Primary School be permanently discontinued with effect from 31 July 2022, or as soon as possible thereafter;**
  - **The pupils of Balhousie Primary School catchment area permanently receive their education at a larger, new build North Muirton Primary School, from August 2022, or as soon as possible thereafter, and**
  - **The delineated catchment area of North Muirton Primary School be permanently extended to subsume the whole delineated catchment area of Balhousie Primary School from August 2022.**

**Amendment – (Councillors J Rebbeck and F Sarwar)**

On the basis of the feedback that supported strongly the retention of Balhousie Primary School and on the contention that no strong case has been made that the benefits to education promised at North Muirton could not, with proper resources, be provided at Balhousie Primary School, it is recommended that the Committee:

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- (i) Notes the contents of the Consultation Report attached as Appendix A.
- (ii) Approves the following proposals:
  - Education provision at Balhousie Primary School should be continued beyond 31 July 2022 and options for its full refurbishment should be investigated;
  - Both North Muirton and Balhousie Primary School catchment areas should remain unchanged;
  - North Muirton Primary School should be rebuilt with capacity as appropriate to the North Muirton catchment area.

In terms of Standing Order 58 a roll call vote was taken.

5 members voted for the Amendment as follows:

Councillors Anderson, Donaldson, McEwan, Rebbeck and Sarwar.

9 members voted for the Motion as follows:

Councillors Baird, Duff and Forbes, Mrs P Giles, Councillors McDade, Purves, Reid, Shiers and Wilson.

**Resolved:**

In accordance with the Motion.

**623. STATUTORY CONSULTATION – FORTEVIOT PRIMARY SCHOOL**

There was submitted a report by the Executive Director (Education and Children's Services) (18/350) (1) informing of the outcome and findings of the statutory consultation exercise undertaken in respect of the formal proposal to close Forteviot Primary School as detailed in the published Consultation Report, attached as Appendix A; and (2) seeking approval to implement the proposal from 1 July 2019.

**Resolved:**

- (i) The contents of the Consultation Report, attached as Appendix A to Report 18/350 be noted.
- (ii) The implementation of the following be approved:
  - Education provision at Forteviot Primary School be permanently discontinued with effect from 28 June 2019, or as soon as possible thereafter;
  - The pupils of Forteviot Primary School catchment area permanently receive their education at Forgandenny Primary School, from 1 July 2019 or as soon as possible thereafter; and
  - The delineated catchment area of Forgandenny Primary School be permanently extended to subsume the whole delineated catchment area of Forteviot Primary School from 1 July 2019.

THE COMMITTEE ADJOURNED AT 3.20PM AND RECONVENED AT 3.25PM

**624. DIGITAL STRATEGY – EDUCATION AND CHILDREN’S SERVICES**

There was submitted a report by the Executive Director (Education and Children’s Services) (18/351) detailing Education and Children’s Services strategy for the development of digital literacy, digital skills and the use of technology in learning and teaching within educational establishments in Perth & Kinross.

**Resolved:**

The Education and Children’s Services Digital Strategy as appended to Report 18/351 be approved and the extensive consultation undertaken with stakeholders in the preparation of the strategy be noted.

**625. RAISING ATTAINMENT STRATEGY UPDATE 2018**

There was submitted a report by the Executive Director (Education and Children’s Services) (18/352) (1) providing a progress update on the Raising Attainment Strategy 2016-2019; and (2) presenting information on a range of measures designed to both improve performance and monitor progress of improvements.

**Resolved:**

- (i) The ongoing activity and progress across Education and Children’s Services to achieve the priorities of the National Improvement Framework for Education, as well as Perth and Kinross Council’s Raising Attainment Strategy 2016-2018, as detailed in Report 18/352, be noted.
- (ii) A further report on progress be submitted to the Lifelong Learning Committee in 12 months’ time.
- (iii) It be noted that the Report 18/352 will also be submitted to the Scrutiny Committee on 28 November 2018 for scrutiny and comment.

COUNCILLOR McEWAN LEFT THE MEETING AT THIS POINT.

**626. PUPIL EQUITY FUND SPEND 2017-18**

There was submitted a report by the Executive Director (Education and Children’s Services) (18/353) providing details of the use of the Pupil Equity Fund allocation across all eligible schools up to 30 June 2018.

**Resolved:**

- (i) The contents of Report 18/353 be noted.
- (ii) The Perth and Kinross Pupil Equity Fund guidance as detailed In Appendix 1 to Report 18/353 be noted.
- (iii) The Perth and Kinross school allocations and spend for 2017-18 as detailed in Appendix 2 to Report 18/353 be noted.
- (iv) The Executive Director (Education and Children’s Services) be requested to provide a further report in November 2019 to the Lifelong Learning Committee detailing Pupil Equity Fund spend during 2018-19.

MR R McCALL LEFT THE MEETING AT THIS POINT



**627. TAYSIDE REGIONAL IMPROVEMENT COLLABORATIVE (TRIC)  
PROGRESS AND TRIC PLAN (PHASE 2) 2018 REPORTS**

There was submitted a report by the Executive Director (Education and Children's Services) (18/354) (1) providing a year one update on the progress made by the Tayside Regional Improvement Collaborative (TRIC) in taking forward the first joint Integrated Children's Services Plan – The Tayside Plan for Children, Young People and Families 2017-20; and (2) seeking comment on the Phase Two Plan for the education focused aspects of collaborative work.

**Resolved:**

- (i) The progress made in the past year as detailed in Report 18/354 be noted.
- (ii) The Executive Director (Education and Children's Services) be instructed to bring a progress report back to the Lifelong Learning Committee in November 2019.

**628. RESTORATIVE APPROACHES – EVALUATION REPORT**

There was submitted a report by the Executive Director (Education and Children's Services) (18/355) (1) advising of the Restorative Approaches implemented across Perth and Kinross schools as part of the strategy of promoting positive behaviour in schools and offering alternatives to school exclusion; and (2) providing an update on Restorative Approaches and its effects on schools at the end of academic year 2017/18.

**Resolved:**

- (i) The Restorative Approaches update within schools in Perth and Kinross Council, as detailed in Report 18/355, be noted.
- (ii) The Executive Director (Education and Children's Services) be requested to arrange an interactive session for the members of the Lifelong Learning Committee on Restorative Approaches to be led by the Community School of Auchterarder.

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**JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF**

Minute of meeting of the Joint Negotiating Committee for Teaching Staff (JNCT) held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Tuesday 19 June 2018 at 2.30pm.

- Present:**
- Representing Perth and Kinross Council**  
Councillors K Baird and C Shiers; R Hill, S Johnston, T Pupillo, and A Thomson (all Education and Children's Services); P Steel (Corporate & Democratic Services).
- Representing Teachers' Associations**  
E Campbell, J Cook, and C Weston (all EIS); A Johnston and M Mackie (substituting for C Rose); and S Topen-Cooper (NASUWT).
- In Attendance:** P Davison and K Robertson (ECS); C Flynn and L Brown (for Joint Secretary, Management Side).
- Apologies:** Councillor J Rebbeck; A McAuley; S Devlin and D MacLeod (Management side); B Berhane and C Rose (Teachers' side)
- E Campbell, Convener, Presiding.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were submitted and noted as above.

**2. DECLARATIONS OF INTEREST (ELECTED MEMBERS ONLY)**

There were no declarations of interest made in terms of the Councillors' Code of Conduct.

**3. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Joint Negotiating Committee for Teaching Staff of 16 January 2018 was submitted and approved as a correct record subject to the replacement of the word Nursery with word Numeracy in line 4 of paragraph 4(ii).

**4. MATTERS ARISING**

**(i) New Routes into Teaching – (Item 4(iii) refers)**

R Hill advised that the Post Graduate Certificate of Education supported induction route does meet the standards required for registration. He agreed to email the feedback received from Dundee University in regard to co-teaching to C Weston.

**(ii) Revised Procedure for Head Teacher/Depute Head Teacher Appointment Procedure (Item 7 refers)**

S Johnston reported a number of Primary Head Teacher appointments had gone through the new appointment process. Informal feedback received from the appointment panels had been positive. Panels had intimated that the information being received is from a richer source which gives a much broader picture of the candidate. S Johnston advised that a further 5 interviews were scheduled to take place before the end of the current school session.

P Nicol is currently compiling formal questions for interviewees asking for their views on the process to date.

C Weston welcomed the introduction of the revised procedures. She felt it was a more enjoyable process for all involved and a great improvement on the previous interview process.

The Committee noted a report on the feedback received from candidates on the new interview process would be submitted to a future meeting.

**5. MEMBERSHIP**

The following changes to the membership of the Joint Negotiating Committee for Teaching Staff were noted:

Management Side

Councillor Baird to replace Councillor McCall

Sean Hagney to replace Thirza Pupillo

Margaret Donaghy to replace Angela Thomson

Teachers side

Matthew Mackie to replace Alan Johnstone

Murray Swan to replace Caroline McDonald

**6. APPOINTMENT OF VICE CONVENER**

The Committee noted as Councillor McCall was no longer a member of the Lifelong Learning Committee her position as Vice Convener of the JNCT required to be filled.

Councillor Shiers, seconded by R Hill nominated Councillor K Baird. There being no other nominations Councillor Baird was duly appointed Vice Convener for the Management side.

**7. REPORTS OF VIOLENCE AND AGGRESSION AGAINST STAFF IN SCHOOLS – TERM 3 (8 JANUARY 2018–29 MARCH 2018) – ACADEMIC SESSION 2017-2018**

There was submitted a statistical report by the Executive Director (Education and Children's Services) (G/18/54) detailing the number of reported incidents of violence and aggression against staff in schools during the period 8 January to 29 March 2018.

P Davison also provided a demonstration of the new on-line process for recording incidents currently being piloted in some schools. He advised that staff can download a pdf of their submission.

The Committee noted the position.

**The Committee agreed to vary the order of business on the agenda to consider the following as the next item**

**8. GENERAL DATA PROTECTION REGULATIONS**

P Davison provided an update on the introduction of the new general data protection regulations (GDPR). He advised that further information to assist with the implementation of GDPR in schools would shortly be made available on eric.

**Post meeting note:** Click on hyperlink below to view general information on the implementation of GDPR.

<http://eric/councilservices/ecs/GeneralInformation/ecsd/default.aspx>

**9. TRADE UNION ACT 2017 – FACILITY TIME OFF REPORTING REQUIREMENTS**

There was submitted a report by the Human Resource Manager (G/18/88) providing information on the requirement for time spent on Trade Unions activities by Council employees to be recorded and reported on each year, as laid out in the Trade union (Facility Time Publications Requirements) Regulations 2017.

The Committee noted all trade union activities and duties will be recorded via My View from 1 April 2018 onwards. This method will allow the extraction of accurate data required for annual statutory reporting purposes.

**10. UPDATE – MODERNISING MIDDLE MANAGEMENT IN SECONDARY SCHOOL**

There was submitted for information an update report (G/18/89) on the progress of modernising middle management in secondary schools since the JNCT was asked to note the position paper in April 2011. The report also outlined an updated position regarding the development and management of Faculties moving forward.

C Weston suggested paragraphs 3.4 and 3.11 of the report contradicted each other and suggested the last sentence of paragraph 3.11 be amended.

Following discussion the Committee noted the progress of modernising middle management in secondary schools since the JNCT was asked to note the position paper in April 2011.

**11. TAYSIDE REGIONAL IMPROVEMENT COLLABORATIVE (TRIC)**

R Hill advised that the S Devlin had been appointed as the area lead officer for TRIC. In Tayside TRIC encompasses the whole of the children's services function. Five lead regional collaboratives are reporting to Scottish Government and Education Scotland on how they plan to raise attainment.

**12. BERTHA PARK HIGH SCHOOL**

R Hill advised a Head Teacher had now been appointed for the new secondary school and a Principal Teachers for Guidance and Support for Learning has also been appointed. The Principal Teachers will be based at Perth Grammar School for one year.

The new access road to the school was scheduled to open in the forthcoming week. The topping off ceremony for the new school is scheduled to take place in July 2018.

Discussions have taken place with the University of Stirling regarding the school's curriculum and vision and values. Together with the shadow parent focus group the Council is working with Perth College UHI on the design of the new school's badge and uniform.

In concluding R Hill advised that building works are 3 weeks ahead of schedule with the school due to open on 19 August 2019.

**13. SCHOOL TERM AND HOLIDAY DATES 2019-2020 AND 2021**

There was submitted a report by the Executive Director (Education & Children's Services) G/18/105 on the proposals for the school term holiday dates for 2019-2020 and 2021.

The Teachers' side agreed that it would make sense for Perth and Kinross Council school holidays to sync with those in the TRIC as this would be easier for parent, pupils, teachers and in the interests of collaborative working.

K Robertson advised that the public holidays allocated by Perth and Kinross Council for the Easter weekend differed from that of Dundee and Angus Council and sought the teachers views on whether these should also be synced with Dundee and Angus or if the status quo should remain. In response C Weston requested that this element of the school term and holidays dates be taken back to teachers for further discussion.

K Robertson requested any feedback be provided as soon as possible as a report required to be submitted to the Lifelong Learning Committee in August 2018.

**14. DRAFT CALENDAR OF SCHOOL CLOSURE/ANNUAL LEAVE**

There was submitted and noted for information a paper from the Executive Director (Education & Children's Services) (G/18/106) on the draft calendar of school closure and annual leave for Academic Session 2018/2019.

**15. ANY OTHER COMPETENT BUSINESS**

**(i) Valedictory**

The Convener reported Alan Johnstone would shortly be retiring and was attending his last meeting of the Joint Negotiating Committee. On behalf of the Committee he thanked Alan for his support to the Teachers Panel and to the Joint Negotiating Committee and wished him a long and happy retirement.

**16. DATE OF NEXT MEETING**

18 September 2018 at 2.30pm.

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## **ENVIRONMENT AND INFRASTRUCTURE COMMITTEE**

Minute of meeting of the Environment and Infrastructure Committee held in the Council Chamber, 2 High Street, Perth on 7 November 2018 at 10.00am.

Present: Councillors A Forbes (from Arts 629 to 640, and Art 642 to 648), A Bailey, K Baird, M Barnacle (up to Art 642), P Barrett (substituting for Councillor W Robertson), S Donaldson, E Drysdale (substituting for Councillor D Doogan), J Duff, T Gray (substituting for Councillor A Parrott) (up to Art. 642), A Jarvis, G Laing, R McCall, C Reid, M Williamson and W Wilson (substituting for Councillor L Simpson).

In Attendance: B Renton, Executive Director (Housing and Environment); K McNamara, Depute Director (Housing and Environment); A Clegg, S Best, L Brown, S D'All, D Dickson, A Finlayson, C Haggart, H Hope, N McGill, B Reekie, J Scott, A Seggie, D Stubbs (all Housing and Environment); C Flynn and K Molley (both Corporate and Democratic Services); C Dews (for Art 641 (Limelight Sports)).

Apologies for Absence: Councillors D Doogan, A Parrott, W Robertson and L Simpson.

Councillor A Forbes, Convener, Presiding.

### **629. WELCOME AND APOLOGIES**

The Convener welcomed everyone to the meeting and apologies were noted above.

### **630. DECLARATIONS OF INTEREST**

- In terms of the Councillors' Code of Conduct;
- (i) Councillors S Donaldson and T Gray both declared a non-financial interest in Art. 633.
  - (ii) Councillors E Drysdale, T Gray, A Jarvis, R McCall and W Wilson all declared a non-financial interest in Art. 643.
  - (iii) Councillor A Forbes declared a financial interest in Art. 641.

### **631. REQUEST FOR DEPUTATION**

In terms of Standing Order 72, The Committee agreed that Morag Watson, Perth and Kinross Countryside Trust be allowed to address the Committee in relation to Art. 633.

The Committee agreed to vary the order of items on the agenda and to take the Auchterarder Community Facilities Fund report before item 4.

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**632. MINUTE OF PREVIOUS MEETING**

The minute of the meeting of the Environment and Infrastructure Committee of 5 September 2018 (Arts 477 – 495.) was submitted and approved as a correct record and authorised for signature.

**633. AUCHTERARDER COMMUNITY FACILITIES FUND**

Ms Watson addressed the Committee with a presentation and answered questions from members.

The Convener thanked Ms Watson for her attendance.

There was submitted a report by the Executive Director (Housing and Environment) (18/367) seeking the determination of an application for funding from Perth and Kinross Countryside Trust for a contribution of £100,000 towards a major project for improvements to Provost's Walk in Auchterarder.

**Resolved:**

Perth and Kinross Countryside Trust be awarded a grant of £100,000 towards the cost of the third and final phase of the Provost Walk upgrade, Auchterarder.

M WATSON LEFT THE MEETING AT THIS POINT.

**634. HOUSING AND ENVIRONMENT SIX MONTH PERFORMANCE SUMMARY 2018/19 – EXCEPTION REPORT**

There was submitted report by the Executive Director (Housing and Environment) (18/346) reviewing the performance of Housing and Environment against its Business Management and Improvement Plan (BMIP) for the period 1 April to 30 September 2018.

**Resolved:**

- (i) The contents of the Housing and Environment Six Month Performance Summary 2018/19 – Exception Report, attached as Appendix 1 to Report 18/346, pertaining to this Committee's areas of responsibility, be approved.
- (ii) It be noted that Report 18/346 had been approved by the Housing and Communities Committee on 31 October 2018 pertaining to that Committees areas of responsibility and would be submitted to the Scrutiny Committee on 28 November 2018 for scrutiny and comment as appropriate.

**635. ANNUAL PLANNING ENFORCEMENT REPORT 2017/18**

There was submitted a report by the Executive Director (Housing and Environment) (18/361) (1) analysing performance within the Planning Enforcement function of the Planning Service for the year 2017/18; (2) highlighting examples of best practice developed and undertaken within the team; and (3) seeking Committee approval for the future reporting of performance.



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**Resolved:**

- (i) The Annual Planning Enforcement Report for 2017/18, be endorsed.
- (ii) The Executive Director (Housing and Environment) be requested to bring forward a further report following publication of the annual performance statistics for 2018/19.

**636. WASTE MANAGEMENT PLAN 2010-2025 – PROGRESS REPORT**

There was submitted a report by the Depute Director (Housing and Environment) (18/362) (1) providing an update on progress with the Action Plan of the Perth and Kinross Council Waste Management Plan; and (2) recommending approval of the new actions 97-98 (shown in Appendix 1B) which are in line with recent national regulatory and strategic developments.

**Resolved:**

- (i) The annual update on progress on the Waste Management Action Plan be endorsed.
- (ii) The new actions (number 97-98) of the Waste Management Action Plan, set out in Appendix 1B to report 18/362, be approved.
- (iii) The Depute Director (Housing and Environment) be requested to bring back a further report in November 2019.

**637. GREENSPACE ASSET ANNUAL STATUS REPORT**

There was submitted a report by the Executive Director (Housing and Environment) (18/363) (1) presenting a status summary of the Council's Greenspace assets as at 31 March 2018; (2) describing the current condition of the asset, the standards achieved and performance indicator information; and (3) highlighting the continued support by community groups which supports greenspace to maintain and enhance the greenspace asset.

**Resolved:**

- (i) The contents of report 18/363 be endorsed.
- (ii) The Executive Director (Housing and Environment) be requested to submit an annual report on the performance of, and investment in, the Council's Greenspace Assets in accordance with the approved Asset Management Plan, including benchmarking information.

**638. ROADS ASSET ANNUAL STATUS REPORT – 2017/18**

There was submitted a report by the Executive Director (Housing and Environment) (18/364) (1) presenting a status summary of the Council's roads assets based upon the latest published Scottish local authority data as at 31 March 2018 and; (2) describing the current condition of the asset, the standards achieved and providing performance indicator information to allow benchmarking of results.

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**Resolved:**

- (i) The contents of the Roads Asset Status Report, together with the condition and performance of the Council's Roads assets as at 31 March 2018, as set out in Appendix 2 to report 18/364, be endorsed.
- (ii) The Executive Director (Housing and Environment) be requested to submit an annual report on the performance of, and investment in, the Council's Roads assets in accordance with the approved Asset Management Plan, including benchmarking information.

**639. FREE FESTIVE PARKING**

There was submitted a report by the Executive Director (Housing and Environment) (18/365) recommending that the Free Festive Parking initiative operates on each Saturday from 1 December until 29 December 2018 inclusive in all Council operated car parks across the whole Perth and Kinross area.

**Resolved:**

It be agreed to offer free parking on Saturdays from 1 December to 29 December 2018 inclusive in all Council operated car parks across the whole Perth and Kinross area, as detailed in Appendix 1 to report 18/365.

**640. PROPOSED TAYSIDE NETWORK MANAGEMENT PARTNERSHIP**

There was submitted a report by the Depute Director (Housing and Environment) (18/366) seeking approval to undertake a 15 month trial for a collaboration of roads network and traffic control services, with Angus and Dundee City Councils.

**Resolved:**

- (i) The 15 month pilot for the Tayside Network Management Partnership, be approved.
- (ii) The Depute Director (Housing and Environment) be requested to bring a further report to Committee with the outcome of the pilot.

COUNCILLOR FORBES LEFT THE MEETING AT THIS POINT. COUNCILLOR BAIRD TOOK THE CHAIR.

**641. ETAPE CALEDONIA EVENT**

C Dews (Limelight) addressed the Committee and answered questions from members.

There was submitted a report by the Executive Director (Housing and Environment) (18/368) (1) updating the Committee on the Etape Caledonia event (2) asking committee to note the change of responsibility for event management and operational delivery from IMG to Limelight Sports; and (3) seeking permission for the continued use of the roads network for the purposes of the Etape Caledonia.

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**Resolved:**

- (i) It be noted that the Etape Caledonia event would be operated under licence from IMG.
- (ii) It be noted that the event management would be the responsibility of Limelight Sports.
- (iii) The use of the roads network for the purposes of the Etape Caledonia event by Limelight Sports, on the basis of the existing approved 85 miles route (and 40 miles option route for 2019 and 2020), be approved.
- (iv) The Executive Director (Housing and Environment) be requested to bring back a further report on the Etape Caledonia with specific reference to any request for a proposal future variation or extension of the route.
- (v) A report on the Etape Caledonia with specific reference to any request for a proposal future variation or extension of the route.

COUNCILLOR FORBES RE- ENTERED THE MEETING AT THIS POINT.

THERE FOLLOWED A FIVE MINUTE RECESS AND THE MEETING RECONVENED AT 12.02

**642. NORTH INCH GOLF COURSE ANNUAL REPORT 2017/18**

There was submitted a report by the Executive Director (Housing and Environment) (18/369) bringing forward the North Inch Golf Course – Annual Report 2017/18, based on the previously approved Business Plan.

**Resolved:**

- (i) The North Inch Golf Course Annual Report 2017/18, as set out in Report 18/369, be endorsed.
- (ii) The Executive Director (Housing and Environment) to submit the 2018/19 Annual Report to Environment and Infrastructure Committee in November 2019.

COUNCILLORS M BARNACLE AND T GRAY LEFT THE MEETING AT THIS POINT.

**643. DIVERSION OF RIGHT OF WAY AND CORE PATH AT PANHOLES LEVEL CROSSING, BLACKFORD**

There was submitted a report by the Executive Director (Housing and Environment) (18/370) relating to the proposed diversion of a right of way and core path, the stopping up of the pedestrian level crossing and the construction of a replacement footbridge at Panholes, near Blackford.

**Resolved:**

- (i) The stopping up and diversion of the footpath from A to B via C (the level crossing) to an area of ground from A to B via D and E, as shown in Appendix 3 of Report 18/370, at Panholes, Blackford (pedestrian right of way 21/29/3 and core path BLFD/3), in terms of the Town and Country Planning (Scotland) Act 1997, Section 208, be agreed.

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- (ii) The Head of Legal & Governance to undertake the diversion order process to confirm the order, including participating in a local inquiry, if required.
- (iii) The Executive Director (Housing & Environment) to amend the Council's Register of Public Rights of Way and the Core Path Plan to reflect the stopping up and diversion order.
- (iv) The developer, Network Rail Infrastructure Limited, to meet the costs associated with the Diversion Order.

**644. PROPOSED 30MPH SPEED LIMIT AT ABERNYTE (U142 OFF B953)  
(Ward 1)**

There was submitted a report by the Depute Director (Housing and Environment) (18/371) (1) detailing a proposal to introduce a 30mph speed limit at Abernyte (U142 Off B953) (Ward 1); and (2) recommending the start of varying the Traffic Regulation Order to 30mph Speed Limit.

**Resolved:**

The promotion of a variation to the relevant Traffic Regulation Order to allow the start of the process towards the introduction of a 30mph speed limit, as show in Appendix 1 to the report 18/371, be approved.

**645. PROPOSED 40MPH SPEED LIMIT AT GAULS OF MURTHLY (U116)  
(WARD 5)**

There was submitted a report by the Depute Director (Housing and Environment) (18/372) (1) detailing a proposal to introduce a 40mph speed limit at Gauls of Murthly (U116) (Ward 5); and (2) recommending the start of the varying Traffic Regulation Order for the 40mph Speed Limit.

**Resolved:**

The promotion of a variation to the relevant Traffic Regulation Order to allow the start of the process towards the introduction of a 40mph speed limit, as shown in Appendix 1 to the report 18/372, be approved.

**646. PROPOSED VARIATION TO WAITING RESTRICTIONS GALLOWHILL  
ROAD/MUIRS & HIGH STREET, KINROSS (Ward 8)**

There was submitted a report by the Executive Director (Housing and Environment) (18/374) outlining the problems experienced by residents in Gallowhill Road/Muir's and High Street, Kinross due to indiscriminate parking; and (2) recommending a start to the process to vary the Kinross Traffic Management Order to introduce additional waiting restrictions Gallowhill Road/Muir's and High Street, Kinross (Ward 8).

**Resolved:**

The promotion of a variation to the relevant Traffic Regulation Order to introduce No Waiting at Any Time waiting restrictions on Gallowhill Road/Muir's and High Street, as described in Appendix 1 to the report 18/374, be approved.

**647. PROPOSED VARIATION TO WAITING RESTRICTIONS, TAY STREET, PERTH (WARD 12)**

There was submitted a report by the Depute Director (Housing and Environment) (18/375) (1) outlining the problems experienced by residents in Tay Street, Perth with poor visibility due to parked vehicles; and (2) recommending a variation to the Perth Traffic Management Order to start the process of introducing additional waiting restrictions on Tay Street, Perth (Ward 12).

**Resolved:**

The promotion of a variation to the relevant Traffic Regulation Order to remove a single Pay and Display parking bay and introduce No Waiting at Any Time restrictions on Tay Street, as described in Appendix 1 to the report 18/375, be approved.

**648. AMMENDMENTS TO THE LIST OF PUBLIC ROADS**

There was submitted a report by the Depute Director (Housing & Environment) (18/376) recommending that the List of Public Roads be updated to take account of the amendments detailed in this report.

**Resolved:**

The amendments to the List of Public Roads, as detailed in Appendix 1 to the report 18/376, be approved.

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## AUDIT COMMITTEE

Minute of meeting of the Audit Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 7 November 2018 at 2.00pm.

Present: Councillors E Drysdale, S Donaldson, D Illingworth, A Jarvis (substituting for A Coates) X McDade, M Williamson (substituting for B Band) and W Wilson.

In Attendance: K Reid, Chief Executive; J Clark, C Irons, S Mackenzie, M Morrison, L Simpson, G Taylor and M Willis (all Corporate and Democratic Services); J Cockburn (Education and Children's Services); L Brady, I Caldow, F Crofts, K Fraser, M Mitchell and A Taylor (Housing and Environment).

Apologies Councillors B Band and A Coates.

Councillor Drysdale, Convener, Presiding.

### 649. WELCOME AND APOLOGIES/SUBSTITUTIONS

The Convener welcomed everyone to the meeting. Apologies and substitutions were noted as above.

### 650. ORDER OF BUSINESS

L Simpson, Head of Legal and Governance Services expressed concerns over the press coverage following the Report 18/359. She clarified some points of accuracy and advised that in terms of legislation it might be appropriate for the Committee to consider the report in private. She also advised that the focus of the Audit Committee should be a discussion around the relevant internal controls and the improvement actions being recommended.

#### **Resolved:**

The press and public be excluded during consideration of Art. 657(i)(a).

### 651. DECLARATIONS OF INTEREST

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

### 652. MINUTE

The minute of meeting of the Audit Committee of 26 September 2018 (Arts 514-520) was submitted and approved as a correct record and authorised for signature.

It was noted that two members of staff had now been recruited to the Audit Team.

**653. INTERNAL AUDIT FOLLOW UP**

There was submitted a report by the Chief Internal Auditor (18/357) presenting a current summary of Internal Audit's follow up work.

**Resolved:**

- (i) The current position in respect of the agreed actions arising from internal and external work, be noted.
- (ii) The action plans be progressed, taking into account the recorded audit opinions.

**654. INTERNAL AUDIT UPDATE**

There was submitted a report by the Chief Internal Auditor (18/356) presenting a summary of Internal Audit's work.

In response to a question from Councillor McDade, J Clark advised there was no further information on the Tay Cities Deal at this time.

J Clark confirmed the scope of the audit of the Arms-Length External Organisations had not yet been finalised and that the audit of Welfare Reform would include reference to Universal Credit.

Councillor Wilson acknowledged the Internal Audit Team had been short-staffed and queried if the Team were on target to complete the Audit Plan. J Clark assured Committee that with the new staff in post the Team would be able to complete the plan.

**Resolved:**

The progress of assignments from the 2018/19 Audit Plan, be noted.

**655. EXTERNAL QUALITY ASSESSMENT**

There was submitted a report by the Chief Internal Auditor (18/358) on the outcomes of the validated self-assessment which fulfils the requirements of the Public Sector Internal Audit Standards to ensure that there was an external quality assessment of internal audit.

It was noted that the annual review and supporting evidence had been examined by the Acting Chief Internal Auditor of South Ayrshire Council.

J Clark advised that the action plan had been taken forward.

The Convener stated it was a very positive report and Councillor Donaldson agreed it was an excellent report and J Clark and her team should be congratulated. Councillor Donaldson also referred to developing a suite of key performance indicators (KPI's) to measure service delivery and asked what areas were to be looked at. J Clark advised proposals for KPI's would be reported to Committee following benchmarking with other Local Authorities to ensure they were useful and meaningful.

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Councillor Wilson asked if there were plans to review and update the Public Sector Internal Audit Standards 2013 under which the review had been undertaken.

J Clark advised that there had been a review since 2013 but no major changes had resulted and she was not aware of any further planned review.

**Resolved:**

The outcome of the independent validation of Internal Audit's self-assessment of compliance with the Public Sector Internal Audit Standards, be noted.

**656. INTERNAL AUDIT UPDATE**

**(ii) Housing and Environment**

**(a) 18-12 – Management of Contracts**

There was submitted a report by the Chief Internal Auditor (18/360) on an audit to ensure the adequacy of arrangements in respect of contract management.

The Convener welcomed Mary Mitchell, Corporate Procurement Manager to the meeting.

J Clark advised that the audit had assessed contract management across a number of areas; contracts had been selected from the Housing and Environment Service as they dealt with the highest number of contracts. The actions required from the audit had been completed swiftly following actions being reported to managers and training had been undertaken.

M Mitchell provided a background to the procurement process for members' information.

Councillor Donaldson asked how training was delivered as training budgets had been cut and M Mitchell advised they were delivered in-house either by the Procurement Team or by Legal and Governance. Procurement Team training was kept up-to-date so that the Team could train other staff.

Councillor Donaldson referred to there being two of five contracts not notified to Public Contracts Scotland within the appropriate time limit and asked how much out of time they were; what sanctions there were and if there was reputational risk. M Mitchell advised that a report on all contracts was produced every Monday to follow up on each. EU contracts had to be notified within 30 days and M Mitchell was not aware of any sanctions although there could be some legal risk. M Mitchell agreed to provide Councillor Donaldson with information on how much out of time the two contracts had been.



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**Resolved:**

Internal Audit's findings, as detailed in Report 18/360, be noted.

K REID AND M MITCHELL LEFT THE MEETING AT THIS POINT.

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

**657. INTERNAL AUDIT UPDATE**

**(i) Corporate and Democratic Services**

**(a) 18-37 Cash Office Review**

There was submitted a report by the Chief Internal Auditor (18/359) to ensure controls for the collection and banking of income through the cash office at Pullar House were in place and operating effectively.

J Clark advised that this audit had been carried out in addition to the Audit Plan for 2018/19 and arose as a result of the theft of monies from the cash office. J Clark advised that the control environment had been tightened and measures put in place to detect if inappropriate transactions were being made.

**Resolved:**

Internal Audit's findings, as detailed in Report 18/359, be noted.

**658. VALEDICTORY**

The Convener referred to the retiral of Gillian Taylor at the end of November 2018. Gillian had been in Local Government for 39 years with 22 of those in Perth and Kinross. The Convener thanked Gillian for a lengthy and exemplary service to Perth and Kinross Council.

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## PERTH AND KINROSS LOCAL REVIEW BODY

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chamber, 2 High Street, Perth on Tuesday 13 November 2018 at 10.30am.

Present: Councillors B Brawn, R McCall and W Wilson.

In Attendance: D Harrison (Planning Adviser), C Elliott (Legal Adviser) and D Williams (Committee Officer) (all Corporate and Democratic Services).

Also Attending: C Brien (Housing and Environment); L Aitchison (Corporate and Democratic Services); members of the public, including agents and applicants.

### 659. APPOINTMENT OF ACTING CONVENER

Councillor W Wilson was unanimously appointed as Acting Convener for the meeting.

Councillor W Wilson, Presiding.

### 660. DECLARATIONS OF INTEREST

There were no declarations of interest made in terms of the Councillors' Code of Conduct.

### 661. MINUTE

The minute of meeting of the Local Review Body of 16 October 2018 was submitted and noted subject to the following amendment:

On Page 4, line 6, reference to the *appointed officer*, should read *applicant*.

### 662. APPLICATIONS FOR REVIEW

- (i) **TCP/11/16(556) – Planning Application – 18/01176/IPL – Residential Development (in principle) on land 60 metres south west of Burnside House, Benarty Road, Kelty – Lomond Group (Scotland) Ltd**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse a residential development (in principle) on land 60 metres south west of Burnside House, Benarty Road, Kelty.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

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**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) the Interim Development Quality Manager be requested to comment on the Tree Survey Report, as it relates to the proposal and the grounds of refusal;
- (iii) the Interim Development Quality Manager be requested to submit copies of the Decision Notices for Planning Applications 16/00001/FLL and 17/00262/FLL;
- (iv) comment from the Interim Development Quality Manager on whether the Condition 10 of Planning Application 17/00262/FLL relating to structural landscaping has been complied with and to what extent;
- (v) following the receipt of all requested further information and any comment from the applicant and any interested parties, the application be brought back to the Local Review Body.

**(ii) TCP/11/16(558) – Planning Application – 18/00835/IPL – Erection of a dwellinghouse (in principle) on land 80 metres north west of Loanfoot Cottage, East Trinity Gask – Mr J Roberts**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a dwellinghouse (in principle) on land 80 metres north west of Loanfoot Cottage, East Trinity Gask.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by majority decision that:

- (ii) the Review application for erection of a dwellinghouse (in principle) on land 80 metres north west of Loanfoot Cottage, East Trinity Gask, be refused for the following reasons:
  - 1. By virtue of the distance between the existing buildings, the site is not considered to be located within an existing building group, but falls to be addressed as an extension to an existing group and/or infill site. The site does not have a) a good landscape framework which is capable of absorbing the proposal, b) site boundaries which are capable of providing a suitable enclosure, and c)

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comparable plot sizes/shape which would respect the existing building pattern/size of neighbouring plots. To this end, the proposal is contrary to the specific requirements of both the Building Groups and Infill Sites categories of the Council's Housing in the Countryside Guide 2012 and Policy RD3 of the Perth and Kinross Local Development Plan 2014, which both seek to ensure that all proposals which extend existing building groups or takes place between existing buildings (infill) takes place within definable sites that are formed by existing topography and/or well established landscape features, have a good landscape setting with suitable site boundaries and would result in a development that respects the existing building pattern of the area. The proposal is also contrary to Policy RD3 and the Housing in the Countryside Guide 2012 as it does not meet any of the other specified categories of the guidance.

2. As the proposal would adversely affect the historic setting of adjacent listed buildings, notably the prominence of the rural church and churchyard in the open landscape, the proposal is contrary to Policy HE2 of the Perth and Kinross Local Development Plan 2014, the Scottish Planning Policy 2014 and the requirements of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, all of which seek to ensure the protection of listed building settings from inappropriate development new developments.

**Justification**

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

Note: Councillor Brawn dissented from the majority decision. He agreed the review should be refused in terms of ground of refusal No 1 above, however, given the topography and the distance, he did not consider this proposal adversely affected the historic setting of the adjacent listed buildings.

**(iii) TCP/11/16(559) – Planning Application – 18/00836/IPL – Erection of a dwellinghouse (in principle) on land 170 metres north west of Loanfoot Cottage, East Trinity Gask – Mr J Roberts**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a dwellinghouse (in principle) on land 170 metres north west of Loanfoot Cottage, East Trinity Gask.

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The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for erection of a dwellinghouse (in principle) on land 170 metres north west of Loanfoot Cottage, East Trinity Gask, be refused for the following reasons:
  - 1. By virtue of the distance between the existing buildings, the site is not considered to be located within an existing building group, but falls to be addressed as an extension to an existing group and/or infill site. The site does not have a) a good landscape framework which is capable of absorbing the proposal, b) site boundaries which are capable of providing a suitable enclosure, and c) comparable plot sizes/shape which would respect the existing building pattern/size of neighbouring plots. To this end, the proposal is contrary to the specific requirements of both the Building Groups and Infill Sites categories of the Council's Housing in the Countryside Guide 2012 and Policy RD3 of the Perth and Kinross Local Development Plan 2014, which both seek to ensure that all proposals which extend existing building groups or takes place between existing buildings (infill) takes place within definable sites that are formed by existing topography and/or well established landscape features, have a good landscape setting with suitable site boundaries and would result in a development that respects the existing building pattern of the area. The proposal is also contrary to Policy RD3 and the Housing in the Countryside Guide 2012 as it does not meet any of the other specified categories of the guidance.
  - 2. As the proposal would adversely affect the historic setting of adjacent listed buildings, notably the prominence of the rural church and churchyard in the open landscape, the proposal is contrary to Policy HE2 of the Perth and Kinross Local Development Plan 2014, the Scottish Planning Policy 2014 and the requirements of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, all of which seek to ensure the protection of listed building settings from inappropriate development new developments.

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**Justification**

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

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## **LICENSING COMMITTEE**

Minute of Meeting of the Licensing Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Thursday 15 November 2018 at 9.30am.

Present: Councillors C Ahern (Convener), K Baird, A Coates (up to and including Art. 667), R Brock, D Illingworth, A Jarvis, A Parrott and M Williamson.

In Attendance: PC L Gregge and Sgt R MacDonald (both Police Scotland); M McLaren, M Sullivan, S Michie and A Taylor (all Corporate and Democratic Services).

Apologies for Absence: Councillors B Brawn, I James, J Rebbeck, F Sarwar and R Watters.

Councillor C Ahern (Convener), Presiding.

### **663. WELCOME AND APOLOGIES**

The Convener welcomed all present to the meeting. Apologies for absence were noted as above.

### **664. DECLARATIONS OF INTEREST**

Councillors A Coates declared a non-financial interest in Art 668.

### **665. MINUTES**

The Minute of Meeting of the Licensing Committee of 4 October 2018 was submitted and approved as a correct record.

**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.**

THE COMMITTEE UNANIMOUSLY AGREED TO VARY THE ORDER OF BUSINESS

### **666. CONTINUED SUSPENSION OF SKIN PIERCING AND TATTOOING LICENCE NO. SP63**

There was submitted a report by the Head of Legal and Governance Services (18/377) together with a letter dated 17 October 2018 from Police Scotland regarding Continued Suspension of Skin Piercing and Tattooing Licence No. SP63.

The licence holder was not in attendance. The representative of Police Scotland addressed the Committee and answered Members' questions.

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**Resolved:**

Suspension of Skin Piercing and Tattooing Licence SP63 be continued for the duration of the licence (to 11 April 2019) on the grounds that the licence holder is no longer a fit and proper person to be the holder of the licence.

**667. CONTINUED SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO. TD1665**

There was submitted a report by the Head of Legal and Governance Services (18/378) together with a letter dated 26 October 2018 from Police Scotland regarding Continued Suspension of Taxi/Private Hire Car Driver's Licence No. TD1665.

The applicant was in attendance.

The representative of Police Scotland addressed the Committee and answered Members' questions. The applicant also addressed the Committee and answered Members' questions.

FOLLOWING A SHORT ADJOURNMENT THE COMMITTEE RECONVENED.

**Resolved:**

Suspension of Taxi/Private Hire Car Driver's Licence TD1665 be continued for the duration of the licence, and following the outcome of any court case the licence holder could then apply to the Licensing Committee for consideration of recall of the Suspension of Taxi/Private Hire Car Driver's Licence TD1665.

HAVING DECLARED A NON-FINANCIAL INTEREST IN THE FOLLOWING ITEM COUNCILLOR A COATES LEFT THE MEETING AT THIS POINT.

**668. SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO. TD1520**

There was submitted a report by the Head of Legal and Governance Services (18/379) together with a letter of representation dated 22 October 2018 from Police Scotland regarding Suspension of Taxi/Private Hire Car Driver's Licence No. TD1520.

The applicant was in attendance.

The representative of Police Scotland addressed the Committee and answered Members' questions. The applicant also addressed the Committee and answered Members' questions.

FOLLOWING A SHORT ADJOURNMENT THE COMMITTEE RECONVENED.

**Resolved:**

Taxi/Private Hire Car Driver's Licence No. TD1520 be not suspended.

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## **PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE**

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 21 November 2018 at 10.00am.

Present: Councillors R McCall, B Brawn, H Anderson, B Band, M Barnacle, H Coates, E Drysdale, T Gray, A Jarvis, L Simpson, W Robertson (substituting for W Wilson) and R Watters.

In Attendance: A Condliffe, D Niven, J Scott, D Salman, L Reid, C Stewart and R Stewart (all Housing and Environment); G Fogg, D Williams and L Aitchison (all Corporate and Democratic Services).

Apologies: Councillors I James and W Wilson.

Councillor B Brawn, Vice-Convenor, Presiding.

### **669. WELCOME AND APOLOGIES**

The Convenor welcomed everyone present to the meeting.

### **670. DECLARATIONS OF INTEREST**

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

### **671. MINUTES**

The signing of the minute of meeting of the Planning and Development Management Committee of 26 September 2018 (Arts. 601-605) was deferred to the next meeting.

### **672. DEPUTATIONS**

In terms of Standing Order 59, the Committee agreed to hear deputations in relation to the following planning applications:

| <b>Planning Application No.</b> | <b>Art. No.</b> |
|---------------------------------|-----------------|
| 18/01144/FLL                    | 673(1)(ii)      |
| 18/01492/FLL                    | 673(1)(iii)     |

### **673. APPLICATIONS FOR DETERMINATION**

#### **(1) Local Applications**

- (i) **18/01091/FLL – BLAIRGOWRIE – Erection of 3 dwellinghouses, land west of Darkfaulds Cottage, Blairgowrie – Report 18/380 – Kepranich Developments**

#### **Resolved:**

**Grant**, subject to the following terms, conditions and informatives:

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.  
Reason - To ensure the development is carried out in accordance with the approved drawings and documents.
2. Prior to the commencement of the development hereby approved, details of the specification and colour of the proposed external finishing materials to be used shall be submitted to and agreed in writing by the Council as Planning Authority. The scheme as agreed shall be implemented prior to the completion or bringing into use of the development, whichever is the earlier.  
Reason - In the interests of residential amenity; to ensure a satisfactory standard of local environmental quality.
3. Prior to the commencement of any works on site, all trees on site (other than those marked for felling on the approved plans) and those which have Root Protection Areas which fall within the site shall be retained and protected. Protection methods shall be strictly in accordance with BS 5837 2012: Trees in Relation to Design, Demolition and Construction. Protection measures, once in place, shall remain in place for the duration of construction.  
Reason - To ensure a satisfactory standard of development and environmental quality and to reserve the rights of the Planning Authority.
4. Prior to the commencement of the development hereby approved, details of the proposed boundary treatments for the site shall be submitted for the further written agreement of the Council as Planning Authority. The scheme as subsequently agreed shall be implemented prior to the completion or bringing into use of the development, whichever is the earlier.  
Reason - In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality.
5. A minimum of 1 swift brick or swift nest box shall be incorporated into each dwellinghouse. Prior to commencement of the development hereby approved details of the location and specification of the swift brick(s) or swift nest box(s) shall be submitted and approved in writing by the Council as Planning Authority. Thereafter, the swift brick(s) or swift nest box(s) shall be installed in accordance with the agreed details prior to the occupation of the relevant residential unit.  
Reason - In the interests of enhancing biodiversity.
6. A minimum of 1 bat brick or bat nest box shall be incorporated into each dwellinghouse. Prior to

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commencement of the development hereby approved details of the location and specification of the bat brick(s) or bat nest box(s) shall be submitted and approved in writing by the Council as Planning Authority. Thereafter, the bat brick(s) or bat nest box(s) shall be installed in accordance with the agreed details prior to the occupation of the relevant residential unit.

Reason - In the interests of enhancing biodiversity. B

**Justification**

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**Procedural Notes**

1. The planning permission decision notice shall not be issued until such time as the required Developer Contributions have been secured or paid in full.
2. In the event the applicant does not either make the required payment within 28 days from the date the agent/applicant is advised of the need for the contributions, or complete a legal agreement for delayed payment within a 4 month period from the date the agent/applicant is advised of the need for the contributions, the application may be refused under delegated powers without any further discussion with the applicant. D

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. No work shall be commenced until an application for building warrant has been submitted and approved.

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5. The applicant is advised that in terms of Sections 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
6. The applicant should be aware of the requirements of the Council's Environment and Regulatory Services in relation to waste collection from the site and should ensure adequate measures are provided on site to allow for the collection of waste.
7. Trees and scrub are likely to contain nesting birds between 1 March and 31 August inclusive. Trees and scrub are present on the application site and are to be assumed to contain nesting birds between the above dates. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended (section 1), it is an offence to remove, damage or destroy the nest of any wild bird while that nest is in use or being built. Planning permission for a development does not provide a defence against prosecution under this Act.
8. The presence of protected species, and the extent to which they could be affected by the proposed development, should be established before works commence. Should protected species be identified within the site the developer should ensure that all appropriate measures required to comply with the relevant legislation are carried out.

**(ii) 18/01144/FLL – MEIGLE – Erection of 29 dwellinghouses and 4 flats, formation of SUDS, landscaping, roads infrastructure and associated works (allocated site H68), land north west of Park House, Ardler Road, Meigle – Report 18/381 – Hadden Homes Ltd**

Mr D Heather-Hayes, objector, addressed the Committee, and, following his representation, withdrew to the public benches.

**Resolved:**

**Grant**, subject to the following terms, conditions and informatives:

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.  
Reason - To ensure the development is carried out in accordance with the approved drawings and documents.

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2. The waste storage area hereby approved shall be used solely for the purposes ancillary to the business on the site of Bridge House (granted under application 95/01473/FUL), and shall not be used by any member of the public or other business, or sold or let separately from the Bridge House, all to the satisfaction of the Council as Planning Authority.  
Reason - In order to safeguard the residential amenity of the area.
3. The hours of operation of the waste storage area shall be restricted to between 0830 hours and 1700 hours Monday to Friday only, with no operations permitted on Saturdays and Sundays.  
Reason - In order to safeguard the residential amenity of the area.
4. There shall be no burning of materials on the site at any time.  
Reason - In order to safeguard the residential amenity of the area.

**Justification**

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**Informatives**

1. The applicant should be aware of the Perth & Kinross Council Flooding and Flood Risk Guidance Document (June 2014) for advice on development within a flood risk area.
  2. The applicant should be aware of the requirements of the Council's Environment and Regulatory Services in relation to waste collection from the site and should ensure adequate measures are provided on site to allow for the collection of waste.
  3. The applicant is advised that the granting of planning permission does not guarantee rights of access to the site. This should be agreed with the relevant landowner (s).
- (iii) **18/01492/FLL – Keltybridge – Change of use and alterations to garden ground to form waste recycling business (class 6) comprising the siting of a skip, erections of a wall, fence and replacement gates, formation of raised hardstanding, steps and associated works (in retrospect), Bridge House, Main Street, Keltybridge, Kelty, KY4 0JH – Report 18/382 – Crombie Plumbing & Heating Ltd**

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Mr I Cunningham, objector, followed by Mr N Gray, on behalf of the applicant, addressed the Committee, and, following their respective representations, withdrew to the public benches.

**Motion (Councillors W Robertson and M Barnacle)**

**Refuse on the grounds that:**

- (i) to approve could set a precedent for comparable use of accesses such as this access.**
- (ii) the Council does not have the ability to control the scale of the operation.**
- (iii) the proposal constitutes a contravention of policy of Local Development Plan Policies PM1A and TA1B(a).**

Amendment (Councillors T Gray and E Drysdale)

Grant, subject to the terms, conditions and informatives set out in Report 18/382.

In terms of Standing Order 58 a roll call vote was taken.

9 members voted for the Motion as follows:

Councillors H Anderson, B Band, M Barnacle, B Brawn, H Coates, A Jarvis, L Simpson, R Watters and W Robertson.

3 members voted for the Amendment as follows:

Councillors E Drysdale, T Gray and R McCall.

**Resolved:**

In accordance with the Motion.

COUNCILLOR BAND LEFT THE MEETING AT THIS POINT

**(2) PROPOSAL OF APPLICATION NOTICE (PAN)**

- (i) 18/00011/PAN – PERTH – Residential development comprising dwellinghouses, apartments and affordable housing, access and open space including landscaping and SUDS with associated infrastructure and services, former Hillside Hospital, Dundee Road, Perth – Report 18/383 – Westwood Limited**

A Condliffe informed members that, with regards to paragraphs 42 and 43 of Report 18/383, there would be a view to add air quality as a key issue, which would be assessed through an air quality assessment being a required additional statement.

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Councillor Drysdale requested consideration of access to and exit from Dundee Road, the safety of the junction accessing to and exiting from Dundee Road. Councillor Drysdale also requested a full traffic assessment, incorporating full consideration beyond the immediate site, and also consideration to be given to the Cross Tay Link Road in respect of construction timing and phasing.

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# PERTH AND KINROSS COUNCIL

19 December 2018

## TREASURY ACTIVITY AND COMPLIANCE REPORT – 2018/19 QUARTER 2

Report by Head of Finance (Report No. 18/415)

### PURPOSE OF REPORT

The purpose of this report is to provide a summary of Loans Fund transactions for the quarter ending 30<sup>th</sup> September 2018 and to report 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. The report also covers the annual review of the Treasury Management Systems Document.

### 1. BACKGROUND / MAIN ISSUES

- 1.1 Treasury Management Practice 6 (TMP 6 - Reporting Requirements & Management Information Arrangements) requires that Loans Fund borrowing and lending activities are reported quarterly to the Council. This report covers the second quarter of the financial year for the period from 1 July to 30 September 2018. TMP 6 also requires that compliance with the approved TMPs, Treasury Policies and Investment Strategy are reported quarterly and this report also covers compliance for the period. The Prudential Indicators are also monitored throughout the year and reported as part of the quarterly Treasury Activity and Compliance report.

### 2. ECONOMIC BACKGROUND

- 2.1 The Bank of England Monetary Policy Committee (MPC) voted unanimously on 2<sup>nd</sup> August to raise the Bank Rate from 0.50% to 0.75%. This was due to improved economic growth, the strengthening labour market and wage growth over the quarter, which increased future inflationary pressures. There was no change to the quantitative easing (QE) programme of £435bn.
- 2.2 The rate of inflation (Consumer Price Index) reduced to 2.4% in September 2018 from 2.7% in August. This was driven primarily by a drop in food prices. During the quarter, the unemployment rate increased to 4.1% for the three months to the end of September a small increase from 4% in August. Wage growth increased to 3.2% in the 3 months to September from 2.5% in May, and so remained above the rate of Inflation. Gross Domestic Product (GDP) economic growth in the UK increased from 0.4% in the second quarter of the year to 0.6% for the quarter to September 2018, as household spending and exports rose. Retail sales to September 2018 also grew, by 3.0%, mainly attributed to the non food sector. However business investment contracted at the fastest rate since early 2016 in part due to Brexit-related concerns and political uncertainty.

- 2.3 Internationally, Eurozone GDP growth was 0.2% in the quarter to September 2018, and below market expectations. Inflation in the EU increased to 2.1% in September 2018, which was attributed to higher food and energy costs. In addition, the EU unemployment rate for the whole economic area was 6.7% in September 2018, however, this was the lowest rate since January 2000.
- 2.4 In the US, the Federal Fund Interest Rate increased to between 2.00% and 2.25% in September 2018, which was in line with expectations. This rise was due to the strengthening labour market, as well as household spending and business fixed investment growing strongly. The US unemployment rate was 3.8% in September 2018, the lowest since April 2000, whilst the economy grew by 3.5% on an annual basis to September 2018, although this was lower than the previous quarter of 4.2%.
- 2.5 The Public Works Loan Board's (PWLB) Certainty fixed interest rates, which are based on yields on UK gilts, are shown in the graph at Appendix I. The rates increased gradually over the quarter mainly due to interest rate expectations and positive reports on the UK's Brexit negotiations over the summer months.

### **3. TREASURY ACTIVITY**

- 3.1 A summary of the Council's treasury position and transactions is shown at Appendix II. The main activities are detailed below.
- 3.2 Due to the rise in PWLB rates, there was no long term borrowing in the quarter, with the Council taking advantage of short term temporary borrowing to meet cashflow requirements. There was a scheduled repayment of a maturing PWLB fixed rate loan on the 2<sup>nd</sup> July 2018 for £5M. The loan was originally borrowed for 9 years at a rate of 3.57%. In addition, there was also an instalment paid on the Council's interest free Salix loan of £28,445.
- 3.3 Therefore, the Council's total long-term debt decreased from £364 million to £359 million over the quarter, whilst the average interest rate on the debt fell from 3.29% to 3.28%. This reduction in the average interest rate equates to savings in interest of £22,000 per annum.
- 3.4 There were 4 short term market loans borrowed in the quarter. The average amount was £6.25 million, for an average period of 35 days and at an average rate of 0.72%. These were required to cover short-term cashflow requirements. There were two short term market loans outstanding at 30 September 2018, totaling £20M at an average rate of 0.78%.
- 3.5 Common Good and Charitable Funds held on fixed deposit within the Loans Fund remained at around £2.2M, whilst the average interest rate paid on these funds increased from 0.51% to 1.00% reflecting the increase in base rate and reinvestment for longer periods. Funds held from associated bodies and organisations remained at around £2.4M over the quarter, in line with their own cash flow requirements. The average rate paid on these funds remained unchanged at 0.17%.

- 3.6 In line with the Council's approved Investment Strategy and Permitted Investments, short term cashflow surpluses were invested in a mixture of fixed term investments, instant access accounts, notice accounts and money market funds.
- 3.7 For fixed term investments made in the quarter, the average investment period was 132 days, showing a decrease from the previous quarter's average period of 142 days. The level of deposits was slightly higher than the previous quarter, whilst the average rate achieved in the quarter increased to 0.90%, from 0.73% from the previous quarter.
- 3.8 Most of the investment transactions in the quarter were through the Council's instant access, notice deposit accounts and money market funds, in line with short term daily cashflow liquidity requirements. Therefore, the level of such investments can vary significantly from day to day. However, the daily average over the quarter increased to £4.1M from £3.57M in the last quarter, reflecting the Council's cashflow requirements. The average interest rate achieved on these accounts over the quarter increased from 0.51% to 0.64%, reflecting the impact of the Base Rate increase in August. All of the above investment activities are consistent with the Council's current investment strategy and cashflow requirements.
- 3.9 The total amount of investments outstanding at the end of the quarter increased, closing at £61M compared with £51.3M at the end of the last quarter. This increase can mainly be attributed to a more positive cashflow at this time of the year. The overall average rate of interest earned on the investments outstanding at the end of the quarter increased to 0.79% from 0.72% in the previous quarter.

#### **4. COMPLIANCE**

- 4.1 For the quarter ending 30 September 2018, there were no breaches in compliance with the Council's approved Treasury Management Policy Statement, Treasury Management Practices (TMPs) or lending limits as detailed in TMP4 (Approved Instruments, Methods & Techniques).
- 4.2 TMP4 also requires that a working list of specific approved counterparties (including lending limits) is maintained by the Head of Finance and continuously reviewed and updated for any movements in credit ratings, Credit Default Swap (CDS) prices and other factors including press coverage of emerging issues. The Council's Treasury advisor's (Link Asset Services) suggested maximum lending period for each counterparty is also included within the Council's approved lending policy. Appendix III shows the list of approved counterparties, based on the current lending policy, as at November 2018.
- 4.3 A further requirement of TMP4 is to measure cashflow performance, which is expressed as the average closing cleared bank balance for the period. For the quarter ending 30 September 2018 the average closing cleared bank balance was £12,627.70 in credit. This is within the set target range of £50,000 (debit or credit).

## **5. INVESTMENT STRATEGY COMPLIANCE AND PERFORMANCE**

- 5.1 The Treasury Investment Strategy for 2018/19 approved by the Council at its meeting on 7 March 2018 (Report No. 18/67 refers) sought to ensure security over principal sums invested, whilst obtaining optimum returns consistent with this approach. Therefore, the only Permitted Investments are in low risk organisations. The limits for each Permitted Investment and individual counterparty ensure a spread of investments, thereby also spreading any risk. The Council needs to ensure sufficient liquidity at all times to meet its obligations as they fall due and consequently investments must be made in accordance with cashflow requirements. The approved Strategy was based on the assumption that the level of investments would increase in the first half of the year, however, they were not expected to exceed £70,000,000 unless new borrowing was undertaken early in the year.
- 5.2 The level of investments peaked at £72.7M on 19 September 2018. This was a result of £10M PWLB borrowing in the previous quarter and the positive cashflow in the current quarter. The average daily investment balance over the quarter was £56.7M, which has increased from the average of £50.6M in the previous quarter but decreased from £57.6M in the same quarter of last year. These movements reflect the movements in the Council's income and expenditure between quarters, particularly within the Capital programme, and the timing of new borrowing undertaken over the year.
- 5.3 The Investment Strategy was applied in full over the quarter with no breaches in compliance with treasury limits, whilst liquidity was maintained by the use of instant access accounts, notice accounts and money market funds as detailed in Section 3 above.
- 5.4 There were no other risks identified, nor borrowing in advance of need undertaken, in the quarter.
- 5.5 The Investment Strategy also incorporates investments held by the Common Good Funds. All such investments during the quarter were in line with the approved Strategy. The only Council funds held by external fund managers relate to Council administered Charitable Trusts and which are, therefore, not covered by this Investment Strategy.
- 5.6 The Annual Property Investment Strategy for 2018/19 was also approved by the Council at its meeting on the 7 March 2018 (Report No. 18/67 refers) and has been complied with in full, with no breaches in compliance with Permitted Investment limits.
- 5.7 The budgeted income for 2018/19 for Commercial Property investments was originally projected to be £1,707,000 and was subsequently increased to £1,717,068. Projections for 2018/19 have been obtained from the Concerto Corporate Property system, which currently forecast that actual income will be £1,867,068, including additional rental income from sub-letting.

