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Council Building
2 High Street
Perth
PH1 5PH

24 July 2020

A virtual meeting of **Perth and Kinross Council** will be held on **Thursday, 30 July 2020 at 09:30**.

Note: The Provost will ask Council to agree to vary the order of business to take Items P1 and P2 (exempt business) following Item 2 on the agenda at the commencement of the meeting.

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

KAREN REID
Chief Executive

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

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

Members:

Provost D Melloy
All Councillors

Perth and Kinross Council

Thursday, 30 July 2020

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 BREAK (11.00AM - 11.15AM)**
- 4 MINUTE OF MEETING OF PERTH AND KINROSS COUNCIL OF 24 JUNE 2020 FOR APPROVAL AND SIGNATURE** **7 - 18**
(copy herewith)
- 5 THE PERTH AND KINROSS OFFER - COVID-19 - FRAMEWORK FOR RECOVERY AND RENEWAL: BUILDING AN EVEN BETTER PERTH AND KINROSS** **19 - 48**
Report by Chief Executive (copy herewith 20/124)
- 6 UPDATE ON THE ECONOMIC RECOVERY PLAN** **49 - 90**
Report by Interim Chief Operating Officer (copy herewith 20/125)
- 7 LUNCH (12.30PM - 1.45PM)**
- 8 COVID-19 - DELIVERY PLAN FOR RETURN TO SCHOOLS AND EARLY LEARNING AND CHILDCARE** **91 - 140**
Report by Executive Director (Education and Children's Services)
(copy herewith 20/126)
- 9 COMMUNITY ASSET TRANSFER REQUEST - KINNLOCH RANNOCH OUTDOOR CENTRE** **141 - 172**
Report by Executive Director (Housing and Environment) (copy herewith 20/127)
- 10 RECORD OF DECISIONS UNDER EMERGENCY POWERS** **173 - 184**
(copy herewith)
- 11 AMENDMENT TO SCHEME OF ADMINISTRATION**
Council is asked to agree the following change to the Scheme of Administration:

Part 3 - Delegation of Officials - Executive Director (Housing and Environment)

Section 23.1 - Roads and Traffic

Replace second bullet point with:

The Executive Director shall have the power to promote and propose and where no objections are raised, confirm roads orders in terms of the Road Traffic Regulation Act 1984 and any subsequent legislation regulating the use of the Perth and Kinross Council roads network.

12 TIMETABLE OF MEETINGS 2020

The Council is asked to agree:

- (i) That the next scheduled Council meeting on Wednesday 30 September 2020 now take place on Wednesday 7 October 2020 at 9.30am.
- (ii) A special meeting of the Council to take place on Wednesday 30 September 2020 at 9.30am to review the Revenue Budget and consider the Capital Budget.
- (iii) That the meeting of the Strategic Policy and Resources Committee scheduled to take place on Wednesday 9 September 2020 be cancelled.

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

P1 DISPOSAL OF FORMER COUNCIL OFFICES AT 1-5 HIGH STREET, PERTH

- Exempt Reason 6 - Information relating to the financial or business affairs of any particular person (other than the authority).
- Exempt Reason 9 - Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

P2 MILL QUARTER, THIMBLEROW SITE DEVELOPMENT

Report by Interim Chief Operating Officer (copy to follow)

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PERTH AND KINROSS COUNCIL

Minute of meeting of Perth and Kinross Council held virtually on Wednesday 24 June 2020 at 9.30am.

Present: Provost D Melloy, Councillors C Ahern, H Anderson, A Bailey, K Baird, M Barnacle (up to and including Item 9), P Barrett, B Brawn, R Brock, A Coates (up to and including Item 13), H Coates (up to and including Item 13), S Donaldson, E Drysdale, J Duff, A Forbes, D Illingworth, T Gray, D Illingworth, I James, A Jarvis, G Laing, M Lyle, R McCall, S McCole, X McDade, T McEwan, A Parrott, B Pover, C Purves, J Rebbeck, C Reid, W Robertson, F Sarwar, C Shiers, L Simpson, C Stewart, R Watters, M Williamson and W Wilson.

In Attendance: K Reid, Chief Executive; S Devlin, Executive Director (Education and Children's Services); B Renton, Executive Director (Housing and Environment); G Paterson, Chief Officer/Director – Integrated Health and Social Care; K Donaldson, Interim Chief Operating Officer; L Simpson, S Hendry, S Mackenzie, S Walker, A Brown and A Taylor (all Corporate and Democratic Services); D Littlejohn, C Mailer, C Forbes, M Butterworth (all Housing and Environment); C Wright and S Watt (IT).

1. WELCOME AND APOLOGIES

The Provost welcomed all those present and it was noted that no apologies had been submitted. The Provost then handed over to the Depute Provost to lead on the business of the meeting.