- 5.8 There were neither additional risks identified nor new property investments entered into during the quarter. The Strategy action plan for the rationalisation of the commercial property portfolio remains on programme.

## **6. PRUDENTIAL INDICATORS**

- 6.1 The Council approved revised Prudential Indicators for 2018/19 to 2027/28 when setting the Composite Capital Budget at its meeting on 20 June 2018 (report 18/212 refers). These indicators were based on the approved ten year Composite Capital Budget, and the five year Housing Investment Programme to 2022/23, including estimates to cover the full ten year period.
- 6.2 The latest estimates of the Prudential Indicators are shown at Appendix IV. The indicator for General Fund Financing Costs reflects a projected gradual increase each year in line with the Council's approved Capital Budgets and interest rate forecasts. Financing Costs for the Housing Investment programme show a similar pattern, and are in line with the phasing of the Housing Investment Programme.
- 6.3 Capital Expenditure and Capital Financing (borrowing) Requirements are also based on the approved budgets, and updated to reflect the latest estimates and amendments approved by the Strategic Policy & Resources Committee on 28 November 2018. The Capital Financing Requirement also rises over the period.
- 6.4 All Indicators remain within their current and projected estimates and/or limits, and accordingly all Prudential Limits were complied with throughout the period. Overall, the Council's plans remain affordable, prudent and sustainable over the medium term.

## **7. REVIEW OF THE TREASURY MANAGEMENT SYSTEMS DOCUMENT**

- 7.1 The CIPFA Code of Practice for Treasury Management 2017 ("the Code"), which has been fully adopted by Perth & Kinross Council, requires the Council to prepare 12 Treasury Management Practices (TMPs). The TMPs detail the Council's treasury policies, procedures and guidelines and are required to be reviewed annually. The TMPs and the Treasury Management Policy Statement form part of the Treasury Management Systems Document (TMSD). The approved Treasury Policy also required that the TMSD is reviewed annually and reported to the Council. In previous years, this review was reported separately to the Council, however it has now been incorporated into this Quarterly report for the purpose of expediency and efficiency.
- 7.2 All changes to the Treasury policies approved during the year have been reflected in the revised TMSD. The revised TMSD also reflects the revised Prudential Code issued by CIPFA in December 2017. The only other changes made to the TMSD are minor updates to reflect current operational practices, which have no significant effect on the content of the Systems Document.

- 7.3 The revised TMSD is available on the Councillor's SharePoint site (CHIP). A hard copy is also available upon request from the author of this report.

## 8. CONCLUSION AND RECOMMENDATIONS

- 8.1 UK GDP grew by 0.6% in the quarter to September 2018, whilst CPI inflation reduced to 2.4% from 2.7% in the previous month. Unemployment levels increased to 4.1%, whilst average earnings still remained above inflation for the quarter. The Bank of England's Monetary Policy Committee increased the Bank Rate to 0.75% on the 2nd August 2018.
- 8.2 Activities during the quarter included a scheduled repayment of PWLB and Salix borrowing, as well as short term borrowing. Investment of short term surplus cashflows consisted of some fixed investments, whilst instant access, notice accounts and money market funds were used to meet short term liquidity requirements. The level of investments increased over the quarter in line with expectations.
- 8.3 The Council adhered to its Investment Strategy and policies throughout the quarter, with no breaches in compliance.
- 8.4 The Treasury Management Systems Document has also been reviewed as discussed in Section 7 of this report.
- 8.5 It is recommended that the Council notes the content of this report, which is submitted in accordance with the Council's approved Treasury Management Practices.

### Author(s)

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### Approved

Name	Designation	Date
Stewart MacKenzie	Head of Finance	4 December 2018
Jim Valentine	Depute Chief Executive (Chief Operating Officer)	6 December 2018

If you or someone you know would like a copy of this document in another language or format, (on occasion only, a summary of the document will be provided in translation), this can be arranged by contacting



*(Report Author)*

Council Text Phone Number 01738 442573

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	None
Corporate Plan	Yes
<b>Resource Implications</b>	
Financial	Yes
Workforce	Yes
Asset Management (land, property, IST)	Yes
<b>Assessments</b>	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	Yes
Sustainability (community, economic, environmental)	Yes
Legal and Governance	None
Risk	None
<b>Consultation</b>	
Internal	Yes
External	None
<b>Communication</b>	
Communications Plan	None

### 1. Strategic Implications

#### Corporate Plan

- 1.1 The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:
- (i) Giving every child the best start in life;
  - (ii) Developing educated, responsible and informed citizens;
  - (iii) Promoting a prosperous, inclusive and sustainable economy;
  - (iv) Supporting people to lead independent, healthy and active lives; and
  - (v) Creating a safe and sustainable place for future generations.
- 1.2 This report relates to all of these objectives.

## **2. Resource Implications**

### Financial

- 2.1 There are no direct financial implications arising from this report other than those reported within the body of the main report.

### Workforce

- 2.2 There are no direct workforce implications arising from this report.

### Asset Management (land, property, IT)

- 2.3 There are no direct asset management implications arising from this report other than those reported within the body of the main report.

## **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.
- 3.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

### Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.6 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.



#### **4. Consultation**

- 4.1 The Chief Executive, and the Council's Treasury advisors, Link Asset Services, have been consulted in the preparation of this report.

#### **2. BACKGROUND PAPERS**

- 2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

#### **3. APPENDICES**

Appendix I – PWLB Fixed Maturity Interest Rates from 1 July to 30 September 2018.

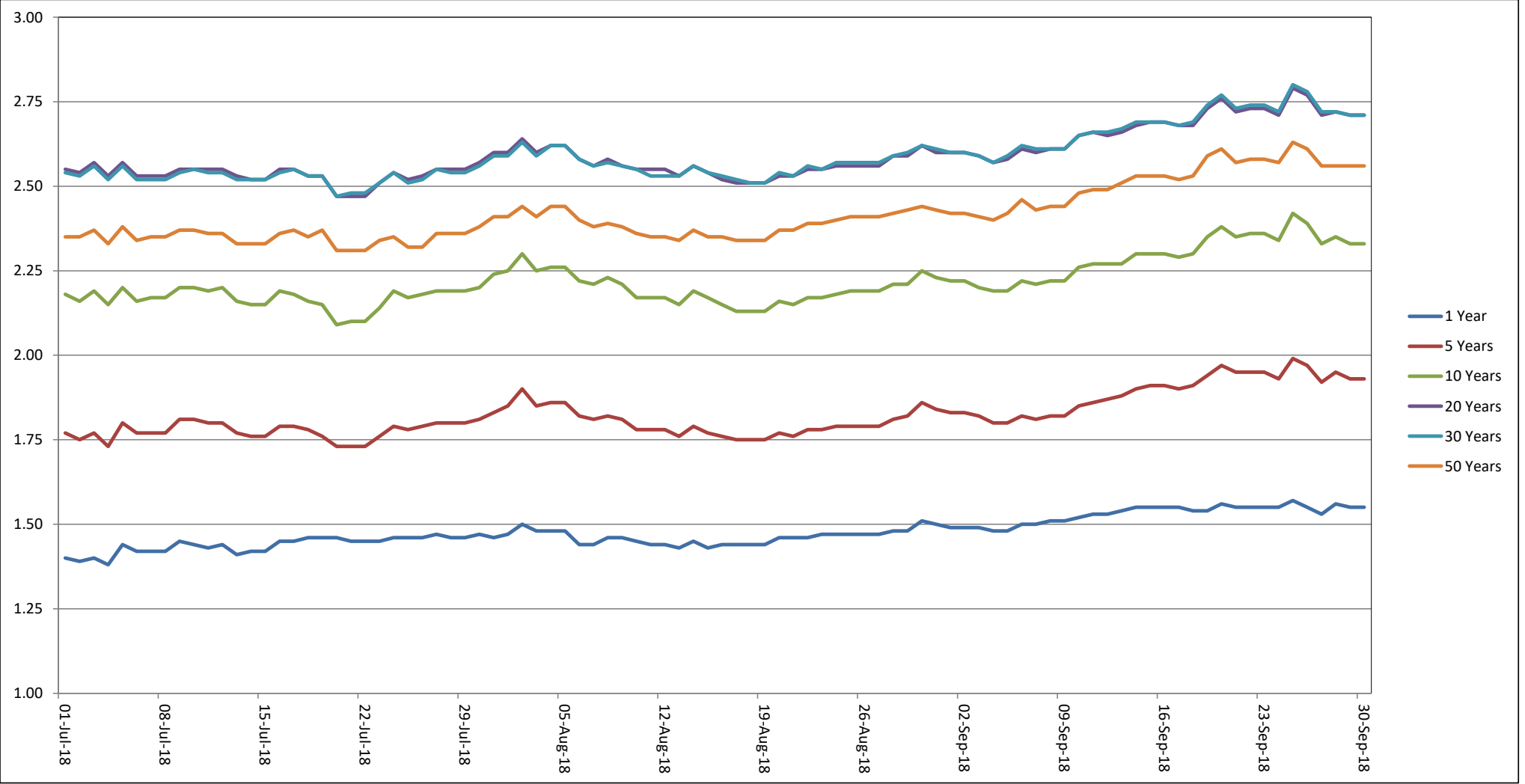
Appendix II – Summary of the Treasury Position and Transactions from 1 July to 30 September 2018.

Appendix III – Approved Investment Counterparty List.

Appendix IV – Monitoring of Prudential Indicators – Quarter-ending 30 September 2018.



**PWLB Fixed Maturity Interest Rates**  
**From 1st July to 30th September 2018**  
**(Certainty Rate)**





**SUMMARY OF THE TREASURY POSITION AND TRANSACTIONS APPENDIX II  
FROM 1 JULY TO 30 SEPTEMBER 2018**

**1 LONG TERM BORROWING**

**(a) Long Term Borrowing 1st July to 30th September 2018**

	No.	Average Rate (%)	Average Life (years)	Amount (£)
None				
	0	0.00%	0.0	0

**(b) Long Term Debt Repayments 1st July to 30th September 2018**

	No.	Average Rate (%)	Amount (£)
PWLB - Maturity Loan - Scheduled Repayments	1	3.57%	5,000,000
Salix Finance Ltd -Scheduled Repayments	1	0.00%	28,445
	2	3.55%	5,028,445

**(c) Long Term Debt Outstanding**

	Outstanding 30-Jun-18 £	Average Rate	Outstanding 30-Sep-18 £	Average Rate
Public Works Loan Board	320,000,000	3.12%	315,000,000	3.11%
Money Market Loans (LOBO's)	43,200,000	4.59%	43,200,000	4.59%
Other Long Term Debt	492,224	0.00%	463,779	0.00%
TOTAL	363,692,224	3.29%	358,663,779	3.28%

**2 SHORT TERM BORROWING**

**(a) Short Term Market Borrowing - 1st July to 30th September 2018**

	No.	Average Amount (£)	Average Rate (%)	Average Term (Days)	Interest (£)
Other Local Authorities	4	6,250,000	0.72%	35	16,408.77
	4	6,250,000	0.72%	35	16,408.77

**(b) Short Term Borrowing Outstanding**

	Outstanding 30-Jun-18 £	Average Rate	Outstanding 30-Sep-18 £	Average Rate
Market Borrowing	1,000,000	0.45%	20,000,000	0.78%
Common Good and Charitable Funds	2,210,841	0.51%	2,198,841	1.00%
Local Trusts & Investors	2,438,572	0.17%	2,461,872	0.17%
TOTAL	5,649,413	0.35%	24,660,713	0.73%

**SUMMARY OF THE TREASURY POSITION AND TRANSACTIONS APPENDIX II**  
**FROM 1 JULY TO 30 SEPTEMBER 2018**

**3 INVESTMENTS**

**(a) Investment Transactions - 1st July to 30th September 2018**

<u>Fixed Deposits &amp; Investments</u>	<u>No.</u>	<u>Average Amount (£)</u>	<u>Average Rate (%)</u>	<u>Average Term (Days)</u>	<u>Total Interest (£)</u>
Banks	5	3,000,000	0.87%	122	44,577.33
Foreign Banks and Institutions	3	2,885,679	0.94%	150	32,994.85
	<u>8</u>	<u>2,957,130</u>	<u>0.90%</u>	<u>132</u>	<u>77,572.18</u>

<u>Instant/Notice Accounts &amp; Money Market Funds</u>	<u>Average Amount (£)</u>	<u>Average Rate (%)</u>	<u>Total Interest (£)</u>
Instant Access/Notice accounts	1,350,740	0.66%	7,108.08
Money Market Funds	4,845,390	0.63%	17,072.57
	<u>4,103,509</u>	<u>0.64%</u>	<u>24,180.65</u>

**(b) Investments Outstanding**

	<u>Outstanding 30-Jun-18 £</u>	<u>Average Rate</u>	<u>Outstanding 30-Sep-18 £</u>	<u>Average Rate</u>
Banks	38,299,294	0.73%	42,751,978	0.83%
Foreign Banks and Institutions	3,000,000	0.68%	8,657,037	0.71%
Money Market Funds	1,000,000	0.53%	9,575,000	0.70%
Other Local Authorities	9,000,000	0.70%	0	0.00%
TOTAL	<u>51,299,294</u>	<u>0.72%</u>	<u>60,984,015</u>	<u>0.79%</u>

**APPROVED INVESTMENT COUNTERPARTY LIST**

	<u>Country</u>	<u>Fitch Credit Rating</u>	<u>CDS Range</u>	<u>Maximum Lending</u>	<u>Note (2)</u>
<b>Category 1 - Principal UK Clearing Banks - max £20M per Counterparty</b>					
(Minimum rating required Fitch A, F1)					
Barclays Bank plc (NRFB) (5)	UK	A, F1	In range	6 months	
Barclays Bank UK plc (RFB) (5)	UK	A, F1	No data	6 months	
Close Brothers	UK	A, F1	No data	6 months	
Goldman Sachs International Bank	UK	A, F1	In range	6 months	
HSBC Bank plc (NRFB)	UK	AA-, F1+	In range	12 months	
HSBC Bank plc (RFB)	UK	AA-, F1+	No data	12 months	
Lloyds Bank Corporate Markets Plc (NRFB)	UK	A, F1	No data	6 months	£30million Group limit
Lloyds Banking Group plc (incl Bank Of Scotland) (RFB)	UK	A+, F1	In range	12 months	£30million Group limit
Royal Bank of Scotland plc (RFB) (inc Nat West) (3) (4)	UK	A-, F2	Nationalised	12 months	Sovereign Rating AA
Santander UK plc (inc Cater Allen)	UK	A, F1	No data	6 months	
Standard Chartered Bank	UK	A+, F1	In range	6 months	
Sumitomo Mitsui Banking Corporation Europe	UK	A, F1	In range	6 months	
UBS Ltd	UK	AA-, F1+	In range	12 months	
<b>Category 2 - Foreign Banks &amp; Institutions - max £10M per Counterparty</b>					
(Minimum rating required Fitch A, F1)					
Australia and New Zealand Banking Group Ltd	Aus	AA-, F1+	In range	12 months	
Commonwealth Bank of Australia	Aus	AA-, F1+	In range	12 months	
Macquarie Bank Ltd	Aus	A, F1	No data	6 months	
National Australia Bank Ltd	Aus	AA-, F1+	In range	12 months	
Westpac Banking Corporation	Aus	AA-, F1+	In range	12 months	
BNP Paribas Fortis Bank	Belgium	A+, F1	No data	1 month	Sovereign Rating AA-
KBC Bank	Belgium	A, F1	No data	1 month	Sovereign Rating AA-
Bank of Montreal	Can	AA-, F1+	No data	12 months	
Bank of Nova Scotia	Can	AA-, F1+	No data	12 months	
Canadian Imperial Bank of Commerce	Can	AA-, F1+	No data	12 months	
National Bank of Canada	Can	A+, F1	No data	6 months	
Royal Bank of Canada	Can	AA, F1+	No data	12 months	
Toronto Dominion Bank	Can	AA-, F1+	No data	12 months	
Danske Bank	Denmark	A, F1	In range	6 months	
BNP Paribas	France	A+, F1	In range	1 month	Sovereign Rating AA
Credit Agricole Corporate and Investment Bank	France	A+, F1	In range	1 month	Sovereign Rating AA
Credit Agricole SA	France	A+, F1	In range	1 month	Sovereign Rating AA
Credit Industriel et Commercial	France	A+, F1	No data	1 month	Sovereign Rating AA
Societe Generale	France	A, F1	In range	1 month	Sovereign Rating AA
DZ Bank AG	Germany	AA-, F1+	No data	12 months	
Landesbank Hessen-Thuringen Girozentral (Helaba)	Germany	A+, F1+	In range	12 months	
Landwirtschaftliche Rentenbank	Germany	AAA, F1+	No data	24 months	
NRW Bank	Germany	AAA, F1+	No data	24 months	
ABN AMRO Bank	Netherlands	A+, F1	No data	6 months	
Bank Nederlandse Gemeenten	Netherlands	AA+, F1+	No data	24 months	
Coöperatieve Rabobank	Netherlands	AA-, F1+	In range	12 Months	
ING Bank	Netherlands	A+, F1	In range	12 Months	
Nederlandse Waterschapsbank NV (1)	Netherlands	AAA, A-1+	No data	24 Months	
DBS Bank Limited	Singapore	AA-, F1+	No data	12 months	
Oversea Chinese Banking Corp Ltd	Singapore	AA-, F1+	No data	12 months	
United Overseas Bank Ltd	Singapore	AA-, F1+	No data	12 months	
Skandinaviska Enskilda Banken AB	Sweden	AA-, F1+	No data	12 months	
Svenska Handelsbanken AB	Sweden	AA, F1+	No data	12 months	
Swedbank AB	Sweden	AA-, F1+	No data	12 months	
Credit Suisse	Switzerland	A, F1	In range	6 months	
UBS AG	Switzerland	AA-, F1+	In range	12 months	
Bank of America, NA	USA	AA-, F1+	No data	12 months	
Bank of New York Mellon	USA	AA, F1+	No data	24 months	
Citibank, NA	USA	A+, F1	In range	12 months	
JP Morgan Chase Bank, NA	USA	AA, F1+	No data	12 months	
Wells Fargo Bank, NA	USA	AA-, F1+	In range	12 months	

## APPROVED INVESTMENT COUNTERPARTY LIST

	<u>Country</u>	<u>Fitch Credit Rating</u>	<u>CDS Range</u>	<u>Maximum Lending</u>	<u>Note (2)</u>
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**Category 3 - Subsidiary Banks & Building Societies - max £5M per Counterparty**

(Minimum rating required Fitch A, F1)

(parent bank shown in brackets)

***Subsidiary Banks***

Cater Allen plc (unconditionally guaranteed by Santander UK plc)	UK	A, F1	No data	6 months	
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***Building Societies***

Coventry Building Society	UK	A, F1	No data	6 months	
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Nationwide Building Society	UK	A, F1	No data	6 months	
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**Category 4 - Other Local Authorities - max £10M per Counterparty**

As arranged

**Category 5 Money Market Funds - max £10M per Counterparty**

(Minimum rating required Fitch AAA)

Aberdeen Standard Investments	UK	AAA			
Aviva Investors Liquidity Fund	UK	AAA			
Federated Sterling Liquidity Fund (Class 3)	UK	AAA			
Insight Sterling Liquidity Fund (Class 5)	UK	AAA			
Deutsche Bank Sterling Fund	UK	AAA			
BNP Paribas	UK	AAA			

**Note:**

(1) - Standard & Poor's credit ratings shown, as no Fitch credit rating available

(2) - All Sovereign credit ratings for above Countries are AAA, unless stated otherwise.

(3) - Banks are part/majority owned by the UK government

(4) - UK Sovereign Rating is AA (Fitch and Standard & Poor's)

(5) - NRFB = Non Ring Fenced Bank, RFB = Ring Fenced Bank

Last Updated: 20-Nov-18



**MONITORING OF PRUDENTIAL INDICATORS**  
**- Quarter ending 30th September 2018**

Appendix IV

6

**1 Financing Costs: Net Revenue Stream**

The ratio of Capital Financing Costs (Loan Charges) to the Council's net revenue stream shall not exceed the following limits, which are based on historic levels, and allow some headroom for movement in interest rates. The estimated Financing Costs below are based on the latest monitoring figures.

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Prudential Limit - General Fund	18.00%	18.00%	18.00%	18.00%	18.00%	18.00%	18.00%	18.00%	18.00%	18.00%
Estimated Ratio of Financing Costs to Revenue	8.50%	7.92%	8.85%	9.58%	10.38%	10.35%	10.69%	10.80%	10.88%	10.88%
Prudential Limit - HRA	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%
Estimated Ratio of Financing Costs to Revenue	24.40%	25.12%	23.42%	22.40%	21.80%	24.40%	28.65%	23.17%	23.56%	23.48%

**2 Gross & Net Borrowing and Capital Financing Requirements**

For prudence, net external borrowing must not exceed the total capital financing requirement, thus ensuring that over the medium term, borrowing is only undertaken for capital purposes. The estimated total net borrowing and Capital Financing Requirement at the end of each of the years are as follows:

	Actual as at 30-Sep-18	Projected 31-Mar-19	Projected 31-Mar-20	Projected 31-Mar-21	Projected 31-Mar-22	Projected 31-Mar-23	Projected 31-Mar-24	Projected 31-Mar-25	Projected 31-Mar-26	Projected 31-Mar-27	Projected 31-Mar-28
Net External Borrowing*	433,802,000	436,691,000	464,639,000	518,587,000	592,814,000	658,489,000	679,230,000	686,512,000	705,694,000	714,576,000	725,458,000
Gross External Borrowing*	494,786,000	486,376,000	509,323,000	558,272,000	632,499,000	698,174,000	718,915,000	726,196,000	745,378,000	754,260,000	765,142,000
Capital Financing Requirement	558,978,000	555,623,000	585,534,000	647,238,000	731,662,000	797,829,000	808,850,000	806,113,000	805,283,000	803,690,000	800,094,000

\*For the purpose of this indicator, Borrowing includes the outstanding liability under PPP/PFI contracts.

**3 Estimates of Capital Expenditure**

The total estimated Capital Expenditure contained within the Council's Budgets for each year is as follows, based on updated monitoring figures.

Composite Programme	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Current estimate	73,444,000	74,062,000	116,033,000	129,148,000	83,174,000	40,269,000	28,709,000	28,827,000	28,450,000	26,591,000
Original Budget Estimate (including Budget Motion)	82,789,000	71,524,000	119,574,000	119,510,000	83,022,000	38,727,000	28,327,000	28,327,000	28,327,000	28,327,000
Movement in Estimated Capital Expenditure	(9,345,000)	2,538,000	(3,541,000)	9,638,000	152,000	1,542,000	382,000	500,000	123,000	(1,736,000)

The Original Budget Estimates are those per the 2018/19 to 2027/28 Composite Capital Budget Report on 20th June 2018, including budget motion. The latest estimates for Capital Expenditure are based on 2018/19 SP&R Monitoring Report No.2 on 28th November 2018.

HRA Programme	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Current estimate	19,423,000	10,228,000	7,552,000	8,481,000	27,488,000	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000
Original Budget Estimate	13,930,000	8,320,000	9,632,000	9,389,000	28,677,000	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000
Movement in Estimated Capital Expenditure	5,493,000	1,908,000	(2,080,000)	(908,000)	(1,189,000)	0	0	0	0	0

The Original Budget Estimates are those per the 2017/18 Strategic Policy & Resources Capital Monitoring Report No.4 on 18th April 2018. The latest estimates for Capital Expenditure are based on 2018/19 SP&R Monitoring Report No.2 on 28th November 2018.

There is no further capital expenditure anticipated on the PPP Programme.

**MONITORING OF PRUDENTIAL INDICATORS**  
**- Quarter ending 30th September 2018**

Appendix IV

**4 Estimate of Capital Financing Requirement**

The estimate (as at September 2018) of the Capital Financing Requirement (ie new borrowing requirement for Capital Expenditure) for each year based on these plans is as follows:

Composite Programme	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Current Estimated Capital Financing Requirement	44,839,000	40,024,000	75,812,000	98,927,000	62,560,000	21,124,000	9,859,000	9,977,000	9,600,000	7,741,000
Original Budget Estimate (including Budget Motion)	51,873,000	38,363,000	80,841,000	89,290,000	62,117,000	19,877,000	9,477,000	9,477,000	9,477,000	9,477,000
Movement in Estimated Capital Financing Requirement	(7,034,000)	1,661,000	(5,029,000)	9,637,000	443,000	1,247,000	382,000	500,000	123,000	(1,736,000)

The Original Budget Estimates are those per the 2018/19 to 2027/28 Composite Capital Budget Report on 20th June 2018, including budget motion.

The latest estimates for Capital Expenditure are based on 2018/19 SP&R Monitoring Report No.2 on 28th November 2018.

HRA Programme	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Current Estimated Capital Financing Requirement	15,201,000	6,815,000	3,218,000	3,584,000	22,296,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000
Original Budget Estimate	10,846,000	4,828,000	5,298,000	4,492,000	23,485,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000
Movement in Estimated Capital Financing Requirement	4,355,000	1,987,000	(2,080,000)	(908,000)	(1,189,000)	0	0	0	0	0

The Original Budget Estimates are those per the 2017/18 Strategic Policy & Resources Capital Monitoring Report No.4 on 18th April 2018.

The latest estimates for Capital Expenditure are based on 2018/19 SP&R Monitoring Report No.2 on 28th November 2018.

**5 External Debt (Gross and Net)**

External Borrowing	As at 30-Sep-18	Projected 31-Mar-19	Projected 31-Mar-20	Projected 31-Mar-21	Projected 31-Mar-22	Projected 31-Mar-23	Projected 31-Mar-24	Projected 31-Mar-25	Projected 31-Mar-26	Projected 31-Mar-27	Projected 31-Mar-28
Public Works Loan Board	315,000,000	330,000,000	358,000,000	411,800,000	490,550,000	561,050,000	586,050,000	597,450,000	620,750,000	633,750,000	648,750,000
Market Bonds	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000
Special Loans	2,198,841	2,200,000	2,200,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Project Borrowing	463,779	406,889	139,999	111,555	111,555	111,555	(28,445)	(28,445)	(28,445)	(28,445)	(28,445)
Temporary Loans/Other Borrowing	22,461,872	2,461,872	2,000,000	1,700,000	1,500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Other Long Term Liabilities	111,461,500	108,106,750	103,783,500	99,460,250	95,137,000	90,812,000	86,693,400	82,574,800	78,456,800	74,338,800	70,220,800
<b>Total Gross External Debt</b>	<b>494,785,992</b>	<b>486,375,511</b>	<b>509,323,499</b>	<b>558,271,805</b>	<b>632,498,555</b>	<b>698,173,555</b>	<b>718,914,955</b>	<b>726,196,355</b>	<b>745,378,355</b>	<b>754,260,355</b>	<b>765,142,355</b>
Short Term Investments	(60,984,015)	(49,684,721)	(44,684,721)	(39,684,721)	(39,684,721)	(39,684,721)	(39,684,721)	(39,684,721)	(39,684,721)	(39,684,721)	(39,684,721)
Long Term Investments	0	0	0	0	0	0	0	0	0	0	0
<b>Total Net External Debt</b>	<b>433,801,977</b>	<b>436,690,790</b>	<b>464,638,778</b>	<b>518,587,084</b>	<b>592,813,834</b>	<b>658,488,834</b>	<b>679,230,234</b>	<b>686,511,634</b>	<b>705,693,634</b>	<b>714,575,634</b>	<b>725,457,634</b>
<b>Note:</b>											
Operational Boundary	495,000,000	486,000,000	509,000,000	558,000,000	632,000,000	698,000,000	719,000,000	726,000,000	745,000,000	754,000,000	765,000,000
Authorised Limit	770,000,000	770,000,000	770,000,000	770,000,000	770,000,000	770,000,000	770,000,000	770,000,000	770,000,000	770,000,000	770,000,000

The Operational Boundary and Authorised Limit are based on Gross External Debt.

**6 Principal Sums Invested Longer Than 365 Days**

The Upper Limit for sums invested for over 1 year up to 3 years is £10million. There were no sums invested which were outstanding for such periods as at the end of the quarter.

**PERTH AND KINROSS COUNCIL**

**Council Meeting – 19 December 2018**

**BIENNIAL REVIEW OF FINANCIAL REGULATIONS 2018**

**Report by the Head of Finance (Report No. 18/416)**

**PURPOSE OF REPORT**

This report summarises the background and the process undertaken to carry out the biennial review of the Council's Financial Regulations and recommends approval of the revised Financial Regulations as appended.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The Council's Financial Regulations are reviewed every two years. The current Financial Regulations were approved by the Council on 14 December 2016 (Report No 16/559 refers).
- 1.2 The 2018 review used the existing Financial Regulations as its baseline. The Financial Regulations were reviewed over the last six months by Internal Audit, Service representatives, the Policy & Governance Group and the Executive Officer Team . The proposed revised Financial Regulations are at Appendix 1.
- 1.3 The changes from the current Financial Regulations which were approved by the Council on 14 December 2016 are mainly presentational or relate to changes to accountable budget holders as a consequence of the implementation of Building Ambition – A Blueprint for a 21st Century Council' (Report No 18/45 refers). The main changes from the Financial Regulations that were approved on 14 December 2016 have been highlighted in yellow.
- 1.4 Beyond the presentational changes the revised Financial Regulations also reflect recommendations from KPMG, the Council's external auditors and the revised governance arrangements in respect of Perth & Kinross Integration Joint Board.
- 1.5 As has been the case in previous years the majority of the proposed changes are presentational. It is therefore proposed that, going forward, the Financial Regulations are reviewed on a triennial basis. In the event that a change is required between review dates, this will be considered by the Strategic Policy & Resources Committee or Council as required.
- 1.6 **ACTION:** The Council is asked to approve the updated Financial Regulations set out in Appendix 1.

## **2. CONCLUSION AND RECOMMENDATION**

- 2.1 This report outlines the biennial review of the Council's Financial Regulations and provides the updated Financial Regulations for consideration and approval.
- 2.2 The Council is asked to approve the Council's Financial Regulations and the proposal to change the frequency of the review from 2 yearly to 3 yearly as attached at Appendix 1.

### **Author(s)**

<b>Name</b>	<b>Designation</b>	<b>Contact Details</b>
Craig Robertson	Central Services Manager	<a href="mailto:CHXFinance@pkc.gov.uk">CHXFinance@pkc.gov.uk</a>
Scott Walker	Chief Accountant	

### **Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
<b>Stewart MacKenzie</b>	<b>Head of Finance</b>	<b>7 December 2018</b>
<b>Jim Valentine</b>	<b>Depute Chief Executive (Chief Operating Officer)</b>	<b>7 December 2018</b>

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>None</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>Yes</b>
Workforce	<b>None</b>
Asset Management (land, property, IST)	<b>None</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>Yes</b>
Strategic Environmental Assessment	<b>Yes</b>
Sustainability (community, economic, environmental)	<b>Yes</b>
Legal and Governance	<b>None</b>
Risk	<b>None</b>
<b>Consultation</b>	
Internal	<b>Yes</b>
External	<b>None</b>
<b>Communication</b>	
Communications Plan	<b>None</b>

### 1. Strategic Implications

#### Corporate Plan

- 1.1 The Council's Corporate Plan 2018 – 2023 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

- 1.2 This report relates to all objectives.

### 2. Resource Implications

#### Financial

- 2.1 There are no direct financial implications arising from this report.

### Workforce

- 2.2 There are no direct workforce implications arising from this report.

## **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.
- 3.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA).
- 3.3 The most relevant equalities characteristics in relation to retirement are age and sex. The actual number of applications with approved/rejected breakdown demonstrates the figures are proportionate to the age/gender profile for the workforce.
- 3.4 The application of added years for early retirements due to efficiency/redundancy has been applied in accordance with the retirement scheme provisions.
- 3.5 In summary, based on an analysis of the data, there are no equalities issues.

### Strategic Environmental Assessment

- 3.6 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.7 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

### Sustainability

- 3.8 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.9 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

## **2. BACKGROUND PAPERS**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

## **3. APPENDICES**

**Appendix 1** – Financial Regulations







**Perth and Kinross Council**

**Financial Regulations**

**2018 – 2020**

Head of Finance

2018

## **Preface**

Section 95 of the Local Government (Scotland) Act 1973 requires local authorities to make arrangements for the proper administration of their financial affairs and to appoint a “Proper Officer” with responsibility for the administration of those affairs. The Local Authority Accounts (Scotland) Regulations 1985 places upon the Proper Officer the duty to determine the system of accounting control and the form of accounts and supporting records to be maintained. It also imposes a duty on the Proper Officer to ensure that these accounts and records are kept up-to-date. I am the Proper Officer appointed for the purposes of Section 95 by Perth & Kinross Council and these Regulations exist in order to contribute to the fulfilment of the statutory responsibilities set out above.

In particular these Regulations are made in order to provide a sound basis for the control of Perth & Kinross Council’s financial affairs. Specifically they aim:

- (i) to ensure compliance with the legal obligations placed upon the Council in respect of financial administration;
- (ii) to ensure that the Council’s accounting records are accurate and complete;
- (iii) to promote compliance with the standards set out in the Council’s Governance Framework.
- (iv) to protect the Council against the risk of fraud and financial irregularity;
- (v) to safeguard the Council’s assets;
- (vi) to enable the provision of appropriate management information; and
- (vii) to promote best value in the Council’s operations.

**S MacKenzie**

**Head of Finance**

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## **1. INTRODUCTION**

### **1.1 General**

1.1.1 The purpose of these Regulations is to provide a sound basis for the control of the financial affairs of the Council.

1.1.2 It is the responsibility of Executive Directors / Chief Officer (Heath and Social Care) to ensure that the Regulations are complied with within their Services and that their employees are fully aware of them.

1.1.3 All employees must comply with these Regulations regarding any matter to which these Regulations apply. These Regulations also apply to any Council resources in any partnership project.

1.1.4 It is the responsibility of the Head of Finance to ensure that –

- (a) Members are aware of the Regulations;
- (b) The Regulations are observed and applied consistently throughout the Council; and
- (c) The Regulations are reviewed on a triennial basis to ensure that they are effective.

1.1.5 The Head of Finance may issue additional guidance on any matter contained within these Regulations. Such guidance shall have the same force and authority as these Regulations. Executive Directors / Chief Officer (Heath and Social Care) may also issue guidance in respect of their Services. The Head of Finance may, if it is deemed necessary, require any such additional guidance from Executive Directors / Chief Officer (Heath and Social Care) to be modified or withdrawn.

1.1.6 Any material breach of these Regulations must be reported to the Head of Finance, who will determine the appropriate course of action to be taken.

1.1.7 Nothing in these Regulations should restrict any employee from responding to an emergency so long as the Head of Finance is advised as soon as possible after the action is taken.

1.1.8 The Head of Finance is the financial adviser to the Council and has the right to report to the Council on any relevant financial matter.

1.1.9 Executive Directors / Chief Officer (Heath and Social Care) are authorised to incur expenditure where an approved budget heading exists or there is specific Council approval. All

expenditure is subject to the terms of the Council's Scheme of Administration and any other conditions imposed by the Council.

## **1.2 Definitions and Interpretations**

- 1.2.1 The terms used in these Regulations should be interpreted, where applicable according to the definitions set out below and in consultation with the Head of Finance.
- 1.2.2 Where these Regulations refer to approval by the Council this includes approval by the relevant Council Committee, where appropriate.
- 1.2.3 Where these Regulations refer to Executive Directors, this also includes the Chief Executive and Depute Chief Executive / **Chief Operating Officer**. The Regulations also include the **Chief Officer (Health & Social Care) in their capacity as Lead Officer the delivery of operational adult social care**.
- 1.2.4 Nothing in these Regulations overrides any legal requirement placed on the Council, its Members or employees.
- 1.2.5 Where these Regulations place a duty upon a Council employee, this may be delegated to another person with prior approval of the original delegate.
- 1.2.6 The following words and phrases used in these Regulations shall be defined as follows:

### **ALEO**

**These are Arm's Length External Organisation's such as Live Active Leisure.**

### **Accountable Budget Holder**

The Accountable Budget Holder is deemed to be the Executive Director of the Service concerned. Each Executive Director will provide a list of budget holders within their Service to the Head of Finance on a regular basis.

**The term Budget Holder means someone who is responsible for an approved budget.**

### **Approved Budget**

Approved Council budget updated for any budgetary adjustments agreed at meetings of the Council or the Strategic Policy and Resources Committee.

### **Budget Variance**

An over or under spend, compared to approved budget.

### **Budget Heading**

- (i) For non-Devolved School Management (DSM) budgets – a budget on an individual line of the Council’s current Revenue & Capital Budget Volumes, for example:

Corporate & Democratic Services / Finance / Staff Costs / Single Status / Gross Pay

- (ii) For Devolved School Management (DSM) and **Pupil Equity Fund (PEF) budgets** (5.2) – a budget given on an individual line of a school’s DSM/ **PEF** Expenditure Monitoring Statement’, for example:  
Blackford Primary School/Property Costs/Energy Costs,

### **Capital Budget**

A budget heading given on an individual line of the Composite Capital Programme and Housing Investment Programme, for example: Roads Structural Maintenance.

### **Capital Expenditure**

Capital expenditure is defined as expenditure on the:

- (i) acquisition, reclamation, enhancement or laying out of land:
- (ii) acquisition, construction, preparation, enhancement or replacement of roads, buildings and other structures
- (iii) acquisition, installation or replacement of moveable or immovable plant, machinery, apparatus, vehicles and vessels.

Enhancement means the carrying out of works which are intended to:

- (i) lengthen substantially the useful life of the asset;
- (ii) increase substantially the market value of the asset;
- (iii) increase substantially the extent to which the asset can or will be used for the purposes of or in conjunction with the functions of the Council.

For the avoidance of doubt –

- (i) Expenditure which ensures that the tangible fixed asset maintains a previously assessed standard of performance is not capital expenditure. This type of expenditure is revenue expenditure, often referred to as “repairs and maintenance”.

- (ii) Payments to third Parties to fund their capital expenditure cannot be classed as capital expenditure of the Council.

### **Corporate Budgets**

The Head of Finance is the Accountable Budget Holder for Corporate budgets with the exception of Health & Social Care which is the responsibility of the Chief Officer (Health & Social Care) and Discretionary Relief which is the responsibility of the Chief Operating Officer

These budgets, as listed below, are generally outwith the control of Services.

#### **Health & Social Care (allocation to P&K Integration Joint Board)**

Support Service External Income,  
Capital Financing Costs,  
Interest on Revenue Balances,  
Tayside Valuation Joint Board,  
Trading Organisations – Surplus returned to General Fund,  
Un-funded Pension Costs,

#### **Apprenticeship Levy**

#### **Council Tax Reduction Scheme**

Discretionary Relief,  
Contribution to / from Funds (Capital / Insurance Fund /  
Renewal & Repair Fund,  
General Revenue Grant,  
Ring Fenced Grant  
Capital Grant  
Non-Domestic Rate Income,  
Council Tax Income,  
Council Tax Second Home / Long Term Empty Properties  
Use of Budget Flexibility & Contribution to/from Reserves

### **Council**

Perth & Kinross Council and all constituent Committees in accordance with the Council's approved governance arrangements.

### **Head of Finance**

Where the Financial Regulations state "requires the Head of Finance approval" this means that approval must be sought from the Head of Finance or Chief Accountant.

### **Income**

For the purposes of Section 9, income includes local taxes, rents and miscellaneous accounts.



Miscellaneous Income refers to all income raised by the Council with the exception of Housing Rents, Council Tax, Non Domestic Rates, and Car Parking

### **Intelligent Clients**

Each Service has a member of its Service Management Team appointed as an Intelligent Client to oversee all financial operations and governance for Service. The Intelligent Clients act on behalf of the Head of Finance in terms of the day to day financial operation of the Service e.g. committee reports and Employee Approval Process and are professionally accountable to the Head of Finance.

### **Materiality**

Significance, in financial terms. The Head of Finance may, from time to time, specify the values to be applied.

CIPFA definition of materiality–

Materiality is the threshold level above which the omission, addition or misstatement of an item would influence the decision of a user

### **Set Off**

Set off is the process whereby debt due to the Council by an individual or a body may be reduced by amounts due to the same individual or body by the Council. This process allows the Council to reduce debts or debt balances due to it by sums that would normally have been paid to those debtors.

### **Stock**

Raw materials and consumables.

### **Suspense Account**

An account into which receipts are deposited temporarily pending the determination of a proper account/s where they should be posted.

### **Trading Activity**

Those activities carried out in accordance with Sections 10 and 12 of the Local Government in Scotland Act (2003).

### **Virement**

The transfer of an approved budget from one budget heading to another within a financial year (both permanent & one-off).

## **1.3**

### **ALEO's and Joint Boards**

1.3.1 The Council works closely with a number of ALEO's and Joint

Boards and Committees. These organisations will operate their own Financial Regulations as determined by their governance arrangements. However, staff employed by Perth & Kinross Council must adhere to the Council's Financial Regulations.

#### **1.4 Perth & Kinross Integration Joint Board**

1.4.1 A Joint Working Agreement has been established between NHS Tayside and Perth & Kinross Council. This agreement states that all employees working within integrated care services who were in employment prior to the commencement of health and social care integration will continue to be employed by the same employer, as set out in their contract of employment. As such these financial regulations will apply to all staff employed by Perth and Kinross Council.

1.4.2 Beyond this there will be occasions where NHS Tayside staff are incurring expenditure on behalf of the Council on social care related activities. Under these circumstances the Financial Regulations of Perth & Kinross Council must be adhered to.

## **2. FINANCIAL PLANNING**

- 2.1.1 This section applies to the preparation of budgets for capital and revenue expenditure.
- 2.1.2 Prior to the budget process, the Head of Finance will issue detailed guidance to Executive Directors on the preparation of budgets, setting out a timetable and other provisions as appropriate. This will include the preparation of an annual Medium term Financial Plan.
- 2.1.3 Executive Directors must prepare estimates in accordance with the guidance of the Head of Finance.
- 2.1.4 The Executive Officer Team will consider estimates prior to their submission to the Council.
- 2.1.5 The Head of Finance will submit the draft budgets to the Council for its consideration, and will make recommendations.
- 2.1.6 In relation to the Housing Revenue Account, the Head of Finance and the Executive Director (Housing & Environment) will prepare a draft budget and make recommendations regarding the level of rents.
- 2.1.7 The budget timetable and procedures must ensure that recommendations are submitted to the Council by whatever date may be required by law.

## **3. FINANCIAL MONITORING AND PERFORMANCE REVIEW**

### **3.1 Budgetary Control**

- 3.1.1 Executive Directors must consult with the Head of Finance where any matter arises that may affect the finances of the Service / Council, including the projected failure to reach a financial performance target. This consultation must take place prior to entering into any financial commitment or issuing any report to the Council in connection with the matter under consultation.
- 3.1.2 The Head of Finance will provide Executive Directors with adequate access to the Council's corporate financial information systems, in such a manner as to allow them to monitor financial transactions against budget.
- 3.1.3 Executive Directors must make adequate arrangements to monitor the income and expenditure for which they are responsible. Within each Council Service, the responsibility for monitoring the use of resources against budget must be clearly identified and communicated to the Head of Finance. The

[Revenue & Capital Monitoring Guidance](#) defines what “adequate arrangements” are.

- 3.1.4 Executive Directors must inform the Head of Finance where there is, or they forecast that there is likely to be, a material budgetary variance. Where this is the case, the Executive Director must inform the Head of Finance of the reasons for the budgetary variance and of any action being taken to correct the situation. The [Revenue Monitoring Guidance](#) defines what “adequate arrangements” are. Revenue monitoring will be considered by Executive Directors and their Service Management Teams at intervals of no more than 2 months. The Executive Officer Team (EOT) will consider revenue monitoring statements on a regular basis.
- 3.1.5 The Head of Finance will inform the Council regularly of the current financial position, reporting any material budgetary variances, giving an opinion on the adequacy of the corrective action being taken where appropriate and making other recommendations as appropriate. All variances (Revenue & Capital) in excess of £50,000 will be reported to the SP&R Committee. However there will be many instances whereby Committee reports will discuss variances that are less than this amount.
- 3.1.6 Where an underspend arises during a year, the Head of Finance may, after considering the views of the relevant Executive Director, report to the Council, making recommendations as to the most appropriate use for these funds.
- 3.1.7 For the avoidance of doubt the points discussed above (3.1.1 to 3.1.6) encompass both revenue and capital transactions.
- 3.1.8 In addition the Head of Finance may issue guidance as appropriate to Executive Directors on the proper arrangements for planning, authorising and controlling capital transactions.

#### **4. BUDGETARY ADJUSTMENTS**

##### **4.1 General**

- 4.1.1 This section applies to proposed adjustments to any budget heading after its approval by the Council in either the Revenue or Capital Budget.
- 4.1.2 Budgetary adjustments will be made only in response to an authorised change in any Council activity. A budgetary adjustment must be made where the financial effects of any such change are material. Guidance on changes which are

considered to be material may be issued by the Head of Finance.

- 4.1.3 Where a proposed budgetary adjustment has no overall effect on the planned net expenditure of the Council (i.e. there is a transfer from one heading to another), the regulations on virement apply (see Section 5).
- 4.1.4 Budgetary adjustments must not be made where they have the purpose of concealing or otherwise removing unplanned budgetary variances, whether adverse or favourable.
- 4.1.5 Where a proposed budgetary adjustment involves an increase in the budgeted net expenditure of the Council, the Head of Finance must be consulted prior to entering into any commitment or issuing any report. No such adjustment will be made unless approved by the Council.
- 4.1.6 In the case of a proposed budgetary adjustment that involves a reduction in the budgeted net expenditure of the Council, the Head of Finance must be consulted and may make a recommendation to the Council regarding the use of any released funds.
- 4.1.7 The Head of Finance has responsibility for advising Council on all matters relating to Reserves, no recommendation to change the use of Reserves including the Housing Revenue Account should be made without prior approval from the Head of Finance.

## **4.2 Trading Activities**

- 4.2.1 In the case of budget headings relating to an activity for which a statutory trading account is operated, the responsible Executive Directors may vary the budgets relating to those activities, in order to reflect a change in the level of trading activity. Executive Directors will ensure that neither the Council's budgetary position, nor any statutory measure of performance, is adversely affected by any such action.

As at 31 March 2018, the Council has no significant trading activities.

## **5. VIREMENT**

### **5.1 General**

- 5.1.1 Executive Directors may, subject to the conditions in this Clause, authorise virements between budget headings (Revenue and Capital Budget) under their control up to a

maximum of £100,000. This Regulation applies in respect of any single virement or cumulatively to successive virements in respect of any one budget heading. Any proposed virement above £100,000 shall be notified to the Head of Finance. The conditions referred to in this Regulation are as follows:-

- (i) No variation of Council policy may be introduced by means of virement;
- (ii) No virement shall adversely affect the financial position of another Council Service, without the prior approval of all relevant Executive Directors.

5.1.2 Any proposed virement in excess of £100,000 or any proposed virements between Council Services or between Council Service budgets and corporate budgets will require the approval of the Strategic Policy & Resources Committee. Any report seeking such approval will be submitted by the Head of Finance.

## **5.2 Devolved School Management / Pupil Equity Fund**

5.2.1 This section applies to budget headings coming within the scope of the [Devolved School Management \(DSM\) scheme](#) and [Pupil Equity Fund \(PEF\)](#) and replaces the Regulation at 5.1 above.

5.2.2 Within a school's DSM / [PEF budget](#), any virement may be made, subject to the approval of the Executive Director (Education & Children's Services) and within the terms of the Council's policy on [Devolved School Management](#). The Head of Finance will be informed of all DSM virements in an approved manner.

5.2.3 Where there is a planned under spend of the school's devolved budget for any financial year and this does not exceed 10% of the total devolved budget, it may be carried forward to the next financial year.

5.2.4 Where there is an under spend on PEF this may be carried forward to be utilised during the current academic year. Only in exceptional circumstances should the funding be carried forward beyond 30 June into the new academic year.

5.2.5 Planned over spends must be approved in writing by the Head of Finance, prior to the expenditure being committed.

5.2.6 Any unplanned over spends will be investigated as soon as they are identified. Written confirmation should be sent to the Finance and Governance Manager within Education & Children's Services with a reason given for the unplanned over spend and a detailed plan of how this will be repaid. Finalised carry

forwards must be agreed before inclusion in the new financial year budget.

- 5.2.7 Any unplanned under or over spend must be reflected in the Education & Children's Services revenue monitoring and approved by the Service Senior Management Team.

## **6. ACCOUNTING**

### **6.1 General**

- 6.1.1 Executive Directors must ensure that financial transactions initiated within their areas of responsibility are accounted for promptly, completely and accurately.
- 6.1.2 Suspense accounts must only be created or used with the approval of the Head of Finance. Executive Directors must ensure that suspense accounts are regularly checked and monitored and where appropriate reconciled.
- 6.1.3 Executive Directors must ensure that all transactions through the Capital Ledger are of a capital nature and comply with the definition of capital expenditure at Section 1.2.6.
- 6.1.4 All journals entries require authorisation. The Head of Finance will issue supplementary guidance on journal levels and processes.

### **6.2 Internal Control**

- 6.2.1 Executive Directors are responsible for the proper control of financial systems and procedures in their Service and are responsible for ensuring that there are sufficient internal controls to give reasonable assurance that they are functioning properly, having regard to the assessed risks.
- 6.2.2 In determining the appropriate arrangements within the area under their control Executive Directors must adhere to the following principles of internal control:
- (i) The duty of accounting for monies owed to the Council should be separate from the duty of collecting this income.
  - (ii) The duty of accounting for payments made by the Council should be separate from the duty of processing these payments.

- (iii) The duty of accounting for the assets held by the Council should be separate from the duty of physical custody of these assets.

6.2.3 All deviations from the above principles require documented approval of the Head of Finance.

### **6.3 Access to Financial Systems**

6.3.1 The Head of Finance will determine the extent of the authorised access that each Council employee has to the Council's Corporate Financial Systems, and will issue additional [guidance](#) describing the authorisation process. The Head of Finance will maintain a register of all authorised users.

6.3.2 Executive Directors must ensure that changes to user access are maintained and that all leavers are notified to Finance timeously on the approved forms.

6.3.3 The Head of Finance has the right to terminate user access where it has been used inappropriately or where it has not been used for a considerable time. An annual return is issued to services to verify user requirements.

### **6.4 Retention of Records**

6.4.1 All accounting records and related documentation will be retained for the appropriate periods as specified by the Head of Finance and per the Council's [Retention Schedule](#)

### **6.5 Annual Accounts**

6.5.1 The Head of Finance is responsible for the production of the Annual Accounts, in accordance with the relevant regulatory requirements. Executive Directors must provide the Head of Finance with all information necessary to enable this to be achieved.

### **6.6 VAT**

6.6.1 Executive Directors must make adequate arrangements to ensure that Value Added Tax (VAT) is accounted for promptly and correctly within their areas of responsibility and that there is adequate supporting documentation.

6.6.2 The Head of Finance will provide additional [guidance](#) as necessary on the correct treatment of VAT.



- 6.6.3 The Head of Finance is responsible for the preparation and submission of whatever reports, relating to the Council's VAT position, may be required by law, and for the processing of any associated payments.

## **7. INTERNAL AUDIT**

### **7.1 General**

- 7.1.1 Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. It objectively examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources.

- 7.1.2 Internal Audit's role within the Council is as defined in the '[Audit Charter](#)' as approved by the appropriate Council Committee.

- 7.1.3 Internal Audit reports on its activities to Elected Members through the appropriate Council Committee.

- 7.1.4 The Chief Internal Auditor will provide an Annual Internal Audit Plan to the appropriate Council Committee for approval which has been prepared using a risk-based methodology. This will direct the work of the Internal Audit Team.

- 7.1.5 The Chief Internal Auditor will provide an annual opinion on the strength of internal control to the appropriate Council Committee.

### **7.2 Fraud and Corruption**

- 7.2.1 The Chief Internal Auditor oversees the implementation of the Council's anti-fraud and anti-corruption policies, these are detailed in the following:

Counter-Fraud and Corruption Strategy  
Anti- Bribery Policy  
Anti-Money Laundering Policy  
Whistle-Blowing Policy

And are published on the [Internal Audit Eric page](#)

These documents detail:

- (i) the responsibilities of members and employees in relation to suspected fraud and corruption;
- (ii) guidance to Members, employees and the public on the actions to be taken in respect of suspected fraud or corruption; and
- (iii) the role of Internal Audit in the prevention and detection of fraud and corruption.

7.2.2 The Chief Internal Auditor is to be informed immediately of any known or suspected instances of fraud and corruption.

## **8. BANK ACCOUNTS**

- 8.1.1 Executive Directors must seek the approval of the Head of Finance to open a bank account in the name of the Council. Only the Head of Finance is authorised to open and operate bank accounts and will maintain an up-to-date register of all Council bank accounts operated by the Council.
- 8.1.2 All such bank accounts must be used in the name of Perth & Kinross Council, giving the purpose for which they are to be used. In certain circumstances a joint bank account may be opened in the name of Perth & Kinross Council and other named organisations. These bank accounts still need approval by the Head of Finance and may be subject to further guidance.
- 8.1.3 Executive Directors must ensure that all bank accounts are reconciled regularly, in accordance with standards as determined by the Head of Finance.
- 8.1.4 All cheques or other instruments of payment will be ordered by the Head of Finance, who will determine the procedures for their custody and use.
- 8.1.5 The operation of credit card facilities or similar payment methods by the Council requires the prior approval of the Head of Finance, who will issue [additional guidance](#) on the procedures to be followed.
- 8.1.6 The Head of Finance will maintain a register of the authorised signatories for each bank account. Withdrawals may be made by the Head of Finance or by delegated employees of the Finance Division.
- 8.1.7 All cheques will be signed by the Head of Finance, or by an approved signatory. Cheques may not be altered in any way, other than on the instructions of the Head of Finance.

- 8.1.8 All use of the Clearing House Automated Payments System (CHAPS), the Bankers Automated Clearing System (BACS) or similar facilities will be in accordance with guidance which may be issued by the Head of Finance.
- 8.1.9 Only the Head of Finance may authorise an overdraft, the amount of which must be restricted to within the limit agreed with the Council's bank and will, in any case, be kept to the minimum necessary.
- 9. INCOME**
- 9.1 Setting Charges**
- 9.1.1 Executive Directors must review the levels of charges to the public that are, or may be made in relation to activities under their control. All potential sources of income should be considered. This review must be carried out at least annually and the revised full 'Scheme of Charges' must be submitted to the Council for detailed consideration.
- 9.1.2 Executive Directors must ensure that income budgets are consistent with the approved charges, having regard to the expected demand for the goods and services in question.
- 9.1.3 All non-statutory remission (reduced charges) schemes require the approval of the Council. Executive Directors should review these schemes at the same time as the Scheme of Charges to which it relates. Executive Directors are responsible for maintaining sufficiently up-to-date and accurate data to enable remissions schemes to be operated correctly.
- 9.1.4 The Council has a Minimum Invoice Value which is applicable to all Miscellaneous Income. The current level for the Minimum Invoice Value is £19.99.
- 9.1.5 The Head of Finance will approve all exceptions where there is a requirement to raise invoices below the minimum invoice value.
- 9.1.6 The current approved charges for Council services must be imposed in every case, taking account of statutory remissions schemes or those approved under 9.1.3 above and the minimum invoice threshold set at 9.1.4 above. All other variations in the charges made require the approval of the relevant Council Committee.
- 9.1.7 Executive Directors will ensure that subject to the relevant Council policy on charging for goods and services, the full

economic recovery of costs will generally be applied to all charges raised.

## **9.2 Income**

- 9.2.1 The Head of Finance will specify the accounting procedures, form of records and security relating to Council income, whether in cash, cheque or other form.
- 9.2.2 An approved receipt must be issued for each sum of money paid to the Council except with the prior agreement of the Head of Finance. A notice and specimen receipt must be available and wherever possible displayed at the point of payment, advising those paying to expect a receipt. Receipts must be numbered in sequence, and must be retained for inspection in the manner required by the Head of Finance. The Head of Finance may specify the arrangements made for the issue of receipts by Services.
- 9.2.3 Executive Directors will ensure that all tills and other money-handling arrangements in use within their Services are secure, both physically and in respect of the integrity of records. The Head of Finance may issue detailed guidance on the operation of cash tills/floats and other money handling systems.
- 9.2.4 The Head of Finance has authority to approve additional income streams and income collection locations this also includes online payments.
- 9.2.5 The Head of Finance is responsible for all debit and credit card transactions. Any income stream that accepts card payments must use a Payment Card Industry Data Security Standards compliant system. All card processing systems require approval of the Head of Finance and the Head of Legal and Governance Services.

## **9.3 Receipting**

- 9.3.1 All income must be timeously paid in full into the appropriate Council bank account, except where the approval of the Head of Finance has been given. The Head of Finance may specify the minimum frequency, in each case, at which income will be banked.
- 9.3.2 All transfers of money between Council employees will be recorded in a manner approved by the Head of Finance.
- 9.3.3 Under no circumstances will Council income be used to cash personal cheques, or for any purpose other than the proper course of Council business.

## **9.4 Invoicing and Debt Recovery**

9.4.1 The Council's preferred method of income recovery is to collect at or before point of sale. Invoices will only be issued in cases where it is not practical, reasonable or economical for income to be collected at the time of ordering or supply of the goods or services concerned. The Head of Finance may, from time to time, direct that credit should not be extended to certain named individuals or bodies, or in particular circumstances.

9.4.2 Employees and elected members will be invoiced for all over payments in the absence of any salary mandates.

9.4.3 In no circumstances should services be provided if the individual has any other debts to the Council. Any exception to this requires Head of Finance approval.

9.4.4 Executive Directors will be responsible for the prompt and accurate raising of invoices, including the correct treatment of VAT and the appropriate use of financial codes. The Head of Finance will issue detailed [guidance on the raising of invoices](#).

9.4.5 The Head of Finance will be responsible for the prompt and accurate issue of Sales Ledger invoices and reminders, on the basis of the information produced by Executive Directors. Invoicing arrangements outside the direct control of Head of Finance will require their approval. The Head of Finance will determine the form and timing of any reminders.

9.4.6 All postal remittances will be received in accordance with arrangements approved by the Head of Finance, who may issue guidance on the appropriate arrangements for opening mail, accounting for and banking income. Each Service has their own internal guidelines for banking income which requires approval by the Head of Finance.

## **9.5 Non-payment, Write-offs and Credit Notes**

9.5.1 The Head of Finance will determine the most appropriate course of action in cases of non-payment, having considered the views of the relevant Executive Director. This may include the use of set off.

9.5.2 The Head of Finance will have the power to recommend that debts or unpaid rents be written off. No debt or unpaid rent shall be written off without the prior approval of the Council.

9.5.3 The Head of Finance will determine the most appropriate course of action in cases of the incorrect raising of charges. Only

accounts raised incorrectly should be corrected by the raising of a Credit Note.

- 9.5.4 Any financial arrangement made by a Council Officer to repay a council debt that the payment term exceeds 24 months requires approval from the Head of Finance.

## **9.6 The Receipt of Grants**

- 9.6.1 Executive Directors will be responsible for the prompt and accurate submission of all grant claims on behalf of the Council. The Head of Finance may issue further guidance on the procedures for the application for, and the receipt of, grants.
- 9.6.2 Executive Directors will put in place arrangements to ensure that all grant applications submitted relate to the Council's objectives.
- 9.6.3 Executive Directors must ensure that any conditions attached to the grant must be complied with.

## **10. PETTY CASH ACCOUNTS**

- 10.1.1 Petty cash advances may be used for making small payments, or as a change float. The Head of Finance will specify an upper limit to the size of individual petty cash payments, or to the type of payments that can be made in this way.
- 10.1.2 Petty cash accounts will only be operated with the approval of the Head of Finance, who may specify the value of each float.
- 10.1.3 The Head of Finance will maintain a register of all petty cash accounts and holders of those accounts (see 10.1.5). Executive Directors will ensure that the number and size of petty cash accounts will be the minimum necessary to facilitate transactions. Executive Directors will regularly review the use made of petty cash within their Services and will inform the Head of Finance of any amendments that may be required.
- 10.1.4 Petty cash transactions will be recorded in a [form](#) approved by the Head of Finance. Executive Directors will ensure that petty cash payments are authorised in writing, in a manner approved by the Head of Finance. All petty cash expenditure will be supported by receipted vouchers.
- 10.1.5 Each petty cash account will be the responsibility of a nominated employee. Executive Directors will inform the Head of Finance of the names of all such employees within the area of their responsibility. A nominated employee will account for the use of the petty cash to the Head of Finance when required.

- 10.1.6 Petty cash will be kept in a credit balance at all times. Executive Directors will ensure that petty cash balances are checked by employees who are independent of the day to day operation of the account. This should be done each month, or at a frequency agreed with the Head of Finance. A record should be made of each inspection in a form acceptable to the Head of Finance. Any material discrepancy should be reported to the relevant Executive Director, who will ensure that appropriate action is taken.
- 10.1.7 Where appropriate, the Head of Finance may open a bank account for use by a petty cash holder. Such an account may not be overdrawn at any time.
- 10.1.8 No Council income will be paid into a petty cash account or used for petty cash expenditure, without the approval of the Head of Finance.
- 10.1.9 Petty cash accounts will not be used for cashing personal cheques. No money will be removed from, or paid into a cash float, other than in the proper course of Council business.
- 10.1.10 The Head of Finance may issue [additional guidance](#) on procedures relating to the operation of petty cash accounts.

## **11. EXPENDITURE ON SUPPLIES, SERVICES AND WORKS**

### **11.1 Placing Orders**

- 11.1.1 In placing orders for supplies, services and works, Executive Directors will comply with the delegation and tendering procedures set out in the Council's Scheme of Administration and [Contract Rules](#).
- 11.1.2 Executive Directors will ensure that all orders placed within their area of responsibility properly relate to the Council's activities and that resources are available from within the approved budget.
- 11.1.3 Where relevant, supplies, services and works will be ordered in accordance with the Council's:

[Corporate Procurement Strategy](#)  
[Contract Rules](#)  
[Procurement Toolkit](#)  
[Purchase Order Best Practice Guidelines](#)

- 11.1.4 All contracts for goods or services should refer to the Council's standard terms and conditions most appropriate to the category of expenditure, selected from the following:

[Conditions of Contract for Consultancy Services](#)  
[Conditions of Contract for the Provision of Services](#)  
[Conditions of Contract for the Purchase of Goods](#)  
[Conditions of Contract for the Provision of Goods with a Related Service](#)  
[Conditions of Contract Supply of Software and or Software Support](#)

Contracts for works should be agreed under a standard form of construction contract, e.g. those devised by the Institute of Civil Engineers (ICE i.e. NEC3, NEC4) or Joint Contracts Tribunal (SBCC contracts).

- 11.1.5 Where an appropriate contract exists with the Council or other approved Collaborative Purchasing Body; supplies, services and works should be ordered from the contracted suppliers.

- 11.1.6 All Council orders for the supply of goods, services and works must be raised on PECOS (Professional Electronic Commerce On-line System) or a relevant approved corporate system. An approved order will be issued to the supplier in all cases except where the payment provisions within the contract provide for a formal method of certification or other process whereby application is made for payment for the Council to thereafter assess.

- 11.1.7 All approved orders will be given to the supplier in writing in advance, except in the following cases:

- (i) Where the approval of the Head of Finance has been obtained;
- (ii) In emergency situations, in which case an appropriate order will be issued by the close of business the next working day, marked as "Confirmation Order".

- 11.1.8 Executive Directors will put in place arrangements to ensure that all purchases are authorised by an appropriate person. All purchase orders will be authorised by an approved signatory.

- 11.1.9 The Head of Finance will specify the records to be kept in respect of purchasing or credit card transactions.

- 11.1.10 Executive Directors will maintain a register of employees authorised to approve purchases within their area of



responsibility, specifying the delegation limits in each case. The Head of Finance will maintain a register of authorised persons and will require Executive Directors to provide such information in the prescribed format as necessary to ensure the authorised signatory database is kept up to date.

- 11.1.11 Executive Directors will ensure that all purchases made in their area of authority are charged to an appropriate accounting code within their area of responsibility.

## **11.2 The Receipt of Supplies, Services and Works**

- 11.2.1 Executive Directors will put in place arrangements to ensure that the supplies, services and works ordered are received and are as ordered in terms of specification, price, quality, quantity and the time and place of delivery. The receipt of goods, services and works will be recorded in a manner acceptable to the Head of Finance. Executive Directors are required to ensure that the duty of receiving supplies should be separate from the duty of placing orders; exceptions to this arrangement will require the approval of the Head of Finance.

- 11.2.2 Executive Directors will put in place procedures to ensure that all orders raised in PECOS are promptly receipted in PECOS in accordance with the relevant [guidance](#).

- 11.2.3 Executive Directors will ensure that, where relevant, stock records and inventories are promptly updated in respect of goods received.

## **11.3 Payments**

- 11.3.1 Executive Directors will put in place arrangements to ensure that invoices are correct and authorised for payment by an appropriate person. The Head of Finance will maintain a register of authorised persons and will require Executive Directors to provide such information in the prescribed format as necessary to ensure the authorised signatory database is kept up to date.

- 11.3.2 Executive Directors will ensure that each payment is authorised only where:

- (i) it relates to a properly authorised purchase by the Council;
- (ii) the relevant goods, services or works have been received by the Council (subject to 11.3.4 below);
- (iii) it is arithmetically correct, including any calculations relating to discounts, VAT, etc;

- (iv) the payment value is in accordance with the authorised order, contract or purchasing card records;
- (v) payment has not previously been made.
- (vi) An acceptable VAT invoice is received and the correct rate of VAT is applied.

11.3.3 Executive Directors must ensure that all invoice payments are processed through the Purchase Ledger Module of Integra and must make reference to the appropriate purchase order number in the relevant field of Integra. Refer to [Invoice Best Practice Guidelines](#). In exceptional circumstances invoices can be processed through the banking system with prior approval from the Head of Finance.

11.3.4 The Head of Finance will process approved payments, subject to any further enquiries that are considered necessary including sight of invoice and backup documentation and specifically in regard to invoices/individual payments of £75,000 or over.

11.3.5 Payments may be made in advance outwith the appropriate credit terms only on approval from the Head of Finance. The Head of Finance may issue additional guidance on types of payment that may be made in this way and the procedure to be followed.

11.3.6 The Council's standard credit terms are 30 days following date of invoice. For clarity invoice dates should be on or after the date the relevant goods/supplies are received by the Council. The Head of Finance may issue additional guidance on the acceptability of credit terms for different categories / types of payment.

11.3.7 It will be the Intelligent Client who will ensure that any purchase made within their service by a credit card is valid and appropriate and the transaction is properly accounted for. The Intelligent Client should ensure periodic compliance checks are undertaken (as a minimum this must be completed annually).

11.3.8 All payment methods must be approved by the Head of Finance supplementary guidance may be issued.

#### **11.4 Self Directed Support**

11.4.1 In light of legislation introduced in 2014 updated procedures have been prepared by the Executive Director (Housing & Environment) to accommodate these changes. The procedures

will be subject to the agreement and approval of the Head of Finance.

## **12. PAYROLL**

### **12.1 General**

- 12.1.1 The Corporate Human Resource Manager will be responsible for the prompt and accurate processing of salaries, expenses and related payments to employees and former employees of the Council, Elected Members and Outside Organisations. The Corporate Human Resource Manager will also be responsible for the processing of statutory and any other deductions from pay.
- 12.1.2 The Corporate Human Resource Manager will notify Executive Directors whenever any matter arises relating to conditions of service or pensions that may affect any such payments.
- 12.1.3 Executive Directors will provide the Corporate Human Resource Manager with sufficient information regarding employees and members within their area of responsibility to enable the correct payments to be made. It is the responsibility of the Head of Democratic Services or designated individual to advise elected members on all matters arising from this section of these Regulations.
- 12.1.4 The Corporate Human Resource Manager will issue additional guidance on the submission of payroll input, specifying the form of each document, the timescale to be adhered to, and the required level of authorisation for employees and members.
- 12.1.5 Executive Directors will provide the Corporate Human Resource Manager with up to date specimen signatures of authorising employees in the prescribed format. The Corporate Human Resource Manager will maintain a database and ensure this is used to check the validity of all payroll documentation.
- 12.1.6 The Corporate Human Resource Manager will issue establishment lists to each Executive Director on a monthly basis. Should any variances be identified by services they will notify the Corporate Human Resource Manager.
- 12.1.7 Executive Directors will be responsible for the annual reconciliation of the above establishment lists:
- 12.1.8 All Services will reconcile the September establishment list and have this returned by 31 October each year.

- 12.1.9 The Head of Finance has a responsibility to maintain oversight of the payroll function and all related activities, reporting, by exception, to the Chief Executive.

## **12.2 Additional Payments/Deductions and Other Allowances**

- 12.2.1 The Corporate Human Resource Manager will be responsible for the prompt and accurate payment to employees, and elected members, of additional payments/deductions and other allowances such as the payment of travel, overtime, sickness, maternity, paternity, adoption and other allowances in accordance with statutory and Council policy requirements.
- 12.2.2 Executive Directors will be responsible for ensuring the prompt submission of accurate claims for processing, within their area of responsibility, in accordance with statutory and Council policy.
- 12.2.3 The Corporate Human Resource Manager will ensure that adequate procedures are in place for checking claims for additional payments/deductions and other allowances, to ensure compliance with statutory provisions and Council policy.
- 12.2.4 The Corporate Human Resource Manager will inform Executive Directors of any change to the approved allowances/deductions, or any other factor that may affect the payment/deductions made.
- 12.2.5 The Corporate Human Resource Manager will issue additional guidance on the submission of payroll input for additional payments/deductions and other allowances, specifying the form of each document, the process required, the timescale to be adhered to, and the required level of authorisation.
- 12.2.6 Executive Directors will inform the Corporate Human Resource Manager annually of all payments made on behalf of, (e.g. attendance at conferences, travel, accommodation) and income received from, elected members. Executive Directors should not make payments to, or reimburse elected members.

## **12.3 Overpayments**

- 12.3.1 Executive Directors will be responsible for ensuring Council procedures are followed for the recovery of all overpayments and are dealt with in accordance with section 9.4.2.

## **13. TREASURY MANAGEMENT**

- 13.1.1 The Head of Finance will be responsible for all decisions relating to treasury management.

- 13.1.2 The Council will create and maintain, as the cornerstones for effective treasury management:
- (i) - a treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities.  
  
- suitable treasury management practices (TMPs), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.  
  
The content of the policy statement and TMPs will follow the recommendations of the Treasury Management in the Public Services Code of Practice, subject only to amendment where necessary to reflect the particular circumstances of this organisation. Such amendments will not result in the organisation materially deviating from the Code's key principles.
  - (ii) The Council will receive reports on its treasury management policies, practices and activities, including, as a minimum, an annual Investment & Treasury Strategy and plan in advance of the year, quarterly reviews and an annual report after its close, in the form prescribed in the TMPs.
  - (iii) The Council is responsible for the implementation and regular monitoring of its treasury management policies and practices, and delegates the responsibility for the execution and administration of treasury management decisions to the Head of Finance, who will act in accordance with the organisation's policy statement, TMPs and the CIPFA Standard of Professional Practice on Treasury Management.
  - (iv) The Council is responsible for ensuring effective scrutiny of the treasury management strategy and policies.
- 13.1.3 The Head of Finance will maintain records of all borrowings and investments, and will have custody of all documentation relating to stocks, bonds and mortgages.
- 13.1.4 All investments of money will be in the name of the Council and be within lending limits approved by the Council.
- 13.1.5 Executive Directors will inform the Head of Finance of any exceptional cash flows relating to their area of responsibility that may have an impact on the management of the Council's funds. The Head of Finance may issue additional guidance in this area.
- 13.1.6 The Head of Finance will set and monitor appropriate Prudential Indicators in respect of capital expenditure and treasury

management, with particular regard to affordability, prudence and sustainability and will report all relevant matters which are required to be taken into account to the Council. In determining such matters, due regard will be given to asset management, stewardship and strategies and follow a full option appraisal of all alternative service methods.

#### **14. INSURANCE AND FINANCIAL RISK MANAGEMENT**

- 14.1.1 The Head of Finance will be responsible for the appropriate provision of insurance cover.
- 14.1.2 The Head of Finance will assess the financial risks faced by the Council and will determine the most appropriate course of action in each case. In doing this, the Head of Finance will consult Executive Directors, who will provide whatever information may be necessary in order to enable this to be done. The Head of Finance will maintain a record of each financial risk area identified and evaluated.
- 14.1.3 The Head of Finance may issue detailed guidance giving advice on measures to reduce or eliminate any financial risks that may be identified.
- 14.1.4 Executive Directors will promptly inform the Head of Finance of any new financial risks within their area of responsibility that may come to light.
- 14.1.5 The Head of Finance will make the most appropriate insurance arrangements for each risk area, either through an external insurer, by means of an internal insurance fund or by self-insurance. The Head of Finance will report to the Council setting out the insurance arrangements in place.
- 14.1.6 The Head of Finance or appointed agent will negotiate all insurance claims. No admission of liability will be made by a Council employee in connection with any claim made by an outside body or individual. In each case, Executive Directors will provide the Head of Finance with a full report on the circumstances surrounding the insurance claim in accordance with whatever arrangements the Head of Finance may prescribe.
- 14.1.7 The Head of Finance may issue additional guidance on the processing of insurance claims.
- 14.1.8 Executive Directors will inform the Head of Finance of all circumstances that may have an impact on the Council's insurance cover, prior to entering into contractual agreements.

- 14.1.9 Executive Directors will inform the Head of Finance of any amendments / deletions of safes or other secure containers.
- 14.1.10 Executive Directors will be responsible for ensuring all individuals, consultants, suppliers and contractors that are employed, engaged or contracted by the Council are covered by the appropriate level and types of insurance. The Head of Finance may issue guidance on appropriate insurance arrangements.

## **15. SECURITY**

- 15.1.1 Executive Directors will be responsible for the maintenance of buildings under their control and safe custody of buildings, vehicles, stores, equipment, cash, financial stationery, Council records and any other asset under their control.
- 15.1.2 The Head of Finance will be responsible for the security of cheque stationery and other related financial documents in the custody of the Corporate & Democratic Services.
- 15.1.3 Executive Directors will inform the Head of Finance of all circumstances in which cash is held by Council employees under their direction. The Head of Finance may specify a maximum limit to any such holdings, and this will not be exceeded.
- 15.1.4 In all cases where Council employees may receive cash or other assets from outside bodies or individuals, Executive Directors will issue personal identification cards showing a photograph of the holder. Such Council employees will identify themselves whenever reasonably required to do so.
- 15.1.5 Executive Directors will nominate individuals to be responsible for the security of each safe or secure storage area. All keys to safes / lock-fast cupboards should at all times be kept in a secure location / manner acceptable to Executive Directors and the Head of Finance. There should be adequate arrangements for the transfer of this responsibility at times of absence.
- 15.1.6 Spare keys should always be kept, in a secure manner acceptable to the Head of Finance. Any loss of keys will be reported to the Head of Finance, who may issue advice on the action to be taken.

## **16. PHYSICAL ASSETS**

### **16.1 Land, Buildings and Infrastructure**

- 16.1.1 The Executive Director (Housing & Environment) will maintain a register of all land, buildings and infrastructure owned by the Council, including dwellings provided under the Housing Acts.
- 16.1.2 The Executive Director (Housing & Environment) must give prior authorisation to all changes to the Council's property estate. Changes to the estate are defined as; acquisitions, new builds, disposals, leasing-in, leasing-out, demolitions and vacating premises through staff movement.
- 16.1.3 The Head of Legal and Governance Services will be responsible for the custody of all Title Deeds.
- 16.1.4 The Head of Corporate IT & Revenues will be responsible for maintaining asset inventories of IT hardware.
- 16.1.5 Executive Directors will be responsible for the maintenance of buildings under their control and for the custody of all other physical assets including furniture, fittings and equipment within their service.
- 16.2 Vehicles**
- 16.2.1 The Executive Director (Housing & Environment) will be responsible for the management of all the Council's vehicles which require an Operator's Licence and will maintain an inventory of such vehicles and may require other Executive Directors to provide such information as is necessary to enable this to be done.
- 16.2.2 The Executive Director (Housing & Environment) will be responsible for the maintenance of all such vehicles as are mentioned in 16.3.1 and for all legal requirements relating to the ownership of the Council's vehicles.
- 16.2.3 The use of all Council vehicles will be recorded in a manner approved by the Executive Director (Housing & Environment).
- 16.3 Stocks**
- 16.3.1 Executive Directors will be responsible for stocks of material in their control. Stocks will be maintained at an efficient level, having regard to such factors as purchase price, the rate and regularity of issue and storage costs.
- 16.3.2 Executive Directors will maintain up to date stock records, in a manner approved by the Head of Finance.
- 16.3.3 Executive Directors will ensure that stocks are checked by employees who are independent of the normal stock recording



process. This should be done at least annually at 31 March of each year. A record will be made of each inspection, in a form acceptable to the Head of Finance. Any material discrepancy will be reported to the Head of Finance, who will determine the most appropriate course of action.

- 16.3.4 Executive Directors will issue detailed guidance on the procedures for year-end stocktaking within their own Services.
- 16.3.5 No stock can be written-off without the prior approval of the Council.
- 16.3.6 Exceptions from undertaking year-end stocktaking can be granted on the basis of materiality at the discretion of the Head of Finance.

#### **16.4 Disposal of Surpluses**

- 16.4.1 Executive Directors will identify surplus or unused items under their control. In these cases, reasonable attempts will be made to find an alternative use within the Council.
- 16.4.2 Where no such alternative use is found the items will be disposed of, in accordance with arrangements approved by the Executive Director concerned.

#### **16.5 Use of Council Property**

- 16.5.1 Council property will not be removed from Council premises or used other than for the proper purposes of Council business, except with the permission of the relevant Executive Director.
- 16.5.2 Where no such alternative use is found the items will be disposed of, in accordance with arrangements approved by the Executive Director concerned that secure best value for the Council.

### **17. COMMON GOOD FUNDS**

- 17.1.1 The Council's Financial Regulations will apply to the activities of Council members and employees in respect of Common Good Funds.
- 17.1.2 The Head of Finance will maintain a register of all Common Good Funds.
- 17.1.3 The Executive Director (Housing & Environment) has authority to authorise expenditure from the approved Common Good budgets.

- 17.1.4 The Head of Finance will be the financial advisor to the Common Good Fund Committees, and may report on any issue relating to the financial position of any Fund.
- 17.1.5 The Head of Finance will determine, prior to the commencement of each financial year, the amount of, and period over which, any fixed deposits within the Council's Loans Fund are made for each Common Good Fund.
- 17.1.6 The Head of Finance will be responsible for preparing the Annual Accounts of the Common Good Funds, and will make appropriate arrangements for the audit of these accounts.
- 17.1.7 The Common Good Funds will be within the scope of internal audit review.

## **18. SCHOOL FUNDS, COMFORT FUNDS AND PRIVATE PROPERTY**

### **18.1 Unofficial Funds**

- 18.1.1 This section applies to School Funds, Comfort Funds and others of a similar nature that are managed by the Council or its employees in the course of their duties. These unofficial funds can be defined as any fund other than official Council funds operated in the name of Perth & Kinross Council. Executive Directors are authorised to open and operate School Funds and Comfort Funds bank accounts.
- 18.1.2 Executive Directors will maintain an up to date register of all School Funds, Comfort Funds and private property held within their Service and will provide such information to the Head of Finance as required.
- 18.1.3 School Funds and Comfort Funds will be the responsibility of a named employee, who will be responsible for the funds and will be accountable to the Council for its administration.
- 18.1.4 Executive Directors are authorised to open and operate School Funds and Comfort Funds bank accounts and will maintain an up to date register of all accounts registered by their Service.
- 18.1.5 All accounts for School Funds, Comfort Funds will bear the name of the establishment to which they relate, along with their purpose.
- 18.1.6 Executive Directors must ensure that all bank accounts are reconciled on a monthly basis.
- 18.1.7 All transactions will require the approval of two authorised signatories. Executive Directors will put in place adequate

arrangements for nominating authorised signatories, who will require the approval of the relevant senior officer. Any departures from this requirement will require the approval of the Head of Finance.

18.1.8 Executive Directors will ensure that Annual Accounts are produced for any fund under their control, and that these are independently audited / examined (as appropriate) by a suitable person. The Head of Finance may make directions as to the form of accounts or the arrangements for audit.

18.1.9 The regulations described in Section 7 - Internal Audit, will apply to voluntary and unofficial funds.

18.1.10 In certain circumstance the Council will manage client funds for individuals either through Social Work Appointee, Access to Funds or both. Procedures have been prepared in line with legislation and Department for Work & Pensions and Office of Public Guardian. The procedures will be subject to the agreement and approval of the Head of Finance.

## **18.2 Private Property**

18.2.1 Executive Directors will notify the Head of Finance of all circumstances in which they, or persons under their authority, are liable to have custody of any property belonging to an outside body or individual.

18.2.2 Executive Directors should issue guidance setting out the appropriate arrangements concerning the receipt, recording, storage and return of any such private property.

18.2.3 Private property will be accounted for separately from Council funds, and will be subject to internal audit review.

18.2.4 Executive Directors may require any Council employee to give an account of all private property held in connection with their duties.

## **19. FEES, GIFTS AND HOSPITALITY**

### **19.1 General**

19.1.1 These regulations should be read in conjunction with the [Gifts and Hospitality Policy and Procedures](#), the [Employee Code of Conduct](#) and the [Councillor's Code of Conduct](#) or such further guidance that may be issued.

19.1.2 Executive Directors will put in place proper arrangements to ensure that no decision taken within an area under their control

is improperly influenced by any benefit received (by a person representing the Council) from any outside individual or body. These arrangements will be subject to the approval of the Head of Finance.

## **19.2 Fees**

- 19.2.1 No person will be permitted to receive or retain any fee or other payment from any outside individual or body, received as a consequence of their position within the Council, without the approval of the Chief Executive, Depute Chief Executive or the relevant Executive Director. All such fees and payments offered and approved will be recorded in a manner approved by the Chief Executive and reported to the relevant Council Committee. Members are required to comply with the [Councillor's Code of Conduct](#) and any accompanying guidance. Employees are required to comply with the [Employee Code of Conduct](#) and any accompanying guidance.

## **19.3 Gifts**

- 19.3.1 No elected member or officer will solicit a gift or other benefit from any outside individual or body, in connection with any part of their duties to the Council or those that they undertake with an outside organisation.

No member or officer will accept a gift or other benefit in any case where this might influence their judgement, or might reasonably be perceived to have an influence on their judgement. Subject to this, a gift may only be accepted where the approval of either an appropriate manager, the relevant Executive Director, Depute Chief Executive or the Chief Executive where appropriate, has been received. Please refer to the Gifts and Hospitality Policy and Procedures.

- 19.3.2 All such approvals will be recorded in a manner approved by the Head of Legal & Governance Services.
- 19.3.3 In all cases of doubt, the ruling of the appropriate Executive Director or, where appropriate Depute Chief Executive or Chief Executive or Head of Finance will be sought. Elected Members are required to comply with the [Councillor's Code of Conduct](#) and any accompanying guidance. Employees are required to comply with the [Employee Code of Conduct](#) and the [Gifts and Hospitality Policy & Procedures](#).

## **19.4 Hospitality**

- 19.4.1 If an employee has any doubts about accepting an offer of hospitality, this should be discussed with their Line Manager.

Council officers may accept any reasonable hospitality as contained in the [Gifts and Hospitality Policy and Procedures](#). Hospitality of an extravagant nature will not be accepted. Elected Members are required to comply with the [Councillor's Code of Conduct](#) and any accompanying guidance. Employees are required to comply with the [Employee Code of Conduct](#) and the [Gifts and Hospitality Policy & Procedures](#).



## PERTH AND KINROSS COUNCIL

19 December 2018

### EUROPEAN SOCIAL FUND EMPLOYABILITY PROGRAMMES

Report by Depute Chief Executive, Chief Operating Officer (Report No. 18/420)

#### PURPOSE OF REPORT

This report provides an update on the European Social Fund (ESF) Employability Programmes (2015-2019) and proposals for the period (2019-2023) as well as asking the Council to consider the grant offer from the Scottish Government.

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 On behalf of Perth and Kinross Community Planning, Perth and Kinross Council is managing the European Social Fund (ESF) Perth & Kinross Employability Pipeline Strategic interventions including the Programme Management Office (PMO) and the Employability Pipeline Perth & Kinross operation. It also managing the Poverty and Social Inclusion (PSI) strategic intervention "Positive Futures!" Operation.
- 1.2 The programmes are delivered under the strategic direction of the ESF Board which represents Perth and Kinross Community Planning Partners.
- 1.3 The ESF programmes aimed to partly contribute to the delivery of the Community Planning/Single Outcome Agreement which states that, by 2018/2019, 635 individuals would access tailored employability support per annum and 400 would move into work.
- 1.4 £1,711,483 of ESF has been awarded to support Employability Pipeline, £131,062 to support PMO and £407,000 to support Poverty and Social Inclusion programme.
- 1.5 All operations have a physical end date of 31 December 2018 and financial end date of 31 March 2019. This is to allow enough time to close the programmes. The PMO which includes 3 FTE has been operational since 1 October 2015 with current finishing date of 31 March 2019.
- 1.6 All programmes were supposed to start on 1 October 2015. Although PMO started on that date, the other Operations only started after the Grant Approval letter from the Scottish Government was received on 31 August 2016.
- 1.7 Current activities are delivered by 7 Delivery Agents within the Employability pipeline and 2 within the Poverty and Social Inclusion programme including 6 from the third sector.
- 1.8 At the beginning of November 2018, 365 beneficiaries have been supported under the Employability Pipeline and 378 under the Poverty and Social Inclusion programme.

- 1.9 Although the ESF programmes have positively contributed to the Community Planning/ Single Outcome Agreement, they have not performed as anticipated mainly due to the late start of the programme and under-delivery in certain areas, but the activities have had a beneficial impact.
- 1.10 The Council is asked to note the beneficial impact of the activities which is illustrated through a series of case studies attached in Appendix 1.
- 1.11 The current performance of delivery agents is good and it is anticipated that increased performance will be supported by the proposals detailed below.

## **2. PROPOSALS**

- 2.1 Following the successful implementation of phase 1, the Scottish Government issued a call for activities for phase 2 (April 2019-June 2023). As invited, the Council made proposals by June 2018 and the Council is now asked to consider the grant offer from the Scottish Government.
- 2.2 For phase 2, some of the criteria are more favourable with an intervention rate of up to 50% instead of 40% and the possibility for staff to be employed partly on ESF activities (currently it has to be 100%).
- 2.3 In anticipation of the call, the ESF Board carried out a mapping exercise detailing a summary of each phase 1 Strategic Intervention justification, priorities and progress to date and initial thoughts on phase 2 development:
- Learn from what has been delivered so far
  - Review what the impact of Universal Credit roll out will potentially have on the focus of planned activities
  - Increased demand for digital inclusion activities re-focus on rural & outreach delivery
  - Expand activity due to increased demand
  - Link better Employability pipeline and Poverty and Social Inclusion programmes potential progression routes including Lone Parent provision
- 2.4 Based on the above, the ESF Board identified the following priorities:
- Increase existing provision under Poverty and Social Inclusion programme using existing delivery agents. The current activities are performing well with increased demand addressing outreach and lone parent support.
  - Consolidate existing provision under the Employability Pipeline programme using existing and new delivery agents focusing on the most vulnerable facing multiple barriers including mental health issues and outreaching to beneficiaries.
  - Create more linkages between Employability pipeline and PSI programmes
- 2.5 Since June 2018, the PMO has been in constant dialogue with the Scottish Government and provided more information to allow the Scottish Government to assess the proposals. Progress was regularly reported to the ESF Board.



- 2.6 On 6 December 2018, the Scottish Government approved an allocation of £1,534,885 to support our activities between April 2019 and March 2023 as follows:
- Employability Programme: £1,129,494
  - PMO: £275,779
  - Poverty and Inclusion: £129,612
- 2.7 These allocations do not take into account any underspend created since 2016. When underspend of £1,243,000 for phase 1 is taken into account the additional funding request to the Scottish Government for phase 2 will be £291,885.
- 2.8 The Scottish Government has indicated that grant offer will have to be signed off by the Minister and accepted and signed by February 2019. However, it would be beneficial to have a decision before end of December 2018 to allow a smooth transition particularly for third sector delivery agents.
- 2.9 It is recommended that, subject to budget process, the Council agree to accept the grant offer from the Scottish Government.
- 2.10 The proposal is detailed as follows:
- PMO**
- 2.11 It is proposed that the PMO will continue to operate as it is, including 3 FTE for the period 1 April 2019 to March 2023. The total estimated costs to 31 March 2023 are £551,558. Costs include staff costs and 15% of overheads as allowed by ESF regulations amounting to around £18,000 per annum. Overhead costs are usually covering costs such as marketing activities like events/websites, travel and subsistence or software licences. ESF data are currently recorded on the Hanlon system whose costs have been £33,800 (March - December 2018). The costs for the Hanlon System are estimated at £24,000 for the extension period up to 31 March 2023.
- 2.12 ESF will provide £275,779 and £275,779 matchfunding from the Council would have to be identified as follows:
- 2019/2020: £66,377 (Total costs: £132,754)
  - 2020/2021: £68,246 (Total costs: £136,492)
  - 2021/2022: £69,995 (Total costs: £139,989)
  - 2022/2023: £71,161 (Total costs: £142,323)
- 2.13 In addition, as the financial end date should be after the physical end date (usually 3 months after) and that no ESF would be available beyond 31 March 2023, it is recommended to set the physical end date for activities at 31 December 2022 with a financial end date at 31 March 2023.
- 2.14 It is recommended that the request for match-funding be considered as part of the budget process. It is important to note this only refers to the match-funding for the PMO as match-funding for activities will have to be provided by Delivery Agents.

## **Employability**

- 2.15 The Employability Pipeline proposal will focus on the most vulnerable facing multiple barriers including mental health issues and outreaching to beneficiaries.
- 2.16 The Employability Pipeline proposal will be delivered by 5 Delivery Agents including 2 from the Council as detailed below:
- The Hub (PKC): activities (e.g. outreach, skills academies) will focus on the most vulnerable young people and adults facing multiple barriers within rural and most deprived areas.
  - Westbank (PKC): activities will focus on the most excluded young people and adults (e.g. criminal justice) facing multiple barriers. Westbank is a unique collaboration between services and agencies to deliver occupation and employment for a broad range of people on a single site. Service Users will work together to benefit each other and their communities whilst they gain new practical and social skills and formal qualifications.
  - Push: activities will focus on young people and adults with disabilities facing multiple barriers.
  - Mindspace: activities will focus on young people and adults with mental health issues facing multiple barriers.
  - YMCA: activities will focus on young people facing multiple barriers.
- 2.17 We anticipate that 1155 beneficiaries would be supported during that phase.
- 2.18 It is important to note that third sector delivery agents have to source their matchfunding. The PMO has been pro-active in supporting them and the Gannochy Trust is currently considering possible financial support. The Gannochy Trust provided £142,410 in the phase 1.
- 2.19 The Council is asked to note the proposed activities for the third sector.

## **Poverty**

- 2.20 The Poverty proposal will focus on increasing existing provision addressing outreach and lone parent support as well as the impact of Universal Credit roll out.
- 2.21 The Poverty proposal will be delivered by 1 Delivery Agent as detailed below:
- Perth Citizens Advice Bureau  
The activities will focus on lifting people out of poverty by providing financial advice to workless, lone parent or low income households in 5 Ward areas – Strathmore, Highland, Blairgowrie and the Glens, Perth City Centre and Perth City North. The Council's Welfare Rights team which was a direct Delivery agent in phase 1 will continue to support beneficiaries, but will not access ESF funding to minimise the administrative burden and optimise its own resources. It may be possible to extend provision through other delivery agents through the Welfare Reform working group.

- 2.22 We anticipated that 280 beneficiaries would be supported during that phase.
- 2.23 It is important to note that third sector delivery agent has to source its matchfunding. The PMO has been pro-active in supporting them and the Gannochy Trust is currently considering possible financial support. The Gannochy Trust provided £32,300 in the phase 1.
- 2.24 The Council is asked to note the proposed activities for the third sector.

### 3. CONCLUSION AND RECOMMENDATION

- 3.1 Perth and Kinross Community Planning Partnership and Perth and Kinross Council are supporting people who face multiple barriers to access training and employment opportunities. The ESF Programmes are a support mechanism to achieve this aim with now the proposal to extend activities to March 2023. The Council manages the programmes on behalf of Perth and Kinross Community Planning Partnership.
- 3.2 It is recommended that the Council:
- (i) Note the beneficial impact of activities delivered since 2016.
  - (ii) Agree, subject to budget process, to accept the grant offer from the Scottish Government.
  - (iii) Agree setting the physical end date for activities at 31 December 2022 with a financial end date at 31 March 2023.
  - (iv) Agree that the request for match-funding for the PMO will be considered as part of the budget process.
  - (v) Note the proposed activities for the third sector under Employability and Poverty activities.

### Authors

Name	Designation	Contact Details
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### Approved

Name	Designation	Date
Jim Valentine	Depute Chief Executive (Chief Operating Officer)	11 December 2018

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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

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>Yes</b>
Workforce	<b>Yes</b>
Asset Management (land, property, IST)	<b>None</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>None</b>
Strategic Environmental Assessment	<b>None</b>
Sustainability (community, economic, environmental)	<b>None</b>
Legal and Governance	<b>None</b>
Risk	<b>Yes</b>
<b>Consultation</b>	
Internal	<b>Yes</b>
External	<b>Yes</b>
<b>Communication</b>	
Communications Plan	<b>None</b>

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The Community Plan/Single Outcome Agreement 2013 – 2023 lays out five outcomes focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- (i) Giving every child the best start in life
- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (vi) Creating a safe and sustainable place for future generations

- 1.2 This report relates to objective (iii) by offering tailored employability support and moving people into work.

### 2. Resource Implications

#### Financial

- 2.1 Capital – none
- 2.2 Revenue – The report highlights the need for macthfunding to support PMO costs and these are estimated at £275,779 over 4 financial years (2019/2020 to 2022/2023). This will be considered as part of the budget process.

### Workforce

- 2.3 It is proposed to continue PMO function which includes 3 FTE.

### Asset Management (land, property, IT)

- 2.4 There are no asset management issues arising from the report.

## **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.
- 3.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as relevant and the following positive outcomes expected following implementation: Activities will target support to specific age group, people with disability and people experiencing poverty. To be eligible, beneficiaries will need to meet specific criteria.

### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 The information contained within this report has been considered under the Act. Pre-screening has identified that the PPS will have no or minimal environmental effects, it is therefore exempt.

### Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.6 The information contained within this report has been considered under the Act. The proposals will enhance socio economic and economic development opportunities to the benefit of businesses and local communities.

### Legal and Governance

- 3.7 The Head of Legal and Governance has been consulted on these proposals and there are no legal implications arising from the report.

### Risk

- 3.8 There are two key risks associated with the proposed programme.
- (i) Risks associated with the funding to delivery agents which would have to comply with ESF regulations. This risk will be managed by the PMO and the ESF Board. This risk will be mitigated through service level agreements including monitoring procedures and financial checks.
  - (ii) Risks associated with the timing of approval and possible delays which could have impact on continuity of delivery and performance. This risk will be managed by PMO and ESF Board. This risk will be mitigated through on-going communication with Scottish Government and Delivery Agents.

## **4. Consultation**

### Internal

- 4.1 The Head of Finance and the Head of Legal and Governance Services have been consulted in the preparation of this report.

### External

- 4.2 The ESF Board which includes representatives for Community Planning Partners has been consulted in the preparation of this report.

## **5. Communication**

- 5.1 The recommendations from the report will be communicated to stakeholders and the press through the Board and the media team.

## **2. BACKGROUND PAPERS**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

## **3. APPENDICES**

Appendix 1 – Case studies

## Appendix 1

### European Social Fund Employability and Poverty Programmes Case studies

#### *Case Study 1 - Participant*

Abby

*Name of Employability provider*

Strathmore Centre for Youth Development (SCYD)

#### *Background*

Abby had been doing some volunteering for SCYD Events, which is our voluntary events service run by young people, for a while. But she was doing it more as a hobby than as a path to something else. She didn't want to do anything in particular, she didn't have any work experience and she wasn't sure where she was going.

Abby was lacking direction after leaving a Vehicular Mechanics Course she had started. She was not wishing to return to college nor interested in finding a job.

#### *How it happened / the process*

Abby had no plans, but hoped to earn some money in the future, and go travelling. While she was still volunteering with SCYD Events, the Prince's Trust came in and asked if we had anyone we wanted to put forward. I asked her, and she wasn't too sure at first, but she went for it.

We felt it was important to encourage and support her move into the Prince's Trust, so she could get experience of working with other young people. She knew someone there in Kenmore where they run one of the centres but she wouldn't have gone for any of these things on her own.

In the end she was the only one from our group who did decide to go, which was a brave step. And she realised just how motivated she is.

#### *What were the challenges and how did we help?*

Abby's main challenge was that she didn't have any plans, objectives or destination in mind. By being patient and talking to her about the Prince's Trust and its benefits we were able to convince her that this could be a great thing for her to do.

#### *Outcome and next steps*

We have supported Abby as she goes through the Prince's Trust programme, and she has now seen where she fits in with other people. From this experience she has come to the conclusion that she actually does love what she's doing, and it's now for her to make it happen. She's been comparing herself to other volunteers in the programme, and has seen just what she has to give and how, in fact, she is motivated.

She met with us the other day and she said, "I know exactly what I want to do. I want to do conference meetings, and team-building, working with professionals." And suddenly she knows who she is now. We are attending her graduation from the Prince's Trust and have already identified suitable placements and contacts with which to follow on. She still plans to volunteer on SCYD Events even when she eventually starts working full time ... she just loves it!

## ***Case study 2 - Participant***

John

*Name of Employability Provider*

PUSH - iWork Project

*Background*

This participant came to PUSH about 6 months ago. He had had a good career before but due to personal circumstances he had a period of unemployment for over two years, during which time he decided he could not return to his previous chosen career. So he decided that a career in administration was for him, having developed skills in IT. He was therefore interested in getting back into work, but needed support. At PUSH we have a good relationship with the Job Centre and they asked us if we had a good volunteering opportunity for him. He came with two Job Centre support workers to the initial meeting as he was feeling anxious.

*How it happened / the process*

Stephen Murray, Training Manager at PUSH, says, "I listened to him and found out about his interests. He had some IT experience so I suggested that he tried a couple of hours listing things on our Gumtree site. After about two or three months, he was engaging more with us, and he was more confident and comfortable with what he was doing, so I said, do you want to add another hour on, and work a normal 3-hour shift? That was fine, and from Gumtree I introduced him to taking on eBay, which is a bit more complex."

We asked him if he would like to do more hours, and we got funding through the ESF Wage Subsidy Project for six months, so now he's with us for 25 hours a week.

*What were the challenges and how did we help?*

Catriona Palombo, CEO of PUSH, says, "The challenge in the initial stages for this participant was to get back to working with people again, being in a work situation and coping with that. We helped him to develop coping strategies and, being an organisation that understands the various barriers faced by people returning to work we will pick up on times when there might be additional stresses and we help our participants to deal with them."

*Outcome and next steps*

He has flourished at online sales and he is effectively running the eBay department now, with Stephen overseeing it with him. He's also now training other people to do certain steps of eBay too and supervising them. Within the six months since he started, there has been a huge personal and professional development for him. Stephen says, "He's very competent at the job, I've have every confidence in his ability to carry out the job independently. He's great with the other trainees too and is very patient when instructing."

When asked how he was feeling about the work he's been doing at PUSH, and he said, "I didn't think I would ever feel this happy again."



### ***Case study 3 - Participant***

Sean

*Name of Employability provider*

The Hub Skills Academy

*Background*

Sean visited The Hub with his aunt as she felt he needed some support in finding work.

*How it happened / the process*

Sean started with our Construction Skills Academy, which was a six-week course running five days a week. He spent three days a week in the classroom along with two days on-site with a local construction company.

*What were the challenges and how did we help?*

Sean has dyslexia and struggled at school due to this. Ewan from JB Safesite supported him during his time on the construction academy, working with him on a one-to-one basis outwith the academy to ensure he was supported to gain the qualifications.

*Outcome and next steps*

During his time at the Skills Academy, Sean client gained a multitude of new skills and some important qualifications for starting his career in the construction field.

He registered with a local construction employment agency and was quickly offered work due to his impressive new skillset and up-to-date qualifications.

## ***Case study 4 – Participant***

Amy

*Name of Employability provider*

Positive Futures – Perth Citizens' Advice Bureau

### ***Background***

This client is a 28-year-old single mother of four children all under the age of ten. When she was referred to Positive Futures she was struggling to manage day-to-day. Her long-term partner had left her, she had fallen into significant rent arrears and she was struggling to balance her finances with the loss of the family's fulltime wage. Along with rent arrears the client also had significant Council Tax arrears, arrears to her electricity provider and commercial debts which totalled approximately £20,000.

### ***How it happened / the process***

The client had recently started to receive statutory sick pay as the stress of the situation had made her unwell and unfit for work, further reducing her income. Through a series of one-to-one meetings, she was helped to maximise her income but correct her benefit awards; she was still claiming tax credits as though a couple, and her ex-partner's income was still being used to calculate towards the household income. Several face-to-face in-depth budgeting sessions were held to collaboratively create a balanced financial statement with the client. After both income maximisation and expenditure reduction the client was left with a budget which still showed a small monthly deficit, but which she was comfortable she could further manage to budget to redress.

### ***What were the challenges and how did we help?***

As the client was left with no surplus to offer payments to her creditors and redress her rent arrears specifically (this being the largest threat to her family), after a detailed discussion of her options to receive relief from her debt she decided to apply for bankruptcy. We negotiated with the Council on behalf of the client to make them aware of this and to confirm that a declaration of bankruptcy would not affect her tenancy. Bankruptcy was concluded with the help of our Positive Futures Debt Adviser.

### ***Outcome and next steps***

When we followed up with the client, she expressed that her levels of stress and anxiety have dropped to the bare minimum and she has now returned to work feeling very confident about her ability to manage her finances, and that she will not fall into difficulties again.

## PERTH AND KINROSS COUNCIL

19 December 2018

### Chief Social Work Officer Annual Report 2017/18

#### Report by Chief Social Work Officer (Report No. 18/419)

#### PURPOSE OF REPORT

This report provides the Chief Social Work Officer's overview of social work and social care in Perth and Kinross during financial year 2017/18. It sets out how social care and social work services are being delivered and the key challenges in planning and delivering statutory social work functions. The report highlights how social care and social work services are responding to new responsibilities associated with major changes in legislation and shifts in policy direction as well as increasing demand and associated budget pressures.

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 The Social Work (Scotland) Act 1968 requires every Local Authority to appoint a single Chief Social Work Officer (CSWO).
- 1.2 In July 2016, Scottish Ministers revised the guidance on the role of the CSWO which was first issued in 2009 and published statutory guidance under section 5 of the 1968 Act. This guidance is for local authorities and partnerships to which local authorities have delegated certain social work functions. It provides an overview of the CSWO role, outlining the responsibility for values and standards, decision making and leadership. The guidance also covers accountability and reporting arrangements. The CSWO role was established to ensure the provision of appropriate professional advice in the discharge of the full range of the local authority's statutory functions and this updated guidance sets out the importance of the CSWO role in integrated arrangements brought about by the introduction of the Integrated Joint Board.
- 1.3 The CSWO is accountable to elected members of the Council and must be:
  - a qualified social worker, registered with the Scottish Social Services Council;
  - designated as a 'proper officer' of the local authority;
  - of sufficient seniority and experience in both the operational and strategic management of social work services; and
  - a non-voting member of the integration authority.
- 1.4 The CSWO is a role and function, rather than a specific job description and in practice, the role is usually held by a senior officer who also carries out management responsibilities for a range of services. The role is therefore distinct from the post holder's operational management responsibilities and

from the role of the chief officer of the integration authority. It is for the CSWO to use their authority to challenge and intervene when proposals may have a detrimental impact on vulnerable citizens or to the workforce on whom they depend. In leading the social care and social work profession, the CSWO provides:

- professional independent advice to the Chief Executive and elected members in relation to the discharge of the local authority's statutory functions as outlined in the Social Work (Scotland) Act 1968;
- strategic and professional leadership in the delivery of social work services;
- assistance to local authorities and their partners in understanding the complexities and cross-cutting nature of social work services and the key role they play in meeting local and national outcomes; and
- support for performance management and the management of corporate risk.

1.5 Both CSWOs and elected members have duties to oversee effective, professional and high quality social care and social work services delivered to the highest of professional standards. The CSWO annual report is a tool that the Council and the Integrated Joint Board can use to gauge the quality of performance of social care and social work services as well as to develop services which meet the needs of local people and communities into the future.

1.6 The CSWO should assist local authorities and their partners in understanding the complexities and cross-cutting nature of social work service delivery, including corporate parenting, child protection, adult protection and the management of high risk offenders. The CSWO also has a contribution to make in supporting overall performance improvement and management of corporate risk. The annual CSWO report and its consideration by Perth and Kinross Council and the Perth and Kinross Integrated Joint Board is one important way to accomplish this.

1.6 The Office of the Chief Social Work Adviser (CSWA) has devised a template for all 32 CSWO Reports which allows the CSWA to produce a national summary report and provides us with an opportunity to set our local social care and social work services in the wider national context.

1.7 The CSWO role was taken up by Jacquie Pepper alongside her responsibilities as Head of Services for Children, Young People and Families from May 2017 and she continued in the role of CSWO on appointment to Deputy Director (Education and Children's Services) in April 2018.

## **2. PROPOSALS**

2.1 The report considers how social care and social work services have been delivered over the last financial year (1 April 2017 to 31 March 2018). It identifies challenges which will arise in the following year and describes how these will be addressed. The Council has a well-developed performance

management framework reported via individual Business Management and Improvement Plans and the Council's Annual Performance Report. The Integrated Joint Board (IJB) receives annual reports on progress against the Health and Social Care Partnerships Strategic Commissioning Plan. This annual CSWO report needs to be considered in conjunction with these.

- 2.3 This year, the report attempts to be more evaluative by assessing the quality of service using the findings of external inspection, service self-evaluation and practice highlights which show creativity and examples where the experience of service users comes to the fore. In response to feedback, the report also includes for the first time case studies and examples of the positive impact social work and social care services are having on our citizens. There is still headroom for improving the way in which the impact of social care and social work services is measured and reported and for the individual stories of people who use services to be told.
- 2.4 The report illustrates how social care and social work services have delivered sustained and improving outcomes for service users over 2017/8 against a backdrop of increasing demand and budget pressures. These include:
- Very positive evaluations within the report of the Joint Inspection of Services for Children and Young people highlighting many areas of strength across social work services. This report concludes that there is good practice of national interest in the area of Kinship Care for looked after children; the support offered to children with disabilities and their families from Woodlea; and the business model of the Child Protection Committee.
  - High quality care services provided by the Council for children, young people, adults with learning disabilities and older people.
  - Sustained strong performance in the balance of care for looked after children with a high percentage in family placements.
  - An encouraging sign that young people are confidently opting for Continuing Care and that a high percentage of young people remain in touch after leaving care.
  - Sustained strong performance in reconvictions rates for adult offenders against national comparisons.
  - Continued upward trend in the numbers of people opting for Self Directed Support.
- 2.5 The report sets out how key priorities for the last year have been taken forward within a context of integration and multi-agency partnership working. This includes the actions to address demand pressures in services of older people and for looked after children. Substantial progress has been made in taking forward the transformational change programmes across social care and social work services. All of these are aimed at prevention and earlier intervention and new models of service delivery which are sustainable and more coherent to better meet the needs of our communities.

- 2.6 The Perth and Kinross Community Justice Partnership was established over 2016/17 with the aim of preventing and reducing offending and to support those who have committed offences to integrate into their local community. The Community Justice Outcomes Improvement Plan for 2017 – 2020 has been published and the contribution of criminal justice social work services to these aims is particularly strong.
- 2.7 The integration of health and social care continues to take hold and after two full years of operation the Perth and Kinross Health and Social Care Partnership published its second annual performance report for 2017-2018. This report sets out the extent to which the partnership has addressed the priorities within its Strategic Commissioning Plan 2016-2019 and provides evidence of notable achievements as well as those areas which need to improve. Those that relate to social care and social work services are referenced within the CSWO Annual Report for 2017/18.
- 2.9 The key challenges that face social care and social work services over the next few years are highlighted in the report and include:
- Population projections and an increasing number of older people with complex care needs;
  - Increasing expectations on social care and social work services arising from legislative and policy change;
  - Increasing demand for services across all care groups in Perth and Kinross and the need to shift the balance of care into locally provided community services;
  - Transforming the social care and social work landscape moving away from traditional models of care to more person and family centred arrangements; and
  - The impact of anticipated budget savings over the next 2 to 3 years on the ability to maintain high quality social care and social work services.

### **3. CONCLUSION AND RECOMMENDATION**

- 3.1 The CSWO's assessment of performance over the last year is that good progress has continued, despite major challenges. The strong partnership approach that exists in Perth and Kinross is evident in the shared aspirations for vulnerable people but these significant achievements and the high quality of service delivered to our citizens is entirely due to determined and committed staff.
- 3.2 There is significant evidence throughout this report of social work and social care practitioners and managers leading the way in redesigning and reshaping the way in which services are delivered. To protect essential services and at the same time ensure a continued focus on prevention, earlier intervention, personalisation and to constraints will require courageous leadership at all levels. There are encouraging signs that innovation and investment in new ways of working are addressing longstanding pressures in

some areas for example the reliance on residential care for young people is reducing. It will require continued investment to maintain the skilled, flexible and adaptable workforce through learning and development and effective support.

### 3.3 Key strategic priorities for 2018/19 include:

- responding to the improvements highlighted in the Joint Inspection of Services for Children and Young People;
- implementation of the Carers (Scotland) Act 2016;
- implementation of the Duty of Candour Arrangements;
- continued efforts to embed the Health and Social Care Standards throughout our quality assurance arrangements and across the partnership;
- implementation of the National Health and Social Care Workforce Plan;
- preparing for a Joint Inspection of the work of the Health and Social Care Partnership; and
- preparing for an inspection of Criminal Justice Social Work services focusing on Community Payback Orders.

3.3 The social care and social work workforce will continue to experience considerable organisational change as well as adjustment to their professional roles over the next few years. Without a skilled, flexible and adaptable workforce which has access to learning and development and effective support there is a risk that we will be unable to achieve the planned programme of change and business transformation. This remains a key priority for the next few years.

3.3.1 It is recommended that Council approves the CSWO Annual Report as set out in Appendix 1.

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# Chief Social Work Officer Annual Report

A 3D geometric graphic consisting of several overlapping, semi-transparent, trapezoidal shapes in various colors (blue, green, orange, purple, yellow) that create a sense of depth and movement. The text "2017/18" is centered on one of the green shapes.

**2017/18**

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## 1 Introduction

Since the Social Work (Scotland) Act 1968 was introduced 50 years ago there have been significant changes in legislation and policy, substantial reorganisation of public services alongside a complete transformation of how we live our lives. The needs and key challenges faced by our communities have altered dramatically. The social work role is complex and wide ranging. It spans the protection of the public through the management of risk, managing the restriction of liberty for some, to leading decision-making about vulnerable people who are not able to protect themselves. The role is also about empowering people to make positive change in their lives as well as the direct provision of care for those who need it.



A strong social work service is therefore pivotal in the promotion of social justice and tackling inequalities. Social work is all about people and at its core is the importance of human worth and relationships. It is my view that the social work profession is fundamental to modelling the values and behaviours which are essential for addressing the inequalities faced by the communities we serve.

Social work and social care services delivered across the statutory, third sector and independent organisations and therefore strong partnership working across all sectors is essential in order to be effective. The national Vision and Strategy for Social Services 2015-20 sets out the unique contribution social work and social care services can provide towards achieving a socially just Scotland. This vision continues to guide us towards excellent social work and social care services delivered by a strong and valued workforce that works with others to empower, support and protect people, with a focus on prevention, early intervention and enablement.

This Chief Social Work Officer Annual Report provides an overview of social work and social care delivery, statutory social work functions as well as local achievements and challenges. Social work and social care services are currently facing the challenges of significant increased demand and increasing complexity of needs; reducing resources; further public sector reform; significant legislative and policy change across various sectors; and the imperative to realise transformational change. This last year has been no exception and this report demonstrates how the workforce continues to respond positively to these challenges. Case studies, practice highlights and proud moments illustrate the way in which our skilled and highly committed staff go above and beyond every day to improve the quality of people's lives.

Jacquie Pepper  
Chief Social Work Officer

## 2 Executive Summary

The Chief Social Work Officer's assessment of performance over the last year is that good progress has continued despite major challenges. The strong partnership approach that exists in Perth and Kinross is evident in the shared aspirations for vulnerable people but these significant achievements and the high quality of service delivered to our citizens is entirely due to determined and committed staff.

The challenges ahead for social care and social work services are un-paralleled. Rising demand, the need to redesign and change while maintaining business continuity all at a time of diminishing resources creates significant pressures on the workforce.

- Population projections and an increasing number of older people with complex care needs;
- Increased expectations on social care and social work services arising from legislative and policy change;
- The rising demand for services across all care groups in Perth and Kinross is set to continue and there is a stronger imperative to shift the balance of care into locally provided high quality but cost-effective community services;
- The increased demand being experienced by Mental Health Officers and Criminal Justice Social Work Services needs to be monitored closely;
- The need to transform the social care and social work landscape moving away from traditional models of care to more person and family centred arrangements.
- The impact of anticipated budget savings over the next 2 to 3 years on the ability to maintain high quality social care and social work services.

There is significant evidence throughout this report of social work and social care practitioners and managers leading the way in redesigning and reshaping the way in which services are delivered. To protect essential services and at the same time ensure a continued focus on prevention, earlier intervention, personalisation and to constraints will require courageous leadership at all levels. It will require continued investment to maintain the skilled, flexible and adaptable workforce through learning and development and effective support.

There are encouraging signs that innovation and investment in new ways of working are addressing longstanding pressures in some areas for example the reliance on residential care for young people.

Key strategic priorities for 2018/19 will include:

- responding to the improvements highlighted in the Joint Inspection of Services for Children and Young People;
- implementation of the Carers (Scotland) Act 2016;
- implementation of the Duty of Candour Arrangements;
- continued efforts to embed the Health and Social Care Standards throughout our quality assurance arrangements and across the partnership;
- managing key challenges associated with recruitment and workforce development and focusing on areas of pressure such as home care and mental health officers;
- implementation of the National Health and Social Care Workforce Plan;
- preparing for a Joint Inspection of the work of the Health and Social Care Partnership; and
- preparing for an inspection of Criminal Justice Social Work services focusing on Community Payback Orders.

## 3 Awards and Good Practice

### Awards and Good Practice

Over 2017/18 the work of social work and social care services staff in Perth and Kinross has been recognised both locally and nationally. It is significant that almost all of these awards involve strong partnership working and collaboration many involve people who use services directly in their design, implementation and evaluation. There has also been recognition of the notable achievements of some of the people who use our services.

#### 3.1 Scottish Social Services Awards 2017

The first national awards ceremony took place in June 2017 at Crieff Hydro and the work of the *Star Project: The Right Support at the Right Time with the Right People* by Woodlea Outreach was recognised and nominated as a finalist in the category of *Courage to Take a Risk*. The judging panel recognised the creative approach to supporting children, young people and families through relationship based support within the family home to develop strategies to manage their children's complex needs and to help avoid the need for more intrusive intervention.



#### 3.2 Securing the Future Awards 2017/18 Gold Winners

##### *Perth and Kinross Child Protection Committee*

The Chief Executive's Exceptional Achievement Award was presented to the Child Protection Committee (CPC). It was recognised that the CPC embraces highly effective partnership working. Its unique contribution to public protection depends on the support and commitment of everyone within Perth and Kinross Council and across the Community Planning Partnership. Recognised as an outstanding model of its type by the Care Inspectorate in April 2018, it has attracted interest from across Scotland. The CPC [\*Business Model\*](#) was also a Gold Winner in the **Achieving Better Outcomes in Partnership** Category. This multi-agency partnership is creating a child protection community and securing a culture where the protection of children and young people is at the heart of everyone's job.





## ***Bridging the Gap***

Gold winner in the **Tackling Inequalities and Improving Health** category was [Bridging the Gap](#); a partnership project for all people from black and minority ethnic communities who are over 50. The project tackles inequalities in health and social care by improving awareness of any access to services; building up a better understanding of relevant services; and supporting people to access those services more easily. The project has increased the use of Self-Directed Support within minority communities and there is evidence of positive impact and tangible improvements in people's health and wellbeing.



## ***Supporting Kinship Carers***

When children are no longer able to live with their birth parents, Kinship Carers provide secure and nurturing homes within their own families and communities. Our kinship pathway goes beyond statute and achieved a gold award in the **Local Matters** category. The pathway provides consistent practical, emotional and financial support for carers and delivers better outcomes for families in Perth and Kinross. The support for kinship carers and the work of the Kinship Panel was highlighted as sector leading by the Care Inspectorate in April 2018.



## **3.3 Securing the Future Awards 2017/18 Bronze Winners**



### ***Perth City South Social Work Team: Health and Wellbeing Café***

This health and wellbeing café is built on many years of listening to people and the desire for a place where Information was readily available: "...a library but in a café setting, like having a search engine on the computer but without having to know anything about IT". The Wellbeing Café enables many organisations to pass on information, and, gain valuable insight into their product through those who use the Café. This concept supports the vision to reduce crises and support early interventions to keep people happy, safe and well cared for in their own homes and communities. This Café provides a relaxed and welcoming environment for carers and cared for people to socialise and a good outlet to chat freely about appropriate services and support.

### ***Technology Enabled Care***

The Technology Enabled Care Project (TEC) aims to increase the use of technology to provide high quality, sustainable support to help people be as independent as possible. It is about raising awareness of the technologies available, increasing confidence in the use of these and evidencing the benefits. Our ageing population with increasingly complex health and social care needs within a rural local authority demands more flexible and creative services. TEC offers new ways to connect people, improve access and reduce isolation and inequalities through Home Health Monitoring; Video Conferencing; Digital Platforms; Telecare; developing the next generation of telecare devices and connectivity.

## **OWLS – One-stop Women’s Learning Service**

OWLS supports marginalised vulnerable women at risk of offending. The service is directed towards reducing the number of women in prison and provides a statutory alternative to the custody. OWLS supports women within their local community and allows the courts to access a community disposal instead of a custodial sentence. Women who access OWLS report positive life changes. OWLS offers a person centred, welcoming, and supportive space, where participants often reciprocate support by sharing skills with others.

### **PROUD MOMENT**



**Women on the inside: A discussion on the impact of prison on the woman offender.** In June 2018 at Oxford University’s Centre for Criminology, Kirstie Morrison spoke movingly about her life and experiences as a past offender and her work as a peer mentor with OWLS. She took part in this event alongside The Rt Hon Dame Elish Angiolini DBE QC FRSE, Professor Mary Bosworth and Dr Shona Minson. The discussion covered the work of the Commission on Women Offenders; problems of mental health, alcohol and drug addiction; the unique circumstances for women in the justice system and the disproportionate harm to women and their dependants when they serve jail sentences.

## ***The Contact Team***

The Contact Team provides supervised contact for Looked After and Accommodated Children. Providing consistency and expertise, working towards rehabilitation or to help a child permanently separate from their family and develop a meaningful understanding of their life story. Moving to Strathmoor has allowed us to develop and grow a team identity. We have two contact rooms, a kitchen and a garden space. This provides consistency and privacy for the children and families who use it and allows the team to provide a welcoming and realistic family environment. The team has also negotiated a number of venues throughout Perth and Kinross that provide the best, child friendly venues available to ensure that contact takes place as close to where the child is living as possible. Several local authorities and a delegation from Sweden have expressed an interest in the concept of the Contact Team and the model we use.

## ***Transforming Learning and Development in social work and social care***

Due to the changing environment within Perth and Kinross, Learning and Development needed to respond, see beyond the current situation and imagine what could be recognising the changing context for social work and social care requires a different approach to support a workforce in an increasingly complex arena. Skilled and confident workers need to support to participate in collaborative, creative and innovative work. With a focus on people and relationships and a series of reviews have led to the following improvements:

- Development of <http://pklearning.org.uk/> and @participatepk
- SVQ review to result in a partnership approach to reduce costs and create blended group learning, peer support and improve progress rates

- Workforce supported learning sessions to meet needs/gaps
- The creation of an Easy Manual Handling APP
- Increased networks and partnerships with Angus, Dundee, Tayforth, Universities, Scottish Social Services Council (SSSC), and private businesses.
- E-learning, development of opportunities, presentations
- Programme to support 3 to 4 staff per annum to achieve Social Work qualifications.
- Collaboration with Stirling University on supervision practice.
- Handling and moving in collaboration with Occupational therapy to develop a framework for carers and families within the community to maximise effective care and support in a personalised way.
- Use of photographs and video to document development sessions with teams.
- Re-engaging and supporting existing Practice Educators to increase the number of social work students.

## **SPLASHTOTS**

A partnership between the Family Focus Team and Live Active Leisure, Splashtots encourages vulnerable parents to attend a swimming group with their young children. The group has significant impact on building confidence, decreasing social isolation, promoting attachment and an active lifestyle. The project aims to encourage vulnerable parents to get involved in healthy leisure activities with their babies and young children and use Live Active Facilities. The project is helping babies and children get an active start in their lives whilst promoting healthy attachments and bonding opportunities for children with their parent. By working in partnership with Health Visitors and the Family Nurse partnership, it means that we are reaching the most vulnerable families and families.



## **3.4 The David White Award 2018**

This Perth and Kinross Council award is about celebrating employees who demonstrate outstanding determination to improve themselves through learning and applies this to all areas of their work, making a valuable contribution to the performance of their team. Four of the seven award winners work in social work and social care and their professional and personal contributions are outstanding. Congratulations to Claire, Laura, Amy and Katharine.

### ***Exceptional Achievement***

#### **Claire Ferrier**

Claire Ferrier is a Social Work Assistant who works part time whilst studying for her social work degree and balances work with placements, study and volunteering in her 'spare' time. Claire has a great passion for social justice and for working collaboratively with partners to achieve social justice and equality and is very keen to share her learning from her experiences with the people she supports with her colleagues and other partner agencies to achieve an enlightened approach to practice.

#### **Laura Carse**

Laura is a highly competent, extremely effective qualified Social Worker, she is also a qualified and very enthusiastic Practice Educator. Laura holds several post qualifying qualifications which she has sought out to enhance her practice such as Excellence in Practice Dementia Champion and she has qualified as a 'Sensory Champion'. What makes Laura stand out and entirely worthy of this award is her absolute boundless energy, passion and enthusiasm for her work and for learning and development – not just for her own practice but for the rest of the team



## ***Highly Commended***

### **Amy Robertson**

Amy came to the South Kinross Social Work Team to cover maternity leave. She came as a newly qualified worker bursting with enthusiasm and cheerfulness. Due to her hard work, determination and infectious personality, she has now secured a full time post. Amy fully embraced her role from the minute she arrived taking on a fairly complex caseload and she made it clear from day one that although she had some knowledge from her previous employment, she was keen to do lots of learning wherever possible to enhance her skill base.

### **Katharine Shepherd**

Katharine as project assistant has shown dedication to learning and developing both herself and the teams that she is a part of. This drive and motivation has enabled Katharine to play a pivotal role in several innovative initiatives with Health and Social Care. Katharine played a significant role in the design and implementation of a single point of contact for social work and social care clients.

## **3.5 CAPA (Care About Physical Activity) Award**

The Care Inspectorate has been commissioned by the Scottish Government to lead the 'Care about physical activity (CAPA) improvement programme'. Working with eight partnerships across Scotland, with Perth and Kinross one of these. The programme will build on the skills, knowledge and confidence of social care staff to enable those they care for to increase their levels of physical activity and move more often. Social care staff will also discover ways to be more active themselves. Perth and Kinross set up a pilot scheme to improve the physical and mental health and wellbeing of service users within care homes. This includes activities ranging from swimming, cycling, physical activity classes and walking routes. This resource "Paths for All" could then be used throughout Scotland. Parkdale Care Home has been nominated for CAPA Award. The Care Inspectorate acknowledged Parkdale's involvement in the development and trials and due to the success of the pilot, Care Inspectorate are now using these Perth and Kinross materials as a resource for other care providers. Residents at Dalweem care home are also benefiting from the programme.



*Parkdale residents enjoying exercise classes with Live Active Leisure.*



*Parkdale resident enjoying swimming for the first time at 102 years of age*

**PROUD  
MOMENT**



*Parkdale residents enjoying swimming*

### 3.6 Tayside Oral Health Award 2017

Three Care Homes Parkdale, Dalweem & Beechgrove implemented training and resources from the Oral Health Improvement Team which provides staff with training and guidance to enable residents to maintain their own oral hygiene. Parkdale and Beechgrove both achieved the Tayside Oral Health Award in 2017 and Dalweem is currently working towards this. This award is given after several visits from the improvement team to evidence that the standard of oral hygiene is embedded in practice and sustained.

### 3.7 Testimonial: changing lives

Community Justice Scotland visited OWLS and heard the story of one of the woman who had experience of the criminal justice system and had turned her life around with support from a number of key services. Her story is so inspirational it was printed in the Scotsman and forms part of a national film campaign by Community Justice Scotland, 'Second Chancers'. Lucy's Story is reproduced here as a testament to the power of relationships and the personal transformation that is possible.

**Lucy's Story**  
**Prepared for Community Justice Scotland's Second Chancers Series**

<https://t.co/J85CbrmTD8>

***"I lost 20 years of my life to heroin. Now I'm studying for a second degree."***

For years, no one saw Lucy as Lucy. It was 'Lucy the junkie'. Thanks to a second chance, she's now an award-winning student embracing life as a scholar, dog owner and a grandma. Lucy started taking drugs aged 13. By 18 she had three children in her care, two of her own and one step-daughter. She was in an abusive relationship, violence a daily occurrence, including a fractured cheekbone. Drugs became a coping mechanism. Fast forward to age 25, Lucy found herself in front of a judge, for drug related crime. She was fully expecting a custodial sentence.

***"I stood, terrified, expecting a prison sentence, with tears in my eyes. It had been a year and a half since I had been arrested and in that time I had got clean, undertaken peer training and really started to turn my life around. But I knew I had to face the punishment for the crime."***

And that's when Lucy was given her second chance. The judge looked at the exceptional circumstances of her recent life and gave her 300 hours of community service, recognising that Lucy was already trying and succeeding down a new, positive path. One-stop Woman's learning service (OWLS) Tayside Council on Alcohol (TCA) and Venture Trust were the three services that supported Lucy's second chance.

***"I started working in the charity shop, talking to people just going about their lives, just being part of the community was massive for me. As a drug user, you feel like the scourge of society, it was massive to be part of the community, recognised as a person."***

***"Being recognised seems small but it's not, it's not easy turning your life around. It's just words, unless you've been through it, finding people who believe help you - even though they don't know you."***

**PROUD  
MOMENT**

Lucy hopes to be ready to start a degree next year.

***"Now, I'm just Lucy, I'm a mother, grandmother, dog owner, student."***

## **4 Governance and Delivery of Statutory Social Work Services**

### **4.1 Role of Chief Social Work Officer**

The Local Government (Scotland) Act 1973 places a statutory duty on local authorities to appoint a Chief Social Work Officer. The role of Chief Social Work Officer is set out in national guidance issued by Scottish Ministers in July 2016 to hold professional leadership and accountability for the delivery of safe and effective social work services. This reflects the particular responsibilities which fall on social work services and take account of the extent to which they affect personal lives, individual rights and liberties.

In April 2015, Integration Joint Boards (IJB) were established and Health and Social Care partnerships (HSCP) formed across Scotland. Although some social work and social care services for adults were delegated to the Perth and Kinross IJB, the role of Chief Social Work Officer cannot be delegated to the Integration Joint Board.

In the year 2016-17, the CSWO was the Director of Housing and Social Work, which was a temporary post created by the Council to build social work leadership capacity at a time of significant change and to support succession planning. The Head of Services for Children, Young People & Families and Head of Adult Social Work Services deputised for the CSWO. As the CSWO was due to retire in June 2017, arrangements were made to appoint a new CSWO from May 2017 and the role was taken up by Jacquie Pepper who was also the Head of Services Children, Young People and Families until April 2018 when she was appointed to the post of Depute Director (Education and Children Services) and she continues to carry out the role of CSWO alongside that post.

Within Perth and Kinross the CSWO:

- is a member of the Council's Executive Officer Team and Corporate Management Group;
- is a non-voting member of the Integrated Joint Board;
- attends Council meetings and presents a report on the performance social work and social care services annually;
- reports to Council and Committees as required;
- is a member of the Chief Officers Group for Public Protection;
- has access to elected members, the Council Chief Executive and chief officers as required;
- is a member of both the Adult and Child Protection Committees (including chairing the Multi-agency Practice Review Group and Child Sexual Exploitation Working Group);
- has close links with key partnerships such as Violence Against Women Partnership and Alcohol and Drug Partnerships and is linked to the Multi-Agency Public Protection Arrangements (MAPPA) Strategic Oversight Group for Tayside;
- brings together senior managers with responsibility for social work and social care services in the Council and Health and Social Care Partnership as a joint social work management group to have oversight of professional practice and to take forward cross cutting professional matters;
- co-chairs the Perth and Kinross Care and Professional Governance Group for the Health and Social Care Partnership; and
- chairs the Council's Protection of Vulnerable Groups Panel which makes decisions about suitability for employment across the Council and referrals to

the Scottish Social Services Council when there are concerns about an employee's fitness to practice.

The CSWO has continued to provide visible leadership over the last year by meeting with staff teams across Perth & Kinross to learn first-hand of the issues faced by the workforce in social work services and to encourage good practice and innovation.

In support of the Tayside Children's Services Collaborative the CSWO chairs Priority Group 5 of the Tayside Children's Services Plan which is taking forward a collaborative approach across the three Child Protection Committees to improve practices and standards in child protection and safeguarding.

Nationally, the CSWO takes part in bi-monthly meetings of all 32 CSWO supported by Social Work Scotland.

In response to the CSWO Annual Report 2015/16 and at the request of elected members the CSWO led a briefing on the range of social work services in March 2018 which took the form of a workshop and "speed dating" with key areas of service. Additionally, a social work conference with an open invitation to elected members and members of the IJB is planned for January 2018 with the theme of '*passion for people: delivering responsive services with compassion*'.

## 4.2 Organisational Governance

Social work services in Perth and Kinross operate within the context of the following governance structures:

- **Perth and Kinross Community Planning Partnership**

The 2017-2027 Community Plan / Local Outcomes Improvement Plan for Perth and Kinross provides the overarching vision and key objectives for all services. The plan aims for positive outcomes for everyone in the area and to tackle stubborn and persistent inequalities which can reduce life chances and opportunities. The Plan is about improving the lives and experiences of everyone who lives, works and visits here and its delivery is overseen by the *Community Planning Partnership* (CPP). This Community Plan is about positive outcomes for everyone in Perth and Kinross; prioritising preventive approaches; and tackling stubborn inequalities where they exist and the vision is about ***creating a confident, ambitious and fairer Perth and Kinross, for all who live and work here.***

The 2017 *Fairness Commission* provided a compass for tackling inequality, with a set of key recommendations from the independent Commissioners which are reflected in the Community Plan and our five Local Action Plans for Highland and Strathclyde, Eastern Perthshire, Perth City, Strathearn and Strathallan and Kinross-shire, Almond and Earn).

<http://eric/atozofresources/ResourceDirectory/CommunityPlanning/Community%20Plan%20LOIP%20201727/LOIP%20online.pdf>

- **Perth and Kinross Council and specifically Education and Children's Services**

Social work services for children, young people and families are managed within the Council's Education and Children's Services and led by a Head of Services for Children, Young People and Families. Service priorities include keeping children and young



people safe and protected; high quality experiences and outcomes for children and young people who are looked after; and keeping children and young people within their own families communities wherever possible.

As a result of restructuring within the Council and a recognition of the need to ensure professional leadership of criminal justice social work services, these services will be integrated into Education and Children's Services and will be led by the Depute Director (Education and Children's Services).

- **Perth and Kinross Integrated Joint Board**

The Perth and Kinross Health and Social Care Partnership published its Strategic Commissioning Plan 2016-2019 and prepares annual progress reports against the key objectives of:

- Prevention and early intervention.
- Person centred health, care and support.
- Working together with communities.
- Reducing inequalities and unequal health outcomes and promoting healthy living.
- Making the best use of available resources.

Social work and social care services for adults are managed within the Health and Social Care Partnership and led by a Head of Adult Social Work and Social Care Services. Locality teams provide support for older people, adults with mental ill-health, adults with a learning difficulty or disability and addictions services.

The CSWO retains responsibility for the professional leadership and standards of Mental Health Officers in order to avoid a conflict of interest when social work staff make decisions about capacity and the need for detention.

## **4.3 Public Protection**

The Perth and Kinross Chief Officer's Group (COG) has oversight of all public protection matters including the work of the Child Protection Committee; the Adult Protection Committee; the Violence Against Women Partnership; the MAPPA Strategic Oversight Group and the Alcohol and Drugs Partnership. The CSWO is a key member of these groups with a role to ensure connectivity between the respective agendas of these committees and in the identification of and mitigation of key risks.

The COG agreed in September 2017 to consider appointing an independent chairperson for both the Adult and Child Protection Committees and this post was appointed to in May 2018. Over the next year, the CSWO will continue to provide support and challenge to both the APC and CPC and work with the Independent Chair, Bill Atkinson to generate greater synergy and joint working between the CPC and APC. In 2018/19, the CSWO has been tasked by the COG with updating the terms of reference for the Chief Officer Group to further strengthen its oversight and strategic direction of public protection.

### **4.3.1 Adult Support and Protection**

Responsibility for carrying out inquiries into adults at risk rests with suitably qualified social work staff. Performance is monitored via the Health and Social Care Partnership's Care and Professional Governance Group and the Adult Protection Committee.

The Adult Protection Committee published its biennial report on adult protection 2016 – 2018. Over these 2 years there have been 529 individuals subject to adult support and protection processes under section 4 of the Adult Support and Protection (Scotland) Act 2007.

This consisted of 342 inquiries and 187 investigations. There were 56 Adult Protection Case Conferences (APCC) held over the two-year period including 31 initial ACPCC and 24 review APCC, and 1 network meeting. Of these, 18 initial and 9 review APCC related to Large Scale Investigation which are carried out when there are potentially two or more possible victims. Physical harm and neglect are the most prevalent forms of harm.

Almost half of adults at risk in Perth & Kinross are over 80 with infirmity of old age and older people with dementia featuring as the most vulnerable to abuse and harm. The numbers of people identified as being at risk of harm within care homes is particularly high in Perth and Kinross and the CSWO will work with the Adult Protection Committee to understand this further and learn from other areas in Scotland about how this can be addressed.

People with a learning disability account for just under one third of all adults at risk and it is of note that they are particularly vulnerable to abuse and harm as adults with a learning disability make up just 6% of overall population. The CSWO will support the committee in developing strategic actions to help these particularly vulnerable people to be safe and included within our communities.

### **Key achievements**

- Work to address financial harm progressing positively with the introduction of a banking protocol and new processes implemented for paid carers.
- A priority focus on working with Care Homes and Care at Home organisations to reduce exposure to abuse and harm and the development of a joint action plan.
- Raised awareness has led to an increase in the identification of self-neglect and hoarding which is supported by specific policies and staff development.
- A joint Adult and Child Protection Committees conference was held in March 2018 with a focus on understanding and addressing the effects of trauma throughout life. There is ongoing work in relation to developing a trauma-informed workforce.

### **Further areas for development 2018-2020**

- Improved ways of capturing service user and carer experience within adult support and protection processes to ensure views are heard and changes made to improve outcomes.
- Analysis of Care Inspectorates national thematic inspection into Adult Support and Protection and carry out self-evaluation which takes account of the key messages within the report.
- Develop a programme of self-evaluation linked to the APC improvement plan which covers the effectiveness of chronologies, protection plans and the recording of outcomes.
- Work to improve GP engagement and their role in adult support and protection.

### 4.3.2 Child Protection

The annual CPC Standards and Quality Report 2017 / 2018 covers the period 1 August 2017 to 31 July 2018. Between August and November 2017, the Care Inspectorate carried out a joint inspection of services for children and young people and published a report of their findings [\*Joint Inspection of Services for Children and Young People in Perth and Kinross \(Care Inspectorate: 17 April 2018\)\*](#). The report concluded that *where children and young people were in need of protection, their safety and wellbeing was assured through the timely and proportionate action taken by alert and attentive staff...and that the functioning of the child protection committee was a model of its type*". The report identified the following strengths and areas for improvement.

#### Particular strengths

- established and high-performing chief officers group and child protection committee ably fulfilling their responsibilities and demonstrating dynamic leadership that empowers a confident and ambitious workforce
- sophisticated and intelligent use of data to inform and support decision making, service planning and delivery and management of performance
- services that effectively support parents and carers to become increasingly resilient, confident and able to provide nurturing and secure care
- an extensive range of services enabling children, young people and families to access the right support, from the right service, at the right time
- an embedded culture of collaborative working that is supporting the partnership to deliver improved outcomes for children and young people
- consistent and sustained commitment to self-evaluation and continuous improvement

#### Areas for improvement

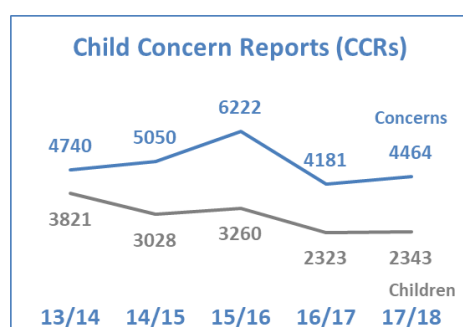
- improve the quality and use of chronologies and ensure that identified risks to individual children and young people are clearly articulated within written assessments
- review capacity for the provision of independent advocacy to assure themselves that children and young people have access to support when they need it.

### Child Protection Performance Headline Messages 2017 – 2018

The Scottish Government requires the Council to complete and return an annual report providing details of all children and young people involved in a child protection process from 01 August 2017 to 31 July 2018. This CSWO annual report therefore provides data using this timeframe. These are presented for the academic year 1 August 2017 – 31 July 2018 and, where possible, compared with previous years.

#### Child Concern Reports (CCRs)

Table 1

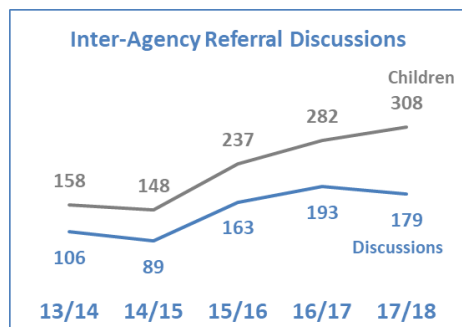


The total number of Child Concern Reports (CCRs) has risen slightly over the last year, following a significant decrease last year. The number of children and young people subject to a CCR has remained relatively level. However there is a general downward trend over the last five years.



## Inter-Agency Referral Discussions (IRDs)

Table 2

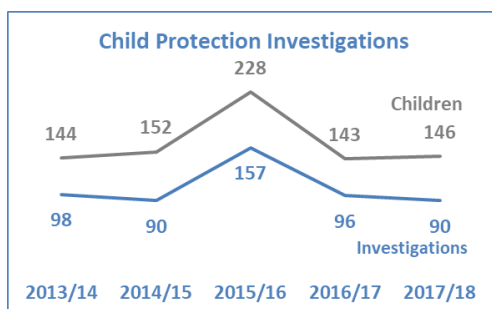


The number of children and young people subject to Inter-Agency Referral Discussions (IRD) continues to grow, while the number of IRDs has slightly reduced following a general increase over the previous three years.

IRDs are recognised as good multi-agency working practice and may be repeated a number of times for the same child or young person.

## Child Protection Investigations

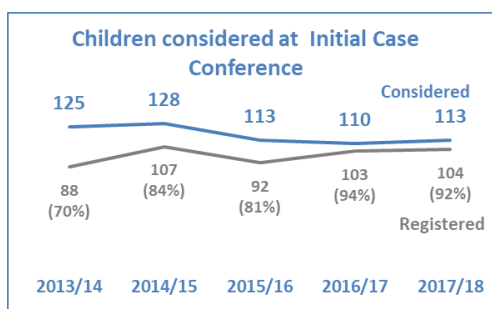
Table 3



The number of Child Protection Investigations and the number of children and young people subject to an investigation remains steady, following a significant rise in 2015/16.

## Initial Child Protection Case Conferences

Table 4

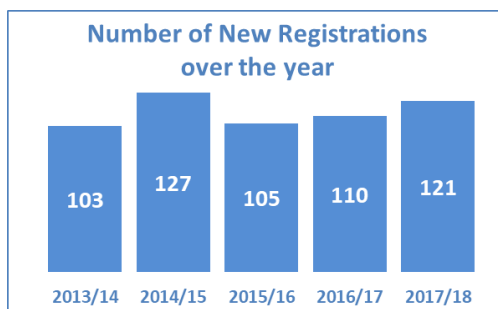


The number of children and young people considered at Initial Child Protection Case Conferences (ICPCC) has remained steady for the last three years.

The proportion of ICPCCs that result in a child or young person's name being placed on the Child Protection Register remains high at 92%.

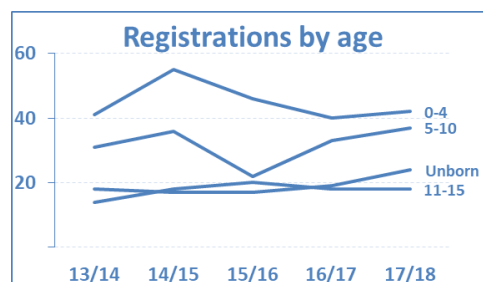
## Registration Rates

Table 5



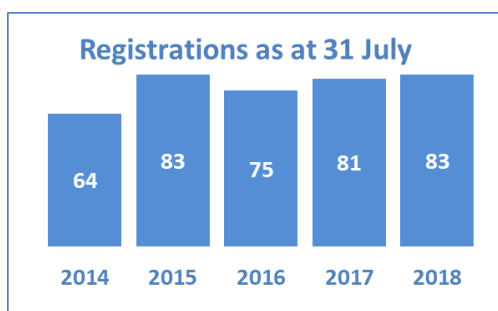
The number of children and young people placed (new registrations) on the CPR during the last year has increased in keeping with a general increase over the last 3 years. This includes sibling groups.

Table 6



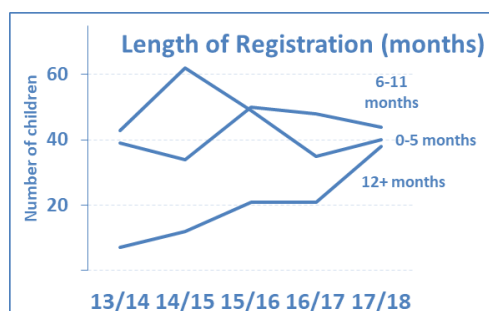
Children aged 0 - 4 continue to make up the largest age group of new registrations, although there has been an increase in the unborn and in 5 - 10 age groups.

Table 7



The number of children and young people on the CPR at 31 July 2018 has remained relatively steady over the last 4 years.

Table 8



Most registrations last less than a year, although the number of children and young people who remain on the CPR for 12 months or more has been generally increasing over the last 5 years.

## Unborn Baby Referrals

The number of Unborn Baby Referrals raised by NHS Tayside has reduced, following a significant increase in 2016 / 2017. The partnership is working with [Centre for Excellence for Looked After Children in Scotland \(CELCIS\)](#) to develop a support pathway for vulnerable pregnant women which is aimed at *Addressing Neglect and Enhancing Wellbeing (ANEW): Getting it Right in Perth and Kinross; Pre-Birth and into the First Year of Life* and an experienced social work manager is seconded part-time into the post of Improvement Lead for this work.

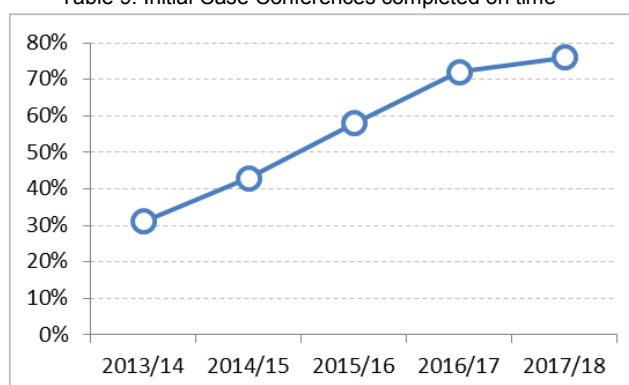
## Improvements in performance of Child Protection Case Conferences (CPCCs)

In 2017/18 Services for Children, Young People and Families appointed a temporary Improvement Officer tasked with chairing, quality assuring and improving the overall performance of CPCCs and to improve the experience of children, young people and their families attending CPCCs. This appointment represented a significant investment between December 2016 and March 2018. During this secondment period, the Improvement Officer chaired in excess of 170 CPCCs; delivered training to 250 multi-agency practitioners and partner agencies and developed a survey for multi-agency practitioners attending CPCCs. In terms of impact, this appointment resulted in significant improvements including:

- an electronic system for invitations to CPCCs
- new CPCC report templates
- immediate distribution of decisions and initial child protection plans at the conclusion of each CPCC
- significant improvements in the timescales for Initial CPCCs
- significant improvement in the publication of Minutes
- significant improvement in the quality of written information and reports received for CPCCs
- improved attendance and involvement of children and young people
- improved involvement and participation of parents and carers
- improved consistency and structure of CPCCs and decision-making
- introduction of tools to measure outcomes and improvements from CPCCs over time
- 93% of staff reported that they were fully encouraged to provide their views at the CPCC
- 95% of staff reported that views of the children and families (if present) were fully sought and listened to at the CPCC
- 92% of staff reported that the child or young person's safety and wellbeing were the central focus of the CPCC

As a result, the proportion of Initial Child Protection Case Conferences held / completed within timescales shows a sustained improvement over 2017/18. There remain challenges in attaining the same results for the smaller numbers of Unborn Baby Case Conferences, and work is underway with colleagues in NHS Tayside improve processes.

Table 9: Initial Case Conferences completed on time



In 2017, we supported the establishment of the Young People's Child Sexual Exploitation (CSE) Advisory Group, which continues to grow in reach and influence. In December 2017, the Group developed and implemented a Young People's Child Sexual Abuse (CSA)/CSE Awareness Survey which was rolled-out to all PKC Secondary Schools. 574 young people responded to this survey which gauged their levels and awareness of CSE; how and where they currently find information about CSA/CSE; how and where they would like to find information about CSA/CSE and asked whether CSA/CSE was an issue in their community. 18.1% responded that it was; 28.4% responded it was not and 53.5% did not know. The work of this Group is now informing our policy and practice approaches to CSA/CSE and a further survey is planned later in 2018.

Activity over the last year has included participation in the Stop to Listen pathfinder work supported by Children 1<sup>st</sup> and this led to the upgrading of the joint interview suite Almondbank House which was redesigned in partnership with young people and training to instil trauma-informed practices for child protection investigations which was undertaken jointly by social workers and police officers. A final evaluation report was completed and this highlights the extent to which social work staff in Services for Children, Young People and Families took part in these improvements and the lasting impact that this has had on their practice.

Elected Members, Chief Officers and the Community Planning Partnership (CPP) are committed to a partnership approach of ***zero-tolerance to child abuse and exploitation and to ensuring a hostile environment*** to such behaviour across Perth and Kinross. Elected Members have recorded that *there is no place for abuse and exploitation in our communities* and this remains a high priority and long-term shared commitment by partners. Keeping children and young people safe and protected from harm, abuse and exploitation is still *everyone's job*. The CSWO presents an annual report on the work across the partnership to tackle child sexual exploitation to Perth and Kinross Council and has done so since 2015.

#### **4.3.3 Multi Agency Public Protection Arrangements – (MAPPA)**

Criminal Justice Social Work continues to co-chair MAPPA Level 1 and 2 meetings along with Police Scotland. The introduction of Category 3 offenders has expanded the MAPPA process to include those convicted of non-sexual offences and who pose significant risk of harm. During 2017/18 the number of Category 3 offenders amounted to four and all required a Risk of Serious Harm assessment (ROSH). These cases have been complex and time consuming requiring substantial social work contribution to their management. CJSW has appointed a Central Point of Contact (CPoC) for MAPPA cases and this has required staff to undergo a higher level of vetting by Police in order that they can record ViSOR, a Police database which holds details of all known sexual and violent offenders.

#### **4.3.4 Violence Against Women Partnership (VAWP)**

The VAWP in Perth and Kinross is an active partnership reporting to the Community Planning Partnership. The VAW Co-ordinator is part of the Safer Communities Team and works closely with its various members to deliver better Outcomes for Women and Girls.

The partnership has supported a number of projects during 2017/18:

- Outreach Project
- CEDAR Project
- 16 days of Action
- Review of MARAC
- Safe Accommodation Strategy

The partnership has continued to attract new members including the Soroptimists and Perthshire Action for Churches Together expanding its reach and influence. The Council is a key contributor to this activity with representatives from Community Safety, Education and Children's Services, Prison Based Social Work, and Housing.

Members of Perth and Kinross Violence Against Women Partnership work together to deliver MARAC (Multi Agency Risk Assessment Conference) to protect women and children who are at a high risk of continuing abuse from partners. The group is chaired by a Senior Practitioner (social work) from CJSW and attended by members from Police, 3<sup>rd</sup> Sector, NHS, Education Services, Children, Young People and Families Services and Housing.

Police officers responding to incidents carry out a risk assessment and the circumstances are further assessed by the Public Protection Unit before information about women at risk is shared by Police with the Advocacy Service, which is provided by Perthshire Women's Aid in Perth, and the Barnardo's Domestic Abuse Support Worker. The multi-agency MARAC process has a key aim to keep the women and families safe. MARAC has a variety of options available which include:

- Safe Accommodation
- Joint Home Safety Visit where Community Wardens and Fire Service make an assessment of risk and can install safety equipment
- CEDAR (Children experiencing domestic abuse recovery) which is a unique way of working with children, young people and their mothers who have experienced domestic abuse through group work.
- Positive Relationship Course provided by CJSW to challenge behaviour
- Perthshire Women's Aid Outreach Project – for women in rural areas

In 2017/18, there were:

- 1142 domestic incidents reported to Police
- 47 cases dealt with through MARAC

## 5.1 Adult Social Work and Social Care

Adult Social Work and Social Care Services are managed by the Perth and Kinross Health and Social Care Partnership and service delivery is planned strategically via the Health and Social Care Partnership's Commissioning Plan. Key achievements include:

### ***Discharge Hub and HART team***

The Discharge Hub at Perth Royal Infirmary has had a significant impact on improving health and wellbeing outcomes by ensuring timely and appropriate discharge from hospital and reducing the length of stays in hospital. A new social care 'HART' team (Home Assessment Recovery Team) has been established to further enhance timely discharge and prevent readmission. Care Home liaison services have also been introduced to help with timely and appropriate discharge to care homes.

### ***Older People's Mental Health***

A redesign of Psychiatry of Old Age (POA) has resulted in increased capacity within locality Integrated Care Teams to provide care in for older people's mental health within their own homes.

### ***Review of Residential Care***

During the year, a full review of residential care was carried out. The demand for residential care home placements is declining in Perth and Kinross in line with the national trend. However, demand for nursing care placements continues to increase and further investment will be required to support this.

### ***New Care Home Contract***

A new care home contract was implemented following an extensive tendering process. The demand of care at home continues to increase and the sector has struggled to keep pace with demand. A review of the sustainability of the current service model is now required.

### ***Care About Physical Activity (CAPA)***

Perth & Kinross is one of the pilot sites for the Care Inspectorate's 'Care About Physical Activity' (CAPA) improvement programme which seeks to build the skills, knowledge and confidence of care staff to enable those they care for to increase levels of physical activity and move more often. This has involved 13 care homes, 4 day care services, 2 sheltered housing organisations and 5 care at home providers and has resulted in significant health and wellbeing benefits for a large number of service users at risk of physical inactivity.

### ***Drug and Alcohol Services***

Drug and Alcohol Services are currently being redesigned as part of the implementation of a **Recovery Oriented System of Care (ROSC)** which is a Scottish Government initiative to join up services and make them easily accessible. This will result in a more coordinated pathway for people who experience problematic substance misuse and a greater focus on local community activities proven to help people to recover and experienced enhanced wellbeing.

## ***Suicide Prevention***

The most recent Scottish Public Health Observatory (ScotPHO) figures indicates that the suicide rate for Perth and Kinross (11.9 per 100,000 population) sits below that of Scotland overall (13.7). Through the funded post of Suicide Prevention Assistant Project Officer in 2017, it was possible to erect new signage at locations of concern along the riverside in Perth City; run a suicide prevention awareness campaign; and pull together guidance for employers to help them put policies in place for suicide/self harm.

A comprehensive suicide prevention programme continues to be run, including introductory level Scotland's Mental Health First Aid, Suicide Intervention and Prevention Programme, safeTALK; and more specialist level Applied Suicide Intervention Skills Training and Safety Plan Training.

## ***Implementation of The Carers (Scotland) Act 2016***

Preparation for new duties under The Carers (Scotland) Act 2016 has been a programme of detailed work including extensive consultation with carers and approval of an eligibility criteria in January 2018. An extensive staff training programme has been implemented and additional capacity has been created via a small pool of Carer Support Workers. Since the introduction of Carer Support Workers in January 2018 there has been a reduction of 34 care home placement for 65+.

The Scottish Government is set to provide funds which will increase incrementally over the next 4 years and further investment to support carers including increased access to flexible respite will be a key aim going forward through a Joint Carers Strategy. PKAVS are a key partner in the delivery of support to carers across the local authority area.

## ***Restructure of Adult Social Work Teams***

During 2017/18 social work and social care teams were restructured to improve early and preventative interventions. The Access Team has been restructured and the Early Intervention and Prevention team developed to become the first point of contact for all adult social work and social care enquiries. A streamlined duty process has enabled the team to respond to increasing demand efficiently and effectively.

The team responded to 9000 contacts in its first year and of these 3100 were taken forward to assessment, review, carer support plan or Adult Support and Protection Inquiry.

## ***Technology Enabled Care***

A number of technology-enabled care (TEC) projects are underway to improve services, reduce costs, and support people to maintain or increase their independence. As a result, significantly more people are benefitting from TEC with a net increase in Telecare users of 814 in 2017/8. A more bespoke range of solutions are offered to service users incorporating new technologies such as GPS devices and the I-care activity monitoring system. A

**Telecare and Community Alarm Survey** showed that:

- 100% strongly agreed/ agreed that they were supported to live as independently as possible
- 90.2% strongly agreed/ agreed that support received helped to make them feel safer
- 91.9% strongly agreed/ agreed that they received help when they needed it.
- 95.5% of respondents rated the quality of equipment provided as very good/good.



- 84.4% of respondents felt that the service provided was very good/good value for money
- 93.5% of respondents said that overall the service provided was very good/good

Comments provided from service users include:

*“They do a good job, I feel safe knowing they are there”,  
“I feel very well looked after by alarm system and carers”,  
“It is reassurance for the family”.*

### **Health and Safety in Care Homes**

A Health and Safety working group was established and meets 6 weekly to monitor health and safety compliance within care homes.

### **Transitions – Learning Disability Team**

The team has supporting 51 young people with transitions over the last year. Support is tailored to meet individual needs and young people have been supported to make successful moves into supported tenancies and college. Sixteen young people are receiving careful planning and preparation for leaving school in June 2019. Workers within the transition team are currently working with a small number of young people who left school and moved into adult life in 2016/17. They have remained with the transition team due to the complexity of their needs and in instability of their care packages. The transition team will work with young people and their families as long as necessary to ensure they the correct supports to meet their outcomes.

#### **Transitions Case Study**

M has a number of physical conditions which mean that M is non-weight bearing and requires a manual wheelchair. M needs a significant amount of physiotherapy to keep fit and healthy this includes daily use of a tilt table and blocks of hydrotherapy. There were concerns about how this level of support would be continued during transition and as M moved into College.

M was due to leave school in June 2018 and plans for continued physiotherapy were begun eight months earlier. These plans included input from the physiotherapist who would be responsible for M post school and arrangements to ensure that M would be able to continue physiotherapy in a way that would not impact on college classes or social time.

M is now under the care of adult physiotherapy. The tilt table was transferred from the school to M's house so that physiotherapy could be provided at home. A link course that during M's final year at school gave M time to adjust to the new environment of college. This has given M confidence and boosted M's self-esteem in advance of starting college. M also

- Worked in the school Café
- Joined a local singing group and travelled to national events.
- Recently signed up to attend a 3 day event: 'My Rights: Independent living, activism and participation'. This event aims to empower young people to develop and share knowledge with other young people with similar physical disabilities.

Over the past year M has matured and grown in confidence focussing on the future with encouragement from school; her parents and input from the transition team.

**PROUD  
MOMENT**



## Adult Social Work Client Survey

The 2017/18 Perth and Kinross Annual Social Work Client Survey had a response rate of 26% and overall the feedback was very positive.

Table 10 Annual Social Work Survey

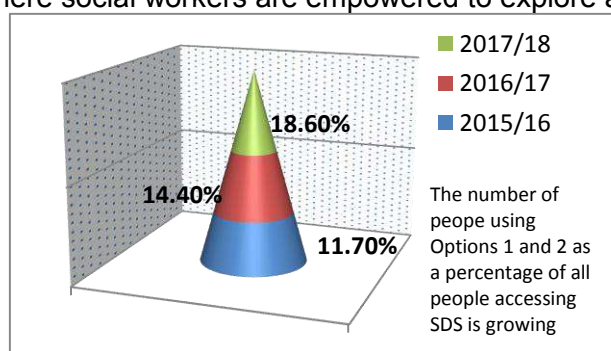
Adult Social Work Annual Survey 2017/18	
I received a high-quality service	91.1%
I can rely on the services I receive	85.7%
I am supported to live as independently as possible.	91.7%
The help care or support I received helps me feel safer at home and in the community.	82.4%
I have felt involved in making decisions about the help, care and support I receive.	85.2%
The services I have received have helped me to feel part of my local community	72.3%
I get a good response from social work services when I contact them during the day	88.5%

## Self-directed Support (SDS)

It is a statutory requirement of the Council to ensure that those requiring social care receive an assessment of need. The assessment will establish whether adults are eligible for social care services. [The Social Care \(Self-directed Support\) \(Scotland\) Act 2013](#) gives people a range of options for how their social care is delivered beyond direct payments, empowering people to decide how much ongoing control and responsibility they want over their own care and support. The Act places a duty on councils to offer people four choices as to how they receive their social care support [Options for Self-directed Support](#). In August 2017, Audit Scotland published a [report](#) on the progress of the implementation of SDS in Scotland. The report highlighted that there was progress however there was further work required to provide the choice and control envisaged with the legislation. The Audit report [Audit Scotland SDS 2017](#) recognised the challenges faced by social care services. In Perth and Kinross, a model of delegated authority was implemented and the strengths of this model were highlighted in a case study within the report.

The shift towards services which deliver personalised and self-directed outcomes requires a whole system approach and flexible commissioning arrangements at an individual level, where social workers are empowered to explore and deliver genuine options in partnership

with service users, carers and families. Since the introduction of SDS, we have been enabling individuals and families to tailor their respite support to suit them.



### **Audit Scotland Case Study Perth and Kinross SDS August 2017**

**Staff in Perth and Kinross have delegated authority to approve individual budgets of up to £200 a week.** In Perth and Kinross, social work staff agree a support plan with an individual and then calculate how much it will cost. If it falls within a low cost band, they approve the spending themselves:

- up to £200 a week – front-line staff are allowed to authorise
- between £200 and £400 a week – a team leader can authorise
- over £400 a week – a service manager must authorise, and may call a panel meeting to consider it before final approval.

Front-line staff reported feeling confident in being able to authorise care and support arrangements for their clients, and in ways designed to meet outcomes. Staff feel they can authorise spending on almost any type of support, activity or individual item that helps to meet an individual's agreed outcomes. To monitor spending and manage the budget, the system provides team leaders with weekly statistics on budgets approved by staff in their team. This allows benchmarking and identifies any staff approving excessive packages. Finance managers had initially feared that staff would approve packages just under the maximum level, but the average package approved is well below that. Front-line staff identified several factors which have helped them reach this position:

- team leaders have been checking work and outcomes
- good examples are constantly shared as they are developed
- a buddy system pairs staff who are less confident with others who have more experience

### **Case Study SDS**

Mr X is a young man who has a mild Learning Disability and anxiety issues and does not like being away from his family for lengthy periods of time. His family, who are his main carers, require regular breaks in order that they can continue to support Mr X. In conjunction with his family, Mr X agreed to use his respite allowance to enable him to be supported by his Personal Assistant to attend "Friends Unlimited Network" events for a few hours each week – without this support, he would be unable to attend the social outings and his family would be unable to have a break from their caring role.

### ***Learning Disabilities***

Learning Disability (LD) Services have embraced the SDS approach to give more choice, flexibility and control over how care is provided, which supports people to live an independent and fulfilling life in their community. This has proven to be of significant benefit to 113 people aged 18 – 67 years in 2017/18 to access day opportunities.

Perth and Kinross is experiencing an increasing number of people living with complex needs. This is in part a result of people living longer with complex needs, an overall increase in complexity that can be managed in the home and some evidence of inward migration. Working closely with housing services and providers of care future sustainable housing solutions for people with complex needs are being explored.

## **Mental Health Officers**

A mental health officer is a social worker who has special training and experience in working with people who have a mental illness, learning disability, dementia or related condition. The provision of Mental Health Officers (MHO) is a statutory function and there is a specific responsibility on the CSWO to ensure that there are sufficient qualified and competent MHOs to carry out responsibilities set out in the Mental Health (Care and Treatment) (Scotland) Act 2003 and Adults with Incapacity Act (Scotland) 2000. MHOs play an important role in safeguarding vulnerable adults and have a central role in determining whether an adult (or in exceptional cases – children) are subject to compulsory measures of treatment. MHOs determine whether someone who is experiencing a severe and/or enduring mental illness requires to be detained in hospital to receive urgent and necessary treatment for that mental illness as part of a wider risk management plan. MHOs lead evidence at Mental Health Tribunals where necessary for those who require ongoing detention in hospital.

In 2017/18 there are 14 (11.0 FTE) Mental Health Officers aligned to locality early intervention and prevention teams.

There has been an increase in the work of MHOs over the last two years from 689 contacts in 2016/17 to 912 in 2017/18 and this trend is set to continue into 2018/19. This year on year rise in MHO work is reflected nationally.

A social circumstances report (SCR) is a comprehensive holistic assessment of risk and need and it is a statutory requirement to be completed by a MHO in certain circumstances within 21-days. This data is a national key performance indicator and the national target for completion within the timescales is set at 70%. During the reporting year Perth & Kinross has completed 273 SCRs and the completion rate within timescales in 2017/18 was 84%.

## **Adults with Incapacity Scotland Act Welfare Guardianships**

Table 11 Numbers of Guardianships

Date	Private Orders	LA Orders	Total
March 2014-15	201	96	297
March 2015-16	226	95	321
March 2016-17	234	103	337
<b>March 2017-18</b>	<b>295</b>	<b>138</b>	<b>433</b>

Over the last year, there has been a predicted rise in both private welfare guardianship applications and applications made by the local authority. Since 2014/15 there has been an overall increase in Welfare Guardianships of 45.8%; Private Orders an increase of 46.7% and 43.7% for Locality Authority Orders. The need for welfare guardianships is likely to continue to rise year on year as a consequence of an increasingly ageing population. The service remains proactive in determining the current and future MHO capacity required to fulfil its statutory responsibility.

The steady increase in MHO work is reflected in the nationally and this is due largely to the increasing vulnerability of an ageing population. Recent challenges in relation to deprivation of liberty safeguards and Article 5 of the United Nations Convention on the Rights for

Persons with Disabilities (UNCNCRDP) have resulted in increasing pressures to use welfare guardianship as a means to obtain appropriate and proportionate authority to make decisions for those considered not able to do so themselves. Nationally, there is a 10-12% on average increase in MHO work around the use of welfare guardianship and this has also been reflected in the increase in MHO work in Perth and Kinross.

Another key challenge for MHOs in 2017/18 was the transfer of in-patient and initial triage and assessment services for general adult psychiatry (GAP) from Perth to Dundee. There has been an indirect and negative impact on the ability to fulfil the commitment to delivering a service to Perth patients due to additional travel time. In 2016/17 Perth and Kinross MHOs made 36 visits to Carseview in Dundee and this increased to 142 visits in 2017/18 and this is projected to double in 2018/19.

A review of the Adults with Incapacity (Scotland) Act 2000 may result in additional pressures for MHOs. There will be a challenge over the next few years to recruit and train sufficient numbers of MHOs to ensure that Perth and Kinross continues to meet its statutory responsibilities.

### ***Supporting unpaid carers***

The Carers (Scotland) Act 2016 came into force in April 2018 and is designed to support the health and wellbeing of unpaid carers. The Act requires local authorities to provide support to carers, based on the carer's identified needs which meet the local eligibility criteria and a review of the Initial Care Needs Assessment was undertaken. A series of communications and learning events were developed to raise awareness of the carers assessment and signpost them to provide further support and advice. A format for adult carer support plan (ACSP) and young carer statement (YCS) were agreed to identify carers' needs and personal outcomes. An information and advice service for carers which provides information and advice on emergency and future care planning, advocacy, income maximisation and carers' rights was established in partnership with PKAVS.

In 2017, the Shifting the Balance of Care programme was approved by Integrated Joint Board. Through three 'deep dives' into the reasons why people ended up requiring permanent care home places, it was discovered that up to 70% of clients had been admitted to permanent care as a result of Carer breakdown. The concept of the programme is to invest in additional support for carers and reduce the number of permanent placements by 84 per annum. Proposals were developed via a multi-agency project with a strong input from the third sector and the local Carers Hub. Focus groups of unpaid Carers explored the types of support that would assist carers in their caring role. This resulted in:

- three additional Carers Support Workers
- an increase in the respite care budget to £60k to increase in more creative, personalised short breaks
- the development of a unique telephone support service for carers, to give emotional support
- additional resources to support Technology Enabled Care to provide support to Carers

So far this project has supported 34 people to remain at home (a reduction of 34 residential care placements); and Carer Support workers have supported 134 carers supporting clients aged over 65 and only 7 of these have entered permanent care home placements. 72 awards for respite/short breaks have been made and feedback to assess the impact of the short break demonstrates that this is having a significant positive impact on carers.

## 5.2 Criminal Justice Services

Responsibility for Criminal Justice Social Work Services (CJSW) remain with the Council and at the point when adult social work and social care was delegated to the Integrated Joint Board, CJSW was managed within Housing and Community Safety services. From April 2018 responsibility it was agreed that CJSW would transfer to Education and Children Services to ensure professional leadership and oversight by the CSWO /Head of Services for Children, Young People and Families.

### ***Community Payback Orders***

Criminal Justice Social Work Services (CJSW) managed 391 new Community Payback Orders in 2017-18. This is drop of 16% when compared with 2016-17 and a drop of 6.5% when compared with 2015-16. However, this downward trend is not repeated across all types of Community Payback Orders. As illustrated in Figure 2, the number of new Community Payback Orders with a Supervision Requirement rose by 7% when compared with 2016-17 and rose by 17.5% when compared with 2015-16. A comparison of data over the past 3 years suggests a fluctuating pattern of Community Payback Orders. However, one notable trend is a steady increase in the number of Community Payback Orders with a Supervision Requirement. These Orders require to be managed by qualified social work staff and if this increase continues this will result in pressures within Criminal Justice Social Work.

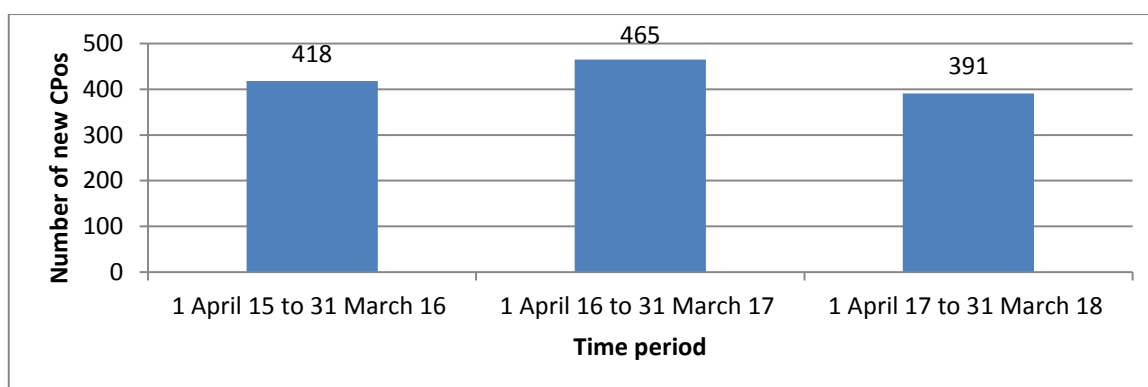


Table 12 New community Payback Orders -2015-16 to 2017-18

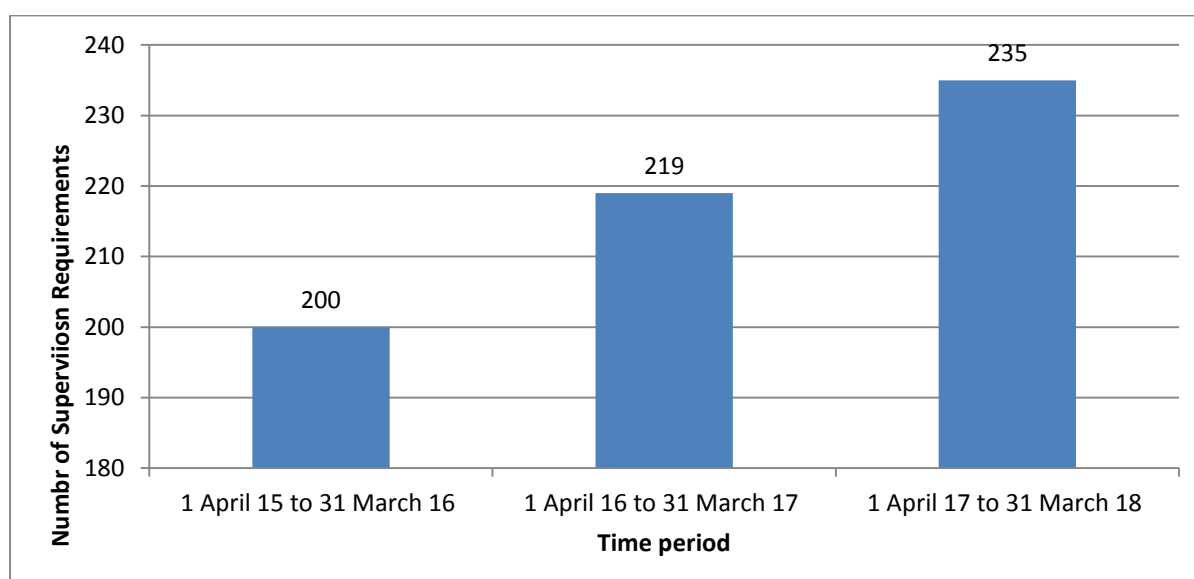


Table 13 Number of new Community Payback Orders with a Supervision Requirement 2015-16 to 2017-18

In contrast, as illustrated in Figure 3, the number of Community Payback Orders with an Unpaid Work Requirement fell by 22% when compared with 2016-17 and fell by 10% when compared with 2015-16.

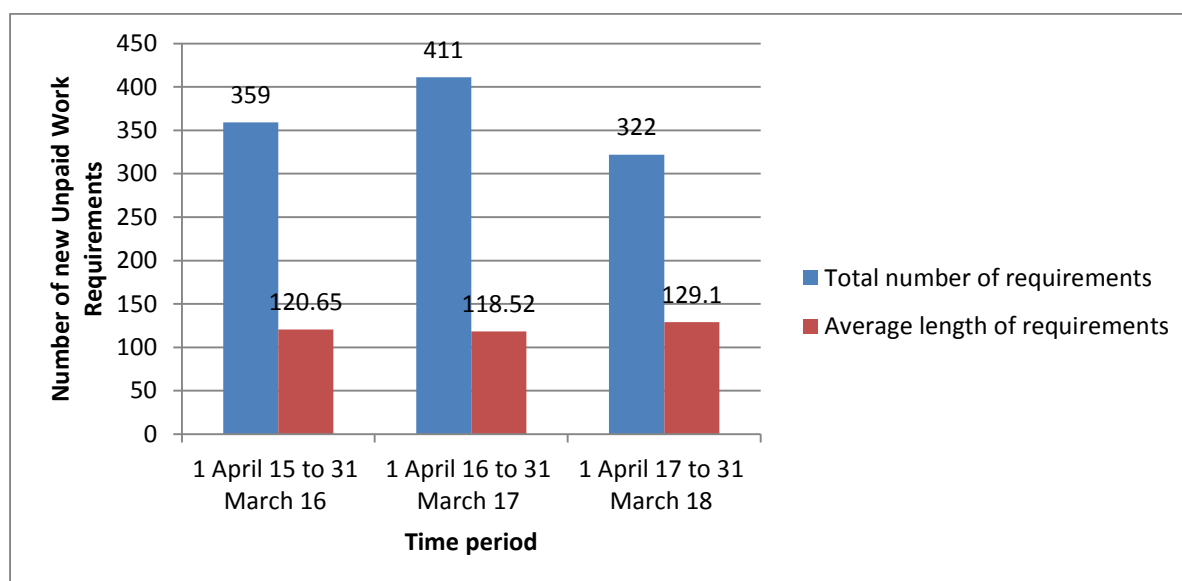


Table 14 Number of Community Payback Orders with an Unpaid Work Requirement 2015-16 to 2017-18

71.9% of all clients who were given a new Community Payback Order in 2017-18 were seen within 1 working day by a member of CJSW. This is an improvement of 4.2 percentage points when compared with the 2016-17 figure but is still slightly below the 2015-16 figure of 73.7%.

Performance in meeting the target of undertaking first case manager meetings/ unpaid induction has remained relatively stable during the 3 past years. In 2017-18, 66% of clients were seen within 5 days compared with 65.4% in 2016-17. There has been an improvement of 7.6 percentage points since 2016-17 in the number of clients starting unpaid work in 7 working days. In 2017-18, 61.2% of clients started within 7 working days.

### WESTBANK – The Growing Place

Westbank is a Perth and Kinross Council site occupied by Community Greenspace and Community Payback teams. The Westbank Project is a development plan which aims to turn the site into a community asset and centre for employability training. Currently on offer is work experience and training in groundworks, landscaping, construction, painting and decorating, horticulture, woodwork etc. Future plans include a training centre for Forklift and Telehandler qualifications.

Funding from the European Social Fund will assist people who are furthest from the workplace guiding them through stages 1 – 3 of the Employability Pipeline. This will also benefit people serving Community Payback Orders.

Current partnerships in place or being progressed include NHS, Education, Developing Young Workforce, Balhousie Care, Services for Young People, St. Johnstone Football Club, Skills Development Scotland, Perth Community Farm and Rempoy.



### **Beast from the East March 2018**

In March 2018, the 'Beast from the East' arrived. Community Safety staff joined the multi-agency response. They contributed in the following way:

- The Unpaid Work Team made urgent deliveries of firewood to elderly residents who had run out of supplies and teams supported the clearing of snow from private and council run care homes and some specific vulnerable residents.
- Community Wardens cleared the paths.
- Community Wardens also pitched in and cleared roads, paths and car parks at various residential homes and sheltered housing communities. They also contacted all KIT (Keeping in Touch) clients in all areas check they had basic supplies and heating.

### ***Reports to Courts***

There were 710 Criminal Justice Social Work Reports submitted to court in 2017-18. This is a drop of 6% when compared with 2016-17 and a drop of 2% when compared with 2015-16. The complexity of reports is increasing with clients presenting with multiple needs such as substance misuse and mental ill-health requiring specialist advice prior to making any recommendation in relation to sentencing options.

The number of Home Circumstance reports submitted by CJSW increased by 18 to 92 in 2017-18 when compared with the previous year. This was also an increase of 8 when compared with 2015-16. The number of Home Detention Curfew assessments increased from 75 in 2016-17 to 95 in 2017-18. This number was similar to the 93 submitted in 2015-16.

### ***Throughcare support for prisoners***

CJSW services in Perth and Kinross serve HMP Perth and HMP Castle Huntly via a Service Level Agreement with Scottish Prison Service. The number of new throughcare in prison cases increased from 25 in 2016-17 to 37 in 2017-18. The number of new throughcare in the community cases increased from 17 in 2016-17 to 22 in 2017-18. This represented a slight decrease in cases when compared with 2015-16 when there were 24 cases with a larger proportion of Short Term Sex Offender Licences where a person has been sentenced to imprisonment under four years.

### ***Diversion and voluntary cases***

The number of new diversion from prosecution cases has remained constant when compared with 2016-17. This reflects an increased focus from the Crown Office and Procurator Fiscals Service (COPFS) on diverting cases away from courts to either social work or another appropriate intervention. Recent changes in practice between COPS and Criminal Justice Social Work has seen a more diverse range of Diversion cases. Previously only a limited type of case would be considered appropriate for Diversion. However, in 2017/18 cases such as sex offences under the Communications Act were also referred for consideration for Diversion whereas previously they would have been referred directly for prosecution to Court.

The number of new voluntary throughcare cases fell by 14 to 12 new cases in 2017-18 when compared with 2016-17. This continues a downward trend in new cases as in 2015-16 there were 34 new cases. The introduction of Throughcare Support Officers (TSOs) in Perth Prison has seen fewer prisoners seeking voluntary support from other agencies and organisations. Voluntary through care however is still offered by CJSW, and in cases where there has been previous involvement, this type of support remains open to the person should they wish to accept it.

### ***Violence Against Women***

Over recent years HMP Perth and the prison based social work team have taken an active role in the Perth and Kinross Violence Against Women Partnership. This involvement recognises the clear links between prisoners and their families outside. The Team Leader has acted in the capacity of Chair for Perth and Kinross Violence Against Women Partnership and uses this role to support community and prison colleagues to understand issues for families who have perpetrators of physical and sexual violence in custody. This led to the involvement of the prison in the annual international 16 Days of Activism for Violence Against Women. As a result of a very pro-active approach by the Chair of the Partnership, funding was obtained and Perth Grammar School was supported to put on a very successful large scale conference for pupils run by pupils to consider issues of equality. The partnership has supported the prison to develop their White Ribbon initiative against domestic violence and this year all prison staff and partners were invited to participate in the Reclaim the Night initiative which is a local march in protest against all forms of violence against women.

### ***Aging Sex Offenders***

Prison Based Social Workers have identified an increase in an older population of sex offenders as a result of historical sex offenders being prosecuted and imprisoned upon conviction. This has resulted in a need to work with offenders who struggle with age related mental health issues such as dementia. As a result of issues of infirmity and incapacity the prison social work team are being required to contribute to regular multi-disciplinary meetings, liaise with the Mental Welfare Commission and advocate on behalf of prisoners where moral and ethical dilemmas regarding the continued detention in prison of older people who may lack capacity is becoming more common.

This transfers into the community and as part of our statutory duty to all our clients, it is becoming more common for CJSW to undertake joint work with social work colleagues in Adult Care Services. This pertains to assessing an individual's personal care needs, appropriate and suitable accommodation, considering not only their depreciating physical and mental health but the potential risk they pose in respect of their behaviours to others and themselves.

As we get to the end of this reporting year, there are major changes on the horizon for prison based Social Work as its annual Service Level Agreement comes to an end, to be replaced with a Memorandum of Understanding which will move the focus from quantitative to qualitative outcomes. Traditionally this has meant that prison based social work has noted the number of individual interventions, rather than the quality of the intervention and the positive impact this has had for the individual. As we move to a more qualitative outcomes approach the difficulties for the team will be how we change our practice to better measure outcomes, with consideration also being given to the fact that a positive outcome is not always favourable to the individual, i.e. where public protection is an issue and the individual is not compliant.



### ***One-stop Women's' Learning Service (OWLS)***

OWLS was specifically developed address the needs of women who offend within Perth and Kinross. It is now well-established and continues to develop and evolve with increasing input from the women in how the service is run. In 2017/18 OWLS women participated in a variety of activities notably the Soroptimist International Perth, in marking International Women's Day. The Soroptimists have also worked alongside women in OWLS to help and support them in developing their personal skills, confidence and life goals. The success of this collaborative approach and partnership working was apparent following one woman's presentation at their annual conference in 2017.

### ***Structured Deferred Sentence (Right Track 18 -26)***

This service was redeveloped to reflect the change in provision for young people. Numbers subject to Structured Deferred Sentence (SDS) have remained constant within Perth and & Kinross. In 2017/18 it has been noted that there appears to be a move away from chaotic use of New Psychoactive Substances (NPS) to a rise in young people presenting with mental health issues.

### ***Safer Communities Hub***

This resource is staffed by Police Officers and has become a key part of the multi-agency problem-solving approach in Perth and Kinross. Issues and concerns are raised from the Police Tasking Meeting each day and these are allocated to the Hub for action. These include.

- High risk repeat missing people
- Vulnerable people
- Dangerous people
- Trends in anti-social behaviour and crime
- Environmental issues
- Updates on current complex cases

Emerging trends are identified and tracked through a monthly multi-agency tasking meeting and ownership of issues is passed to Short Life Working Groups led by whichever of the partners is most appropriate. These groups develop multi agency action plans which share skills and resources to tackle issues as early as possible to improve efficiency and effectiveness of response and promote public confidence and trust.

Police and the Safer Communities Team have developed an Anti-Social Behaviour Strategy which has emphasis on early intervention and joint working. Various partners are involved depending on the problems: Police, Fire, Housing, Safer Communities Co-ordinator, Safer Communities Wardens, TES, Education, Social Work and the Third Sector. This approach ensures the public and communities get a quick, positive response that listens to their problems, keeps them updated and actively seeks solutions.

### ***Mentoring***

In recognition of the importance of providing extended support for people who experience alcohol and drug addictions, the CJSW has commissioned the Tayside Council on Alcohol (TCA) to deliver 2 Mentoring projects:

- 16+ Mentoring Service for adult men
- OWLS Mentoring Service for adult females

Individuals decide, with support from their Mentor, which issues are most important for them to work on during their time with the mentoring service. However, these initial work areas are reviewed regularly and may change dependant on client progress, regression or a shift in interests. These work areas are also informed by input from referrers at the referral stage and beyond where appropriate. The individual's progress is mapped on TCA assessment forms which not only combines both the individual's and Mentor's perception of the progress being made, it also encourages discussion around the next steps required in the mentoring journey to recovery.

### **Saints "Onside" Project**

Working in partnership with St Johnstone Community Trust, CJSW delivered a 12-week pilot programme to encourage positive outcomes for people sentenced to Community Payback Orders. The client group selection was made by The Community Safety Service Team to a maximum of 6 with the aim to reduce re-offending in Perth and Kinross with the following outcomes:

- Improve Wellbeing
- Improve Social Inclusion
- Improve Health
- Improve employability

The Project combined an element of vocational training with an element of physical exercise. The clients were awarded 'hours' under the 'other activities' arrangement for the training element, but were expected to demonstrate their commitment to the project by voluntarily taking part in the exercise element of the project.

The project topics were designed to satisfy the project outcomes, and to help maximise the participant's employability for any future employer.

Three participants took part and passed all three modules, Health & Safety Awareness, Food Safety & Hygiene & Manual handling. Three other participants achieved success with two people being awarded Manual Handling Certificates and one being awarded the Food Safety & Hygiene certificate.

After each "educational" session, participants took part in a health-related fitness activity, with the first session being used to establish a base line measurement so that any improvement could be recorded and used as an individual motivational tool. These activities were varied and should be recognised as another method of helping to improve individuals' self-esteem.

Upon concluding the programme, an exit discussion targeted participants and staff from CSS, SCT and The Employment Hub. (all contributors to the project)  
St Johnstone Community Trust, P&K Council and Employment Hub staff and the participants all felt that Saints Onside provided a needed and rewarding experience for the participants that attended.

## The Open Estate at Castle Huntly

The Open Estate at Castle Huntly is Scotland's only open prison. The establishment prepares prisoners for re-integration into the community. High risk offenders are tested with opportunities through which they can demonstrate and evidence an ability to be managed in the community. As a national facility the Open Estate works with all Local Authorities in Scotland as well as Probation Services in Northern Ireland, England & Wales.

Comments from our partners in relation to risk management and management processes:

SPS:

*In partnership with our Prison Based Social work team we have this year tackled the issue of making Risk of Serious Harm processes more robust. We have made great progress in doing this and the results have improved not only our Risk Management Team process but achieved safer outcomes in relation to Public Protection.*

MAPPA Co-ordinator:

*I, along with community based partners including Criminal Justice Social Work and the Police, have always found the PBSW Team at Castle Huntly to be well informed and up to date in respect of the assessment of clients, and the Risk Assessment paperwork produced by the Team is always of a very high standard. Transition from custody to community is a challenging time for the offender, but also for those charged with ensuring that that transition takes place with minimum risk and with the greatest potential for success.*

MAPPA Co-ordinator:

*The contributions of PBSW colleagues at Castle Huntly have, in my experience, been beyond that that is normally experienced in this arena, and this is to be commended. The relationship that has been developed; particularly in respect of Aberdeen City cases, makes for a smooth transition that places all concerned in a clear and defensible position, with due cognisance to the required supports for the client and not just the management of risk. The PBSW Team are experienced and knowledgeable in their field, with a friendly approach that contributes to successful partnership working.*

Table 15 CJSW reports

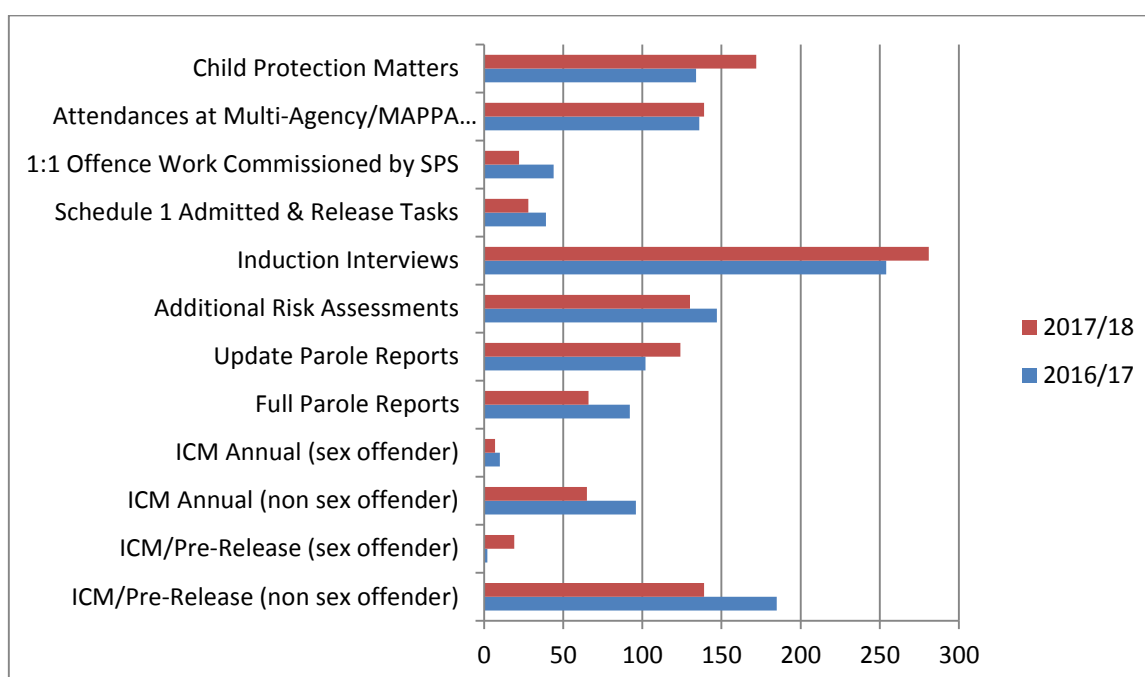


Table 16 CJSW Risk Assessments

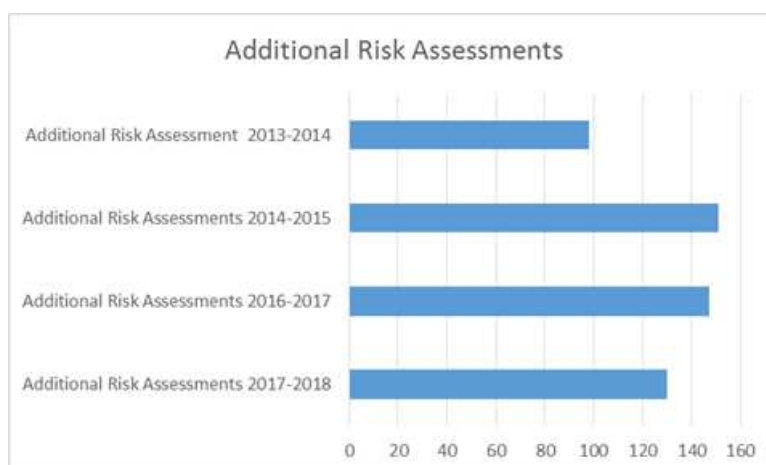
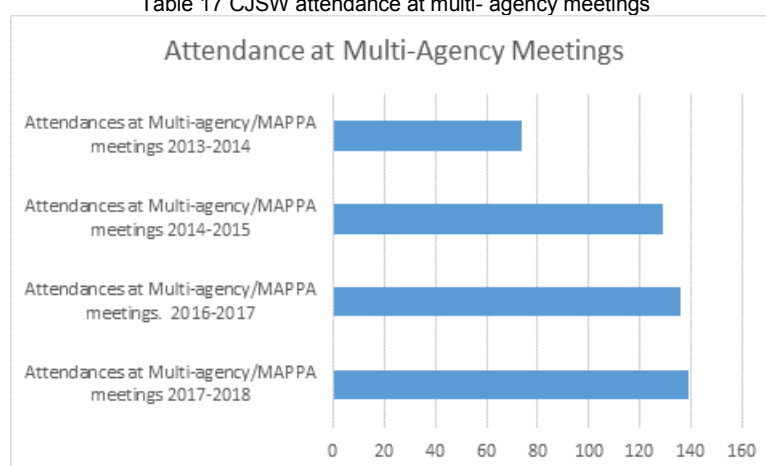


Table 17 CJSW attendance at multi- agency meetings



The increase in workload is due to the changes of risk assessment and management processes across Scotland such as implementation of LSCMI/Rosh and MAPPA Cat 3 have increased the expectations and duties of prison based social work at the Open Estate. LSCMI came into practice in 2013 and it is clear that this has had a significant impact on workload pressures. Early Statistical information identifies a further increase in this trend for the dates April 2017 – April 2018.

### 5.3 Services for Children, Young People and Families

The Scottish Government requires the Council to complete and return an annual report providing details of all children and young people who were looked after, eligible for aftercare services from 01 August 2017 to 31 July 2018.

#### ***Numbers of looked after children and the balance of care***

At 31 July 2018, there were 280 looked after children and young people. This figure is very similar to the 2017 figure of 281 and slightly less than the 2016 figure of 286. This suggests yearly increases in the numbers of looked after children has begun to plateau. The transformation project REACH which goes live in January 2019 and which aims to retain young people at home and prevent admission to residential care should also help to maintain or reduce the numbers of looked after children.

During the reporting period:

- 390 children and young people were looked after (either at home or away from home) at some point during the year
- 55% of looked after children and young people are male
- Children aged 5-11 are the largest group
- A quarter of children and young people are looked after at home
- During the reporting period 112 children and young people ceased to be looked after
- The average time being looked after was 2 years and 6 months
- After the looked after episode ended just over half of children and young people remained at or returned home to their biological parents.

The diagram below shows breakdown of type of placements for all children looked after at 31 July 2018. This shows that the balance of care towards family and community placements remains very positive. Children and young people are increasingly being accommodated in community placements, with reducing numbers in residential placements and external fostering arrangements, and a 50% increase in the number of children and young people in *Kinship Care* placements. The use of Permanence Orders has increased slightly showing that the push to secure children in long term, permanent families is making good progress. The percentage of children and young people with a Permanence Order was 15% in 2016/17 and this has risen to 18% in 2017/18.

Table 18 Breakdown of Children Looked After during 2017/18

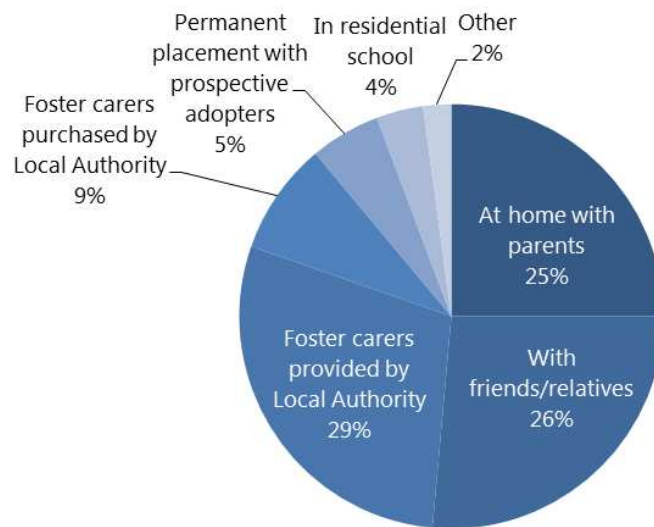
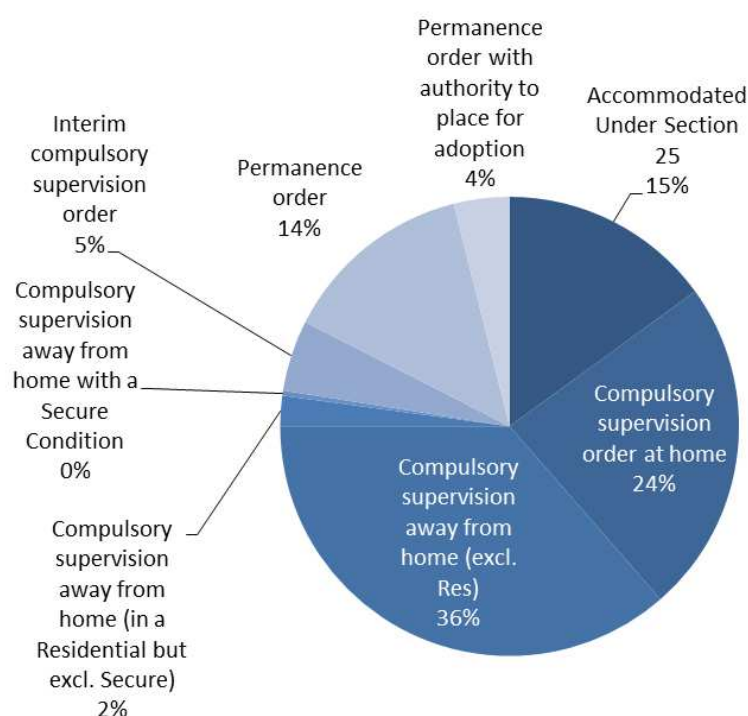
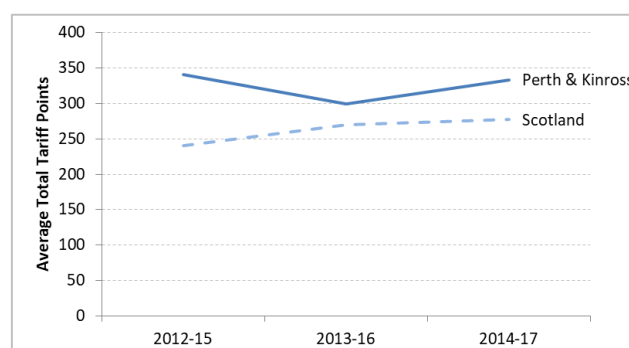


Table 19 Currently Looked After CYP, Present Legal Status (as at 31/07/18)



## Attainment of Looked After Children

Table 20: Attainment for Looked After Children (three year rolling average)



Source: Insight National Benchmarking Tool

While looked after children in Perth and Kinross are doing better in terms of educational attainment than the Scottish average, this is lower than the general school population. This is an area for improvement identified within the Corporate Parenting Plan. Care experienced young people are making good progress at the point of leaving school, with 82% entering positive destinations, compared to 76% nationally.

## Aftercare Services

At 31 July 2018, 105 young people were eligible for aftercare. This is an increase of 14 young people (15%) on 2016/17 figures. The majority of young people (who were in receipt of aftercare) (69%) were in education, training or employment. The largest group of young people in receipt of aftercare (33%) had their own tenancy and were living independently.

## ***Continuing Care***

There were 18 young people in continuing care placements at 31 July 2018.

The number of young people in continuing care has risen sharply since its introduction in 2015. This provides a more gradual and supported move from care to living more independently as it allows young people to choose to remain in their care placement until the age of 21 years without the looked after status.

## ***Supported Lodgings***

This year has also seen the recruitment of two additional Supported Lodgings providers, who offer guidance and support, alongside the Through-care and Aftercare Team, to help young people to develop practical skills, support for emotional and physical wellbeing, and supporting them to access health, work, education and training opportunities.

## ***Services for Young People***

In 2017/18, 558 young people received support from Services for Young People focusing on reducing youth offending and addressing levels of vulnerability and harmful risk taking behaviours. This has ranged from 1:1 individual support, thematic group work and support to foster and kinship placements. Referrals were received from Services for Children, Young People and Families, School Integrated team Meetings, Resource Panels and Police Scotland. Many of the young people receiving support were able to stay within their own communities, re-engage with education, identify improvements with their behaviour, receive achievements or move onto more positive outcomes.

## ***Kinship Care Assistance***

Following the introduction of the Kinship Care Assistance (Scotland) Order 2016, support has been delivered to 38 informal kinship care families, in the form of assessment of needs, provision of emotional support and help with application for legal orders. In addition to helping these kinship carers to provide safe care for children and young people, the consistent support from a dedicated link worker ensures that the carer has the knowledge and skills to positively manage the challenges of caring for a vulnerable child, which decreases the risk of children and young people becoming looked after. Qualitative evidence from those who are working with informal kinship families suggests that where this support has been provided, children and young people are engaging well in education, and health and emotional wellbeing is improved. The recent Joint Inspection of Services for children and young people in Perth and Kinross highlighted the multi-agency approach to Kinship Care as a notable strength, in providing secure, stable and nurturing homes for children and young people when they are no longer able to live with their birth parents. This work was published as good practice nationally.

## ***Family Based Care***

The Expansion of Family Based Care is 4 year transformation project (2016-2020) designed to expand the number of foster carers and to increase the range of family based care options for looked after children and young people as well as care leavers. It was primarily designed as a 'spend to save' project to expand the numbers of foster carers, respite carers and to establish a pool of supported lodgings providers. The key objective of this project is to meet the increasing demand for foster carers and family-based carers locally within Perth and Kinross and the immediate geographical area and to avoid the future costs associated with higher cost external placements. The aim is to be able to provide for our looked after children within our local communities and reduce the reliance on external placements via



independent providers. The expansion of family based care has seen an increase in its first year of six new foster carers and is on target to recruit a further six in its second year. This will ensure that every child has a stable and nurturing placement.

In tandem with this project the focus on ensuring that children and young people who were placed within independent external agencies could return to Perth and Kinross resources as soon as practical. This has meant engaging with wider services to plan for those children and young people whilst also ensuring that no further external placements were made. In October 2017 there were 31 children and young people in external foster placements and will reduce to 19 by the end of October 2018. Children and young people have returned to Kinship placements, internal foster carers and to independence.

### Corporate parenting

Perth & Kinross Council's vision is for all children and young people to have the best start in life and as corporate parents we have high aspirations and ambitions for our care experienced young people. Our Corporate Parenting Strategy provides the framework for ensuring better outcomes for our looked after children and young people and to ensure that they thrive and succeed. We recognise that the outcomes for young people who have experienced care often fall short of their peers. Through committed and collective leadership, strong collaboration and partnership working we will strive to close outcomes gaps and to achieve significant improvements in the life chances for care experienced children and young people.

## Listening to children and young people

### Children's Advocacy & Children's Rights



The Children and Youth Rights Officer (CYRO) and the Who Cares? Scotland Worker continue to review arrangements for advocacy and for seeking the views of children and young people at key child protection meetings. Since January 2018:



165 children and young people's views presented at a CPCC by an advocate



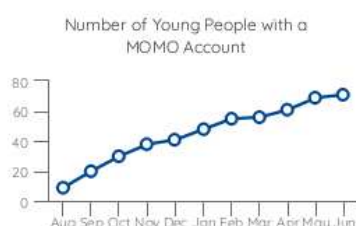
211 looked-after children and young people's views presented at Looked-After Conferences (LAC) by an advocate



25 children and young people individually supported by the CYRO in one-off sessions and session blocks as required



In August 2017, MOMO was introduced to gain the views of children and young people at key decision-making meetings.



The following provides a snapshot of MOMO usage from August 2017 until the end of June 2018:

- 119 workers have a MOMO account
- 69 young people have their own MOMO account
- 243 statements have been received using MOMO



## ***Review and remodelling of residential care for young people: REACH***

Perth and Kinross Council approved recommendations from the Building Ambition Transformation Project: Review and Remodelling of Residential Care for Children and Young People on 16 August 2017. The proposal outlined the transformation of a small residential unit to the creation of a multi-disciplinary team offering intensive and flexible support to young people and families across Perth and Kinross. At that time this was referred to as the “HUB” model. Following consultation with the staff group and a range of young people, this has now been renamed as REACH.

This transformation will contribute to the Council’s determination to reduce inequalities and to improve the life chances of young people who are in greatest need. REACH will bring together a team of dedicated professionals to provide individualised support to help young people to stay within their families, schools and communities and prevent the need to move into care. The long term aim is to enable young people to flourish as resilient and resourceful young adults.

REACH will aim to reduce the number of young people being placed in external residential placements, many of which are a considerable distance from their family home. By 2022, it is expected that, with very few exceptions, the only children and young people who will be supported in residential care will be those for whom this is assessed as being the only way of meeting their long-term needs. The multi-disciplinary team will support young people who may be vulnerable because of their life circumstances, complex family difficulties or those who are engaging in high risk taking behaviours. This approach will facilitate a range of options for young people to remain within their family, wherever possible. By helping young people to stay with their families, schools and communities we aim to improve their individual outcomes and also reduce the reliance on costly external care placements. REACH will integrate care and outreach support and provide intensive, coordinated and flexible support to young people and their families within their own homes and communities. The REACH team will be multi-disciplinary and will operate out of what was the Cottages at Almondbank House after the building has been remodelled internally.

A Project Board has been established and is chaired by the CSWO. The REACH Manager has been recruited and commenced in post on 1 April 2018. A new staff rota and working pattern has been implemented to create a more flexible and responsive service, at times most suitable for families, with the ability to provide a 24/7 response when required. There are already positive examples of REACH staff working alongside social work staff to carry out visits to families at weekends and to assist the Out of Hours Social Work Team. Care experienced young people have participated in a consultation exercise to help shape the development of REACH and young people’s voices will continue to provide an essential contribution to this new approach.

## ***Addressing Neglect and Enhancing Wellbeing***

As part of the national Child Protection and Improvement Programme, Perth and Kinross Services for Children, Young People and Families and NHS Tayside are one of three partnerships to receive support from the Centre of Excellence for Looked After Children. *Getting it Right in Perth and Kinross: pre-birth and into the first year of life* is a 4-year project to build relationship based practice and community resilience to support pregnant women and their families. The service has invested in a part-time improvement lead and there are three strands of improvement work:

1. Better enable communities to offer help and support to women and their families
2. Better enable people (practitioners, volunteers, community members) to work together to ensure women and their families get the right help at the right time

- Better enable midwifery and health visiting to provide women and families with access to the right help and support.

It is intended that the outcomes will prevent high risk in pregnancy and in new-borns and a reduction in the number of very young babies subject to child protection measures.

## 5.4 External scrutiny of social work and social care services

### Care Inspectorate Inspections for 2017/18 (April 2017 to March 2018)

Overall, regulated social services in Perth and Kinross are providing high quality care to local people with the majority of quality themes evaluated as good or very good.

#### *Services provided by the Health and Social Care Partnership*

Eight care services which are registered with the Care Inspectorate and managed by the Health and Social Care Partnership received an inspection. These were:

- Strathmore Day Opportunities(June 2017)
- Dalweem Care Home (July 2017)
- Adults with Learning Disabilities Housing Support (November 2017)
- Homeless Housing Support (January 2018)
- Older People Housing Support (February 2018)
- Beechgrove House (March 2018)
- Parkdale Care Home (March 2018)
- Care at Home (March 2018)

A total of **19 quality themes** were inspected and all were graded as 'good' or above. The table below provides details on grades awarded at the time of inspection.

The overall assessment is that the services continue to perform well and offer high quality care. The Care Inspectorate received positive feedback on all services from the people who used these services and their carers/relatives are also reported to be happy with the support they received. An analysis across the inspection findings shows that:

- Services demonstrated that they were person centred and outcome-focussed with people receiving services getting support to suit their needs.
- The involvement and participation of people who receive was valued and supported and underpinned the ways in which services were delivered.
- People were involved in planning their support which helped to meet their current, future needs and wishes, and were also actively encouraged to be involved in improving the service.
- Staff worked in a way that was person centred and enabled people to maintain independence in all aspects of their life.

Table 21 Inspection grades care services provided by Health and Social Care Partnership

Grades awarded for public social care services 2017/18						
	Excellent Level 6	Very Good Level 5	Good Level 4	Adequate Level 3	Weak Level 2	Unsatisfactory Level 1
Care and Support	3	6	-	-	-	-
Staffing	-	3	1	-	-	-
Management and Leadership	2	4	-	-	-	-
<b>TOTAL</b>	<b>5</b>	<b>13</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>

### **Services provided to adults by the independent and third sectors**

A total of 41 inspections of care services within the independent care sector were carried out by the Care Inspectorate during 2017/18. A total of 164 quality themes were assessed and 88% were graded as 'good' or above. No care home was awarded an unsatisfactory or weak grading.

#### ***What people told the Care Inspectorate during their inspection visits:***

*"If I need to, the staff can help me go to appointments like the dentist"*

*"It has given me my life back. I had lost the art of conversation"*

*"The standard of care that my relative receives is very high and we are made to feel very welcome when we visit"*

*"If you could give them above 10/10 I would"*

All services are committed to continuous improvement and have developed action plans in response to inspections including suggested areas for improvement by the Care Inspectorate and feedback from service users and relatives.

Table 22 Inspection grades care services provided by independent and third sectors

	Grades awarded for public social care services 2017/18					
	Excellent Level 6	Very Good Level 5	Good Level 4	Adequate Level 3	Weak Level 2	Unsatisfactory Level 1
Care and Support	6	16	14	5	-	-
Environment	1	21	14	5	-	-
Staffing	1	24	12	4	-	-
Management and Leadership	3	20	13	5	-	-
TOTAL	11	81	53	19	0	0

### **Services for Children, Young People & Families**

Four care services managed by Services for Children, Young People & Families received an inspection in 2017/18. These were:

- Fostering Services – short notice (October 2017)
- Adoption Services – short notice (October 2017)
- Woodlea Cottage – short notice (December 2017)
- Wellbank House – unannounced (May 2017)

Inspection results for support and residential care services have remained very positive, with all gradings 'Good' or better and the vast majority 'Very Good' or better.

The Care Inspectorate carried out an inspection of the Council's Woodlea Cottage in December 2017. The inspection was unannounced. Woodlea Cottage is a care home service providing respite and short breaks for up to five children aged from 7 to 18 with severe, complex and enduring needs arising from learning and physical disabilities. Children using the service can do so for up to 28 consecutive days and their plans are reviewed independently through the Looked After Children's Review process. Staff also provide an outreach service to children and their families, though this is not part of the registered care

service. The inspection found the Quality of Care and Support to be **Excellent** and the Quality of Management and Leadership to be **Excellent**. The Quality of Environment and Quality of Staffing were not inspected. The work of the team to develop a range of outreach services to support families within their own homes was also noted as an example of good practice in the recent Joint Inspection of Services for children and young people published in April 2017.

The housing support service for young people aged 16-24 years at Wellbank House also received an **Excellent** grading for quality of staffing and **Very Good** for the quality of staffing.

The Care Inspectorate carried out an inspection of the Council's Fostering Services in October 2017. The inspection was announced (short notice). The inspection found the Quality of Care and Support to be **Good** and the Quality of Management and Leadership to be **Very Good**. The Quality of Environment and Quality of Staffing were not inspected.

The Care Inspectorate carried out an inspection of the Council's Adoption Service in October 2017. The inspection was announced (short notice). The Adoption Service provides a service for children and young people from birth and aims to recruit and support adoptive parents to provide permanent families for children who cannot live with their birth parents or extended family members and whose needs are best met through adoption. The inspection found the Quality of Care and Support to be **Very Good** and the Quality of Management and Leadership to be **Very Good**. The Quality of Staffing and Quality of Environment were not inspected.

Table 23 Grading of care services for children and young people

Grades awarded for public social care services 2017/18						
	Excellent Level 6	Very Good Level 5	Good Level 4	Adequate Level 3	Weak Level 2	Unsatisfactory Level 1
Care and Support	1	2	1	-	-	-
Staffing	1	0	0	-	-	-
Management and Leadership	1	2	0	-	-	-
<b>TOTAL</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>

### What people told the Care Inspectorate during their inspection visits:

*Social workers 'went the extra mile' to support children to settle in their new homes.*

*I am doing well here. I have had a lot of help with budgeting, saving and being more independent.*

*The staff have been very good with me; I trust them and they are very reliable; if they say they will do something, they do it; I have enjoyed lots of activities, swimming, kayaking, gym, running; I am very happy here*

### Health and social care standards

From April 2018, a new set of standards for all health and social care services come into force. These Standards will be taken into account by the Care Inspectorate, Healthcare Improvement Scotland and other scrutiny bodies in relation to inspections, and registration, of health and care services. Over 2017/18 a range of activities have taken place to begin to embed the new standards. The Health and Social Care Partnership has been working with IRISS as part of a larger project exploring the new standards and looking at how the new

standards can be embedded into practice across services. The meetings are attended by a range of multidisciplinary agencies across Social Work, Health, Independent sectors and voluntary organisations, the Care Inspectorate have also attended on occasion which provides opportunities to share learning around the new standards.

Focus groups have been held across the 2 care homes with staff, service users and carers/other stakeholders to discuss and inform on the new Health and Social Care Standards. Outcomes from the sessions are used as a self-evaluation tool to evaluate our service against the standards. The sessions involve discussing the new care standards and how we can evidence these on current practice where we are meeting the standard and consider what further actions we need to take to improve and meet the new standards.

Within the Home Assessment and Recovery Team (HART) the standards are part of the supervision template and a standing item on the team agendas. Principles have also been outlined and recorded in service users Hand Held Records. The HART Team are part of the IRISS project and will take forward any learning opportunities from this.

Services for children, young people and families focused on the new standards at a whole service development day in September 2017 and workshops, facilitated by the Care Inspectorate assisted staff to consider ways in which the principles and standards could be used within self-evaluation activity and team planning.

## 5.5 Complaints

We value what people tell us about our services by way of complaints and other customer feedback. Complaints are an important way of service users letting us know what they think about the services we deliver and are a key aspect of our quality assurance arrangements.

As a result of changes in the Social Work complaints procedure from April 2017 Complaint Review Committees are no longer part of the process. The new process means that if someone is dissatisfied with a Stage 2 response they can now escalate their complaint directly to the Scottish Public Service Ombudsman.

Services have been undergoing significant transformational change to improve the way they deliver services to meet rising demand, public expectation and challenging financial times. This all has a bearing on the number and type of complaints the service receives.

Table 24: Stage 2 Complaints

	Number of Complaints		Number of Acknowledged on Target		Number of Complaints satisfied with response		Number of Complaints at Review Committee (CRC)	
	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18
Adult Services	20	14	20	12	11	N/A	3*	2
Children's Services	2	10	2	10	1	9	0	1
Total	22	24	22	22	12	9	3	3

*\* In addition to the 3 CRCs escalated from Stage 2 there was also one additional CRC held as a result of a decision by the SPSO.*

- Overall, complaints across social work services have increased by 9%, but notably increased within Children's Services by 80%. There has been a 42% reduction in the

number of complaints within Adult Services, at Stage 2, relating to service delivery within adult services.

- For complaints received during 2017/18 the majority of complaints were resolved at the first point of contact, with only a small number progressing to Stage 2.

A considerable amount of training has been carried out to emphasise the importance of recording complaints activity accurately. This would appear to be the most significant reason for an increase in the Stage 1 Complaints figures between the two years.

The findings of complaints are shared with the relevant managers and across management teams to address any specific or cross- service issues, recommendations or improvement actions. Handling complaints effectively is an important part of good customer care. It demonstrates that services listen to their service users'/stakeholders' views, and also helps to improve services.

Social Work and Social Care faces significant challenges as a result of funding pressures and the demographic change. To manage the challenges we must work effectively in partnership to plan and deliver both our statutory responsibilities and to shift the focus towards early intervention and prevention. Partnership working is key to this.

## 6.1 Perth and Kinross Alcohol and Drug Partnership (ADP)

The ADP is made up of representatives from Housing, Health, Social Care, the Third Sector and others. It works locally and across Tayside to deliver a “Recovery Oriented System of Care (ROSC)”. This model emphasises recovery, early intervention and prevention and is in line with national guidance from the Scottish Government. Information from sources including clients, carers and surveys carried out by NHS Tayside Public Health has been used to develop the model. A ‘pipeline’ of support has been developed which will try and ensure that the right support is available for people throughout their recovery journey and that this support is coordinated along with a multi-agency assessment and triage clinic.

Similarly, the Violence Against Women Partnership is a multi-agency partnership which includes council departments, third sector organisations, the police, fire service and child protection coming together in order to end violence against women and girls. The annual report for 16/17 highlights the issues and achievements of the partnership  
[https://pkvawp.org/site/assets/files/1191/annual\\_report\\_2017.pdf](https://pkvawp.org/site/assets/files/1191/annual_report_2017.pdf)

A new strategy for 2018-2023 sets out the strategic priorities for the partnership in line with the public service reform agenda as set out by the Christie Commission of Prevention, Partnership, People and Performance. The Partnership’s broad area of priority follow the Scottish Government’s Equally Safe workstreams of:

### Primary Prevention

- Creating awareness/changing attitudes
- Capacity and Capability
- Supporting, developing, refining and co-ordinating the activities of partner agencies
- Justice
- Ensuring responses are robust, swift, consistent, co-ordinated and above all responsive to the needs of victims

### Accountability

- *Working with the Scottish Government to develop a national Performance framework.*

[https://pkvawp.org/site/assets/files/1191/2017733\\_pkvawp\\_strategy.pdf](https://pkvawp.org/site/assets/files/1191/2017733_pkvawp_strategy.pdf)

## 6.2 Integrated Care Teams

The Integrated Care Team (ICT) in the South locality includes Social Workers, District Nurses, Occupational Therapists, Mental Health Nurses, GPs and third sector representatives. Discussions focus on providing coordinated and effective assistance to people with complex support requirements including people who require support to return home from hospital. The work of the ICT has contributed to a reduction in the number of



people delayed in hospital in the south locality in recent months. There are also numerous case studies of people with complex support requirements who are being maintained at home with support from the Team.

### 6.3 Engaging with Communities

There are well established and innovative approaches to seeking the views and experiences of individuals and carers and enabling them to influence service development in Perth and Kinross. We have clear communication plans that detail how we communicate and engage, when we do this, and who we do this with. We have effective collaboration with regulators, key stakeholders, and scrutiny bodies. Examples of engagement with service users to improve service delivery and in the design of new services include:

- individual and group meetings with staff and clients/carers during the Review of Residential Care and the world café event which was a large part of the Review of Day Services consultation
- the consultation and participation of young people in the design for remodelling residential care which has resulted in REACH
- Service user and carer representatives are members of the strategic planning group for the Health and Social Care partnership and were involved in the commissioning of for Care at Home contracts.

There is a strong commitment to working in partnership with people in our communities and to build on their skills, knowledge, experience and resources. Through the Communities First Review more choice and control was provided for people, making sure the most vulnerable individuals receive responsive quality care delivered locally, and in a personalised way.

Communities First introduced locality-based service provision with the aim of:

- Building Community resilience
- Developing Community based service provision
- Focusing resources to provide more efficient services
- Utilising technology to provide a better and more accessible service

#### **The Strathmore Community Sing group**

Established in 2017 through funding of £1000 from “Your Budget, Your Community, Your Choice”, the Strathmore Community Sing Group is resulting in very positive benefits for people experiencing dementia giving expectation, achievement and hope. Being active in a singing group vocally and physically; having musical goals; feeling valued as a member of the group; engaging in creative activities is known to stimulate positive hormones that can counter some of the challenges arising from living with dementia. Group singing:

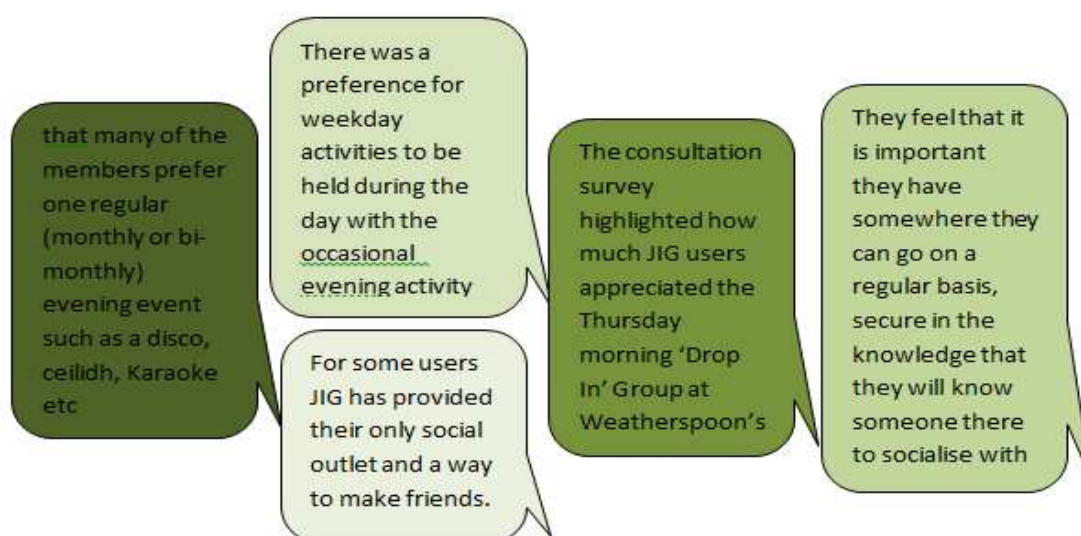
- helps communication as the physical act of singing can reflect the principles of speech therapy for people with dementia.
- provides opportunities for people to express/explore/reflect on their emotions by channelling them into familiar or newly composed song lyrics and tunes.
- improvised activities can stimulate immediate, here-and-now communication that is not dependent on memory.



## Reducing Social Isolation

The Join In Group (JIG) was established in 2013 to provide opportunities for people with learning disabilities and other support needs, to socialise in their community, meet new people; allowing them to develop and build friendships and new relationships. The Join In Group works in partnership with Live Active, NHS, Local Businesses and other Perth & Kinross Council Departments to provide activity programmes. JIG aims to fulfil the recommendations that are set out in the 'Keys to Life' strategy for Perth and Kinross.

JIG currently has approx. 30 regular attenders from across communities in the North Locality within Perth & Kinross. A survey was carried out in 2017 asking JIG users what type of activities they wished to participate in across 2017/18, how often and when. The feedback from the survey was:



### Festive Friendship Lunch

North Locality social work team worked in conjunction with Strathmore Centre for Youth Development (SCYD) and the Friendship Café and arranged a Festive Friendship lunch for 40 people in December 2017. The social work team identified individuals who would ordinarily spend the festive season alone. Volunteers from SCYD, the social work team, family members and Strathmore Day Opportunity staff all gave up their time on 28th December to help make the day a success. The day was funded through contributions from the Friendship Café, SCYD and fundraising undertaken by the social work team.

15 people from across the Strathmore area were all transported back and forth to the Balmoral Hall in Rattray and a three course lunch and coffee was served, entertainment provided and a small gift given to each person. 6 social work employees gave up their day's holiday and their friends and family also supported.

## **Special Needs Housing Review**

Perth and Kinross Council Housing and the Health and Social Care Partnership undertook a Special Needs Housing review in 2017 which was informed by feedback from over 500 stakeholders. This included people with learning disabilities, autism spectrum disorder (ASD), profound and multiple learning disabilities (PMLD), physical disabilities, mental health and older people.

The review made it clear that current supported accommodation and wheelchair accessible housing in Perth and Kinross is highly valued by the people who live there. It concluded that there will be an ongoing demand for housing with care and support. In light of this, an action plan has been developed which sets out work streams to be progressed that will assist in enabling the development of housing for individuals who require care and support, or physically adapted properties, such as wheelchair accessible housing, to live independently in the community.

## **Mental Health Wellbeing Event**

In August 2017, 81 stakeholders took part in a stakeholder event, the purpose of which was to develop the Mental Health and Wellbeing Action Plan. The event sought feedback from participants on 6 different themes, including Prevention & Early Intervention; Housing Issues, Welfare Reform & Employability; and Interventions & Recovery. There was broad representation from across the statutory, Third and Independent Sectors, and it included 32 people who have used services and an interest in mental health.

The feedback generated by this event has directly informed the Mental Health and Wellbeing Action Plan, and will shape the planning and commissioning of services in the future.

## **Participatory Budgeting: 'Your Community Your Budget Your Choice'**

In 2017 the Health and Social Care 'Your Community Your Budget Your Choice' project held three events across PKC's localities, aiming to allocate a total budget of £80,000. By providing small sums of money (up to £4,000) a range of local conversations would develop, and new creative provision created. The 'Your Community Your Budget Your Choice' project received a total of 47 applications across the three localities.

This resulted in 1562 people voting for the projects that they felt would deliver the care and support required in their community. 21 community projects were fully funded and a further 22 received part funding. PKC and PKAVS staff are now working together to help support these projects.

In 2018, there were 9 co-produced Participatory Budgeting events delivered through the Action Partnerships and Health and Social Care Partnership to help deliver local projects that address local issues and enable local people to make the decisions that benefit their community. Since we began to work in partnership the process has grown and improved. Participation levels have nearly doubled from previous years and this is as a direct result of better partnership working. These events have also supported better networking opportunities for local groups, has built cohesion and increased capacity in local communities.

The project has won the Provost's Award at the 2018 at the Securing the Future Awards, a bronze in the COSLA Awards and was nominated for a Scottish Public Service Award.

## 6.4 Commissioning

### 6.4.1 Health and Social Care

Perth & Kinross Health and Social Care Partnership's approach to planning, commissioning and delivery is shaped by our Strategic Commissioning Plan. This sets out five strategic priorities:

- Prevention and early intervention
- Person-centred healthcare and support
- Working with communities
- Reducing health inequalities and promoting healthy living
- Making the best use of available facilities, people and resources

These five priorities cover the main areas of service delivery. The Commissioned Services Board is supporting the strategic planning function and commissioning and contract management of health, care and support services; investing in services which make a difference, and are aligned to the Partnership's objectives to achieve better outcomes for people and provide value for money; and promoting a prevention approach to achieve positive outcomes over the long term. Key Challenges:

- To take account of the increasing ageing population the Joint Strategic Commissioning Plan has a strong emphasis on Older People services and work is underway to refresh the needs assessment originally developed to support the Strategic Plan a 2016-19.
- The growing numbers of people in Perth and Kinross who have complex care needs or are growing older will require better joined-up care, better anticipatory and preventative care and a greater emphasis on community-based care. We know that people want to have care and support delivered to them in or as near to their own homes and communities and that they are a rich resource of innovation, support and intelligence about what is needed, what works and what role they can play in supporting community members.
- There is strong evidence in the Perth and Kinross Health and Social Care Partnership Annual Performance Report 2017-18 of changes in the way services are being commissioned through a shift towards models which are personalised and focussed on improving outcomes.

#### **Arkbrae Redesign**

Over the course of the last 2 years the locality social work team, the Planning and Commissioning team and Ark Housing Association have worked jointly to redesign the service model for ten people with learning disabilities supported in accommodation in Perth. The service was previously commissioned as small residential care home but following the redesign process is now a shared house offering tenancies, where people have personalised packages of care and support which are better tailored to their needs and aspirations. For some tenants support packages reflect some changing needs associated with growing older and for younger tenants support is directed to promoting greater independence in the community. The new service model became operational in July 2018.

## ***Care Homes***

Perth and Kinross Council has a well-established partnership working arrangement with the local care home sector allowing it to consult on strategic matters, quality and service improvement. The Perth & Kinross Care Home Forum meet three times a year and provides an opportunity for the Council, Perth & Kinross Health and Social Care Partnership, NHS and local Care Home providers to work collaboratively and ensure that all care homes feel supported and empowered to deliver the highest quality of care to their residents.

## ***Care at Home***

PKC took a decision some years ago to deliver Care at Home Services through the third and independent sectors and over a number of years the Council on behalf of the Health and Social Care Partnership commissions all care at home services through the independent and third sectors. Care at Home services were recommissioned in 2015 with a focus on best value and improved outcomes for service users. A care at home forum meets regularly and provides an opportunity for collaborative working between the partnership and the independent sector providers

## ***Review of Housing and Support Needs***

We undertook research into the housing and support needs of older people, people with mental health needs and learning disabilities and this research will inform our priorities for the development of accommodation options for these vulnerable groups in partnership with Housing and Environment services.

## ***Views of Individuals and Carers***

The evolution of Self-Directed Support and a more personalised health and social care system requires a wider range of options that support people's independence. Through the commissioning process, the Health and Social Care Partnership reviews commissioned services to ensure that these are making a difference for individuals and carers outcomes. The views and preferences of individuals and carers are central to this across health, social care, and the voluntary and independent sectors.

## ***Monitoring and Reviewing***

For Commissioned Services there are well established monitoring and review processes, with a reporting line to the Commissioned Services Board. The Planning, Commissioning and Contract Management Team carry out monitoring, review and contract management.

Contract Officers monitor Contracts and Service Level Agreements to ensure that providers deliver an acceptable quality of service, good value for money, and that the services are directly aligned to the objectives and outcomes of Housing and Care strategies. There are a variety of contractual arrangements in place including:

- Care Homes operating under the National Care Home Contract
- Care at Home Services operating under a new contractual arrangement following competitive tender in summer 2017.
- Individual contractual arrangements with specialist providers for community based housing support and homecare for community care clients.
- Service Level Agreements for a range of community projects and services, generally provided by local organisation.

## **6.4.2 Services for Children, Young People and Families**

A Strategic Commissioning Review was one of Education and Children's Services (ECS) Phase 1 Transformation Reviews delivered as part of the Council's Transformation Strategy 2015-2020. The purpose of this review was to ensure that commissioning from the Third Sector and partners was meeting the priorities of the organisation and that commissioned services were effective in meeting evidenced based need for children, young people and their families in Perth and Kinross.

The key output of this review was the ECS Commissioning Strategy which was approved at Lifelong Learning Committee in August 2017. This details our strategic priorities and how our commissioning arrangements with Third Sector organisations and partners would be transformed over three years from 2017 to 2020. Our local priorities were agreed at a workshop which was hosted by the Children, Young People and Families Partnership in January 2017. These emphasise the need to shift to earlier intervention and prevention and are:

1. Tackling inequalities
2. Strengthening families and building resilient communities
3. Meeting the needs of our most vulnerable children, young people and families

These priorities reflect local evidence-based needs identified for children, young people and families in Perth and Kinross and will guide our commissioning over 2017-2020. This strategy is also aligned to the agreed shared priorities in the Tayside Plan for Children, Young People and Families.

The most significant work over the last year has been the re-commissioning of a range of Family Support Services. The review of existing SLAs evidenced that SLAs with three service providers had been contracted by different parts of ECS but all three were considered to be family support services. The total value of these three SLAs amounted to £290,403 in 2016/17.

The Commissioned Services Board agreed to re-commission all family support services. By de-commissioning the pre-existing services and creating a specification for a competitive tender it was envisaged that this would enable ECS to commission different services which would better meet the changing needs of vulnerable families and evidence best value in the current market. A range of family support services has now been commissioned from July 2018 to provide accessible, high quality, home-based family support providing intensive and flexible support for families with primary school children who are at risk of becoming looked after; support for children living in substance misusing households; and parenting support via volunteers for families with very young children.

The Council set a balanced budget for 2017/18 and the Annual Audit Report to the Members of Perth and Kinross Council for the year ended 31 March 2018 by KPMG concluded that the budget setting process was satisfactory and that processes demonstrate good financial management. There was an underspend of £2.5 million in health and social care at the year end with budget pressures identified for 2018/19.

To support financial sustainability, the Council identified savings requirements over five years from 2015 to 2020 in order to continue to deliver services as part of the medium term financial plan. The 2015-20 transformation programme supports achievement of these savings through redesigning the way services are delivered to maximise efficiencies and support change. The Council is performing broadly in line with the milestones set out in the programme and there are a number of key transformation projects which relate to the provision of social work and social care services.

<b>Community Care and Criminal Justice Services</b>	<b>2015/16 £m</b>	<b>2016/17 £m</b>	<b>2017/18 £m</b>
<b>Net Recurring Expenditure</b>	53.52	58.39	52.27
<b>Main Savings Approved</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>£,000</b>	<b>£,000</b>	<b>£,000</b>
Client Contributions Policy for Non-Residential Services	0	200	0
Review of Care Packages	0	0	69
Review of Shared Lives Project	0	0	20
Reconfiguration of Safer Communities Team	24	0	0
Revised Charges for non-residential services	0	63	0
Redesign of Learning Disability Services	290	0	0
Redesign of Community Safety Service	0	119	0
Redesign of Care at Home Service	200	0	188
Reductions in residential placements (Older People)	667	0	0
Targeted reduction in Supplies and Services, Property and Third Party Payments	0	222	0
Implementation of Housing with Additional Support	0	80	80
Development of Communities First Initiative	0	72	322
Review of Day Care Services	0	0	239
Management Savings	0	0	75
Workforce/IT Efficiencies	0	0	127
Procurement Reform	0	0	205
<b>Total</b>	<b>1,181</b>	<b>756</b>	<b>1,325</b>

<b>Services for Children, Young People &amp; Families</b>	<b>2015/16 £m</b>	<b>2016/17 £m</b>	<b>2017/18 £m</b>
<b>Net Expenditure</b>	17.68	17.22	18.26
<b>Main Savings Approved</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2018/19</b>
	<b>£,000</b>	<b>£,000</b>	<b>£,000</b>
Service Level Agreements	69	45	41
Central staff and slippage	12	58	0
Integration of Youth Justice Services	100	0	0
Freeze in Foster Carer & Kinship Carer Payment Rates	71	0	0
Closure of Gowans Family Centre and establishment of Family Focus team	0	165	0
Policy for Approved Kinship Carers	0	198	0
<b>Total</b>	<b>252</b>	<b>466</b>	<b>41</b>



## 8.1 Employee Engagement Survey

Perth & Kinross Council carried out the annual staff survey in September 2017. The table below shows the key messages for social work and social care staff.



Key findings highlight that staff agree that they are treated fairly at work, and that their daily role provides them with the opportunity to use their strengths. Staff also agreed that their team is passionate about delivering excellent customer service and the people they work with are committed to doing their best. This is particularly important for front line social work and social care staff. They need to remain passionate about improving people's lives and to be supported within high performing teams where their work is both valued and supported.

### Learning and development team

The Learning and Development Team vision is to enable the best learning experience. The work of the team is grounded in the values of participation and collaboration in order to support services. In 2017/18, the team has focused on supporting individuals, teams and services with their learning needs; enabling key priorities identified within the Perth and Kinross Health and Social Care Commissioning plan; and the helping staff work towards integration and highly effective partnership working.

Key Challenges for the team:

- Equity and accessibility of learning within the partnership
- Income generation to support required learning



- Expectation of workforce support with current demands and perception of L&D as a priority
- The capacity to support learning requirements. The realisation, acknowledgement and action of the support required to enable the workforce to share their learning.
- Lifelong learning as a journey throughout careers – A learning culture as a priority to enable the partnership vision
- Effectively capturing, documenting and sharing our work.
- Having an effective and engaging digital presence

The Learning and Development Team continues to strengthen each year in terms of the wide range of learning opportunities (in collaboration with organisations and partner agencies) provided to social work and social care staff. Colleagues can access up to date information using different medium, including Facebook and Twitter. These opportunities are delivered by attending trainer led sessions, e-learning etc.

Examples of opportunities organised, attended and well received:

- Self Directed Support delivered across Tayside
- Practice Learning – in conjunction with Tayforth Partnership+
- Team Work – in collaboration teams to create bespoke learning experiences to support needs
- Affina Team Based Working – NHS Tayside, Perth, Dundee and Angus Councils
- Shared Learning – 3<sup>rd</sup> Sector Strategic Forum
- Working with Locality Teams and Independent Sector on large scale investigation work
- Palliative and end of Life Care – this was a co-designed course delivered by Macmillan and Palliative Care Educators, NHS Tayside
- Skills and Knowledge Sharing – PKC colleagues co-designed and co-delivered learning experiences in relation to specific areas of need, e.g. Learning Disabilities, Adults with Incapacity and Mental Health
- TEC Learning within localities delivered by Alzheimer's Scotland TEC Team
- Open Badges in collaboration with SSSC (recognition of non-accredited learning)
- Communications Passport delivered by Kate Sanger (Parent and creator of Communications Passport) and Pitlochry High School

### Examples of Development Days for Staff



*Access team – Team Development Day*



*HART Team developing persona and empathy mapping – imagining walking in people's shoes*



*Carers Act with PKAVs and Perth & Kinross Council*

### ***Successes in 2017/18***

- Securing the Future Bronze award for 'Transforming Learning and Development'
- ACORN funding to support 2 Social Work degree Programmes for members of our workforce
- SVQ review and implementation of a blended learning model to support personalised learning, the benefits of peer support, meeting registration requirements, efficiencies and sustainability
- The creation of a Manual Handling App funded by PKC's "The Angel's Share 2016" (this is an opportunity for teams to submit a bid to invest in innovative ideas which have the potential to make a big difference); the launch of this app is planned for October 2018
- Continue to support Mental Health Officer Programmes, CALM programmes, individual and team learning opportunities

### ***Mental Health Officers***

A Mental Health Officer (MHO) is a social worker with accredited training, experience and skills to work with people who have a mental disorder. Legislation requires a qualified MHO to assess whether a person needs to be detained under the Mental Health (Care and Treatment) (Scotland) Act 2003 and assess whether a person can manage their own welfare affairs under the Adults with Incapacity Act (Scotland) 2000.

The statutory function extends to the provision of MHO services out with office hours 24 hours per day and 7-days per week and Perth and Kinross Council provides cover through a pool of specially trained social workers who operate a rota. Over 2017/18 a decision was taken to relocate inpatient mental health services from Murray Royal Hospital to Carseview, Dundee. One additional full-time MHO has been recruited from September 2018 to meet the additional demands.

In order to address the challenges associated with an ageing workforce and to ensure service delivery and business continuity, two social workers are funded and supported to complete the fulltime MHO course every year. It was not possible to generate sufficient interest in 2017/18, the opportunity was again offered for those interested in participating in the MHO programme, but we received no applicants and feedback suggest that this was as a result of uncertainty due to service restructuring. There is a commitment to supporting

three social workers to complete the MHO award in 2018/19. This will ensure that PKC retains a cohort of qualified and competent MHOs. The additional workload and difficulties in generating interest in the MHO training presents a major challenge going forward.

### ***Social care recruitment***

Perth and Kinross has a population of around 150,000 people living and working across a large rural area. The area is experiencing significant demographic change, especially in relation to older people. The need for support from health and social care services increases with age and there is a significant challenge in supporting our communities to lead healthy, fulfilling lives at home for as long as possible. There is increasing demand for care at home and significant increases in the level of care and support required for people with complex needs. The age balance of the population presents challenges in relation to recruitment and carer availability particularly in rural areas. The implications of Brexit on the social care workforce is also likely to be significant locally.

In 2017/18 there has been a programme of work in partnership with the third and independent sectors to improve the image of care as a career choice. As an accredited Living Wage employer, all contractors are required to implement Fair Working Practices and pay the Living Wage to all employees. A highly visible media campaign has successfully recruited new carers into the independent social care sector.

Through a partnership with the Duke of Edinburgh scheme, work experience in care homes supports entry into University for Nursing or Medicine Careers. This provides positive practical experience makes a career in health and social care more attractive to young people and brings new skills, attitudes and experiences to the workforce. There are 4 Modern Apprentices working within care homes enhancing access to future careers with social care.

### **Social Prescribing**

Social prescribers have been appointed (one for each of the localities) their role is to support those who are not in receipt of any formal services but would benefit from input and reduce the likelihood for the need of statutory supports. Social prescribing provides early intervention enables people to access appropriate local and community supports and helps reduce demand on frontline health and social care services. The key aims and outcomes of Social Prescribing include:

- improved outcomes for people through greater choice of easily accessible, personalised and local supports.
- people feel supported to access alternative opportunities to statutory or more traditional models of service
- people will feel supported to take an active part in their care
- provide a person centred focus to signposting and support

### **Achievements**

- Joint working between the **Access Team** and the social prescribers is starting to support better links with community resources and build on partnerships. Community Learning and Development in Perth are looking to dedicate protected time to reach out to the most marginalised young adults referred to the Access Team.

- Working closely with **Healthy Communities Collaborative Support Workers**, the Social Prescribers have a targeted geographical area in which they are working, not to duplicate but add to the work being carried out by the Healthy Communities Collaborative. Contact has been made with GP practices and the hope is that strong links can be formed with practices, with the Social Prescribers perhaps being located within GP surgeries for a proportion of their time.

### Suicide Prevention

The Perth and Kinross Bereaved by Suicide Initiative is a joint initiative between Police Scotland and Social Work, set up in response to both national and local evidence that a person bereaved by suicide is at a higher risk of dying by suicide. Support is offered through the **Social Work Access Team**, ranging from an initial phone call and information pack sent out, telephone support, signposting to other services, to longer term face-to-face support. The Access Team went through a restructure in 2017, and many new staff members joined the team. In order to continue delivering this sensitive and compassionate support, new members of the team were upskilled through 'Applied Suicide Intervention Skills' training, and 'More Questions Than Answers' Training. It was also recognised that providing this support can be very challenging for members of staff, and they were made aware of the internal and external supports they can access to look after their mental wellbeing.

Between January 2017 and August 2018, the Access Team offered support to 21 people affected by 14 suicides.

## 9 Looking Forward to 2018-19

There is significant evidence throughout this report of social work and social care practitioners and managers leading the way in redesigning and reshaping the way in which services are delivered. To protect essential services and at the same time ensure a continued focus on prevention, earlier intervention, personalisation and to constraints will require courageous leadership at all levels. It will require continued investment to maintain the skilled, flexible and adaptable workforce through learning and development and effective support.

There are encouraging signs that innovation and investment in new ways of working are addressing longstanding pressures in some areas for example the reliance on residential care for young people.

Key strategic priorities for 2018/19 will include:

- responding to the improvements highlighted in the Joint Inspection of Services for Children and Young People;
- implementation of the Carers (Scotland) Act 2016;
- implementation of the Duty of Candour Arrangements;
- continued efforts to embed the Health and Social Care Standards throughout our quality assurance arrangements and across the partnership;
- managing key challenges associated with recruitment and workforce development and focusing on areas of pressure such as home care and mental health officers;
- implementation of the National Health and Social Care Workforce Plan;
- preparing for a Joint Inspection of the work of the Health and Social Care Partnership; and
- preparing for an inspection of Criminal Justice Social Work services focusing on Community Payback Orders.

Examples of Self Directed Support**Option 3**

Miss A is 20 years old and has a moderate Learning Disability. She and her siblings were raised by their father. For the past few years, he has been struggling in his parental role and in particular in relation to managing the challenging behaviour exhibited by Miss A. There was significant input required from psychology and psychiatry in relation to Miss A's presentation. Due to the fragile home situation, and increased tension and aggression within the house, colleagues from Children's Services were also heavily involved with the younger siblings due to the ongoing risks.

- Miss A was the subject of numerous Adult Support and Protection concerns and subsequently the situation at home broke down irretrievably resulting in emergency accommodation requiring to be found for Miss A.
- Initially, Miss A was placed in a care home for older people due to lack of suitable Learning Disability provision in the area. Subsequently she moved to a more appropriate resource, a residential care home for adults who have a Learning Disability. However, Miss A was still the youngest resident by 19 years and as such, had no peers she could identify with.
- Future plans for accommodation and support were discussed with Miss A, Self Directed Support options were explained to her and her options were explored. Miss A decided that her preferred option would be to move to a community living setting where she would receive the care and support she required but where she would also be able to live alongside people her own age and access meaningful activities.

Since moving to her new placement, Miss A has flourished and there is little evidence of challenging behaviour despite this having been a regular occurrence previously. She now has a weekend job working with horses and she has learnt many new skills, such as baking, craft work and numeracy. Miss A has made new friends and her relationship with her family is now much improved. It is anticipated that in the future, Miss A will move on to more independent living given the progress she has made.

**Option 1**

A is a young man (age 20) who lives at home with his parents and sister. He has Profound & Multiple Learning Disabilities. A suffers from epilepsy which is not well controlled resulting in drop attack seizures at any time. A requires support at all times as he is unable to manage his own behaviour, will run off if provided with an opportunity, does not recognise risks or dangers to himself or others and is not able to communicate verbally.

- SDS provided an opportunity to have a direct payment which is used to employ 2 personal assistants to support A. He will be able to access community resources when he is well enough or stay at home with support if he is unwell. The personal assistants will also support A on breaks away from home which offers the carers a break. A will have consistent support from 2 people who know him well and also know what he likes to do. The support can be flexible to suit the needs of both A and his carers.
- Prior to SDS A attended Day Opportunities 5 days per week, had support at home provided by an agency (invoiced to P & K Council) and had a respite budget (managed by Cornerstone) which allowed A to go away from home for short breaks.



- A did not like attending Day Opportunities as he did not like waiting for an activity to start or waiting for others to get ready. He often reacted by being challenging towards others.
- The support agency frequently changed the person providing the support and on some occasions were unable to provide support due to staffing issues. This again led to difficulties at home.

A's family members are delighted that A will now have his own support from people he knows and likes and less time will have to be spent prompting the agency for staff rotas and questioning changes. The ongoing care and support plans for A are made in conjunction with relevant health professionals.

### **Option 1**

Miss C employs her sister as her Personal Assistant under option 1 to allow her family to have some respite from their caring role.

Although family members are not usually employed as Personal Assistants, in this case it was felt that this arrangement would be preferable for Miss C and her family given that her mother's desperate need for a break but her reluctance to accept traditional respite for her daughter due to her profound communication difficulties as a result of her learning disability and autism and her fear that Miss C would not be understood by others. In addition, Miss C's mother places a strong emphasis on her cultural background and coming from the Philippines, she believes that family members should look after each other and she is very concerned with the thought of leaving her daughter with strangers.

The employment of a family member as a Personal Assistant whom Miss C trusts and who is familiar with her communication needs has allowed Mrs C to have 5 weekends a year when she has a break from her caring role without worry for the wellbeing of her daughter.

### **Option 2**

M is a young woman who lived a very chaotic lifestyle. When referred to social work she was at risk through substance misuse, alcohol misuse, self-harming behaviour and through her vulnerability to exploitation. She had serious debt problems due to her using her benefits to purchase drugs and alcohol for herself and others. M lived with her mother and siblings in a council tenancy and they faced eviction due to non-payment of rent/council tax. M frequently was involved with the police through her anti-social behaviour. She made numerous allegations against men claiming that she had been sexually assaulted by them.

- After assessment M opted for a Managed Package through SDS. She receives 12 hours support per week provided by a care provider.
- This support is flexible to enable M to have support when she feels it would be best for her. She uses the support to access community learning, a work experience and for support with her tenancy. The support agency has also taken over Benefit Appointeeship and with this help, M now manages her finances within tight constraints to allow her enough to live on, pay off her debts and to avoid being exploited by others.

Since having the support the instances of drug misuse, alcohol misuse and self-harming behaviour have virtually stopped and she is no longer monitored under Adult Support and Protection Case Conference Reviews due to these risks being minimised. There also has been a reduction in the support that M has required from health such as psychiatry and community learning disability nursing.

## Option 2

Mr A is diagnosed with a learning disability, autistic spectrum disorder and extremely challenging behaviours. For three years, Mr A was in hospital as an inpatient as he was unable to be safely supported in the community. His proposed care package was put out to tender and a specialist, autism specific provider was chosen under option 2.

- The introduction of this care package has allowed Mr A to successfully remain living in his own house since being discharged from hospital and means he can be supported in the community close to his family in an area he is familiar with.
- Given the care provider specialises in autism, Mr A's care package is completely tailored to his individual support requirements on a daily basis.
- His quality of life has much improved since he left hospital and he is now able to lead a meaningful and personalised life and he partakes in a wide variety of activities and staff are constantly working with him to help him achieve higher levels of independence.

Despite the ongoing challenges his behaviour presents, the specialist provider and relevant health professionals work together to ensure that his complex care needs are consistently managed.



## PERTH AND KINROSS COUNCIL

19 December 2018

### NATIONAL JOINT REVIEW OF LOCAL GOVERNANCE

#### Report by Depute Chief Executive (Report No.18/417)

This report presents a draft response from Perth and Kinross Council to the National Joint Review of Local Governance and asks Council to approve the response.

#### 1. BACKGROUND/KEY ISSUES

- 1.1 All Scottish public service reform legislation in the last decade (spanning health and social care, children and young people, education and community justice) incorporates the principle of subsidiarity. Every public service whether administered nationally, regionally or locally is ultimately *delivered locally* – to individuals, families and neighbourhoods.
- 1.2 Subsidiarity means allowing decisions to be made at the most local level where decisions will have most impact. It implies that more centralised public bodies – Councils, regional structures or national government – make decisions only where necessary to support good local decision making. For example where a decision has wide strategic implications such as building a cross-border railway line; deciding where highly specialist health care services are best located; or decisions requiring professional/technical expertise such as child protection.
- 1.3 The Community Empowerment (Scotland) Act 2015 aims to strengthen community participation and engagement through various new duties and powers. This Review aims to take the agenda further. It launched in November 2017 as a joint exercise between Scottish Government and COSLA. The Review aim is to *consider how powers, responsibilities and resources are shared across national and local spheres of government, and with communities*. Ministers have stressed they want to see all public bodies engaged in the Review and that both national and local democratic decision-making processes should be examined. A link to the Review microsite is [here](#).
- 1.4 The Review included an initial information-gathering stage to which we responded (**Appendix 1**). It is currently focused on asking Councils and other public bodies for proposals on what successful reform looks like, accepting that different solutions will suit different areas. For example the Islands have long advocated a Single Public Authority where Councils, NHS and other public services will work jointly as part of a new constituted structure requiring primary legislation (The Islands Act 2018). In Perth and Kinross, the Health and Social Care Partnership integrates social care services delivered by the Council with clinical care delivered by NHS Tayside. In England, Combined Authorities have emerged such as in Greater Merseyside, incorporating 9 Councils with a strong focus on economic development and urban regeneration. Other Councils in Scotland, including us, are pursuing wider Regional Collaboratives on key services including education (the Regional

Improvement Collaborative) and economic development which is integral to the Tay Cities Deal.

- 1.5 Final input to the Review is requested by December 2018. **Appendix 2** is the commissioning letter from the COSLA President and Deputy First Minister setting out the Review 'ask' from public bodies.
- 1.6 The 2018 Programme for Government (September 2018) confirms that Review recommendations will be built into a 2019 Local Democracy Bill.
- 1.7 The question of how to make democracy work better is huge, and very current. Social media enabling mass online public debates and the rise of populist/anti-establishment movements are a factor. Broadly speaking we can think about democratic tools in three ways:
  - **Representative democracy**, where elected representatives make decisions on behalf of their constituents locally, regionally or nationally.
  - **Participative democracy**, including Citizen Juries, Participatory Budgeting and online debates and voting.
  - **Administrative boundaries** within which local, regional or national public services are delivered with accountability to elected or appointed bodies.
- 1.8 Key considerations for us include:
  - The **benefits** of subsidiarity – decisions about local public services are better informed by a broad and diverse spectrum of community views.
  - The **risks** of subsidiarity – decisions may be hijacked by vocal minorities; scarce public resources are not targeted effectively across different localities because an overview of overall priorities is lost.
  - How decisions can be improved through more participative democracy (for example planning local community health services or deciding local speed restrictions)
  - Which decisions need to be taken by professional/technical experts or representative democracy (for example planning or licensing).
  - The shift required to be an 'enabling Council' which fosters subsidiarity. This means accepting we will not control all decisions but we are important influencers in delivering better outcomes for everyone in Perth and Kinross.
  - Implications of this cultural shift for our organisational structure, skills and ways of working.
- 1.9 We explored these issues and more during Councillor workshops in November 2018, summarised in section 2. **Appendix 3** is the draft response to the Review Team based on the views expressed by members.
- 1.10 A COSLA Special Working Group is developing a common statement of principles which it will promote for inclusion in the Local Democracy Bill. These will be considered by COSLA Leaders in January 2019 based on:
  - Community empowerment
  - Functional empowerment
  - Fiscal empowerment

## 2. PROPOSALS

### Workshop feedback

2.1 The workshops covered a wide range of issues. Key points raised were:

- There was a strong view that decisions are frequently made at too high a level and the degree of centralised decision making in Scotland is significant.
- There was a view that Scottish Councils vary too much in population and geographical size – they could be smaller and more responsive, based on area rather than population size.
- The importance of fiscal autonomy including local taxation powers if local decision-making structures are to have ‘teeth’. English Parish Councils were highlighted as effective local decision making structures with appropriate financial and wider decision-making roles.
- Local decision making should be the starting point for reform proposals, followed by an aggregation upwards where necessary to regional or national level (rather than deciding what can be devolved ‘downwards’)
- The breadth of community organisations at local level including Community Councils and the complexities this raises for effective local decision making and accountability. For example Community Councils are statutory consultees; Development Trusts are good at mobilising communities as they often have significant funds at their disposal.
- There was some appetite to build the role of Local Action Partnerships giving them more decision-making powers including financial decisions, and a clear role in monitoring, scrutinising and holding to account local public services. LAPs have already made inroads to strengthening participatory democracy through Participatory Budgeting.
- There were also some views expressed on the possible use of Area Committees as a forum for local decision making.
- Recognising that not everyone is interested in the detail of which body runs different public services and determining the key issues which communities want to decide themselves; otherwise consultation and volunteer fatigue sets in.
- The importance of consistent, high quality public consultation processes where the public can trust that their views will be considered and, if not acted on, the reasons why are clear.

## Wider considerations

2.1 As well as consultation with Councillors, evidence was gathered through other means including from other Councils and the Council Modernising Governance Member Officer Group (MOWG). The main points considered were:

- Increasing use of deliberative democracy tools, like Citizen Juries and Mini-Publics, to inform and strengthen local decision making by encouraging a wider range of community views.
- At local authority level, scope to create new governance arrangements via the Community Planning Partnership within which CPP partner budgets, skills and other resources are better aligned to the shared priorities of the Community Plan.
- At regional level, scope for further collaboration and integration across public services and Councils as well as with social enterprises and the third sector to create more economies of scale.
- Scope for greater fiscal power and autonomy to deliver local services such as discretionary local taxes.
- How new models of municipal/civic government can support more creative, less risk-averse approaches to public service design and delivery – for example, by mutuals, social enterprises and stimulating local markets for services which deliver social benefits like improved local employability/employment and strengthened local supply chains. This issue is not highlighted in the Review but has been the focus of other public policy organisations such as APSE<sup>1</sup>.

## 3. CONCLUSION

3.1 The evidence gathered to feed into the review has raised a number of key points which suggest some key principles for this Council and for the development of wider reform proposals:

- A focus on making local community planning work more effectively; in Perth and Kinross, this would suggest strengthening the Local Action Partnerships.
- Start local with what can be aggregated upwards, rather than what might be devolved ‘downwards’
- The importance of local fiscal powers and responsibilities to build and encourage community participation in local decision-making.

3.2 Council is asked to:

- a) **Note** the progress of the National Joint Review of Local Governance.
- b) **Approve** the key principles in **3.1**
- c) **Approve** the draft response set out at **Appendix 3**.

### Author

Name	Designation	Contact Details
Fiona Robertson	Head of Culture and Public Service Reform	01738 475000

<sup>1</sup> *The New Municipalism: Taking Back Entrepreneurship*, Association for Public Service Excellence, June 2018

<b>Approved</b>		
<b>Name</b>	<b>Designation</b>	<b>Date</b>
Jim Valentine	Depute Chief Executive (Chief Operating Officer)	7 December 2018

## IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1. This report relates to the delivery of the Perth and Kinross Community Plan / Single Outcome Agreement in terms of all priorities.

#### Corporate Plan

- 1.2. This report relates to the achievement of the Council's Corporate Plan in terms of all priorities.

### 2. Resource Implications

#### Financial

- 2.1. There are no direct financial resource implications to this report.

#### Workforce

- 2.2. There are no direct workforce implications arising from this report.

#### Asset Management (land, property, IT)

- 2.3. There are no direct asset management issues arising from this report.

### 3. Assessments

- 3.1. This report has been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

(i) Assessed as **not relevant** for the purposes of EqIA.

#### Strategic Environmental Assessment

- 3.2. The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

Assessed as not relevant for the purposes of Strategic Environmental Assessment

#### Sustainability

- 3.3. None.

#### Legal and Governance

- 3.4. There are no direct legal and governance implications to this report but there will be governance implications which arise from any new legislation. These will be examined and reported to the Committee as part of the next stage of work.

#### Risk

- 3.5. There are no immediate risks arising from this report; the Council's strategic risk register reflects the significance of the community empowerment agenda and the Council's response to it.

### **4. Consultation**

#### Internal

- 4.1. The following have been consulted in the preparation of this report:

#### Internal

- Elected members
- Executive Officer Team

### **5. Communication**

- 5.1 Not applicable.

## **2. BACKGROUND PAPERS**

None.

## **3. APPENDICES**

Appendix 1 – PKC initial response to the Local Governance Review

Appendix 2 – background letter from Scottish Government and COSLA

Appendix 3 – draft PKC final response to the Review



## Appendix 1

### Initial consultation response submitted to the Review July 2018

**Q. Has your authority prepared a position on reform, identified key issues for reform or engaged in any other preparatory work related to the local governance reform? Can you briefly outline what has been done, if anything, to date?**

**A.** The position of Perth and Kinross Council is that we welcome this Review and will actively contribute to proposals which strengthen and revitalize local democracy. We are already initiating our own measures to achieve this aim. At the heart of our position is the desire to see an appropriate balance of representative and participative democracy. Both are important, and how they are applied in different measures will always be context-specific. So far we have:

- Implemented local Community Planning in line with the Community Empowerment Act and new statutory duties on CPPs. This is being carried out by 5 Local Action Partnerships across Perth and Kinross using Stories of Place – wikibased data and evidence stores, which inform local priorities and needs.
- Helped establish national best practice in Participatory Budgeting, with over 7,000 local participants in our 2017/18 PB round and £221,000 distributed to local communities; and set out our approach for allocating 1% of Council funding for PB/Community Choices.
- Established a Community Investment Fund of £1.2M over two years, for expenditure decisions by communities via the Local Action Partnerships, Community Councils and other constituted community bodies.
- Started scoping a governance review of our Community Planning Partnership structure in preparation for the outcomes of the Local Governance Review and the ongoing shift to subsidiarity in local decision making.
- Continued to develop the skills and knowledge of our elected members and wider CP partners in community empowerment including Participatory Budgeting, with further training and development scheduled for November 2018.

**Q. What, if any, plans, does you have to inform the process of reform?**

**A** We will inform and influence the reform process through:

- Political participation in COSLA discussion
- Policy making through SOLACE and other key fora
- Development of specific policy proposals for consideration by the Council and the Community Planning Partnership – for example the further evolution of our Local Action Partnerships to include sub-groups to work in smaller localities within the wider LAP geography

We welcome the objective of the Review to be open in Strand 1, the information gathering stage. More clarity about vision and success measures in the next stage is welcomed, as is the chance to shape these. What is the vision for reform of local democracy in Scotland? What are the anticipated outcomes? What does success look like – i.e. what are characteristics of vibrant local democracy?

**Q. Can you provide a list of the key themes/issues/reforms, and offer these in order of priority, that you want placed on the reform agenda?**

- A
1. Local government – or local administration?
  2. The role of the 21<sup>st</sup> century Councillor – fundamentally different from 5-10 years ago, but there has been no meaningful national debate about this in recent years.
  3. Maintaining public assurance of local public service quality and performance. What is the role of communities ('citizen auditors') in achieving that alongside the statutory roles of Councils and other public bodies particularly regulatory bodies?
  4. Achieving the balance between local decision-making and strategic allocation of shrinking public resources at area/regional/national level. How do we find the equilibrium?

## Appendix 2



Scottish Government  
Riaghaltas na h-Alba  
gov.scot



Public Sector Leaders

By email

22 June 2018

Dear Public Sector Leader

### LOCAL GOVERNANCE REVIEW – ENGAGEMENT PHASE

Programme for Government 2017-18 set out the intention to “decentralise power to a more local level in Scotland and launch a comprehensive review of local governance ahead of a Local Democracy Bill later in this Parliament”. In December 2017, the Scottish Government and COSLA jointly launched the Local Governance Review.

We believe that it is important to review how powers, responsibilities and resources are shared across national and local spheres of government and with communities in the context of significant change to the governance of Scotland over the last two decades, and in recognition that outcomes for citizens and communities are best when decisions are taken at the right level of place.

This review reflects local and national government's shared commitment to subsidiarity and local democracy, and builds on joint agreement between COSLA and the Scottish Government to focus on and strengthen local and community decision-making and democratic governance in ways that improve outcomes in local communities, grow Scotland's economy for everyone's benefit, support communities to focus on their priorities, and help new ideas to flourish.

The Review of Local Governance will explore what might be achieved, and highlight opportunities for positive change. In doing so it brings a wide range of Scotland's public services into scope, takes cognisance of reforms where work is already progressing, and will include powers and functions held at national level. It is therefore very important that we hear from you.

Many of you will know that the review is being undertaken in two key strands. First, a highly inclusive conversation with communities is getting underway, and will listen to views about how decision making can work best for towns, villages and neighbourhoods around the country. This reflects our shared commitment to community empowerment, and builds on the work already done to give people a direct say over the decisions that matter most to them. If you would like to support this process, for example by hosting events, please get in touch. As part of that

conversation, we expect people will be interested in how decisions about a range of public services can be made in the communities that they serve.

Second – the main purpose of this letter – we wish to involve you, as Scotland's public sector leaders, in a dialogue about how changes to how Scotland is governed can make the lives of Scotland's people better. Accordingly, we are now inviting you to bring forward proposals to feed into the review.

Just like the first strand, the second strand of the Local Governance Review offers a broad scope, and we anticipate that all public services will wish to offer proposals for improved governance arrangements at their level of place. This is based on an acceptance of increased variation in decision-making arrangements across the country: what is right for one place will not necessarily be right for another. For example, these could be at the level of a city or local authority, community planning partnership or regional economic grouping, or focus on how existing national arrangements can support a more local way of working.

We know that there are already many examples of working creatively across traditional boundaries to deliver responsive services for people. We want to hear how these approaches can be strengthened and scaled up, whether there are new powers or other changes that are needed to make more progress and the benefits these would produce, and about opportunities to hardwire better local governance arrangements into the places you serve. We are also keen to hear about how this landscape could be made to work better overall.

What is important is that proposals reflect our shared aspirations in light of the new National Performance Framework to tackle inequalities and drive inclusive growth, are consistent with Christie Commission principles, and strengthen local decision making.

We also want to have an interactive process with you to consider and develop ideas. Whilst we are setting a deadline for written proposals and evidence of 14 December 2018, we want to hear from you as early in the process as possible in order to understand your proposals, help them take shape and identify where other evidence or assurances might be required to deliver change, and consider how they might link with other ideas.

To get that process underway, we are seeking an initial indication of the kind of issues you would like to discuss by the beginning of September, and we will follow up this letter at that point. There is no fixed format for this, however we do want to receive your initial input no later than early Autumn in order to leave enough time to work with you on proposals. We also want to avoid setting an arbitrary date that would put you under undue pressure to take things forward. But we can't stress enough that we would welcome you getting in touch as early as possible in the process of you forming your ideas. We would of course be happy to meet with you and your networks as part of this process too.

Where there is interest in developing an idea, it will also be important to involve all partners with a potential contribution to make. For example, this approach is already opening up new possibilities for the Islands, following the commitment in Programme for Government 2017-18 to support those Island authorities who want to establish a single authority model of delivering local services.

These two strands of the Local Governance Review will run in parallel for a period of around 6 months, and inform a programme of changes to governance arrangements in different places where these can increase the pace and scale of public service reform, focus on shared outcomes, and strengthen local decision making. In the event of legislative change being required a Local Democracy Bill is provisionally scheduled for introduction later this parliament. However, should you have ideas that will make a real difference, but will take longer to develop and deliver, we do of course still want to hear from you.

Joint oversight for the Local Governance Review overall is provided by the Cabinet Sub-Committee on Public Service Reform Delivery and COSLA's Political Leadership Team. These arrangements provide the primary forum for determining how proposals will be progressed, with Ministers reflecting this in the scope and content of legislation.

The Local Governance Review is part of a long term commitment by national and local government to place based reform and a more local approach to decision making in Scotland. The newly refreshed National Performance Framework provides a shared set of outcomes that this way of working can help to deliver. It is therefore vital that we hear from all parts of Scotland's public services in line with the timescale above. We look forward to your participation, and to discussing your proposals in the coming months.

To begin this process, you can make contact with the team at: [democracymatters@gov.scot](mailto:democracymatters@gov.scot) or 0131 244 0709.

**ANGELA CONSTANCE, MSP**  
Cabinet Secretary for Communities,  
Social Security and Equalities

**JOHN SWINNEY, MSP**  
Deputy First Minister and  
Cabinet Secretary for  
Education and Skills

**CLLR. ALISON EVISON**  
COSLA President



## Appendix 3

## Draft response to Review of Local Governance

## 1. Introduction

- 1.1 Perth and Kinross Council welcomes this Review and the opportunity to shape a future system of governance at all levels in Scotland based on the principle of subsidiarity and recognition that decisions affecting local people and communities are better when they are made with, not for, local people and communities.
- 1.2 Every public service whether administered nationally, regionally or locally is ultimately *delivered locally* – to individuals, families and neighbourhoods. Therefore the starting point for this Review should be what is best decided locally and what must be aggregated to regional or national level – not what can be devolved ‘downwards’.
- 1.3 We do not have a fixed view of how this is achieved beyond saying that primary legislation should be a tool of last resort. It is incumbent on public bodies at all levels to work collaboratively together, and with (not just for) communities. In the Tay Cities Region strong regional collaboration is already underway in key areas.
- 1.4 In common with others, this Council covers a large and diverse geography with a relatively low widely dispersed population. Over a third of our 150,000 inhabitants live in Perth and the remainder in 6 towns and over 120 villages and hamlets. It is, and has always been, clear that decisions affecting the lives of people in Perth and Kinross cannot be made using a ‘one size fits all’ approach.
- 1.5 Our area has tremendous community assets and infrastructure. Community Councils, Local Development Trusts and many other formal and informal community organisations make a difference across every part of Perth and Kinross. Different types of community organisation have evolved in different localities but all have a part to play in local democratic decision-making. 31% of our population contribute to their community by doing volunteer work, above the national average. We have nearly 200 local heritage and arts organisations, 12 Community Sports Hubs, nearly 100 volunteer-run sports groups and numerous Greenspace and Bloom groups including 17 core pathway groups.
- 1.6 As a local authority working in a City Region context we have focused our response on how regional and local decision making and democracy could be reshaped. However we are glad to note the intention of the Review to look at governance at all levels in Scotland. This ‘whole system’ view is essential for subsidiarity to work. We have highlighted a number of points which we believe are wider essential considerations.

## **2. Local considerations**

- 1.1 Whilst the benefits of subsidiarity are clear there are also risks which need to be understood and managed. Local decisions may be hijacked by vocal minorities alienating other voices with legitimate views. And if an overview of priorities at area, regional and national level is not maintained, scarce public resources will not be targeted effectively. These risks can be mitigated by:
- Ensuring that equalities and diversity is explicit in any new legislative proposals beyond existing public body duties to consult and engage with the widest range of communities as well as to actively promote equalities and diversity.
  - Investment in community capacity building as a mainstream role for public bodies so that the asset base of individuals and local organisations involved in local decision-making is continually grown and fostered.
  - Taking a proportionate view, in dialogue with communities, about what can realistically be delivered by local people without volunteer exhaustion.
- 2.2 Recent national reviews of the role of Community Councils in local decision making have highlighted the breadth and diversity of CC as assets in their communities. Lack of awareness of their role may shape unhelpful perceptions of CC as unrepresentative or ineffective yet there are many examples of CC taking a proactive and positive role. The legislative framework for CC, including responsibilities as well as rights, could be usefully reviewed. English Parish Councils may be a useful comparator as they have clearly defined fiscal powers and responsibilities. However CC do not cover all geographies and need to be seen in the light of a wider ecosystem of community groups and networks all of which have a current or potential role in local decision making.
- 2.3 Whilst this Review is not about local government structural reform, the current system varies too much in population and geographical size to support effective local decision making. Alongside, centralised decision making in Scotland remains significant and the interface between national public bodies and local authority areas is working with varied success. National bodies including those which are statutory Community Planning Partners, are not sufficiently responsive to the priorities and needs of local authority/CPP areas. Models in the Baltic States which have smaller, more responsive decision making tiers should be re-examined.
- 2.4 In 2016 we established Local Action Partnerships as our local community planning mechanism, in line with requirements of the Community Empowerment (Scotland) Act 2015. These bring local elected members, community representatives and local public services together to determine priorities and needs in different localities. Whilst LAPs are still evolving, we believe they are an effective model for smaller, more responsive decision-



making tiers. To be successful, they need trust and 'full disclosure' from public bodies about the data and evidence which supports good decision making. They also need a role in scrutinising, monitoring and calling to account public service bodies.

### **Wider considerations**

- 2.5 Fiscal autonomy is key for local decision making to be meaningful and the experience of Participatory Budgeting shows it is the chance to make financial decisions for local benefit which mobilises communities. Further review and reform of local taxation is central. Where financial decisions necessarily sit at Council, regional or national level meaningful community engagement is key if local people are to feel they have a genuine stake. Large scale Participatory Budgeting exercises like those in Durham and elsewhere demonstrate the benefits of community participation in how mainstream public service budgets are allocated.
- 2.6 Public consultations to inform decisions which necessarily sit elsewhere from local communities (for example Local Development Planning) must be meaningful so that communities understand the purpose, timescales and process of consultation and receive timely feedback on why decisions have been made and how their feedback informed decision-taking. All consultation, whether statutory or otherwise, needs to be undertaken with consistent quality and attention to feedback for communities.
- 2.7 Finally investment in shared data and evidence bases and data analysis at area, regional and national level is key. Local authorities have finite and increasingly limited analytical teams and capacity, yet the overall resource base across Scottish public bodies as a whole is significant and could be better aligned to support subsidiarity and allocation of public service resource more effectively.



**PERTH AND KINROSS COUNCIL**

**19 December 2018**

**BUILDING AMBITION – DEVELOPING TALENT**

**ANNUAL WORKFORCE REPORT 2018**

**Report by Chief Executive (Report No. 18/418)**

**PURPOSE OF REPORT**

This report provides an overview of the key achievements since the last workforce report in 2017 and the approval of the Corporate Workforce Plan in February 2018. It also sets out the workforce priorities for the forthcoming year.

**1 BACKGROUND / MAIN ISSUES**

- 1.1 The Council's Annual Workforce Report 2018 is a statement of the progress we have made in developing our workforce – preparing our people for an emerging future, creating a learning ethos and a growth mind-set, developing leadership at all levels, creating a healthy and resilient workforce and reshaping the workforce.
- 1.2 The report includes a look back over our journey and celebrates the collective efforts of our people and the progress we have made.
- 1.3 The Annual Workforce Report is attached at Appendix 1. The 2018 Employee Engagement Survey is attached as Appendix 2.

**2 PROPOSALS**

- 2.1 This year's report uses case studies, short films and quotes from employees and managers to exemplify the depth and extent of the work which is underway. These are summarized in Appendix 3.
- 2.2 Like all plans, our workforce management and development plans require regular review. Following consultation with managers and team leaders from all Services, we have reviewed our priorities for the forthcoming year to ensure that our efforts are focused on the activities which will make the biggest impact and we continue to meet the outcomes we have set.
- 2.3 In summary, these high level priorities are:
  - a. Review all Corporate Organisational Development activity associated with the Learn Innovate Grow OD Framework and evolve where necessary, in relation to new leadership and organisational direction
  - b. Work with the Employee Experience Network to establish an engagement / communications programme which involves people in co-creating the PKC Offer

- c. Agree defined leadership approaches which support the further development of the 'think YES' environment, leadership at all levels, and new ways of working with our communities
- d. Review and redevelop the range of support available to change and transformation activity (potentially aligning Acorn Funding and Angel's Share activity with the Council's Transformation Programme)
- e. Work with Leadership and Learning Network colleagues to develop greater understanding of learning and development needs across the Council, and their subsequent delivery to ensure equality of access, make best use of technology and resources, and create economies of scale
- f. Identify digital skills requirements across the organisation and continue to build digital capabilities within our workforce.
- g. Review and renew methods of listening to, and acting on employee voice
- h. Review our Employment Policy and Practice Framework to ensure it is aligned to our vision and values and promotes an authorising environment, our collective leadership culture and positive employee experience
- i. Implement a Talent Strategy to connect our practices to attract, retain and develop talent and develop our employer brand
- j. Introduce a Managers Induction Programme to equip new, existing and future managers
- k. Evolve our strategic approach to developing our young workforce through work with schools, colleges and universities, and for those with mental and physical disabilities, and those who are care experienced
- l. Develop and implement a Health & Wellbeing Strategy and Framework taking a holistic approach to our wellbeing offer, with particular focus on mental and financial wellbeing
- m. Ensure we have a Sustainable Pay & Grading Structure

### **3. CONCLUSION AND RECOMMENDATIONS**

- 3.1 Perth & Kinross Council have always recognised that our people are at the heart of all we do and our success is reliant on the talent and collective efforts of everyone in the organisation. Creating an active focus on organisational culture is critical to business success, and this is especially important in times of change. We know we need to develop new ways of thinking and working in every part of the organisation, encourage different relationships with the communities we serve, and increase collaborative activity. In future, the Council will be smaller, more agile and with more services being delivered by communities, in partnership and in different service delivery models. For these reasons, it is important to continue to invest in developing the skills and talent we need in the future.
- 3.2 It is recommended that the Council:
- i) Notes the progress and achievements over the course of 2018;
  - ii) Endorses the priorities set out for the forthcoming year.

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## Approved

Name	Designation	Date
Karen Reid	Chief Executive	7 December 2018

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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

<b>Strategic Implications</b>	
Community Plan (Local Outcomes Improvement Plan)	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>None</b>
Workforce	<b>None</b>
Asset Management (land, property, IST)	<b>None</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>None</b>
Strategic Environmental Assessment	<b>None</b>
Sustainability (community, economic, environmental)	<b>None</b>
Legal and Governance	<b>None</b>
Risk	<b>None</b>
<b>Consultation</b>	
Internal	<b>Yes</b>
External	<b>None</b>
<b>Communication</b>	
Communications Plan	<b>None</b>

### 1. Strategic Implications

Community Plan (Local Outcomes Improvement Plan) and Corporate Plan

- 1.2 This report relates to the overall achievement of the strategic objectives within the Corporate Plan 2013-18 through the collective and individual efforts from our employees.

### 2. Resource Implications

Financial

- 2.1 None.

Workforce

- 2.2 None.

Asset Management (land, property, IT)

- 2.3 None.

### **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. Our people priorities enable the council to fulfil its obligations in this regard. Equality Impact Assessments will be carried out for specific initiatives and policies, as required.

#### Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. No further action is required as this report is exempt.

#### Sustainability

- 3.3 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions. No further action is required as this report is exempt.

#### Legal and Governance

- 3.4 None.

#### Risk

- 3.5 The people priorities and practices in this report are designed to ensure the council is resourced with a skilled, motivated and engaged workforce to enable it to modernise, transform and deliver its strategic objectives.

### **4. Consultation**

#### Internal

- 4.1 The Executive Officer Team and Corporate Management Team were consulted, and commented on this report.

#### External

- 4.2 None.

## **5. Communication**

- 5.1 We celebrate our workforce achievements and successes with staff via a variety of written media and face to face opportunities. As a major employer in the area, we also celebrate workforce achievements with the wider Perth and Kinross community via the press and social media, as well as through our influence and contact with other employers.

## **2. BACKGROUND PAPERS**

None.

## **3. APPENDICES**

Appendix 1 - Annual Workforce Report 2018  
Appendix 2 - Employee Survey Results 2018  
Appendix 3 - Case Studies





Perth & Kinross

## Annual Workforce Report for Perth & Kinross Council - 2018

## Introduction

This report summarises the key workforce management and organisational development activity which took place over 2018. Perth & Kinross Council has a positive track record of workforce planning and development - preparing our people for an emerging future, creating a learning ethos and a growth mind-set, developing leadership at all levels, encouraging healthy and resilient employees and building capacity and skills.

In February 2018, the Council set out an ambitious Corporate Workforce Plan for 2018-2021. With a strong **Focus on Culture**, our workforce plan identifies priorities for:

**Attracting, Retaining and Developing Talent,  
Healthy Working Lives and  
Fair Work.**



Our annual workforce report demonstrates the broad range of investment in our workforce and the positive impact this has had on our ability to deliver the best possible services to our customers and communities, and to modernise and transform our public services. For the first time we include links to case studies, short films and feedback from employees and managers – testimony to our people focus.

The world of work is evolving; and the pace and extent of these changes are so significant that there has never been a more important time to continue to invest in the people who deliver public services in Perth and Kinross – developing the right skills through enhanced workforce development and effective leadership. Therefore, the report also sets out the main areas of focus and development for 2019.

“As your new Chief Executive, I have been immensely impressed by the dedication, commitment and talent of the people who work for the Council. Your passion, creativity and innovation shine through in abundance as you provide the best possible services to the people of Perth and Kinross – 365 days per year and 24/7. We have a strong track record of rising to challenges and helping to transform our organisation. This is a great platform to continue to build our ambition and develop talent.”



**Karen Reid**  
Chief Executive



## Culture: The Way We Do Things Round Here

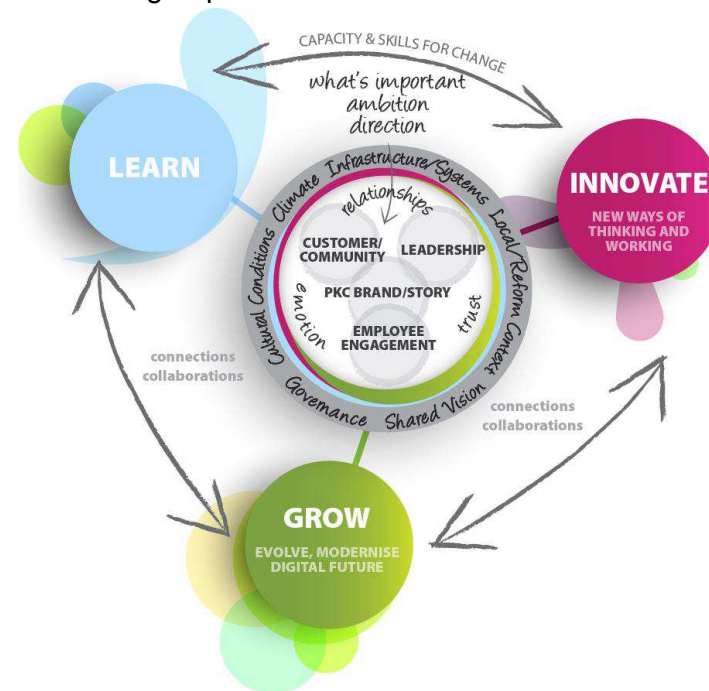


Creating an active focus on organisational culture is critical to business success, and this is especially important in times of change. We know we need to develop new ways of thinking and working in every part of the organisation, encourage different relationships with the communities we serve, and increase collaborative activity. And this will look different, in different parts of the Council.

So how do we create a shared focus on culture in a professionally diverse organisation, which provides a whole range of services to people of all ages and stages?

## Learn Innovate Grow

We do this through our Organisational Development Framework, which sets out an ethos for thinking, working and future growth via three simple principles: *Learn Innovate Grow*. We recognise that change is everyone's business, and that those people already working with citizens, communities and partner organisations are best placed to drive change and innovative practice. *Learn Innovate Grow* is about mindset, aiming to bring our cultural aspirations to life: encouraging employees to learn new things and apply this new thinking to their work, to actively look for ways to make improvements / innovations within their area of influence – and trusting that this process will result in a benefit to the client / customer group.



Whilst there is a significant amount of variation in terms of what people do, the Learn Innovate Grow framework also identifies culturally important behaviours which will support our emerging journey of change. Specifically, it is important that our way of being (individually and collectively):

- *supports innovation and creativity*
- *recognises the importance of relationships*
- *nurtures an authorising environment*
- *is risk positive*
- *helps people focus on what 'can' be done, and not what 'can't'*
- *places the client / customer at the centre*
- *encourages employees to be advocates for the Council, and to be ambitious in terms of the work they do for their client / customer group*
- *enables people to work on whatever offers the most value, without getting caught up in layers of bureaucracy which hinder progress*

These behaviours identify what we *value*, and how we are expected to work together. Because these behaviours are observable, it is easier to hold ourselves to account.

## Keeping it Real

Our approach to organisational development reinforces the culture we want to create by making it as easy as possible for people to experience and participate in the *Learn Innovate Grow* ethos. In terms of employee engagement, the principles and behaviours create a specific focus for *what* we engage our employees in doing, as well as *how* we do it.

## How will we know our approach is working?

We have set ourselves a number of outcomes, which offer a focus for our work in relation to the *Learn Innovate Grow* Organisational Development Framework, namely that:

- *our individual and collective leadership inspires, supports and values contributions from all*
- *employees feel valued, recognised and respected, and employee voice influences change*
- *we are a learning organisation, which offers equality of opportunity for all employees, through access to learning and career development which helps them grow personally and professionally*
- *the impact of participation in learning and development opportunities is visible through improved or innovative practice*

Employee engagement is an *outcome* of people's experience of an organisation, and the *Learn Innovate Grow* principles and behaviours are front-loaded into a vast range of positive and dynamic opportunities which aim to ensure that people have the support they need to adapt to changing circumstances, actively engage in the process of rethinking and reshaping public services, and grow professionally.

Importantly, these opportunities are presented in a way which *encourages* people to *opt in*. The focus is on winning hearts and minds, bringing people together, and reinforcing a sense of value, belonging, support and sense of community with colleagues across the Council.



## Leadership

Leadership and culture are two sides of the same coin, and we continue to maintain a collective focus on the vital connection between leadership (setting the tone and direction), and organisational culture (the way we do things round here).

Chief Executive's Business Breakfasts, Senior Manager Briefings and Joint Executive Officer Team and Corporate Management Group sessions, have continued in 2018, and are core elements of our approach to leadership development, in terms of knowledge exchange, collective learning and networking.

Additionally a range of leadership programmes are in operation across the Council; some support the development of technical leadership skills, such as the Leadership and Management of Commissioning Programme; others are specific to professional leadership within Services, such as the Leadership and Management Programme (LAMP) within Housing, and the Headteachers Leadership Development and Induction Programme; Leading and Managing People through Change; and Middle Leaders Development Programme, in Education & Children's Services.

At a Corporate level, we also deliver a collaborative Leadership Development Programme in conjunction with Dundee and Angus Councils. The focus is on Adaptive Leadership theory, offering participants the opportunity to work on complex issues using Action Learning sets. 20 managers from Perth & Kinross Council have participated since the programme began in 2016, with 4 participants in 2018. We will progress the fourth cohort in 2019.

## Horizons Leadership Conference 2018

As well as reaching large numbers of people, events such as these offer a number of benefits for executive / senior leaders wishing to share key leadership messages with large numbers of employees. This includes sharing key strategic ambitions and developments, reinforcing cultural aspirations, promoting innovation, seeking and valuing people's commitment and leadership within the communities we serve.

In April, over 200 delegates from across the organisation attended our Horizons conference which aimed to create a focus on our ambitions for the future. Delegates heard from keynote speaker and local entrepreneur, Iain Hutchison of Merlin ERD as well as from members of the Executive Officer team. This year, based on feedback on previous events, we also tried something new. Delegates were able to create their own conference experience, selecting 3 sessions from a choice of 8 conference experiences, including Rip 'n' Mix Ideas Generation Workshop, Fast Forward Innovation Generator, Milestones by Fun Young Individuals, and Kindness Matters, delivered by the Carnegie Trust. We also took some of the conference sessions out of the Concert Hall, promoting some of our cultural attractions (Perth Museum and the Ferguson Gallery) and also the value of being outside in supporting wellbeing at work.

95% of respondents evaluating the event preferred the conference format to the traditional, speaker / audience style, and the conference was rated 4/5 stars overall.

[Case Study: Intent Based Leadership](#)

## A Learning Organisation

Learning is at the heart of transformation, and organised sharing of knowledge, skills and expertise continues as a priority. Our approach capitalises on the vast range of professional and technical expertise and experience which exists across the Council and CPP, and is an extremely cost effective means of supporting learning and development. It also offers a self-development opportunity for facilitators as well as delegates, as they build their own confidence and skills in public speaking and presenting. Participants benefit from expanding their professional networks, making new connections and understanding different perspectives. This is increasingly important, given the increased focus on collaborative working, at local and national levels.

We have a growing community of active learners. In 2018:

- *2000 learners participated in over 230 learning opportunities, covering 62 different topics via our Learners Wanted programme*
- *Learners Wanted topics are themed around Transformation, Health & Wellbeing, Digital Skills, and Equalities*
- *Over 75% of face to face learning opportunities were facilitated by 103 employees committed to sharing their skills, knowledge and experiences with colleagues and Community Planning Partners (CPP)*
- *Our average evaluation rating of 4.6/5 stars indicates a high quality experience for those attending.*
- *The value of our learning culture is clearly evident in our demand-led, employee driven learning programme. Employee Survey 2018 results (Report Appendix 2), show*

*that almost 72% of respondents feel their development is encouraged and supported*

- *We have six qualified internal coaches; collectively, they have supported 34 coachees, offering approximately 100 hours of coaching within the Council. 99% of those accessing coaching evaluated their experience as 5/5 stars*
- *Our internal coaches offer business coaching, resilience coaching, team coaching, professional relationship coaching and short 'power hour' sessions*
- *We have four coaches in training, currently in the final stages of the 18 month coach training programme*
- *85 managers across the Council have participated in a one day 'Introduction to Coaching' course, delivered by our internal coaches.*
- *50% of the workforce have taken time to record the completion of Learn Innovate Grow Development discussions*
- *'Let's have a Conversation about Learn Innovate Grow Development Discussions engaged 58 employees over 4 learning lunches, securing 4.5/5 stars*
- *3 additional sessions were held with individual teams and their managers, who requested specific guidance about Learn Innovate Grow Development Discussions to understand how best to use the framework in their own environment*
- *In 2018 we also supported 44 development opportunities for elected members to share learning on a range of topics, such a Planning & Development, Evidence2Success, Digital Drop-ins and GDPR*

## Digital Learning for Digital Skills

The pace of digitalisation is increasing, and almost all jobs now require a degree of digital competency. Therefore, in addition to the face to face learning opportunities on offer, our collaborative digital (d) learning platform offers a variety of topics, comprising 55 modules, where individuals can learn at their own pace, and at a time that suits them best.

We are a member of the Clyde Valley consortium; this means that we can share and access online learning modules with 29 other Local Authorities and the Improvement Service.

Learners can access learning 'essentials' such as General Data Protection Regulations and Getting it Right for Every Child, to modules supporting leadership practice such as Leading Your Team and Management Fundamentals. Half of these modules have been commissioned and produced in-house using internal expertise.

In 2018, 2 822 d-learners have completed 19 465 learning modules.

More recently, employees indicated they would benefit from learning opportunities delivered locally, at different times during the day; We have piloted some new approaches, such as Learning Webinars for Zero Inbox and OneNote, to maximise the use of recently upgraded technology.

The Digital Skills Team is supporting staff to grow confidence around technology-enabled change. The team has delivered learning events, webinars and published 25 individual video clips and 450 on-demand knowledge articles to help staff take ownership of their own digital learning.

Learning Facilitators are encouraged to use new forms of media to share their expertise more widely. We are supporting both facilitators and learners through this cultural shift.

In association with Angel's Share funding, a Digital Toolbox has been created and launched in January of this year. This bank of digital resources aims to encourage individuals and teams to create their own content for sharing, and gain confidence in applying digital thinking in their work. So far, elements of the toolbox have been booked out on approximately 70 separate occasions.

## Supporting People Through Change

Building capacity for change is a key focus; our plans are only effective if they are developed and implemented by people who connect with our communities and service users and who have the vision, knowledge, skills, behaviours and experience to do the right things and to do them well. This means recognising that change is most effective, when people have been supported through the process.

## Strengthening Employee Engagement

In January 2018, two temporary Employee Engagement Officer posts were introduced within the Corporate Organisational Development team, to strengthen our work with Services and teams across the council, and support people experiencing change.

To date, over 1 100 people have participated in face to face events and engagement opportunities, creating the conditions where participants can understand, be heard, and influence change and improvement. Our Employee Engagement Officers have been involved in the early stages of various organisational changes, such as service redesign, new collaborations and changing delivery models. Teams including, the Communities team, the Out of Hours

team and Housing and Environment Extended Management Team, have taken part in facilitated workshops relating to *Managing and Coping with Change; Collaboration and Compassion; and Strategic Development*. Additionally, 17 new headteachers participating in the Headteachers Leadership and Induction Programme were offered 360° feedback, followed by 1:1 development discussions.

Feedback from all concerned indicates that creating a specific focus on employee engagement has had a positive impact on progress, and importantly, has ensured that those involved are part of the journey.

*‘Whenever we are planning change or supporting development, I seek out advice from the Employee Engagement Officers...the objective and informed perspectives provide valuable support in my role as a Service Manager’.*

### Team Coaching

5 employees from CDS, H&E and H&SCP have taken part in an Aston Team Coaching learning programme. Housing and Environment is currently piloting this approach with a range of teams including Learning and Development and Business Improvement Team. The approach offers team leaders support to develop a structured, practical development journey for their teams, improving organisational performance.

A team leader who took part in the pilot commented: *‘before embarking on the journey it was hard to see what benefits this could bring to our well-established team, however some assumptions have been dispelled, perceived barriers discussed and we have developed team principles...I would highly recommend others to get involved’.*

### Acorn Transformation Fund

This short-term funding opportunity aims specifically to invest in initiatives which focus on preparing people for the future, encourages innovative approaches to developing people and supports shifts towards new ways of working / models of service delivery.

Fifteen projects have been allocated funding to date. These range from employee re-training opportunities such as *‘learn to work in early years’*, an initiative aimed at encouraging employees to move into the high demand career area of working with children in the early years provision, to the development of a digital workplace programme.

Initial impact of the Acorn Transformation Fund initiative is evident with six employees achieving a Personal Development Award in Supported Employment. This has enhanced staff practice, increased motivation and ensures that the paid employment which the clients achieve is sustainable into the future – you can find out more [here](#).

### Encouraging Innovation

Our annual Angel’s Share challenge encourages creativity and innovation and provides an opportunity for employees to put their ideas to the test in a safe, small scale way, supported by their teams and Angel mentors. Colleagues from across the Council vote for their favourite project, culminating in a handful of projects bidding for seed corn funding to turn their inventive ideas into reality. Thirty nine Angel’s Share projects have been funded since 2013. Although small in financial value, they make a big difference to a whole range of client groups. Projects funded in December 2017 include:



- *Care About Physical Activity, which encouraged residents across three residential care homes to become more active and independent by introducing simple, inexpensive equipment such as pedometers and resistance bands. Care Home staff motivated residents by producing Care About Walking booklets, step-count recording charts and posters. Find out more [here](#).*
- *Nature and Life at Westbank project developed a woodland walk and outdoor classroom to give city pupils access to the countryside, supported by PKC Countryside Rangers. A collaboration, Services for Young People took part in work experience helping with clearance and construction and Community Payback helped transport the timber. Here's an [update](#) on the difference this project has made.*
- *Tackling Holiday Hunger provided a space for vulnerable pupils to take part in a variety of educational activities during the long summer holiday period as well as enjoying a hot meal. The project encouraged parents who didn't previously have much contact with school to get involved, resulting in new friendships, reduction in social isolation and new recruits to the Parent Staff Council. Almost 100 pupils took part each day. You can view their story [here](#)*
- *The Living Room project transformed a classroom into an informal space for use by local groups initially for culture and leisure activities, and in reality it has provided much more. Find out the details [here](#)*

Twenty one applications threw their hat in the ring for Angel's Share funding in 2018 – find out about the winners [here](#).

## Celebrating Success

Our workforce is highly engaged and committed. Perth & Kinross Council is sector-leading in many areas, and we continue to deliver strong organisational performance across the board, as evidenced in the [2017/18 Annual Performance Report](#)

A key strength of our organisational culture is our ongoing commitment to visibly celebrating success and achievement, both at an everyday level, and also via our growing portfolio of events, such as the Modern Apprentice Graduation, Service Recognition Awards and Securing the Future Awards.

In 2018, we celebrated:

- 42 Modern Apprentices gaining their SVQ level 2 or 3 in a range of subjects
- 4 MA Managers nominated for Supervisor of the Year award for going above and beyond to mentor our young people
- 103 number of employees with 20 years service
- 31 number of employees with 30 years service
- 9 number of employees with 40 years service
- 46 applications for our Securing the Future Awards – view the winning projects [here](#)
- One of our employees from Housing and Environment being shortlisted for the 'Rising Star Award' at the Scottish Public Service Awards
- Two of our young people securing a place on the Young Scotland Programme

The Council's development of MyView was the winning entry at the Northgate Arinso national conference in November 2018. MyView is our web based self-service portal which allows employees to view and update their personal information, request leave, submit travel and subsistence claims and view pay documents. Employees can now access MyView from home or while on the move using a variety of personal devices. The Employee Engagement Award recognises the deployment of MyView to meet the evolving nature of work with more flexible working arrangements to meet the needs of service users and communities.

## Employee Engagement Survey

In 2018, 2 410 employees (44%), responded to our annual employee survey (Appendix 2). 11 of 17 questions showed an increase over the last year of more than a percentage point and trends over the years continue to be generally positive.

Services and teams across the council are currently in discussions about results and areas for improvement. Engaging teams in this process continues to be the most valuable aspect of the survey.

This year respondents were invited to provide qualitative context to their responses, if they wished to, offering managers deeper insight into employee perspectives. The most frequent types of comments have been themed, and reviewed alongside IBL SONAR information and views expressed at the Workforce Plan consultation. Together, these experiences have offered helpful and consistent insight into people's experience of the organisation.

In broad terms, key themes which will be addressed within our priorities for 2019, include:

*Leadership:* as the organisation changes, we need to clearly articulate how we (as organisational and community leaders) will adapt our thinking and behaviours. This will be particularly important as we develop new ways of working with communities, and introduce a 'think yes' mind-set within the Council.

*Workload:* employee wellbeing remains a priority, and we will continue to work with staff in a range of ways to ensure that workloads are manageable, within the context of changing resources and funding.

*Vision/ Direction:* The concept of the PKC offer, introduced by the Chief Executive, offers the opportunity to co-create a renewed, shared vision, which will energise and drive our work. Employees will be invited to contribute their thinking and ideas to turning the concept into reality, via a range of engagement opportunities.

## Pulse Surveys

Pulse surveys were piloted in Education & Children's Services in 2017, and in 2018 they were extended into the newly formed Housing & Environment Service. Employees offered real time views on matters relating to the creation of the new Service, and more specifically, relating to how people want to be communicated with and to what extent they feel part of the new Service. These pulse surveys will continue throughout 2019 to inform progress.

## Our Changing Workforce Profile 2009 - 2018



The overall size of our workforce has reduced from

6281 to  
**5526**



Fixed Term Contracts have increased from

8% to  
**12%**



Annual paybill incl. employer costs has increased from

**£178m**  
(2011/12) to  
**£185 m**



The number of employees under 24 has increased from

164 to  
**274**



Permanent turnover has increased from

6.4% to  
**10.2%**



The number of employees aged 60+ has risen from

439 to  
**454**

Looking back to 2009, our workforce has reduced by approximately 12% in headcount over the period 2009 to 2018. Included within this figure is a 25% reduction in the number of chief officers and an 11% reduction in service managers. This reduction comes at a period of time when teacher numbers have been maintained through the Local Government Finance Settlement. In addition, specific work groups have increased because of Scottish Government initiatives, such as Primary School Support Assistants, Play Assistants and Early Childhood Practitioners. Strategic decisions to deliver services through Arms Length External Organisations or joint arrangements have influenced the shape and size of the workforce. Overall, there has been a long term trend of a reducing directly employed Council workforce.

73%

of our workforce  
are female

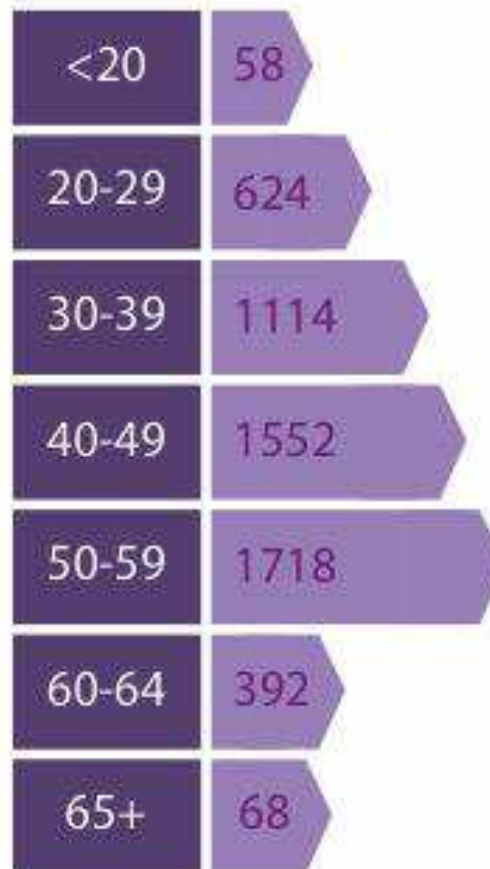
1.3%

of our workforce  
have declared a  
disability

4%

of our employees  
are of a Minority  
Ethnicity

### Age Profile



3.9%

of male employees  
work part time

35%

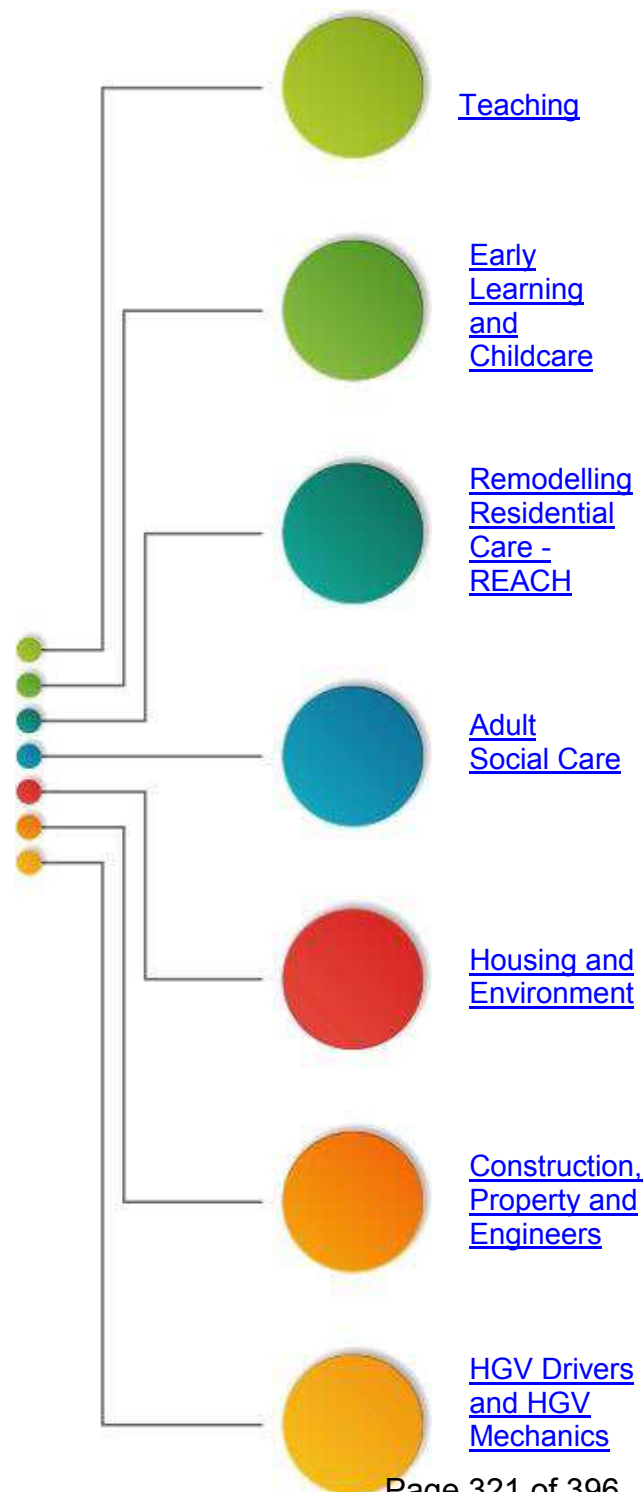
of female  
employees work  
part time

45

Average age of  
employee

## WORKFORCE CHALLENGES AND OPPORTUNITIES

Workforce planning is everyone's business. It happens at all levels of the organisation – looking at workforce from a corporate perspective, occupational grouping, Service-wide and from a team perspective. A number of critical occupational areas were identified within the Corporate Workforce Plan because of the size and scale, impact on service delivery or potential for transformation and modernisation.



Teachers make up approximately one third of the Council workforce.

There is planned growth in the Early Learning and Childcare workforce in order to deliver 1040 hours by August 2020.

Here we share the workforce changes we developed with staff to support the redesign of this key service for vulnerable young people and their families.

A separate workforce plan is being developed jointly with NHS Tayside for the Health & Social Care Partnership which will consider future skill requirements as health and social care services become more integrated. Here are two case studies about workforce changes which helped facilitate service redesign - [The Home Assessment Recovery Team \(HART\)](#) [Transforming Residential Care](#)

Housing and Environment became a new Service on 1 April 2018, with over 1,100 FTE employees – staff have been working on creating a unified service to improve outcomes for tenants, service users and communities. An update on transformation in the Housing Repairs Service is also included.

This is an area of workforce growth with major investment in capital projects across Perth and Kinross over the next seven years.

A number of measures have been put in place to recruit and retain staff as HGV Drivers and Mechanics.



## Attract, Retain And Develop Talent



How will we know we are successful in attracting, retaining and developing talent? Beyond the usual metrics relating to vacancy management, we also look at quality indicators such as the Council being recognised as a 'great place to work' by employees across the employee lifecycle (from recruitment to exit). This information comes through the employee engagement survey. We can also evidence a positive recruitment experience for candidates through feedback to Myjobscotland surveys.

### Recruitment

Much of our focus over the past year has been on initiatives to enhance recruitment into teaching, early years and social care. However, there are many other examples of how managers are encouraged to think differently about how they promote and market their vacancies to ensure a good response from suitably skilled and qualified applicants -

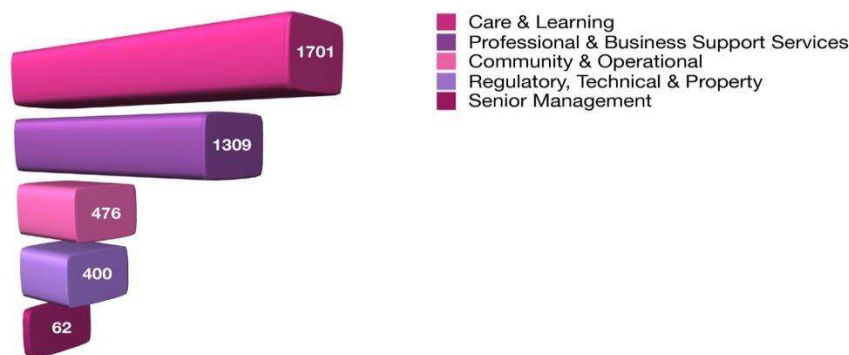
- *Running learning lunches on writing effective recruitment adverts and different options for marketing and promoting vacancies*
- *Developing bespoke adverts and campaigns utilising social media and other marketing platforms to support recruitment – specific examples include Contracts & Commissioning Officer in Health & Social Care Partnership, Statutory Conference Recorder post in Education & Children's Services.*
- *Promoting hard to fill occupations at careers events in schools and colleges across Perth and Kinross.*
- *Encouraging managers to be less risk averse in recruiting on a permanent basis rather than on a fixed term basis thereby attracting a higher calibre of candidates with the right skills and attitude. This also connected to our aim to improve job security for fixed term staff.*
- *Work with independent providers of social care to tackle their recruitment challenges – sharing ideas, good practice and resources and offering job shadowing opportunities.*

### Job Families

Job families have now been implemented for 87% of the Single Status Workforce – the new role profiles describe the knowledge,

skills and behaviours required for the wide range of roles across the 5 different job families.

## Job Families



The new role profiles are now used as an integral part of the recruitment process.

In addition, an online behavioural assessment tool is now available - it encourages recruiting managers to consider the behaviours required for each job role and provides additional insight to those involved in the recruiting process. This tool gives an indication of how the applicant's behavioural preferences relate to those actually required in the job role.

Here are [quotes](#) from some recruiting managers who have used this tool.

Job families also support workforce change. [Here](#) is an example of how the Job Family Framework and the Framework for Managing Workforce Change have helped employees retrain and move on to other roles when their workplace closed. These business tools are effective enablers of workforce change and transformation.

## Entry Level Opportunities

Our Modern Apprenticeship Programme has continued to develop and expand to offer new apprenticeship frameworks across a broad range of occupational areas. We now offer 22 different apprenticeship frameworks which is a significant increase on the 7 original frameworks offered in 2012. This year we added Digital Marketing and Warehouse & Stores to our extensive list of training opportunities.

This year we exceeded our target of offering 400 Modern Apprenticeship opportunities by 2018.

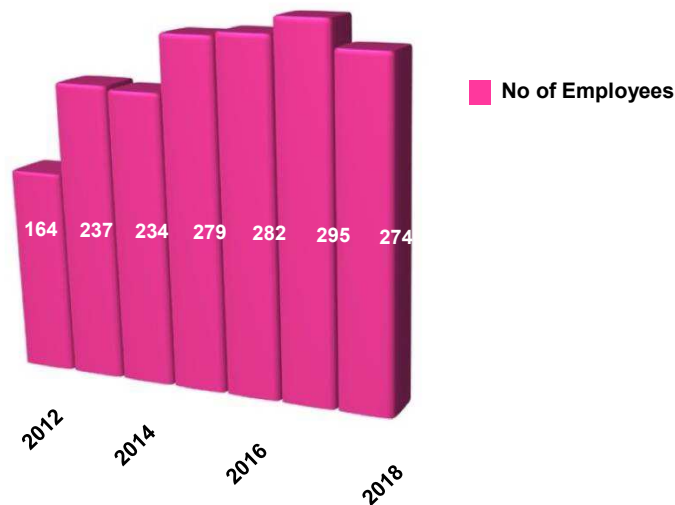
Our Modern Apprenticeship (MA) and Graduate Programmes continue to have exceptional levels of achievement, continuing employment and positive onward destinations – consistently sitting above 90%

## Cumulative Number of Modern Apprentice Opportunities

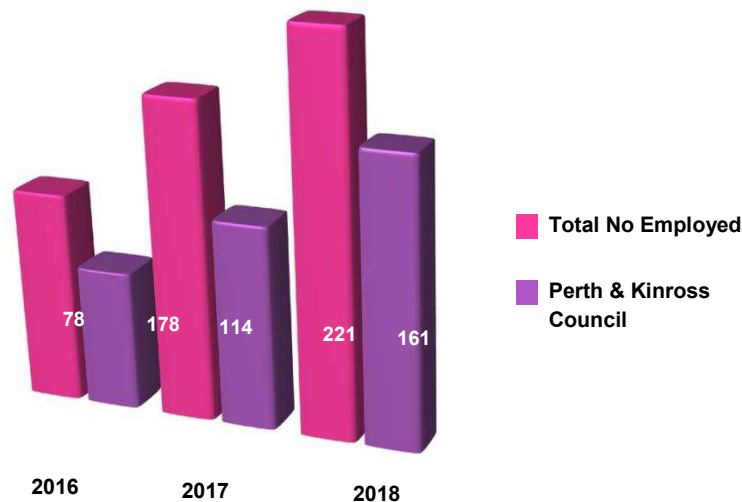


We currently employ 272 young people under the age of 25 which equates to 5.3% of our workforce. This reflects an increase of 67% since 2012 and the considerable success young people have had in finding sustained employment on completion of their apprenticeships or graduate training programmes.

The graph below shows the number of employees within the Council aged under 25 between 2012 and 2018



The graph below shows the number of Modern Apprentices gaining employment between 2016 and 2018



## Some of our success stories

[Case Study - Mallorie Sullivan, Solicitor](#)

[Case Study – Lucy Grant, Social Media Marketing Modern Apprentice](#)

[Case Study – Andy McMeekin, Digital Skills Graduate Trainee](#)

## Preparing for Brexit

The Council currently has 98 known Non UK EU/EEA Nationals in our workforce across a range of services. This equates to 1.6% of our workforce. Analysis shows that 65% of our Non UK EU/EEA Nationals are aged 40 years or under.

In order to help employees understand the potential implications of Brexit, we organised a series of one to one sessions from Gurjeet Singh, Solicitor from the Ethnic Minorities Law Centre. Our aim is to encourage and support employees who wish to apply to the UK Settlement Scheme so they can remain as part of our workforce.

Based on the findings of a recent survey in the independent home care sector in Perth and Kinross, Brexit is likely to be a more significant issue for this sector as the proportion of EU Nationals is significantly greater than those working directly for Perth & Kinross Council. We are therefore working closely with independent home care providers to ensure that any workforce issues are identified and appropriate steps taken to ensure there is no disruption to the services provided to vulnerable members of our communities.



## Healthy Working Lives



### Wellbeing

Evidence shows that establishing a strategic approach to healthy working lives is much more likely to lead to successful business outcomes through better employee engagement, improved productivity, loyalty, creativity and innovation and reduced sickness absence rates. Our approach to health and wellbeing recognises the combined impact of a range of factors on employee wellbeing, including environmental, organisational and societal. We have therefore developed a holistic approach which builds resilience and thereby benefits individual employees, their families, the council as employer and ultimately the wider community.

We continue to:

- Promote employee health and wellbeing in the broadest sense, including mental and physical health, and financial wellbeing
- Encourage employees to use the counselling service, the early intervention mental wellbeing service and the [Physiotherapy](#) service which form the Occupational Health contract to support employees to remain in work and support/encourage an early return to work wherever possible.
- Provide learning opportunities, including [Financial Wellbeing](#)
- Provide Occupational Health Services, the contract for which is up for review in 2020.

### [Flexitime Scheme](#)

### [Sickness Absence](#)

The performance measure used across Local Government for staff absence is the average number of days lost to sickness per full time equivalent member of staff (FTE). In 2017/18, the average days lost per FTE was 9.9 days which is an increase of 0.8 days since 2016/17. Benchmarking information is not yet published to allow comparison with other councils although it is known that absence levels generally have increased.

Mental health related reasons account for 27% of all absences. Within the mental health category the top three reasons are stress (26.68%), depression (14.97%) and work related stress (14.33%). Mental health will be a priority area in 2019.

### Health and Wellbeing Framework

A refreshed Health & Wellbeing Strategy is being developed to consider employee wellbeing from a holistic perspective and replace the Maximising Attendance Policy and Health & Attendance Procedure for Teachers. The Framework will reinforce the accountability of employees, managers and Services and will strike a balance between policy direction and manager discretion.

### Healthy Working Lives Award Programme

We have been part of the NHS Healthy Working Lives Award programme for several years and benefitted from access to their resources. Most recently we were reaccredited at Silver level in June 2018.



This has been achieved through the support and cooperation of the multi-disciplinary working group with representatives from all Services who have contributed to campaigns to encourage employees to lead healthy lives through healthy eating and physical activities, and promoting a wide range of opportunities, activities and information.

The Flexitime Scheme has been re-designed to support a more flexible and agile workforce and help staff have a better work life balance.

Over the last year, we have continued to raise awareness of health and wellbeing issues through:

- *Established Status with Carer Positive*
- *Learning Lunches including Desk and Chair Yoga*

- *Guided Meditation*
- *Taster complimentary therapies*
- *Winter Flu Vaccination programme*
- *JogPKC*
- *See Me at Work*
- *Workplace Chaplaincy Service*
- *Counselling Service*
- *Andys Man Club (mental health promotion for men)*

### **Resilience**

Building a resilient workforce will help the Council's journey of change and transformation. Personal resilience is a key contributor to healthy working lives. Resilience building sessions have been delivered on both personal resilience led by our occupational health provider, and team resilience led by internal facilitators.

We have been chosen to participate in the Equally Safe employer accreditation scheme pilot. The scheme will support the implementation of Equally Safe, Scotland's violence against women strategy. Equally Safe recognises that gender inequality is a root cause of violence against women and addressing labour market inequality is a necessary step in ending violence against women.

All of these measures help create the desired outcome of a healthy workforce, with an increase in the promotion / uptake across the range of health, wellbeing and resilience initiatives and opportunities available to support people to perform their best at work, and maintain a positive work / life balance. There is more work to be done which is reflected in our priorities for 2019.



### Employee Voice - You Said, We did

Throughout 2018, we set out to address a number of themes people told us were important in 2017. Here's how:

- [Communications](#)
- [Valuing Skills, Expertise and Wellbeing](#)
- [Keeping the focus on Early Intervention and Prevention](#)
- [Future Ready](#)
- [Changing How We Work](#)

### Security

Like all Scottish Councils, we identified pressure at the lower end of our pay and grading structure because of increases in the Scottish Local Government Living Wage. A review of the pay and grading structure was carried out ahead of any adverse impact on pay differentials for lower graded supervisory posts. This approach will ensure the Council has a sustainable pay structure in the medium and longer term.

The changes to the pay structure will be phased in over 2019/20 to 2020/21. When fully implemented, this will result in increases to basic pay rates for around 550 employees at the lower end of our pay scale - a significant number being female and part-time.

The independent equalities impact assessment carried out by Northgate HR has concluded that the proposed changes “bring a consistent and simplified approach to pay which should lead to a more fair and equitable system”. The assessment also concludes that “the proposed pay structure improves the gender pay gap”.

### Fair Opportunity

#### Top 5%

This indicator reports on the percentage of women who are in the top 5% of earners (excluding teachers). In 2017/18, 111 of the 223 employees in the top 5% of earners were women, i.e. 49.8%. While this appears to show as close to a 50:50 split in gender, it does not reflect the current female:male split in the workforce which shows 73% of employees are female.



### Gender Pay Gap

The Council's gender pay gap, based on hourly rates of pay, is **0.7%** and compares favorably with the 2016 Scotland pay gap of 14.9%. Over the last three years, our gender pay gap has fluctuated around 0.0% from being marginally in favour of males in 2015/16 (0.4%) to in favour of females in 2016/17 (-0.7%) and then again in favour of males in 2017/18 (0.7%).

These changes are mainly influenced by significant workforce changes, such as the transfer of the Facilities Support Team to Tayside Contracts and additional 100+ contracts for Early Learning and Childcare posts funded through the Pupil Equity Fund (PEF).

Future work on gender equality will include tackling [occupational segregation](#) and exploring the pay gap within specific job families and occupational areas.

### LGBTI+ Staff Network

The LGBTI+ Network is group is now well established and meets monthly.



The Network aims to:

- *provide a space for the safe discussion of LGBT+ issues*
- *provide information about relevant LGBT+ events*
- *inform PKC policy with respect to LGBT+ equality and inclusion*
- *provide a welcoming environment for LGBT+ staff*

In 2018:

- *800 Rainbow Lanyards were distributed to employees across PKC to raise awareness and encourage conversations*
- *LGBTi+ Staff Network information material has been distributed to Schools, at Corporate Induction Days and are available in break out areas within 2 High Street and Pullar House*

Here is [What Our Members Say](#).

The Council's commitment to Fair Work is evidenced through a broad range of activity and practices. We will continue to aspire to develop an inclusive and progressive working environment which encourages and supports diversity and growth, and where people can be themselves at work.

We want all our employees to experience a sense of purpose, community and fulfilment, both within their job role, and as part of the wider Council.

## Priorities For 2019

As we head into 2019, the following high level priorities will create a focus for our work so that we continue to meet the outcomes we have set:

- *Review all Corporate Organisational Development activity associated with the Learn Innovate Grow OD Framework and evolve where necessary, in relation to new leadership and organisational direction*
- *Work with the Employee Experience Network to establish an engagement / communications programme which involves people in co-creating the PKC Offer*
- *Agree defined leadership approaches which support the further development of the 'think YES' environment, leadership at all levels, and new ways of working with our communities*
- *Review and redevelop the range of support available to change and transformation activity (potentially aligning Acorn Funding and Angel's Share activity with the Council's Transformation Programme)*
- *Work with Leadership and Learning Network colleagues to develop greater understanding of learning and development needs across the Council, and their subsequent delivery to ensure equality of access, make best use of technology and resources, and create economies of scale*
- *Identify digital skills requirements across the organisation and continue to build digital capabilities within our workforce.*
- *Review and renew methods of listening to, and acting on employee voice*
- *Review our Employment Policy and Practice Framework to ensure it is aligned to our vision and values and promotes*

*an authorising environment, our collective leadership culture and positive employee experience*

- *Implement a Talent Strategy to connect our practices to attract, retain and develop talent and develop our employer brand*
- *Introduce a Managers Induction Programme to equip new, existing and future managers*
- *Evolve our strategic approach to developing our young workforce through work with schools, colleges and universities, and for those with mental and physical disabilities, and those who are care experienced*
- *Develop and implement a Health & Wellbeing Strategy and Framework taking a holistic approach to our wellbeing offer, with particular focus on mental and financial wellbeing*
- *Ensure we have a Sustainable Pay & Grading Structure*

## Conclusion

We are an ambitious Council with a long track record of investing in and developing our people to achieve their full potential and to make a positive difference to the lives of those within our communities. This is evidenced through the many and varied examples, case studies and testimony contained in this report.

As the Council continues to modernise and transform, so its workforce requirements will change too. Our workforce and organisational development priorities will prepare us for the future - building capacity by recruiting, retaining and developing people with the right skills, attitudes and behaviours to help everyone in Perth and Kinross to live life well.

November 2018



# EMPLOYEE ENGAGEMENT SURVEY – September 2018

## FULL COUNCIL SUMMARY

The survey was made available to **5475** employees across Perth & Kinross Council; **2410** employees responded - a response rate of **44.0%** (43.7% in 2017)

Overall results for 2018 are summarised in the table below, and set out alongside results for previous years (dating back to 2011).

Question	Aggregated Responses	2011 %	2012 %	2013 %	2014 %	2015 %	2016 %	2017 %	2018 %	Change from 2017
1. I am clear what is expected of me at work.	Agree	88.3	87.4	89.1	89.0	89.6	91.3	89.1	90.7	Up 1.6
	Neither agree nor disagree	7.2	7.9	7.1	7.3	6.5	4.4	5.3	5.1	
	Disagree	4.4	4.6	3.8	3.8	3.9	4.4	5.7	4.2	
2. I am treated fairly at work.	Agree	83.1	81.9	82.6	84.9	83.6	85.9	85.0	85.1	Up 0.1
	Neither agree nor disagree	10.5	11.3	11.6	10.2	10.9	8.1	7.8	8.4	
	Disagree	6.4	6.7	5.8	4.9	5.5	6.0	7.2	6.5	
3. There is a good fit between the job I do and my skills and abilities.	Agree	84.0	83.6	85.1	85.7	86.1	87.8	86.3	88.3	Up 2.0
	Neither agree nor disagree	9.7	10.5	8.8	9.1	8.9	6.2	7.8	6.7	
	Disagree	6.3	5.9	6.0	5.1	5.0	6.0	5.9	5.0	
4. I have the right tools, equipment and information to do my work effectively.	Agree	71.8	71.4	71.5	72.1	71.5	72.3	71.5	74.4	Up 2.9
	Neither agree nor disagree	17.1	16.2	15.3	15.0	15.0	13.0	12.8	10.8	
	Disagree	11.1	12.5	13.2	12.9	13.5	14.7	15.8	14.8	
5. My role provides me with a daily opportunity to use my strengths.	Agree	79.8	77.5	78.6	79.9	80.1	81.9	80.9	83.3	Up 2.4
	Neither agree nor disagree	12.9	14.7	13.5	13.7	13.0	10.8	11.2	10.3	
	Disagree	7.3	7.7	7.8	6.5	6.9	7.3	7.9	6.4	

Percentages may not add up to 100% due to rounding of figures.

## EMPLOYEE ENGAGEMENT SURVEY – September 2018

Question	Aggregated Responses	2011 %	2012 %	2013 %	2014 %	2015 %	2016 %	2017 %	2018 %	Change from 2017
6. I receive regular recognition and praise on my performance at work.	Agree	55.5	53.6	56.5	60.5	61.0	64.0	62.8	63.7	Up 0.9
	Neither agree nor disagree	25.8	24.9	24.4	23.8	23.0	18.9	19.0	19.7	
	Disagree	18.6	21.4	19.0	15.6	16.1	17.1	18.3	16.6	
7. At work my development is encouraged and supported.	Agree	65.1	63.6	65.9	68.7	69.5	72.4	71.9	72.2	Up 0.3
	Neither agree nor disagree	22.5	22.7	21.8	20.4	19.7	16.0	15.9	17.4	
	Disagree	12.3	13.7	12.3	11.0	10.8	11.6	12.1	10.4	
8. I am treated as an individual.	Agree	77.9	76.5	77.2	79.7	79.6	82.1	81.4	82.7	Up 1.3
	Neither agree nor disagree	15.0	15.8	15.9	14.2	14.4	10.4	10.9	11.7	
	Disagree	7.1	7.7	7.0	6.0	6.0	7.6	7.7	5.6	
9. At work my views and opinions seem to count.	Agree	63.6	62.5	64.6	67.5	67.7	72.0	71.1	69.5	Down 1.6
	Neither agree nor disagree	22.9	23.1	22.1	21.1	20.1	15.8	14.8	18.5	
	Disagree	13.5	14.4	13.3	11.4	12.2	12.2	14.1	12.0	
10. My team has a good team spirit.	Agree	69.5	66.6	67.6	73.1	71.5	75.1	74.1	75.8	Up 1.7
	Neither agree nor disagree	16.9	17.5	17.3	16.2	15.7	13.1	13.0	13.3	
	Disagree	13.5	15.9	15.1	10.7	12.8	11.7	12.9	10.9	
11. The people I work with are committed to doing their best.	Agree	86.0	84.1	85.0	88.0	87.4	88.4	87.6	88.4	Up 0.8
	Neither agree nor disagree	10.2	12.0	11.3	8.7	9.2	7.2	7.9	8.2	
	Disagree	3.8	4.0	3.7	3.2	3.3	4.4	4.5	3.4	

*Percentages may not add up to 100% due to rounding of figures.*



## EMPLOYEE ENGAGEMENT SURVEY – September 2018

Question	Aggregated Responses	2011 %	2012 %	2013 %	2014 %	2015 %	2016 %	2017 %	2018 %	Change from 2017
12. I know how my job contributes to the Council's objectives.	Agree	79.9	80.2	81.0	81.6	83.0	83.0	82.6	84.8	Up 2.2
	Neither agree nor disagree	15.9	15.6	15.4	14.5	13.6	11.5	12.3	11.0	
	Disagree	4.1	4.2	3.6	3.8	3.5	5.5	5.1	4.2	
13. I am given the freedom to solve problems.	Agree	78.0	76.7	78.7	80.3	80.1	82.9	82.9	82.4	Down 0.5
	Neither agree nor disagree	16.0	15.8	15.1	14.8	14.8	11.0	10.8	12.2	
	Disagree	6.0	7.5	6.3	4.8	5.1	6.1	6.3	5.5	
14. My team are passionate about delivering excellent customer service.	Agree	82.4	81.0	82.8	84.3	84.6	86.8	85.4	88.4	Up 3.0
	Neither agree nor disagree	14.2	14.9	13.7	13.1	12.5	9.3	10.1	9.1	
	Disagree	3.4	4.2	3.4	2.6	2.9	3.9	4.5	2.5	
15. Any problems that could stop me giving the best customer service are dealt with.	Agree	62.8	61.7	64.6	66.0	65.3	68.8	67.6	67.5	Down 0.1
	Neither agree nor disagree	25.8	25.3	23.7	23.3	22.7	18.0	18.7	20.4	
	Disagree	11.3	13.0	11.8	10.7	12.0	13.2	13.6	12.2	
16. I have sufficient opportunities to raise issues with my manager about change at work.	Agree	75.6	73.2	76.6	78.4	79.0	80.7	78.3	80.9	Up 2.6
	Neither agree nor disagree	14.8	16.1	13.7	13.7	13.1	10.9	11.1	10.9	
	Disagree	9.6	10.7	9.8	7.8	7.9	8.4	10.5	8.2	
17. I am able to cope with my workload.	Agree	72.7	71.7	72.6	74.1	72.3	73.0	70.9	74.3	Up 3.4
	Neither agree nor disagree	16.8	17.6	17.3	15.7	16.2	14.6	16.0	13.8	
	Disagree	10.4	10.6	10.1	10.2	11.5	12.4	13.1	12.0	

*Percentages may not add up to 100% due to rounding of figures.*

# EMPLOYEE ENGAGEMENT SURVEY – September 2018

## RESPONSE RATES BY SERVICE

	2011	2012	2013	2014	2015	2016	2017	2018
<b>CDS</b>	59.8%	58.2%	70.4%	74.3%	68.6%	61.7%	57.1%	54.0%
<b>ECS</b>	49.8%	40.1%	47.0%	48.7%	50.0%	48.7%	38.0%	34.5%
<b>HCS</b>	52.4%	65.8%	66.4%	57.7%	59.9%	53.0%	36.0%	
<b>TES</b>	75.8%	77.5%	84.8%	80.3%	83.9%	75.2%	71.6%	
<b>H&amp;E</b>								67.1%
<b>HSCP</b>						52.0%	34.5%	42.5%
<b>PKC Total</b>	54.6%	52.5%	58.1%	56.3%	57.8%	54.2%	43.7%	44.0%

# Annual Workforce Report for Perth & Kinross Council – 2018

Please click on the hyperlink below to take you to the appropriate place in this document and you may then wish to continue reading the Annual Workforce Report.

1. [Case Study Intent Based Leadership](#)
2. [Teaching](#)
3. [Early Learning and Childcare](#)
4. [Remodelling Residential Care – REACH](#)
5. [Adult Social Care](#)
6. [Home Assessment Recovery Team \(HART\)](#)
7. [Transforming Residential Care](#)
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13. [Case Study – Lucy Grant, Social Media Marketing Modern Apprentice](#)
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24. [LGBTi and Staff Network](#)

## Case Study: Intent Based Leadership

In 2018, we introduced a pilot programme called Intent Based Leadership (IBL) specifically to address our cultural aspirations of developing an authorising environment, supporting leadership at all levels and working differently with communities. All of these require an element of giving up control, and supporting others to lead; an interesting concept in an environment where we are held publicly accountable for our work, and used to working in a hierarchical decision making structure. This was a new programme, and we have been one of the first organisations in the UK to pilot the approach. The experience has offered rich learning, not just in terms of the actual programme, but also in terms of our views and experiences of leadership, and discussions on what it is that we are seeking to change. So far, the programme has included:

- *A SONAR experience (a survey, focus groups and 1:1 discussions), to gain insight into how people experience leadership within PKC. The volume of data was significant, and it has been challenging to develop a concise analysis. However, we are working on aligning the IBL information with Employee Survey results, to deepen our understanding of strengths and areas for development*
- *Workshops: 70 of our executive / senior managers participated in these to learn more about IBL concepts. We learned a lot through this process – the workshops didn't hit the mark for some of the participants. However, we are using people's feedback to reshape the next phase of the programme*

So what worked well?

- *Five of our CMG group experienced 'Live 1:1 Coaching', where participants were observed in action at work, and offered feedback. This experience has been highly valued by those taking part, and we plan to extend this opportunity more widely in 2019. Comments include:*

*'This was a very challenging and highly rewarding experience. The skilled observations of the assessor gave a very clear analysis on the areas of strength I didn't really consider I had, but also pinpointed the most significant areas for improvement. I'd strongly recommend this approach to anyone who is serious about creating a workplace environment where everyone engages, contributes their full capacity, and has more control over their work'.*

*'I found this to be a valuable experience which gave insight into my style and traits, with practical tips about how to adapt my behaviour and actions in future, linked to the principles of IBL. I valued the investment my employer was making in me – a different approach to leadership development, tailored to the individual and work based'.*

*'I was offered very valuable insight into my interactions with my team. The new techniques I have learned have been very relevant and useful in my day to day working and I was directed to various sources of information as well as using the David Marquet ladder of leadership, all very helpful'.*

- *Employees from a range of business areas participated in an IBL Leader Chain, to review part of the Establishment Approval Process (EAP), using IBL principles. The experience was experienced very positively by participants who valued the opportunity to understand the EAP process from different perspectives. The Corporate HR Manager, who volunteered to pilot the experience, commented:*

*'I used the IBL Chain process for the review of the Vacancy Fulfilment Process which will be piloted in Education & Children's Services. It was an appropriate improvement methodology for this review because it focussed our effort and energy on co-designing with the users of the process rather than consulting them on something that had been developed in isolation. It goes beyond consultation into collaborative design by bringing all levels of users and decision-makers together. The process used IBL principles and practices as guides to create an authorising environment. The IBL Chain process fits well with our Learn Innovate Grow ethos – these were strong connections which participants could identify with and apply to good effect'. Feedback from the Corporate HR Manager, who volunteered to pilot the IBL Chain in her area.*

- *To broaden access to IBL, we held informal opportunities; 50 employees (from all levels and areas) attended 6 'Let's have a conversation about IBL' sessions. Of those completing evaluations, the main reasons for attending included 37% indicating they already had an interest in IBL and 38% indicating they plan to use the principles in their work. 100% of respondents indicated they would recommend the opportunity to a colleague.*

## Workforce Challenges and Opportunities

### Teaching

The teaching workforce makes up approximately one third of the Council workforce.

Like other Councils, we have continued to have difficulty in recruiting to posts in some rural areas, denominational schools, English, Home Economics, Gaelic, STEM subjects and promoted posts. Both fixed term and permanent and part time posts have proven difficult to fill. This is in part a result of the general shortage of teachers nationally which is being addressed through investment in additional training places and new routes into teaching. The lock on teacher numbers and high number of vacancies mean teachers have many choices over when and where they choose to work. This impacts on retention of current staff and engagement of supply teachers.

There has been significant investment by the Scottish Government and locally on promoting teaching as a profession – including advertising campaigns, the development of a [microsite](#), including film clips and recruitment packs.

A **Learn to Teach Programme** to retrain existing employees as teachers is now in its third year. This initiative secured 10 additional permanent teachers and 7 probationers from August 2018. Now working collaboratively with Tayside and Fife Councils, a further 3 employees will commence their probationer year in August 2019. Employees who have gone through the Programme share their [experiences](#).

Collaboration with the University of the Highlands & Islands (UHI) and the University of Dundee has created a **new route into teaching**, including a bespoke [BA Hons in Food](#).

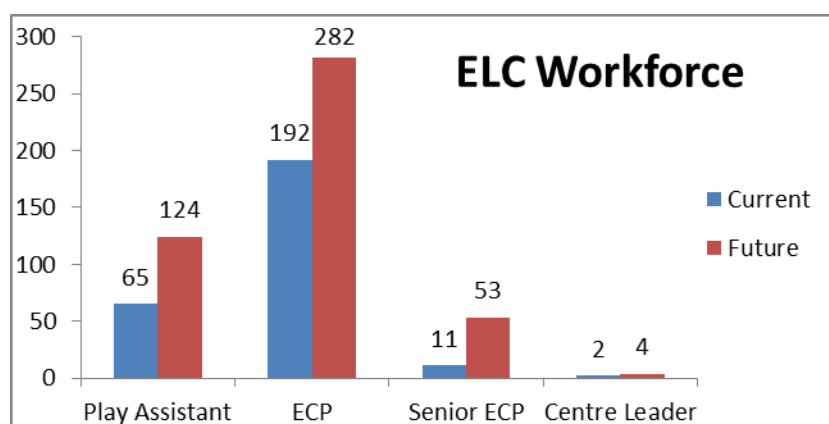
[Nutrition and Textiles Education](#). This project, supported by the Scottish Government, is a first for teacher education in Scotland.

We continue to manage the demands of changing school rolls and are planning for any outcome from the School Estate Review. This year, recruitment campaigns, with a strong focus on social media, were launched to recruit 13 Principal Teachers and Depute Headteacher for Bertha Park, Scotland's newest Secondary School. Further recruitment is planned for support staff. Specific planning and analysis will ensure [Bertha Park](#) Secondary School is fully staffed to support its learners in August 2019.

**A revised Headteacher and Depute Headteacher Appointment Procedure** supports the Council's Recruitment and Selection Policy and Standards for Headship. The procedure includes involvement from the school community; central Education & Children's Services and elected members. E-learning training is being developed to support Parent Council members who participate in HT/DHT recruitment. Additional measures to improve the applicant experience include a less onerous application process. We are now working on a **Principal Teacher Appointment Procedure**.

Active support for Headteachers and future school leaders to develop key skills will help create future leadership capacity.

## Early Learning and Childcare



Early Learning and Childcare is a growth area within the workforce, with an increase from 600 hours to 1140 hours for all entitled two, three and four year old children by August 2020. Our [Early Years and Learning Expansion Plan](#) which has been submitted to the Scottish Government includes a workforce plan for this staff group.

All efforts are focussed on ensuring the planned increase in the Early Learning and Childcare workforce delivers a high quality of provision – new entrants must have the right skills, flexibility and expertise to deliver our future requirements. At the same time we are supporting our existing staff through the phased implementation, new working patterns, new ways of working and extended days. Training and development for existing staff and those aspiring for promoted roles is at the heart of the expansion plan to meet workforce requirements. New career pathways are being explored, including new opportunities for promotion.

Early

As part of the expansion there will be increased collaboration with our partner providers and childminders to deliver on a commissioning basis. We are required to support our local businesses as they form an essential part of our expansion plans.

Our [Men into Childcare](#) course is now in its third year and is growing from strength to strength. 5 cohorts have completed since 2015. Working with the University of the Highlands and Islands (UHI), this initiative delivers a free bespoke course specifically for men and provides participants aged 16+ with an introduction to working with children in a professional capacity while gaining a qualification. Men who have completed the course share their [experiences](#).

We are in our second year of supporting Modern Apprentices (MA's) in Early Learning and Childcare. 13 employees are currently on a 15 months programme, to gain an SVQ Level 3 in Social Services (Children & Young People). A rolling programme to appoint additional MA's is planned in the lead up to August 2020

We have created a new Early Years Career Pathway for four employees who previously worked at Beechgrove House and who were keen to pursue a career in childcare

A second Learn to Work in Early Years Programme has been launched to retrain existing employees. 11 employees from year one will graduate in January 2019. Staff going through this Programme share their journey, [Sarah's Story](#).

### **Brittany's Blog**

I have always wanted to be an Early Childhood Practitioner (ECP) ever since I was young. I left school at 16 and went straight into working. I then got my car, so I could never go back to full time college to complete my HNC qualification to become an ECP. When I saw the Council were offering staff the opportunity to do their HNC through 'Learn to Work in Early Years', I couldn't believe it. I would be able to gain my qualification in becoming an ECP, as well as still working in my job and earning my current salary. I applied for the course and was so pleased when I was successful in getting a place.

The course runs from January to January. I started in January 2018. Throughout the year, I am released from my current job to go out on placement in a local nursery. We are on placement for 3 blocks of 4 weeks over the year. I have absolutely loved being on placement, it gave me a great insight into what it was really like working in a nursery and from then on, I just knew that was what I wanted to do. I have been in the same nursery for each of my 3 blocks of placement, which has been great as some of the children are still there from the previous block and they still remember you, which is lovely! I was also able to just go back after the first placement and know the nursery's routines and knew all the staff which was great, rather than going into different nurseries and having to get to know the staff, children and routines all over again.

The course is an excellent opportunity and I would highly recommend anyone who wants to work with children to put themselves forward for the course. Before applying for the course, you need to be prepared to make sacrifices in order to be able to gain the qualification and work your way through the assessments as there is a lot of hard work required throughout the course as you would expect. My two tutors on the course have hugely supported my class and I and really pushed us through it.

I have been so lucky to have such a great class. We all get on so well and help and support one another. As well as working hard, there are so many laughs and giggles and I wouldn't have been able to get through the course if it wasn't for my supportive class. Not only have I met new people, but gained new friends!

## Gabi's Journey

I applied to be a part of the ECP programme which I saw on eric as I have always been interested in working with children. I found this to be a perfect opportunity to achieve something I have always wanted to do. It was very easy to apply and after I got the go ahead from my line manager and a letter from Head of Service to release me from my current job once qualified, I was accepted for an interview. The interview was very relaxed and supportive. It did not take long at all to be told that I had made it onto the course.

I am not going to lie and say it is easy as it is hard work juggling working full time as well as studying and running a household. But by being committed and organising your time wisely, I feel this is achievable. It took me a few weeks to get back into the way of studying as I have not studied for a while but having the support from the lecturers and all the other students as well as my line manager does help to get through it.

Once on first practical placement, it was very clear to me that I had made the right choice! It gave me a clear vision of what my future would be and made me more determined to successfully complete the course. No matter how hard the course gets, my vision was *'now this is what I want to do, and I will do my best to achieve it,*

## Remodelling Residential Care – REACH

Until November 2017 we provided a small in-house residential care and respite for a very limited number of young people, although high quality, it did not address the needs or demands of all of our most vulnerable young people.

Aimed at young people aged 12-18, we changed our model known as REACH, to provide a simplified access to our services for vulnerable young people and families, developing a solution focused and consistent culture to solving problems through a dedicated, multi-disciplinary team.

We worked closely in partnership with our NHS colleagues to develop the roles required for the multidisciplinary team, including Speech and Language Therapist and Clinical Psychologist. We also provided a secondment opportunity for an Outreach Teacher.

A consultative approach was undertaken with staff and unions to ensure a smooth and efficient transition to the new service. Given the requirement of the new service to work a shift pattern and provide an on call cover, this was not without its challenges. However, being open and transparent with staff allowed us to meet the needs of individual staff members concerned and the service we wished to provide.

Work was undertaken to find suitable alternative employment for individuals who could not commit to the shift patterns due to personal circumstances. The Council's Workforce Change Framework enabled these employees to be supported into other roles within Education & Children's Services who benefited from retaining their skills and experience.

The transformation project is currently in the early stages. The multi-disciplinary team is now in place and the go live date for full implementation is early January 2019.





## Adult Social Care

### The Home Assessment Recovery Team (HART)

Caring for people in their own home has long been part of social care. For the Health and Social Care Partnership, a new approach was needed to ensure that people moved out of hospital and into a home setting without delay, whilst reducing unplanned hospital admissions. Following consultation, the HART model came into being. The challenge for our Care At Home staff was moving towards different ways of working, by improving reablement skills for independence and reducing the amount of downtime. Group and individual meetings took place with staff and a new rota was implemented. Training across HART has been extensive with a renewed emphasis on the quality of care and support delivered. The team name, HART, and uniform style were chosen by staff. Other ways of engaging have included nominations from staff recognising their colleague's contribution and leadership champions from key areas of service delivery.

*A manager said 'the key to the changes was keeping communications open all the way and constantly engaging with staff'*

*Our carers, with various years of experience, said 'I was excited about the prospect enabling and empowering people to do more for themselves. It makes me feel good when I see how proud someone is when they regain skills and knowing that I have helped them to get there.'*

*'Rota change – helps more, I know what I am doing for the rest of the year. Gives more flexibility with my family life. Do feel now that I have a work life balance. I can balance the family life better. I like the group of colleagues that I was put with they are very supportive, they kind of mentor me.'*

In this area, last year 12 people undertook the employee survey and this year 70 took the time to engage and feedback.

### Recruitment of HART staff

An ageing workforce, many fixed term contracts and a poor response to social care job adverts meant a different approach was required to recruiting staff. Our advert was re-worded and recruitment campaigns and roadshows were undertaken throughout Perth and Kinross, backed up by social media. All potential applicants were offered support with completing their online application and were guaranteed an interview. An intensive induction was followed by a review after six weeks.

As one new member of staff said *"this was one of the most supportive recruitment processes I have ever been through."*

All the posts were filled and staff from varied backgrounds, including retail and catering, are now working within the HART team. The progress of the new recruits will be monitored so that their employment experience can feed into improving our approach to recruitment and retention.

Team Leader, Shoina MacLean, commented *"the managerial time invested has given us enthusiastic and caring employees who may not previously have progressed through the recruitment process."*

### Transforming Residential Care

The transforming residential care saw the redesign of services with closure of one facility impacting on 37 staff. Many of the staff had worked in the care home for much of their career

and struggled to imagine working elsewhere. Discussion with them about the support they would find useful started early in the process: group meetings then took place along with individual one to one consultation and support meetings. The Human Resources and Corporate Organisational Development teams worked closely with managers to support individual employees and with trade unions; to encourage staff to consider their options in terms of alternative roles and careers within the Council or outwith. Of the 37 employees, eleven left the organisation voluntarily and the remainder moved to different roles, locations or careers to continue working for the Council.

The Council's Framework for Managing Workforce Change and the Job Families approach have been designed to enable a flexible approach to agile workforce solutions. Both were utilised to facilitate a supported and easy movement of staff to areas of the organisation in which their skills and experience could be developed and utilised.

Having certainty of roles and planned moves early in the process resulted in reduced anxiety for staff and eased the transition to continued employment within the Council. Individuals were given the opportunity to shadow existing postholders in different work areas, to meet prospective line managers and undertake trial periods. One to one tailored support was provided for learning needs, such as interview skills and career coaching. A career pathway was created to enable four staff to transition from their current role to a different role within Early Years Childcare. They moved from working with older people to working with children in nurseries, whilst being given the opportunity to gain the relevant qualification.

### **Quotes from employees and managers:**

*"It was a sad day when it closed. For me personally it's been a breath of fresh air to be working with children, learning something new and doing my SVQ3. I'm loving my placement, everyone has made me feel so welcome."*

*"The job that I was successful in getting is fantastic I am working with a fantastic team who have made the transition easy for me. The support and encouragement I received was also fantastic."*

*"The Job Family was a good way of supporting staff to understand how their job role was the same as another role in the job family and allowed them to see specific tasks they were expected to do within that role."*

*"I think that as part of the relocation of staff, Job Families supported the process to ensure that the staff involved were a good fit for the roles they were being moved to particularly in terms of skills, values and attitudes."*

## **Housing and Environment**

### **Overview of Creating a Unified Service**

The Senior Management Team has worked closely with Human Resources and Organisational Development in involving staff in bringing together teams in a strong and cohesive way. This approach is helping to develop a culture where there is a shared understanding of purpose, where everyone can identify with the council strategies and objectives, and how everyone can contribute to delivering the best services possible.

The ethos and culture, developed with Housing and Environment colleagues, has been used as a focus for discussion over recent months. Five half day sessions with managers and team leaders, involving around 200 people so far have taken place. In addition, a unified Housing and Environment service structure has been developed, ensuring that job roles are flexible and responsive to the changing needs of the organisation.

### **Housing Repairs Review**

The review of the Housing Repairs Service included the redesign of Coordinator and repairs roles at locality level. The Housing Repairs Service is already evidencing improved communications and seeing the benefits of a much closer working relationship with the four Housing locality teams and Housing Area Coordinators. The teams are working flexibly across Perth and Kinross and are clear on their roles and responsibilities. The majority of trades are now fully embracing mobile working, with amended contracts in place from 1 November 2018. The full implementation of the upgraded work scheduler and mobile working facility, due early 2019, will ensure continued efficiencies in service delivery.

Service Manager, June McCall stated “We have achieved our targets for savings during years 1 and 2 of the Project and are on target to achieve further savings this year and in the fourth and final year.”

A training plan is in place to ensure a smooth transition for all employees to new ways of working. Locality Coordinators in Repairs are undergoing training to support them with the people management aspects of their roles.

Some success has been achieved with alternative ways to attract and recruit to previously “hard to fill” posts in the Repairs team.

### **Construction, Property and Engineers**

This is an area of workforce growth with major investment in capital projects across Perth and Kinross over the next seven years.

This is a profession which has hard to fill posts caused by salary levels, lack of expertise/knowledge, competition with the private sector and complexity of projects. There is also a UK wide shortage of Engineers.

In recent years, we have developed relationships with our partners to share best practice and knowledge when gaps are identified, such as roads collaboration with Dundee City Council and Angus Council.

We have shifted from a client/contractor model for asset improvement and maintenance to service led initiatives which addresses skills gaps and reduces reliance on consultants and agency staff

The Scottish Futures Trust (SFT) Construction Procurement Competency framework is used in recruitment and development discussions.

Defined career paths, in particular Professional Trainee and Modern Apprentice opportunities, help attract young people to the public sector and retain talent.

We have recruited a Graduate Apprentice who is training with the University of Dundee and other graduate programmes are being developed.

We actively promote the Council's work-life balance opportunities to attract suitably qualified candidates to live and work in the area.

Creative recruitment adverts using social media have been successful tools.

## **HGV Drivers and HGV Mechanics**

There is a national shortage of HGV Drivers and we have experienced difficulties in recruiting and retaining staff, mainly because our salary levels are not competitive with the private sector within this sector, notwithstanding the work-life balance and pension benefits the Council can offer.

We have an ageing workforce – therefore, it is important to have a talent pipeline of HGV workers coming through to meet future skill requirements. We are seeking funding to train and employ additional HGV Mechanics. We are also aware that Brexit may impact on attracting HGV workers from overseas which may have an indirect ability on our recruitment success.

Failure to attract and retain HGV workers could result in major disruption for the Council because of the effect it will have on our communities.

For these reasons, our workforce planning has led us to put in place an In-house Driver training programme to develop our existing workforce.

We will continue to offer our established Modern Apprenticeship programme to attract young people to be HGV Mechanics, with a view to them being retained as employees on completion.

We are carrying out a public and private sector benchmarking exercise to review salaries in this area.

## **Attract, Retain and Develop Talent**

### **Job Families - Quotes from Some Recruiting Managers**

*“Job families have definitely helped with the process of recruiting new staff into the council and into roles/positions within teams, the job families have focused on what is required for that role/position and in doing so has aided in writing a better description for the job advert. The job families also gives better clarity to what differences there are under each grading, allowing for transparency and better interview questions, pitched at the appropriate level for that role/position within the job families. I found the Matching People 2 Jobs process and Job Families work very well together, making for a more rounded experience for the recruiter and for the prospective candidate.”*

*“As a management team we have used the Matching People 2 Jobs assessment tool on a few occasions in the last year. This has been across various posts from care staff to managers and has allowed us the opportunity supplement the current recruitment processes in terms of suitability and selection. The Matching People 2 Jobs behavioural assessment tool has encouraged us as managers to be more creative in terms of our selection and interview processes, it has influenced and guided our questions for interview, and has allowed us to see the interviewee and potential employee more holistically. We have also been able to recruit and appoint employees in accordance with the fair recruitment and selection policy but through an enhanced process giving insight via the assessment tool into how people think and behave in a variety of business situations. The enhanced process has in our view been positive and beneficial; additionally the information provided has contributed to the decisions reached in terms of the applicant’s suitability for the role within the organisation.”*

## **Young People**

### **Case Study – Lucy Grant, Social Media Marketing Modern Apprentice**

Lucy was the Council’s first Modern Apprentice undertaking this exciting digital marketing qualification. The purpose of this new role is to highlight (market) the work of Perth and Kinross’s Developing Young Workforce Team - <http://dywpk.org.uk/>. Lucy states she “feels valued and developed and enjoys applying her skills to a real-life job” (running the Twitter and Facebook accounts). She is thoroughly enjoying the Modern Apprenticeship and feels fully supported by her assessor, stating he is a “real digital entrepreneur”. Lucy’s manager, Fiona Reith, appreciates the energy, creativity and digital skills Lucy brings and is enhancing a fresher approach to the work the team does. Fiona has recently expanded Lucy’s role to include updating the website and issuing their newsletter which in turn allows them to better support stakeholders. Fiona states “having someone to regularly analyse our on-line and marketing activity and recommend new strategies and tactics has been indispensable in evolving our plans”.

### **Case Study – Andy McMeekin, Digital Skills Graduate Trainee**

Andy joined the newly formed Digital Skills Team last year. His supervisor, Chris Wright, states he has “made such a positive impact right from day one... helping the team lead more than 80 events, publish 25 individual video clips and more than 450 on-demand knowledge articles”. Andy explains that “given how limited my digital skill-set was 12 months ago compared to now, I feel that I have/am achieving a high level of personal development within PKC. This in part has been down to the high level of trust and confidence I feel that my manager(s) have had in me from day one. This has in turn given me complete confidence to embrace each project as a fresh and enjoyable new challenge. Feedback from various learning sessions that I have facilitated has demonstrated that I am delivering a much needed product to a grateful audience. This in turn has made me feel valued in the workplace in which I feel proud to be working for a large organisation such as PKC”.

# Healthy Working Lives

## Physiotherapy

Our pro-active approach to physiotherapy includes in-work referrals and has been successful in preventing what may otherwise have been lengthy musculoskeletal absences, particularly in physically demanding posts.

- *'a superb intervention to prevent potential absence from the workplace'*
- *'better service than NHS physiotherapy'*
- *'I found the service very helpful and I am now continuing my exercises at home, and I have noticed huge difference as I don't receive nearly the same pain as I used to'*
- *'highly recommended 1<sup>st</sup> class service'*
- *'my problem had been recurring over several years so now I have the tools to put things right and avoid having to miss work again'*
- *'the physiotherapist helped aid a quicker recovery and allowed me to feel I could continue working'*
- *'this intervention has likely prevented me being off sick'*

## Financial Wellbeing

The Chartered Institute of Personnel & Development, in partnership with Close Brothers reports how financial concerns can affect employee mental and physical health and the impact that this has on business performance.

[https://www.cipd.co.uk/Images/financial-well-being-infographic\\_tcm18-17442.pdf](https://www.cipd.co.uk/Images/financial-well-being-infographic_tcm18-17442.pdf)

In the last year our focus has been on supporting employees planning for the future. Examples include:

- *Preparing for Your Future – a one day workshop run approximately 4 times a year*
- *Flexible Retirement Scheme – four learning lunch sessions to provide further information on the provisions of the scheme*
- *Additional Voluntary Contributions Scheme – eleven sessions delivered in various workplace locations to LGPS and STSS members*
- *Shared Cost Additional Voluntary Contributions Scheme – communication campaigns to raise awareness of the new salary sacrifice scheme available to LGPS members*
- *Promoting Perth and Kinross Credit Union*

Working with the Council's Welfare Rights Service, we ensure that staff are encouraged to use their services when faced with life changing situations. Work is planned to raise awareness of sources of advice and support and to remove the stigma around debt and financial problems, particularly with the major changes in welfare benefits which also affect people in work.



## Flexitime Scheme

As Council services transform, we need to ensure staff working patterns evolve to meet the needs of customers and services. The Flexitime Scheme has been re-designed to support a more flexible and agile workforce. Around 100 employees in Housing & Environment have been participating in a pilot to test changes to the Corporate Flexitime Scheme.

The revised Flexitime Scheme will be implemented from 1 January 2019. Participation in the scheme is subject to operational demands to ensure there is appropriate cover to effectively deliver Council Services. The main changes are;

- *Removal of Core Hours*
- *Change from 13 x 4 weekly accounting period to 12 x calendar monthly accounting periods*

## Fair Work

### You Said, We did

Throughout 2018, we set out to address a number of themes people told us were important in 2017. Here's how:

### Communications

**In 2017 you said:** Within the Council, keeping the channels of communication open is critical – such is the pace of change, that people appreciate being provided with real time information on developments. The same applies for communities – there is a sense that people outside the organisation aren't fully aware of the level of challenge facing public services, and what this means for them.

***In 2018 we are reviewing our communications channels to find out which are most effective. We aim to refining our approach to avoid information overload and make sure the important info cuts through the noise.***

### Valuing Skills, Expertise and Wellbeing

**In 2017 you said:** Professional expertise is more important than ever - we need to ensure that people are multi-skilled, and able to move around the organisation as required to support the delivery of priorities.

***In 2018 we extended the Job Family framework to support the deployment of staff across the organisation within broad job family levels. There is greater transparency of the skills and behaviours required for roles within job families which supports staff development by having visible career pathways throughout the organisation.***

**In 2017 you said:** The ongoing reduction in workforce is impacting on those who remain in terms of increasing workloads. It is becoming increasingly challenging to maintain levels of performance, or the range of services currently on offer, within this environment. There is a greater reliance on discretionary effort, and this is unlikely to be sustainable in the longer term. Wellbeing of staff will be fundamental to continued organisational resilience.

*In 2018 we increased our wellbeing and resilience initiatives to improve physical, mental and financial wellbeing. 'Developing Your Resilience' workshops have been requested by teams in locality areas (over 30 delegates participating to date) which will continue during 2019. Monthly opportunities are programmed throughout 2019, and the workshops will also be offered to delegates at a secondary school Wellbeing Festival to be held early in the New Year.*

## **Keeping the focus on Early Intervention and Prevention**

**In 2017 you said:** There are concerns that the cumulative impact of savings will impact negatively on priorities such as early intervention and prevention, and services which support those in most need.

*In 2018 we further developed the [Integrated Appraisal Toolkit](#) (IAT) within the Council to assess all proposals against criteria for reducing poverty and socio-economic disadvantage, eliminating discrimination, advancing equality of opportunity and fostering good relations between equality groups.*

*The IAT should first be used at the initial stages of proposal development to screen the proposal for any likely negative or adverse effects in relation to poverty and human rights. After completing the IAT, it should be evident if your proposal is likely (or not) to have significant implications for reducing poverty and socio-economic advantage; eliminating discrimination; advancing equality of opportunity; and fostering good relations between equality groups. If the screening process identifies that there are implications then a full Equality and Fairness Impact Assessment should be undertaken. The Equality and Fairness Impact Assessment Process has recently been revised and staff training is due to commence in 2018/19.*

## **Future Ready**

**In 2017 you said:** Digital skills are a key area for development, and the emphasis on working differently with communities means that we need to be open to different ways of working – this will mean 'letting go' of services we have delivered in the past, and supporting communities to develop and deliver their own solutions.

*In 2018 we continued to make best use of technology to help us maximise opportunities for working in new and different ways. We now have 36 services online. 25,000 account holders used our customer portal last year, carrying out 60,000 online transactions. Our mobile working solution is making 70+ field-based staff more accessible to the communities they serve. Facebook, Twitter and YouTube are used widely as engagement and consultation channels. The Council's web site was co-designed with the help of citizen volunteers who responded to a Facebook invitation to participate. Innovative technologies are being harnessed as an integral part of care provision for citizens in their own home / community, such as sensors in the homes of vulnerable residents to enable remote monitoring and care. Our Digital Skills Team continues to support staff to grow confidence around technology-enabled change. Digital Marketing Modern Apprenticeships have been added to our broad offering of apprenticeships as a priority area within the Corporate Workforce Plan.*



## Changing How We Work

**In 2017 you said:** As the organisation gets 'leaner' we need to continue to reduce layers of bureaucracy, maximise the use of technology, and support the further growth of an authorising environment, so that people can work more efficiently and focus their efforts on what offers the most value to the citizens and communities of Perth and Kinross.

*In 2018 we reviewed a key corporate process to reduce bureaucracy, starting with Vacancy Fulfilment. New arrangements are being co-designed by users of the process in order to free up capacity, make better use of technology and ensure effective governance remains. The new arrangements will be piloted in early 2019.*

*In 2018, the corporate mobile working solution allows staff to deliver services in the field and on the move – in clients' homes, places of work and public locations. It enables staff to work more productively, allowing for increased amounts of time to be spent dealing with cases and clients, and reducing time required for planning day to day activities, travelling between visits and for administrative tasks such as rekeying data into systems. Improved real time management information such as who is undertaking a visit, when the visit starts and when it is completed is supporting more efficient mobile workforce scheduling and the allocation of resources against planned or unpredictable work demands*

**In 2017 you said:** The approach to transformation and collaboration needs to evolve to allow those involved adequate time and space to focus on the work in hand, and learn new skills which will help us rethink how we will deliver services, and support our communities. It is challenging to progress at the pace required whilst also managing operational services.

*In 2018 we have been undertaking a thorough review of the governance and reporting process for Transformation Projects. These have helped to inform new proposals to be considered by CMG/EOT and will include alignment with Capital Project Management and ICT approaches, timely and proportionate reporting and supporting the authorising of actions at appropriate levels to work more efficiently and effectively towards achievement our outcomes. The importance of ensuring that resource follows need in relation to programme / project delivery is also included as part of this proposal.*

## Occupational Segregation

Occupational segregation occurs when there are clusters of one gender in a role. For example, caring roles are typically carried out by females and construction roles are typically carried out by males. Vertical segregation occurs when the jobs that are predominately carried out by one gender results in an uneven distribution of employees in the pay and grading structure that is not representative of the overall gender workforce profile.

We are continuing to work with Services to address horizontal and vertical segregation which remains a significant factor in influencing gender pay gaps. This is prevalent although not unique in teaching roles and, while the Council continues to address this through targeted recruitment campaigns and initiatives such as Men in Childcare, it is also supported nationally with the "Delivering Excellence and Equity in Scottish Government" report. However, it should be recognised that occupational segregation is a long-term issue which is difficult to tackle and requires sustained focus and commitment.

## LGBTI+ Staff Network

### What Our Members Say

*"We've had a great first year in the Staff Network, raising awareness of some of the issues faced by the LGBTi+ community, promoting the Staff Network itself and establishing regular evening meetings so that all of our PKC colleagues have the opportunity to attend."*

*"The Staff Network is at last beginning to grow, with more allies and LGBTi+ colleagues joining us each month, all of whom are very enthusiastic and committed to making a difference in and around the workplace. We're also planning some events for Christmas and into next year already, so watch this space."*

*"Coming in to the workplace and trying to second guess colleagues reactions if you mention your sexual orientation or gender identity is a very daunting and alienating prospect for members of the LGBTi+ community."*

*The LGBTi+ Staff Network aims to provide a safe, welcoming environment for LGBTi+ community and allies."*

**PERTH AND KINROSS COUNCIL**  
**19 December 2018**

**SCRUTINY COMMITTEE**  
**6 February 2019**

**EQUALITIES PERFORMANCE REPORT 2017/18**

**Report by Depute Chief Executive, Chief Operating Officer (Report No. 18/414)**

<b>PURPOSE OF REPORT</b>
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This report seeks approval for the Equalities Performance Report 2017/18.
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**1. BACKGROUND / MAIN ISSUES**

- 1.1 Under the Public Sector Equality Duty within the Equality Act (2010) a local authority is required to publish a report evidencing work undertaken to achieve its equality outcomes every 2 years. Although, the next scheduled publication date is 2019 it has been agreed that it would be good practice to introduce an annual Equalities Performance Report within Perth & Kinross Council.
- 1.2 This first such Equalities Performance Report sets out our progress in delivering our agreed Equality Outcomes across Council services and where applicable as an Education Authority and Licensing Board to ensure that we are fulfilling our statutory obligations in relation to both the services we provide and as an employer. The report outlines a broad programme of work delivered across the Council and with partner organisations which has taken place during 2017/18. Our statutory annual Equalities Employment Monitoring report is also included here as Appendix 2.
- 1.3 The content of this report was collated by the Council's Equalities Operational Group which has representation from officers across Council services to provide evidence to support the delivery of the Equality Outcomes; mainstream equalities work and measure performance. This group is chaired by the Council's Equalities Team Leader and has met every two months since this post was established in October 2017.
- 1.4 The agreed Equality Outcomes are:
  - 1.4.1 The Council will ensure its services are *accessible* to all individuals and community groups, with due regard to the breadth of circumstances which impact on people's experience of equality;
  - 1.4.2 Employees in Perth & Kinross Council will have opportunities to achieve their full potential in an *equal opportunity workplace*;
  - 1.4.3 All individuals and community groups in Perth and Kinross regardless, will experience *inclusive opportunities* to participate in, and influence Council decisions;

- 1.4.4 All individuals and community groups in Perth and Kinross will have opportunities to be involved in *inclusive community activities and events* in the area, in a *safe and welcoming environment*.

## **2. PROPOSALS**

- 2.1 Where possible the report includes links to existing reports on work which has been undertaken which contributes to the delivery of the Equality Outcomes. This has been done to minimise duplication for officers involved and to evidence clearly how our equalities work is a mainstream part of work which goes on in all areas of the Council. It is proposed that a link to the final version of the Equalities Performance Report becomes part of the Council's overall Performance Report and annual reporting cycle.
- 2.2 Work has also been undertaken this year to update the Equality and Diversity section of the Council's website and intranet site and it is proposed that the final version of the Equalities Performance Report is located on both to ensure ease of access internally and externally.
- 2.3 Appendix 1 contains the full Equalities Performance Report and Appendix 2 contains the Employment Equalities Monitoring Report.

## **3. ONGOING WORK SINCE APRIL 2018**

- 3.1 It is important to note that although the Equalities Performance Report covers the period to 31 March 2018 a number of significant areas of work have progressed since that date;
- 3.1.1 The revised Gypsy/Traveller Strategy 2018-21 which was approved by Housing and Communities Committee on 22 August 2018 (report [18/258](#) refers).
  - 3.1.2 The production of a British Sign Language (BSL) Plan 2018-24 published on 24 October 2018 in accordance with Scottish Government requirements (<http://www.pkc.gov.uk/BSL>)
  - 3.1.3 Revision of the Equalities and Fairness Impact Assessment process with accompanying staff awareness training.
  - 3.1.4 Establishment of a Working Group in relation to the proposed EU Settlement Scheme Statement of Intent for EU citizens resident in the UK who wish to remain post-Brexit.
- 3.2 All of these areas of work will be reported in full in the Equalities Performance Report for 2018/19.

#### 4. CONCLUSION AND RECOMMENDATION

- 4.1 This report provides an overview of our equalities work as an employer and a service provider demonstrating our commitment to equality of opportunity and how our equality outcomes have been achieved.
- 4.2 It is recommended that Council approves the contents of this report.
- 4.3 It is recommended that the Scrutiny Committee scrutinises and comments on the contents of this report.

##### Author(s)

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##### Approved

Name	Designation	Date
Jim Valentine	Depute Chief Executive (Chief Operating Officer)	6 December 2018

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

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

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>Yes</b>
Workforce	<b>Yes</b>
Asset Management (land, property, IST)	<b>Yes</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>None</b>
Strategic Environmental Assessment	<b>None</b>
Sustainability (community, economic, environmental)	<b>None</b>
Legal and Governance	<b>Yes</b>
Risk	<b>Yes</b>
<b>Consultation</b>	
Internal	<b>Yes</b>
External	<b>Yes</b>
<b>Communication</b>	
Communications Plan	<b>Yes</b>

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

1.1 This report supports all outcomes in the Community Plan:

- (i) Giving every child the best start in life
- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (v) Creating a safe and sustainable place for future generations

#### Corporate Plan

1.2 This report supports all outcomes in the Corporate Plan:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (i) Creating a safe and sustainable place for future generations.

## 2. Resource Implications

### Financial

- 2.1 There are no additional financial implications arising directly as a result of this report at this time. Ongoing work is managed within existing budgets and any new developments which arise in the future will be subject to budget approval as appropriate.

### Workforce

- 2.2 There are no additional workforce implications arising directly as a result of this report at this time. Ongoing work is managed within existing officer workloads.

### Asset Management (land, property, IT)

- 2.3 There are no additional Asset Management implications arising as a result of this report at this time. Any new proposed developments which arise in the future will be subject to the relevant approval process at that time.

## 3. Assessments

- 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.
- 3.2 This section should reflect that the proposals have been considered under the Corporate Equalities and Fairness Impact Assessment process (EFIA) with the following outcome:
- 3.3 A screening assessment using the Integrated Appraisal Toolkit has determined that the proposal is **not relevant** for the purposes of EFIA

*n.b. Although this report relates to Equalities Performance it will be the individual work within the report on which is subject to assessment rather than this report itself.*

### Strategic Environmental Assessment

- 3.4 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.5 The proposal recommended in this paper has been considered under the Act and the pre-screening has identified that the proposal will have no environmental effects, it is therefore exempt. The reason for concluding this is that the recommendation in this report will have no direct environmental effects.

### Sustainability

- 3.6 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.7 No steps are required to be taken in this area.

### Legal and Governance

- 3.8 The Head of Legal and Governance has been consulted during the development of this Strategy.

### Risk

- 3.9 Any risks associated will be mitigated by the monitoring and reporting procedures which have been put in place for the work concerned.

## **4. Consultation**

### Internal

- 4.1 This report has been developed across services within the Council.

### External

- 4.2 The report contains reference to work with strategic partners and will be shared with them when approved.

## **5. Communication**

- 5.1 It is proposed that the report is made available internally and externally when approved.

## **2. BACKGROUND PAPERS**

No other background papers were referred to in the preparation of this report.

## **3. APPENDICES**

Appendix 1: Equalities Performance Report 2017/18

Appendix 2: Equalities Employment Monitoring Report 2017/18





# Perth & Kinross Council

## Equalities Performance Report 2017/18

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## 1. Introduction

This report sets out our progress, for the period April 2017 to March 2018, in delivering our agreed Equality Outcomes across Council services and where applicable as an Education Authority and Licensing Board. This is to ensure we are fulfilling our statutory obligations in relation to the services we provide and as an employer.

In addition to our statutory duties to promote equalities, there is an increasing focus on tackling inequalities at national government level through the Fairer Scotland Action Plan and, at a local level, through the publication of the Fairness Commission's [Fairer Futures Report](#) in 2017. Although there is a degree of crossover, a separate reporting process will be in place through the Community Planning Partnership.

As an employer, the Council has been driving forward the Fair Work agenda to ensure that fairness is at the heart of all the Council's employment practices. We are committed to promoting equality and diversity across our workforce.

Workforce data for 2017/2018 is published on the Council's website: [Human Resources Management Information](#).

### Relevant Principles of Partnership Working within the Local Outcomes Improvement Plan (Community Plan) 2017-2027:

**Promoting Equalities** – requires us to work to eliminate discrimination, advance equality of opportunity and foster good relations between communities through the delivery of our services and as an employer in relation to the equality-protected characteristics.

**Tackling Inequalities** – requires us to work collectively to support individuals and communities to reduce local inequalities. Issues such as health, income, gender identity, employment status or housing circumstance can impact on people's life chances and should be considered when tackling inequalities but will also crossover with the equality protected characteristics.

## 2. Our Equalities Policy Statement (revised April 2017)

Perth & Kinross Council is committed to equality of opportunity both as a service provider and as an employer. The Council values the diversity of communities in the area and endeavours to provide services in ways which are inclusive and accessible. The Council recognises that social inclusion and promoting equality of opportunity and good relations between different groups is best achieved by incorporating equalities into the planning, implementation and monitoring processes for all our Council services.

The Equality Act 2010 legally obliges this Council, with all other Scottish public authorities, to pay 'due regard' to the need to: eliminate unlawful discrimination, victimisation and harassment; to advance equality of opportunity; and to foster good relations between those people who share a protected characteristic and those who do not.

By working in partnership to promote equality, we believe we will make better use of all available resources, and ensure mutually positive experience for service users and providers. This in turn can lead to increased satisfaction by service users and service providers.

We recognise that discrimination, victimisation and harassment are unlawful and unacceptable and we will take action to prevent this occurring. If this does occur, we will take agreed and appropriate action to deal with it.

The Council also recognises that, when used legally and appropriately, positive action strategies can help to counteract the adverse impact of past discrimination or other causes of disadvantage. We will therefore implement positive action strategies to make our services more inclusive. The Equality Act 2010 requires this, and the Council must have due regard to the need to:

- remove or minimise disadvantage suffered by people due to their protected characteristics.
- take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people.
- encourage people with certain protected characteristics to participate in public life or in other activities, where their participation is disproportionately low.

### 3. The Equality Protected Characteristics in Our Area

There are nine protected characteristics in the Equality Act and these are disability, sex, race, sexual orientation, gender reassignment, age, marriage and civil partnership, pregnancy and maternity and religion and belief.

The [Scottish Government Equality Evidence Finder](#) is updated twice a year with data surrounding equality evidence from a wide range of policy areas. Some notable local statistics associated with the protected characteristics include:



**Gender reassignment** - The Registrar General maintains a Gender Recognition Register where the birth of a transgender person whose acquired gender has been legally recognised is registered showing any new name(s) and the acquired gender, enabling the transgender person to apply for a new birth certificate. The Gender Recognition Register is not open to public scrutiny. Local information is not available. (NRS Registration Division 2016)

*National data sources have been used to provide this information but it should be noted that the Scottish Household Survey is only based on a sample of respondents so variations may not be statistically significant.*

#### 4. Assessing Our Equalities Work

Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Under Part 1 of the Act 'The Fairer Scotland Duty', the Council is required to actively consider how it can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions.

The [Integrated Appraisal Toolkit](#) (IAT) was developed within the Council to assess all proposals against criteria for reducing poverty and socio-economic disadvantage, eliminating discrimination, advancing equality of opportunity and fostering good relations between equality groups.

The IAT should first be used at the initial stages of proposal development to screen the proposal for any likely negative or adverse effects in relation to poverty and human rights. After completing the IAT, it should be evident if your proposal is likely (or not) to have significant implications for reducing poverty and socio-economic disadvantage; eliminating discrimination; advancing equality of opportunity; and fostering good relations between equality groups. If the screening process identifies that there are implications then a full Equality and Fairness Impact Assessment should be undertaken. The Equality and Fairness Impact Assessment Process has recently been revised and staff training is due to commence in 2018/19.

#### 5. Governance of Our Equalities Work

The content of this report was collated by the Council's **Equalities Operational Group** which is for officers across council services to provide evidence to support the delivery of the Equality Outcomes, mainstream equalities work and measure performance. The Council's Equalities Team Leader leads the group.

This group is part of a formalised Equalities Governance structure that was put in place in 2017 to ensure that the needs of all our local communities are understood by the Council and its key partners.

The other two main groups, which form part of this structure, are the Equalities Strategic Forum and the Community Equalities Advisory Group (CEAG). Both of these are chaired by our local Elected Member Equalities Lead, who also provides the link to the Community Planning Partnership Fairer Futures Leads.

The **Equalities Strategic Forum** - was established in January 2018 to provide a platform to ensure that some local equality protected communities of interest, such as minority ethnic communities, LGBT+ communities and disability groups, are still able to effectively influence

discussions at a locality level despite not necessarily having a visible or large presence in specific localities. This group meets every two months.

The **Community Equalities Advisory Group (CEAG)** – although a long-standing group, the purpose of the CEAG was reviewed in 2017 to ensure that the agenda is driven by community organisations who work with local people from equality protected groups. This group meets three times per year and is for public, third sector and community groups to share their knowledge and experience in relation to equalities. Attendance at the group has increased following the review.

A diagram illustrating this [Equalities Governance](#) structure is available to staff on the Intranet.

**Outcome - The Council will ensure its services are *accessible* to all individuals and community groups, with due regard to the breadth of circumstances which impact on people's experience of equality.**

In December 2017, we provided more information online, followed by 1st language film clips on access to social care services (Chinese, English, Urdu and Polish) in February 2019.

There is now provision of a digital inclusion service for housing tenants and we comply with Gypsy/Traveller Minimum Site Standards - Scottish Government.

In our schools, we now have allocated Pupil Equity Funding in response to the Raising Attainment Strategy.

**Outcome - Employees in Perth & Kinross Council will have opportunities to achieve their full potential in an equal opportunity workplace.**

We have established an LGBTI+ Staff Champions Network.

We produce an Equality and Diversity in Employment Report every year.

We offer a range of equalities learning opportunities to staff in the Council and partner organisations.

**Outcome - All individuals and community groups in Perth and Kinross will have opportunities to be involved in inclusive community activities and events in the area, in a safe and welcoming environment.**

Keep Safe (Safe Place) Scheme.

Multi-cultural events programme.

Show Racism the Red Card programme.

LGBT History month programme.

Annual Care Home Go 4 Gold event.

**Outcome - All individuals and community groups in Perth and Kinross regardless will experience inclusive opportunities to participate in, and influence Council decisions.**

In January 2018, we established an Equalities Strategic Forum and in February re-established the Community Equalities Advisory Group.

We provided opportunities for the public to respond to the budget consultation, developed Youth Voice and supported the Participatory Budgeting Process.



## 7. Outcomes

Perth & Kinross Council are working towards four main outcomes to promote equalities and tackle inequalities across our area.

These four outcomes are:

1. The Council will ensure its services are *accessible* to all individuals and community groups, with due regard to the breadth of circumstances which impact on people's experience of equality.
2. Employees in Perth & Kinross Council will have opportunities to achieve their full potential in an *equal opportunity* workplace.
3. All individuals and community groups in Perth and Kinross regardless, will experience *inclusive opportunities* to participate in, and influence Council decisions.
4. All individuals and community groups in Perth and Kinross will have opportunities to be involved in *inclusive* community activities and events in the area, in a *safe and welcoming environment*.

These outcomes will be outlined on the next pages.

---

## Outcome

The Council will ensure its services are *accessible* to all individuals and community groups, with due regard to the breadth of circumstances which impact on people's experience of equality.

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The critical aspect of this outcome is accessibility. We aim to make the customer experience as positive as possible for our diverse local population from their first point of contact with the Council whether that is face-to-face or through the use of technology.

### Information for Communities

This year, in December 2017 we updated the [equalities content on pkc website](#) which has had average monthly views of 63 since being updated in December 2017, an increase from previous monthly average of 36. Our Community Plan [Stories of Place](#) microsite also has a specific equalities section introduced earlier this year. In February 2018, we also introduced 1<sup>st</sup> Language film clips to improve understanding about accessing our health and social care services – film clips are now available in Chinese (64 website views between February and March); English (123 website views); Polish (43 website views) and Urdu (131 website views). Council committee meetings are also filmed and made publicly available.

### Interpreting and Translating

Some of our customers may require support from interpreters to access the services they need. We have undertaken a full [analysis](#) of Language Line usage within the Council this year which has shown us that the main Council services to use the service were Housing/Homelessness (49%) and Welfare Rights (15%) with our current monthly average cost being £617. The three main languages requiring translation support are Polish (50% of spend), Arabic (21%) and Romanian (16.5%). We also received information from our local social enterprise interpreting and translation service Language Base which details the demands made on their services by the Council. They indicate that 88 (65%) of the 135

assignments in 2017/18 were requested by Council departments (again Housing/Homelessness and Welfare Rights are the highest using services) and the most common languages requested were Arabic and Polish. We also continue to implement the Council's Gaelic Language Plan. 2,156 participants have taken part in Adult Literacies programmes responding to needs of hard to reach groups by offering a range of informal and accredited learning, relevant to the needs of individuals.

As well as being the main users of interpreting and translation support within the Council, both Housing and Welfare Rights provide services which place equalities firmly at the heart of what they do. For example, within Housing there are specific equalities indicators within the Annual Scottish Social Housing Charter submission, evidenced by services such as:

- a digital inclusion service for housing tenants;
- self-assessment of the Gypsy Traveller [Minimum Site Standards - Scottish Government](#) with an Improvement Action Plan implemented and;
- continued overview of the Syrian Refugee Integration Programme (Home Office Resettlement Scheme), which saw a jointly commissioned project with Angus Council in 2017/18 with contract now in place with Scottish Refugee Council for support project.

Welfare Rights make a range of their [information](#) publically available.

Other parts of the Council also demonstrate through their Annual Service Performance

Reports how their work on a daily basis contributes to this particular outcome.

#### Pupil Equity Fund

Within Education and Children's Services 2017/18 has seen the first year of the Pupil Equity Fund allocated directly to schools and targeted at closing the poverty related gap. The total allocation was £1,608,000 with the highest primary school allocation being £100,800 (Goodlyburn) and the highest secondary school allocation being £72,000 (Perth Grammar). The largest all-through school allocation was £120,000 at St. Johns. Spending on resources has been mainly to target aspects of early vocabulary and language, literacy, numeracy and health and wellbeing. Specific resources directed at supporting identified pupils with their learning in these areas have been purchased. Additional support staff and teaching staff hours have been engaged with funding to support the interventions with small groups and individuals.

This is the first year of the allocation of Pupil Equity Fund and impact will be measured on an ongoing basis alongside the Council's Raising Attainment Strategy 2016-19. In 2017/18, the service has also led the planning for support in advance of the anticipated arrival of Unaccompanied Asylum Seeking children through the National Transfer Scheme.

#### Supporting Communities: A Partnership

##### Approach

Prior to the service restructuring, colleagues in the Environment Service provided evidence of their work to support a range of work, including Public Transport Procurement to encourage better transport links and promotion of inclusion. Community Greenspace support a growing network of community paths groups working together with communities and this promotes healthy lifestyles, particularly for older people and promotes inclusion; 89 Perth and Kinross Council staff and voluntary carers of

vulnerable adults were given training in scam awareness in 2017/18. Scam awareness talks were delivered to a further 306 members of Probus, Rotary, Sheltered Housing, clubs and groups in 2017/18. Perth and Kinross Community and Business Resilience Group are engaged with six communities to build and/or enhance their resilience in the event of an emergency and have developed resilience plans with 22. All of these groups are at different stages of development. The group meets regularly to ensure that all agencies are joined up in their approach to supporting communities. Specific provision is made within the plans for the most vulnerable people in our communities whether due to age, physical or mental ability. The service also leads on the provision of Employability Support projects in partnership via European Social Funding with the age, gender and ethnicity of all clients recorded.

This outcome cannot be achieved without a range of work with partner organisations and, to this end, the Council budget setting process commissioned three-year funded equality-related projects totalling £180,000 from the third sector. These organisations provide regular monitoring information and 'community intelligence', which help us plan our services accordingly. We have also produced specific [procurement equalities guidance](#) for prospective tenderers and suppliers this year.

## The facts behind the headlines

Perth and Kinross Gypsy/Traveller Strategy 2013-2018 (updated Action Plan).	 GTStrategyAction PlanReview 0118.doc
Perth & Kinross Council Gaelic Language Plan 2018-2023.	 PKC_Gaelic_Languag e_Plan_2018_to_202
Perth & Kinross Council Education and Children's Services Raising Attainment Strategy 2016-2019.	 RAS.pdf
Perth and Kinross European Social Fund Employability Project Statistics.	 ESF GEO AREAS ETHNICITY STATS 31

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## Outcome

Employees in Perth & Kinross Council will have opportunities to achieve their full potential in an *equal opportunity* workplace.

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The critical aspect of this outcome is that our employees and workforce should reflect the community we serve. We produce our Annual Equality and Diversity in Employment Report and make it publically available.

### Employment Support

The Council also provides an employment support service (Employment Support Team) which assists people with learning disabilities, autism, acquired brain injury, or mental ill health to access employment opportunities. Nine people (13% of the total number in paid employment on their caseload) have become paid Council employees because of the actions of the service. 25 people (45% of the total number of people supported in voluntary/work experience on their caseload are in a voluntary position within the Council including 14 in projects directly supported by the service such as Working Roots and Green2Go).

### Learning

We ensure that equality issues are a key element of our staff learning and development programme. This year we updated equalities elearning content and have seen 550 staff completing the module since 1 April 2017. 581 staff were 'in progress' during this period. We also introduced an equalities lunchtime learning programme between January and March with 76 staff attending 10 different sessions delivered by a range of external organisations free of charge – programme included anti-sectarianism (online abuse); HIV awareness; Andy's Man Club; disability communication; immigration; asylum and discrimination; LGBT awareness; cultural awareness – South Asian and Polish. This programme will further develop in 2018/19 with 'twilight' sessions taking place in rural areas and filmed sessions available to allow as many staff

as possible to access learning opportunities in different ways.

### Diversity and Wellbeing





We also continue to commit to important partnership workplace initiatives including the See Me in Work programme and the Stonewall Diversity Champions programme; the latter has seen an LGBTi Staff Network being established in 2017/18, which now has an active membership and clear aims and objectives.

### Brexit Impact

Like many other employers, we remain conscious of the potential impacts of Brexit on our workforce and to that end have established a [Brexit advice page](#) on the staff intranet site. We have arranged for the Ethnic Minorities Law Centre to offer advice surgeries for any staff who may be affected directly by Brexit and these commenced in April 2018.

We also remain vigilant to the effect of Brexit on externally commissioned sectors, such as care and in November 2017, we published our bi-annual survey of migrant workers in the care sector, a report to ascertain how reliant the local care sector is on a migrant workforce. The report estimated (based on the responses received) that at least 21.2% of the total independent care home workforce and at least 10.4% of the independent home care sector workforce comes from migrant communities.

## The facts behind the headlines

Perth & Kinross Council - Annual Equality and Diversity in Employment Report.	 Equality and Diversity in Employment
Perth & Kinross Council – Equalities Learning and Development Programme statistical summary.	 Learner Stats - Equalities.xlsx
Perth & Kinross Council - See Me In Work Summary Report.	 See Me In Work- MHC2 - PK council - F.
Migrant Workers in the Care Sector Bi-Annual Report for Perth and Kinross 2016/17.	 Migrant Worker Report 2016-17.pdf

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## Outcome

All individuals and community groups in Perth and Kinross regardless, will experience *inclusive opportunities* to participate in, and influence Council decisions.

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The critical aspect of this outcome is inclusion. We want people to be able to participate as fully as they wish in public life and in decisions, which may affect them.

### Working Together on Equality

As outlined above a new Equalities Governance Structure was established in 2017/18. Both the Equalities Strategic Forum (established in January 2018) and the Community Equalities Advisory Group (CEAG) (re-established in February 2018 after member survey), are chaired by the local Elected Member Equalities Lead who also provides the link to the Community Planning Partnership Fairer Futures Leads. Membership reaches across partner organisations working with all equality protected characteristic groups.

### Community Participation

We have also increased the opportunities for participation and engagement with equality protected characteristic groups for example, in February 2018 hosting an *Equali-tea* event to coincide with the Norie-Miller Winter Lights Display and in March 2018 hosting a democratic participation session for international community members, led by the Provost.

*Making Where We Live Better* (Us and the Housing) continue to meet 11 times a year on the last Thursday of every month at Glenearn Community Campus. This is for housing tenants with learning disabilities. The development of Youth Voice saw a new Forum starting in November 2017 to meet twice monthly with Young People led with reps from FYI (Fun Young Individuals – care experienced), Young Carers, G.L.O.W.(LGBT youth group) and Members Scottish Youth Parliament plus representatives from schools and college key themes are

improving health and wellbeing, education and changing services for young people.

In terms of Corporate Parenting, a new post was created in 2017 to support FYI (Fun Young Individuals) care experienced young people and an annual report is available on their work, including the fact that the Council offers a guaranteed employment interview for all care experienced young people. Current care group strategies for mental health and wellbeing, physical disabilities and sensory impairment, carers, older people and learning disabilities will develop into commissioning plans in the next year. The plans will be developed in partnership with a range of stakeholders with third sector and independent sector partners being central, alongside Third Sector Interface (TSI) engagement. Cross cutting themes including housing, addressing inequalities, ageing population, workforce challenges and rurality will be considered as core parts of each commissioning plan.

We continue to provide an adult learning service, which works with marginalised individuals providing them with confidence to participate in the community, enhance family relationships, improve employment prospects, widen social networks and reduce social isolation (adults attended learning sessions 8,190 times in 2017/18).

### Support Local Outcomes and Partnerships

In response to the Local Outcomes Improvement Plan (Community Plan), Local Action Partnerships were established which seek to address inequalities by engaging communities in decisions on local priorities and services. Those partnerships aided the delivery of a successful participatory budgeting scheme in 2017/18 which saw £221,535 allocated to 151







community projects with 24,615 votes cast. Nine participatory budgeting events were held across Perth and Kinross.



We also actively encourage contributions towards the Council's budget setting process

and the online consultation page received 430 unique page views by the public (not including internal staff views). This is a similar level to last year (370). Overall, there were 777 completed surveys, this shows a significant increase on the last two years (332 in 2017, 91 in 2016) and indicates a growing public interest in how the Council budgets for services.

It is also important, that we learn from any complaints which are made specifically relating to equalities matters and to this end, any such complaints are recorded separately within the Annual Complaints Report.

The facts behind the headlines	
Perth & Kinross Council - Adult Literacies and Language Partnership Annual Report 2017/18.	 No Adult Lacks Skills - 2017 18 Annual Repo
Perth & Kinross Council – Complaints Report – equalities extracts	 2017-18 Complaints extract  2017-18 Stage 1 Complaints - Equalities  2017-18 Stage 2 complaints - Equalities
Perth & Kinross Council - Corporate Parenting Youth Work Annual Report 2017/18 .	 Report 1 annual.pdf
Perth and Kinross Decides – Participatory Budgeting Statistical Summary 2017/18.	 Perth and Kinross Decides 2018.png



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## Outcome

All individuals and community groups in Perth and Kinross will have opportunities to be involved in *inclusive* community activities and events in the area, in a *safe and welcoming environment*.

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A new category in our annual Securing the Future Awards was introduced - **Tackling Inequalities and Improving Health** – our Gold Award Winner was Bridging the Gap (select the image to view the video).

The critical aspects of this outcome are inclusion and safety. We want anyone who lives, works or visits Perth and Kinross to feel safe, welcome and included.

### Celebrating Diversity

We continue to arrange delivery of an extensive and popular multi-cultural events and community lunch club programme with our communities and partner organisations in the third sector. During 2017/18, six different events were attended by 12,875 people with extensive [BBC coverage of Chinese New Year celebrations](#).

The Community Lunch club programme in partnership with PKAVS Minority Communities Hub continues throughout the year. During 2017/18 we also co-ordinated or supported a number of other events to recognise other equality dates in the calendar. The first Holocaust Memorial Exhibition held in Perth and Kinross (recognising the sacrifice of Gypsy/Roma/Travellers) was launched by the Provost in January and received [local media coverage](#), whilst a programme of community

events which was independently evaluated as the most successful LGBT History month in Scotland in February evidenced by positive [media coverage locally](#) and [media coverage nationally](#).

We also held a community consultation programme to establish a community led Perthshire Pride Event (August 2018) with support from partners in the third sector.

### Providing Safety and Inclusion

Within our schools, there is an Anti-Bullying Strategy, which takes account of the equality-protected groups and has been reviewed by Stonewall Scotland. We also continue to provide English as an Additional Language (EAL) service in schools, which supports bilingual children, age 3 – 18 and sees community bilingual staff (Polish Community Link and Community Learning Assistant (Urdu) offer support to families. There are over 1,400 bilingual pupils in local schools and nurseries, with over 250 being supported by the EAL service. A review of Inclusion Services has also

been underway with four workstream groups meeting during 2017/18 to prepare implementation plans for 2019/20. Young people in schools have also continued to benefit from Show Racism the Red Card Educational Workshops. In 2017/18, 42 workshops and educational events were delivered to 1,028 primary school pupils in the 10th year of our partnership agreement (the longest running local authority agreement in Scotland) and one session for 15 teaching staff.




Young people from the LGBT+ community continue to receive support through the G.L.O.W. group partnership with LGBT Youth Scotland which is held @Scott St and has also received the LGBT Youth Scotland Chartermark. Four Secondary schools have LGBT pupil groups.

People with disabilities have the opportunity to sign up to the Keep Safe Scheme, which also has our own local Safe Place branding. Currently 73 people and 27 local businesses are registered with the scheme, which is run in partnership

with a local third sector partner. Within the wider community, we work with partner agencies to ensure that our Community Safety programme is delivered and reported on. 117 older care home residents /service users also took part in the popular Annual Care Home Go 4 Gold Activity Event held on 13 June 2017 formed into 39 Teams.

Our Licensing Board also ensures that equality issues are given consideration in its decision-making process and Equality Impact assessments are undertaken for all reports that go to Licensing Board. In 2017/18, there was a change in legislation for alcohol licensing with those submitting premises licence applications and provisional licence applications must submit a Disabled Access and Facilities Statement (DAFS) for application to be considered competent. Board have also asked that existing premises licence holders submitting a major variation application also submit a DAFS voluntarily.


## The facts behind the headlines

Perth and Kinross Care Home Go4Gold Event Evaluation Summary 2017.	 Go4Gold Evaluations2017.docx
Perth and Kinross Council – Education and Children’s Services Anti-Bullying Strategy.	 Antibullying_Strateg y_1_.pdf
Perth and Kinross Community Safety Partnership Annual Performance Framework.	 18-05-31 COMMUNITY SAFETY

## 10 Reasons Why

### Equalities is at the Heart of What We Do



- 1  **TOP COUNCIL** for LGBT History Month activity in Scotland
- 2  **75%** increase in website views following update of equalities content on [www.pkc.gov.uk](http://www.pkc.gov.uk)
- 3  **1,028** pupils received **Show Racism the Red Card** educational workshops in 2017/18
- 4  **12,875** people attended 6 different **multi-cultural events** in Perth and Kinross in 2017/18
- 5  **THE FIRST** Holocaust Memorial Exhibition held in the area in January
- 6  **3 YEAR** funding approved in council budget for **Third Sector Equalities** projects
- 7  **A NEW** Equalities Governance Structure was implemented this year
- 8  **626** staff have undertaken some form of **Equalities Learning** in the workplace (E-Learning or lunchtime sessions)
- 9  **COMPLETED** review of the **Gypsy/Traveller Strategy 2013-18**
- 10  **12 WEEK** work experience placement from Employment Support Team successfully completed within Equalities

## Tackling Inequalities and Improving Health 2017/18

This category reflects the key role that the Council and our partners have in tackling inequalities and improving health and wellbeing.



**GOLD WINNER – Bridging the Gap Project** - a health and social care project available to all members of minority ethnic communities who are aged over 50. The project tackles inequalities in health and social care service provision, improving awareness of and access to services, building up a better understanding of services available to minority ethnic communities and supporting them to access services more easily.

**SILVER WINNER - The Perth Academy Inclusion Programme** - funded through the Pupil Equity Fund (PEF) and is a targeted approach to wellbeing and engagement which along with other school interventions, aims to close the poverty related attainment gap at Perth Academy. The aim of the programme is to improve inclusion and school engagement, offering an alternative to school exclusion and an improved approach to individualised support for young people and families at risk of exclusion and disengagement. The programme has resulted in an 86% reduction in the number of individual pupils excluded from Perth Academy and has had a positive and disproportional impact on our most vulnerable and disadvantaged young people and families.

**SILVER WINNER - Play on Pedals** - a nursery project which aims to close the attainment gap between children who come from the most disadvantaged backgrounds whilst also helping them meet their developmental milestones and improve their health and wellbeing



**For any other information, please contact  
David McPhee, Corporate Equalities Team Leader –  
[DFMcPhee@pkc.gov.uk](mailto:DFMcPhee@pkc.gov.uk).**

## Appendix 2

### PERTH & KINROSS COUNCIL

#### Equality and Diversity in Employment 2017/2018

## 1. INTRODUCTION

- 1.1 The Council's commitment to equality and diversity in employment is reflected in our Corporate Equalities Policy and our Equal Pay Policy which provide frameworks within which we work.
- 1.2 This report provides
- An overview of progress in 2017/18 on equality and diversity in employment.
  - Includes the results of our 2017/18 equal pay audit.
  - Sets out what we plan to do next to continue to mainstream and embed equalities to ensure equality is considered in decisions taken that affect our workforce.

## 2. PROMOTING EQUALITY AND DIVERSITY

### Trends

- 2.1 Information from employment monitoring ensures a focus on workplace equality issues when carrying out policy review and development. Analysis of the data collated revealed no new significant trends emerging in any of the protected characteristics. More detailed information is available on request from the Corporate Human Resources Manager.

### AGE – YOUTH EMPLOYMENT

#### Supporting Care Experienced Young People within Perth and Kinross

- 2.2 Perth & Kinross Council's vision is for all children and young people to have the best start in life. As Corporate Parents in Perth and Kinross we have high aspirations and ambitions for our care experienced young people. We recognise that the outcomes for young people who have experienced care often fall short of their peers. Through committed and collective leadership, strong collaboration and partnership working we will strive to close outcome gaps and to achieve significant improvements in the life chances for care experienced children and young people.

2.3 Our current offer is;

- Work experience placements across a wide variety of occupational areas across the Council working closely with @Scott Street on securing placements and providing information.
- Engaging with the Perth & Kinross Young Care Experienced Group through attendance at meetings to highlight opportunities and careers within the Council.
- Commitment to offer work experience, training, an apprenticeship, a job for at least one Care Leaver per year as outlined in the Corporate Parenting Plan.
- Pledge to increase the work and training opportunities for Care Experienced Young People as detailed in the Corporate Workforce Plan 2018-2021.
- Guaranteed Job Interview for Care Experienced Young People for Modern Apprentice posts.

[Modern Apprenticeships and Professional Trainee Opportunities](#)

2.4 The following table provides an overview of the number of Modern Apprenticeship and Professional Trainee opportunities provided in the period 2012/13 to 2017/18.

Period	Number of MA Opportunities	Cumulative Total	Number of PT Opportunities	Cumulative Total
2012/13	59	59	10	10
2013/14	55	114	5	15
2014/15	71	185	5	20
2015/16	86	271	10	30
2016/17	57	328	13	43
2017/18	58	387	4	47

- 2.5 The Modern Apprenticeship Programme has been developed to enable a wider offer of employment opportunities; we currently offer opportunities in fourteen different occupational areas, including new qualifications within Digital Application Support and Digital Marketing. There has also been a significant increase within Social Services (Children & Young People) where twelve opportunities were taken up.
- 2.6 The MA programme success rates continue to be high. Of those who completed the MA programme in 2017/18, 93% achieved a positive outcome.
- 2.7 A strong partnership has been developed with Perth Autism Support/Number 3 to increase Modern Apprentice opportunities available to young people with autism. Five young people were recruited and supported through this route.
- 2.8 In addition, we have developed partnership working with Perth Youth Services to support young people across a number of protected characteristics. These partnerships include presentations to groups and on a one to one to ensure young people are aware of options and support available within our Modern Apprenticeship programme.



- 2.9 Working with Concept Northern, we now offer a work-based assessment for Modern Apprentices who have been diagnosed with learning difficulties. Concept Northern offer the assessment and support access to funding to purchase resources. This has worked particularly well for our young people with dyslexia who received personal tablets and digital pens.
- 2.10 Since 2012, the Council has offered 47 Professional Trainee opportunities, with the duration of these ranging from two to 4 years. Twenty-eight professional trainees have now left the programme, all having achieved a positive outcome as shown below:

Currently undertaking Traineeship	Secured Employment in PKC	Secured Employment Externally	Undertaking Post-Graduate Qualification at University	Total
1	18	8	1	28

### Graduate Work Experience

- 2.11 A new Graduate Apprenticeship in partnership with Dundee University is now available. One Graduate Engineering Apprentice started in September 2017 on a four year fixed term contract.
- 2.12 Positive feedback has been received from Project Leads on the Graduate Work Experience programme in 2017/18. In addition, feedback from Graduates who have left the programme indicates they have valued the experience.

Opportunities Offered	Still on the Programme	Left the Programme	Reason if Left the Programme		
			Gained Employment in PKC	Gained Employment Elsewhere	Following Different Career Path
27	12	15	7	6	2

## **AGE – OTHER EMPLOYEES**

### Health & Wellbeing

- 2.13 The Council recognises the link between employee health, wellbeing and productivity. A wide range of health and wellbeing opportunities are available to encourage and support employees to lead healthy active lives. These include health promotion days and access to counselling and physiotherapy treatment, where appropriate, as part of our occupational health contract.

### Preparation for Retirement

- 2.14 An increasing number of people wish to continue to work for longer and with changing demographics this trend is likely to continue. However, for those employees planning for retirement, the Council continues to offer a range of support options, including;

- Preparing for Your Future – a one-day workshop run approximately 4 times a year.
- Flexible Retirement Scheme – four learning lunch sessions took place last year to provide further information on the provisions of the scheme.
- Additional Voluntary Contribution Scheme – eleven sessions were delivered in various Council locations to Local Government Pension Scheme members and Scottish Teachers' Superannuation Scheme members.
- Shared Cost Additional Voluntary Contributions – communication campaigns were run to raise awareness of the new salary sacrifice scheme available to Local Government Pension Scheme members.

## DISABILITY

2.15 We continue to support disabled people;

- Into work - through the Guaranteed Job Interview Scheme; and
- In work - with the professional advice of our Occupational Health provider, People Asset Management (PAM) where difficulties arise, or potentially could arise, in the course of employment.

2.16 In 2017/18, there were 716 appointments with our Occupational Health Service. Of these, 474 employees were assessed by the Occupational Health Nurse in the context of the Equality Act (2010). 127 were identified as likely to be covered by the Act, i.e. approximately one in four of this group or one in six of the total number of referrals.

2.17 This suggests that, despite low disclosure rates, the employment rates of Council employees with a disability or health condition covered by the Equality Act (2010) may be closer to the figures published by [Scope](#) which estimates that 19% of the working age population have a disability. Approximately one in five of the working age population reported mental health impairment (22%).

2.18 Typical adjustments recommended by Occupational Health are - temporary adjustment to duties, working hours or place of work, additional breaks during working hours for rehabilitation/treatment and purchase/modification of equipment.

## [Mental Health](#)

2.19 We continue to offer a range of learning/development and support measures to develop/build resilience for employees, potentially covered by the Equality Act (2010), who may be experiencing reduced mental wellbeing. Understanding the issues that employees are facing and steps we can take to provide additional support to improve mental wellbeing is a priority the Council will progress in 2018/19.

## GENDER

### Early Years Childcare

- 2.20 The innovative Men in Childcare project achieved the Scottish Public Service Championing Gender Equality Award in 2017.
- 2.21 The project aims to address gender inequality within the early years and childcare workforce. Supported by the Council, it gives men an introduction to early years and childcare theory and practice, whilst gaining a qualification. The project has been running for 3 years, and each year the delivery has varied in response to the group. This year a Play unit, a Child Development unit and a Working in Childcare unit were offered.

### Learn to Teach

- 2.22 The Learn to Teach project, which started in 2016, provides an opportunity for current employees to retrain to become Teachers. We took the opportunity to encourage gender/ethnicity diversity and, in January 2018, 13 employees started the 12-month training programme (11 females and 2 males). A new flexible working arrangement was agreed to support one of the cohort to take part.

## LGBTI+

- 2.23 The LGBTI+ Staff Network is now well established. Human Resources participate in the network to ensure any employment-related concerns or improvements which are identified by the group members can be addressed.

## RELIGION OR BELIEF AND SEXUAL ORIENTATION

- 2.24 Since the Council introduced monitoring of religion or belief and sexual orientation in 2014, the disclosure rates from employees have continued to improve.

	31/05/14	31/05/15	31/05/16	31/05/17	31/05/18
<b>Religion or Belief</b>	6.3%	7.9%	10.5%	14.7%	19.3%
<b>Sexual Orientation</b>	6.2%	8.2%	10.6%	14.8%	19.4%

- 2.25 We recognise that increasing the disclosure rates for personal information is challenging, and employees may be reluctant to self-identify for a number of reasons. In an attempt to increase these rates and employee confidence in the process, we continue to work in partnership with the Trade Unions and publish Inside News Bulletins. This enables us to communicate the importance of holding the correct information for employees and how this helps us shape HR policies and practices going forward.

### **SUPPORT FOR CARERS**

- 2.26 The Council recognises the importance of retaining experienced employees, reducing absence and minimising avoidable recruitment costs.
- 2.27 Employers who participate in the Carer Positive Scheme have a working environment where carers are valued and supported. The Council achieved 'Established status' under the Carer Positive Scheme in November 2017.

### **SUPPORT FOR NON-UK EU/EEA NATIONALS**

- 2.28 A Brexit information and support campaign was launched in March 2018 for our Non-UK EU/EEA national workforce. This campaign is ongoing and includes the opportunity for Non-UK EU/EEA nationals to have a one-to-one appointment with a specialist solicitor from the Ethnic Minorities Law Centre.

### **SUPPORT FOR VETERANS**

- 2.29 The Council signed the Community Covenant Partnership in December 2012 and reaffirmed its long standing commitment to support the Armed Forces and those who serve or have served in them and their families by signing the Armed Forces Covenant on 13 September 2017.
- 2.30 We seek to uphold the principles of the Armed Forces Covenant by:
- promoting the fact that we are an armed forces-friendly organisation;
  - seeking to support the employment of veterans young and old and working with the Career Transition Partnership (CTP), in order to establish a tailored employment pathway for Service Leavers;
  - striving to support the employment of Service spouses and partners;
  - endeavoring to offer a degree of flexibility in granting leave for Service spouses and partners before, during and after a partner's deployment;
  - seeking to support our employees who choose to be members of the Reserve forces, including by accommodating their training and deployment where possible;
  - offering support to our local cadet units, either in our local community or in local schools, where possible;
  - actively participating in Armed Forces Flag Raising Day;
  - offering a discount for regular users of the leisure facilities run on the Council's behalf by Live Active Leisure.

- promoting the Council's services to armed forces personnel, veterans and their families to ensure uptake of welfare benefits and access to benefit and money service; housing options, including allocations and homelessness; education; access to leisure facilities; health and social care services, employability and training services; and referrals to other non-Council services.

2.31 Last year the Council also achieved the Silver Award under the Employer Recognition Scheme in recognition of our support for the Armed Forces and Cadets.

### 3. EQUAL PAY AUDIT

3.1 The Improvement Service introduced a new Gender Equality Indicator in 2016/17 which reports on the gender pay gap in Scottish Councils. This is calculated based on average hourly rates of pay. Previously our gender pay gap had been calculated based on average full time equivalent (FTE) salary.

[Scottish Councils Statistics](#)

3.2 The "All Scottish Councils" pay gap for 2017/18 is not yet available.

[Comparison with UK & Scotland Statistics](#)

3.3 The Annual Survey of Hours and Earnings (ASHE) is the source for calculating the pay gap which is published late autumn every year.

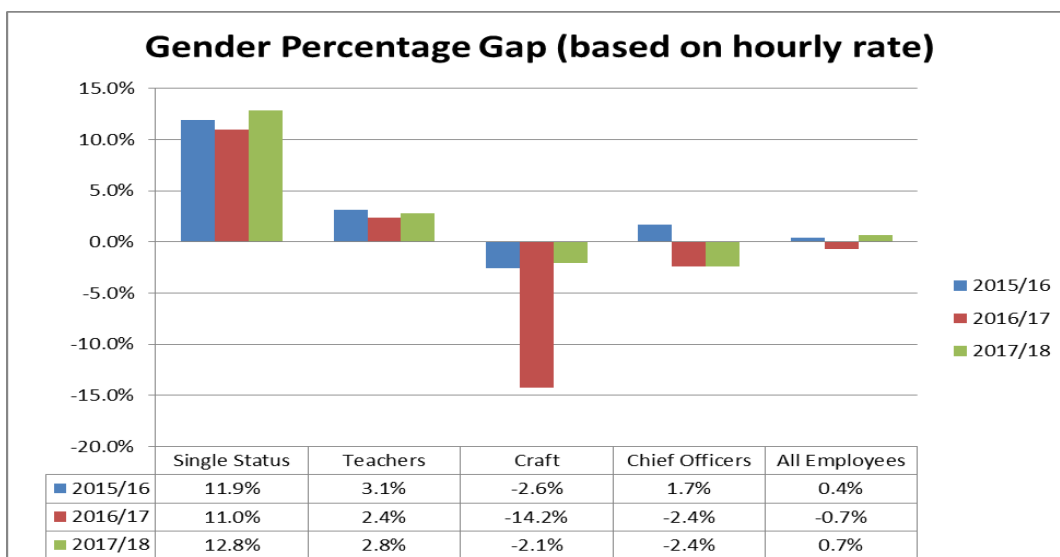
3.4 In Scotland, the gender pay gap<sup>1</sup> is now reported using the mean and median figures. The mean is the difference between the average of male and female pay and the median is the difference between the midpoints in the ranges of male and female pay. The mean is the preferred comparator as it takes into account the outliers and reflects the structural inequality between gender, including issues relating to vertical occupational segregation.

	PKC	SCOTLAND (2016 results)
MEAN (Average) PAY	0.7%	14.9% <sup>1</sup>
MEDIAN	8.6%	15.6% <sup>2</sup>

<sup>1</sup> Source - <http://www.closesthegap.org.uk/content/gap-statistics/>

<sup>2</sup> Source - <https://www.ons.gov.uk>

3.5 The 2017/18 audit covered all employee groups and included an analysis of the protected characteristics of gender, age, age and gender combined, ethnicity and disability. It is based on the number of contracts which are held by males and females as at 31 March 2018.



Pay gaps in favour of females are shown as a negative percentage

### Reasons for Increase in the Basic Pay Gap for Single Status

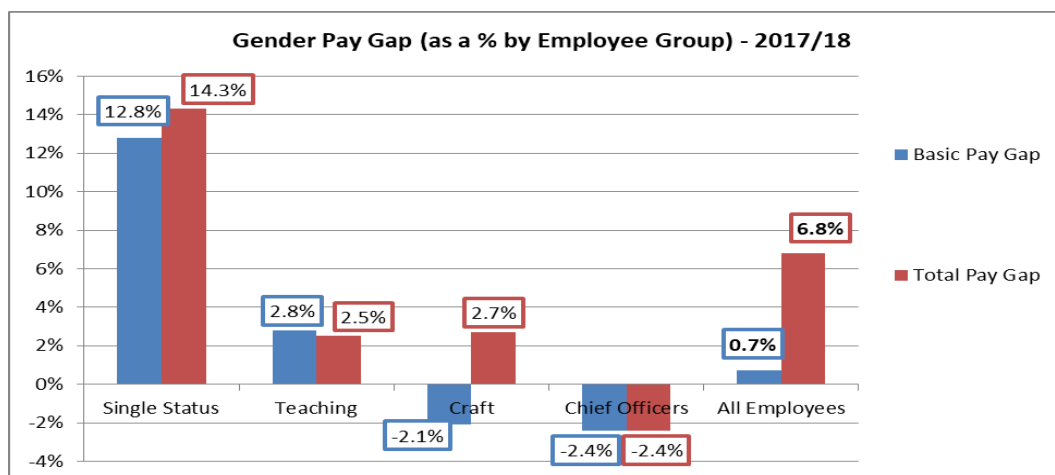
- 3.6 - 103 employees in the Education & Children's Services Facilities Support Team were TUPE transferred to Tayside Contracts in May 2017. As a high proportion (67%) of employees who transferred were male Janitors (GE3) and School Crossing Patrollers (GE2) this has an impact on the overall results.
- 3.7 - The Pupil Equity Fund (PEF) is a national initiative by the Scottish Government to provide additional funding directly to schools towards raising attainment. There was an increase of over 100 contracts for Pupil Support Assistants (GE3) and Early Childhood Practitioners (TAS5) when compared to 2016/17. As the PEF posts are predominately held by females, this has an impact on the pay gap.

### Other Employee Group Analysis

- 3.8 There was no cause for concern to the pay gap for Teachers, Chief Officers and Craft Employees.

### Basic Pay Compared to Total Pay

- 3.9 In accordance with the Equality & Human Rights Commission best practice guidance, this audit also compared total pay within each employee group. Total pay is average full time equivalent salary plus other payments including shift allowance, night allowance, overtime, call out, premium payments for public holiday working, standby payments and acting up allowances.



Pay gaps in favour of females are shown as a negative percentage

### Total Pay Gap

- 3.10 The total pay gap is wider than the basic pay gap because of gender differences in the payment of allowances. This is due to overtime working being predominately carried out by male employees.
- 3.11 The reasons for this can be attributed to occupational segregation where custom and practice has evolved and in some parts of the Council overtime working by full time males is relied upon for service delivery. In addition, societal issues tend to place greater restrictions on full time females availability to work additional hours, where these are offered, as they are more likely to have caring responsibilities.

### **Pay Gap Results by Other Protected Characteristics**

- 3.12 Analysis is undertaken on all the protected characteristics (age, age/gender, disability and ethnicity) and there was no cause for concern.

### **Equal Pay Audit 2017/18 Conclusion**

- 3.13 Overall, the findings of the audit remain positive and the reasons for the widening gender pay gap are due to the loss of the predominately male Facilities Support Team as a result of the TUPE transfer to Tayside Contracts, the expansion of early years and the increase in Pupil Equity Fund (PEF) posts predominately carried out by females.
- 3.14 Human Resources will continue to work with Services to address occupational segregation which remains a significant factor in influencing gender pay gaps. This is prevalent although not unique in teaching roles and, while the Council continues to address this through targeted recruitment campaigns and initiatives such as Men in Childcare, it is also supported nationally with the “Delivering Excellence and Equity in Scottish Education” report being published by the Scottish Government. However, it should be recognised that occupational segregation is a long-term issue which is difficult to tackle and requires sustained focus and commitment.



## 4. Future Actions

### 4.1 In 2018/19, we will:

- Continue to develop the range of opportunities available to young people through the Modern Apprenticeship, Professional Traineeship and Graduate Work Experience programmes (*age*)
- Build on the programmes offered by @Scott Street to their Care Experienced Young People to bridge the skills gap between this and the PKC Modern Apprenticeship Programme. This will include employability skills / confidence building and work experience etc. (*age/care experienced*)
- Create a Modern Apprenticeship in Youth Work specifically targeted at Care Experienced Young People who will use their insight to make a difference in this area (*age/care experienced*)
- Highlight the introduction of enhanced funding for Care Experienced Modern Apprentices aged 20 to 29 in our communication plan. The plan will include a Role Models Campaign to promote and highlight good news stories across Perth and Kinross and encourage and motivate others (*age/care experienced*)
- Continue to provide a wide range of health and wellbeing opportunities to encourage and support employees to lead healthy active lives (*age*)
- Continue to provide a range of information opportunities for employees planning for retirement (*age*)
- Provide targeted communications to employees who may be interested in the Shared Cost Additional Voluntary Contributions scheme (LGPS members) (*age & gender*)
- Assess the benefits of Level 3 Leader status under the Disability Confident Scheme to encourage more applications from potential job applicants with a disability, provide additional support to existing employees with a disability or encourage greater disclosure of disability by existing employees (*disability*)
- Continue to offer a range of learning/development and support measures to develop/build resilience for employees, potentially covered by the Equality Act (2010), who may be experiencing reduced mental wellbeing (*disability & all*)
- Continue to encourage gender diversity in learning/re-training opportunities for our employees (*gender*)
- Consider introducing Gender Based Violence guidance to support the Scottish Government's Equally Safe delivery plan to Prevent Violence Against Women and Girls (*gender*)
- Assess the benefits of Exemplar status under the Carer Positive Scheme as a means to provide further support to our employees who are carers (*gender & all*)
- Review HR policies to ensure these are inclusive by using gender neutral language where appropriate (*sexual orientation & gender identity*)
- Develop Gender Transitioning guidance to support employees who propose to undergo, or are undergoing a process of socially aligning their gender expression with their gender identity, rather than with their birth-assigned sex (*gender identity*)
- Review our approach to encouraging employees to disclose sensitive equality information (*disability, ethnicity, religion or belief & sexual orientation*)
- Continue to offer support to Non UK EU/EEA Nationals through the Brexit process (*nationality*)



- Maintain the bronze and silver awards under the Healthy Working Lives Award Programme by providing a range of information campaigns and learning opportunities and continue to support Healthy Working Lives (*all*)

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<b>Approved</b>	<b>Designation</b>	<b>Date</b>
Karen Donaldson	Corporate Human Resources Manager	6 December 2018



# PERTH AND KINROSS COUNCIL

19 December 2018

## PLANNING POLICY, PRACTICE & IMPROVEMENT MEMBER/OFFICER WORKING GROUP REMIT

**Report by Executive Director (Housing & Environment) (Report No.18/421)**

The report outlines the proposed revised name and remit of a refreshed Member/Officer Working Group (MOWG) to provide a forum for discussion around land use planning policy, practice and improvement; particularly but not exclusively in light of the reforms proposed in the Planning (Scotland) Bill to be enacted in 2019.

### 1. BACKGROUND / MAIN ISSUES

- 1.1 In ensuring the Council discharges its statutory planning duty efficiently and effectively it is important for officers to develop as much knowledge as possible in relation to the successful implementation of planning policy and guidance; and equally for Elected Members to feed back their own experiences of implementation, and to highlight any emerging issues. The Member/Officer Working Group (MOWG) provides a mechanism to share experiences in the fields of planning policy and implementation, with a view to improving the design and delivery of the planning service. This remit will also extend to the work of the Local Review Body in determining planning appeals.
- 1.2 The revised MOWG will update the remit of the Planning Policy & Practice MOWG established in by Council in December 2017 (Report 17/419 refers).

### 2. PROPOSALS

- 2.1 Like all MOWGs, the Planning Policy, Practice & Improvement MOWG will not have any decision-making authority. It will, however, provide a useful input into discussion and debate around policy making and policy implementation. It will therefore operate as a forum for senior planning officers and Elected Members who can offer feedback from their perspective as members of the Planning & Development Management Committee, the Local Review Body, the Environment & Infrastructure Committee and the Strategic Policy & Resources Committee. Elected Members may also wish to provide feedback from their constituents or developers as customers of the planning service with a view to discussing and recommending improvement actions.
- 2.2 The remit of the MOWG will be to:
  - Consider the implication of proposals contained in the Planning (Scotland) Bill particularly, but not exclusively, relating to development management and development planning.

- Consider and provide comment on proposed responses to Scottish Government consultations on changes to planning legislation, guidance and advice.
- Consider and provide comment on issues and opportunities arising from the policies, guidance and programmes contained in the Perth & Kinross Local Development Plan.
- Discuss and advise on any issues and opportunities arising from the interpretation and implementation of policies and guidance by officers under the Scheme of Delegation, and by Members the Planning & Development Management Committee and Local Review Body.
- Consider Councillors' training needs as identified through experience Committees and the LRB, and to review regularly the current training programme.
- Consider and provide comment on the performance of the planning service by receiving and discussing updates on the Planning Performance Framework submitted annually to the Scottish Government.
- Consider feedback from applicants, statutory consultees and the wider public; and discuss and recommend improvement actions where evidence suggests this will deliver a more effective and efficient planning service.

2.3 Other Members and officers may be invited to attend as required to provide a specialist input to particular discussion topics. Meetings will be held quarterly with a minimum of four per year.

2.4 It is recommended that the membership of the MOWG is updated as follows:

- Convener and Vice Convener of the Environment & Infrastructure Committee
- Convener of the Planning & Development Management Committee
- Convener of the Local Review Body
- 4 opposition Members
- Head of Planning & Development
- Head of Legal and Governance Services
- Legal Services Manager
- Service Manager, Planning & Housing Strategy
- Service Manager, Development Management

### **3. CONCLUSION AND RECOMMENDATIONS**

3.1 The report sets out the revised remit and name for a Planning Practice, Policy & Improvement MOWG to help inform and improve the delivery of the planning service across Perth & Kinross.

- 3.2 The Council is requested to approve the revised remit and name for the Planning Policy, Practice & Improvement Member/Officer Working Group.
- 3.3 The Council is requested to confirm the revised membership of the MOWG as set out in the report and appoint a fourth opposition member to the Group.

**Author**

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**Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Barbara Renton	Executive Director (Housing & Environment)	12 December 2018

If you or someone you know would like a copy of this document in another language or format, (On occasion only, a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>None</b>
Workforce	<b>None</b>
Asset Management (land, property, IST)	<b>None</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>None</b>
Strategic Environmental Assessment	<b>None</b>
Sustainability (community, economic, environmental)	<b>None</b>
Legal and Governance	<b>Yes</b>
Risk	<b>None</b>
<b>Consultation</b>	
Internal	<b>Yes</b>
External	<b>None</b>
<b>Communication</b>	
Communications Plan	<b>None</b>

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The introduction of the Planning Policy, Practice & Improvement MOWG will help deliver the following more effectively:

- (i) Promoting a prosperous, inclusive and sustainable economy
- (ii) Creating a safe and sustainable place for future generations

#### Corporate Plan

- 1.2 As above, the introduction of the Planning Policy, Practice & Improvement MOWG will help deliver the following more effectively:

- (i) Promoting a prosperous, inclusive and sustainable economy;
- (ii) Creating a safe and sustainable place for future generations.

### 2. Resource Implications

#### Financial

- 2.1 There are no financial implications arising from this report.

### Workforce

- 2.2 There are no Human Resources implications arising from this report.

### Asset Management (land, property, IT)

- 2.3 There are no asset management implications arising from this report.

## **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.
- 3.2 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA

### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 This section should reflect that the proposals have been considered under the Act and no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

### Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.6 There are no sustainability issues arising directly from the proposals contained in this report.

### Legal and Governance

- 3.6 The Head of Legal Services and the Head of Democratic Services were consulted during the preparation of this report and their comments incorporated.

### Risk

- 3.7 No risks were identified.

## **4. Consultation**

### Internal

- 4.1 The Council Leader, Conveners of the Planning & Development Management and Environment & Infrastructure Committees, the Convener of the Local Review Body and the current members of the MOWG were consulted.

### External

- 4.2 There was no external consultation.

## **5. Communication**

- 5.1 No specific communication plan is required.