2. DECLARATIONS OF INTEREST

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

3. DEPUTATION

In terms of Standing Order 72, the Committee agreed to hear a deputation from Mr T Hart, Town Planner, SSE in relation to Item 11 on the agenda.

4. MINUTES

- (i) The minute of meeting of Perth and Kinross Council of 19 February 2020 was submitted, approved as a correct record and authorised for signature.
- (ii) The minute of special meeting of Perth and Kinross Council of 6 March 2020 was submitted, approved as a correct record and authorised for signature.
- (iii) The minute of special meeting of Perth and Kinross Council of 20 May 2020 was submitted, approved as a correct record and authorised for signature, noting that in relation to the second bullet point of section 5 of the minute, the reference should read as hybrid meetings.

- (iv) The minute of special meeting of Perth and Kinross Council of 1 June 2020 was submitted, approved as a correct record and authorised for signature.

5. RECORD OF DECISIONS UNDER EMERGENCY POWERS

The record of decisions made under emergency powers as of 24 June 2020 was submitted and noted.

The Chief Executive advised that further to the Council meeting of 20 May 2020, and following further discussion with elected members, a proposed revised timetable of virtual meetings had been sent to all members (see Appendix 1) until the end of September 2020 to allow a return from decisions made under emergency powers to full democratic decision making from 17 August 2020.

Resolved:

The revised timetable of virtual meetings until the end of September 2020 be approved.

6. UNAUDITED ACCOUNTS

It was noted that the draft unaudited accounts for 2019/20 would be submitted to the Council's auditors by 30 June 2020, would be available for public inspection from 1 July 2020 and would be submitted to the Audit Committee at the earliest opportunity.

7. FINANCIAL UPDATE – COVID-19

There was submitted a report by the Head of Finance providing (20/102) (1) an update on the potential financial implications of the covid-19 pandemic upon the Council's overall financial position; and (2) information on the funding which has been provided to the Council in response to the pandemic to help support residents and local businesses.

Resolved:

- (i) The contents of Report 20/102 be noted.
- (ii) It be noted that further work would be carried out by officers on financial modelling to set out the impact on the Council's budgetary position and to inform a review of the Medium-Term Financial Plan in September.

8. COVID-19 – APPROACH TO RECOVERY AND RENEWAL: BUILDING AN EVEN BETTER PERTH AND KINROSS

There was submitted a report by the Chief Executive (20/107) seeking endorsement from members of the Council to the proposed approach to support Perth and Kinross's recovery and renewal from the COVID-19 pandemic.

Resolved:

- (i) The proposed draft framework to Recovery and Renewal, as set out in Report 20/107, which will form the basis of a Recovery and Renewal Strategy, be approved.

- (ii) It be requested that a further report is brought to the next meeting of Council on 30 July 2020, outlining the known impact at that time, and providing further details about the emerging issues, priorities and Recovery and Renewal plans.
- (iii) The role of elected members in the Recovery and Renewal Strategy, as outlined at Section 3.3 of Report 20/107, be endorsed.

9. COVID-19 - PERTH AND KINROSS - LOCAL PHASING DELIVERY PLAN

There was submitted a report by the Executive Director (Education and Children's Services) (20/208) (1) outlining the current position of how education and childcare has been delivered since schools were closed in March 2020; (2) setting out the evolving position of how Education and Children's Services is planning to implement a phased return to schools and early learning and childcare provision on 11 August 2020; and (3) outlining the key areas which will be addressed in a phased reopening of schools and early learning and childcare provision from 11 August 2020.

The Executive Director (Education and Children's Services) provided a verbal update following an announcement by the Depute First Minister on 23 June 2020 which outlined a proposed return for all children on a full-time basis on 11 August 2020, conditional on public health guidance and scientific and medical advice at the time that it is safe to do so.

Resolved:

- (i) The contents of Report 20/208 and the Local Phasing Delivery Plan, attached as Appendix 1 to Report 20/208, be noted.
- (ii) It be further noted that following the announcement by the Depute First Minister on 23 June 2020, the plan would be implemented if required.

THE COMMITTEE TOOK A 30 MINUTE RECESS

THE COMMITTEE RECONVENED AT 1.19PM

COUNCILLOR BARNACLE DID NOT RETURN TO THE MEETING.

10. COMRIE FLOOD PROTECTION SCHEME 2020

There was submitted a report by the Head of Environmental and Consumer Services (20/103) (1) providing an update on the progress of the Comrie Flood Protection Scheme; and (2) proposing that the Council takes a preliminary decision, under the Flood Risk Management (Scotland) Act 2009, to confirm the proposed Scheme without modification.

Resolved:

- (i) The valid objections and the Environmental Impact, as outlined in Report 20/103, be noted.
- (i) The proposed Comrie Flood Protection Scheme, outlined in Report 20/103, be confirmed without modification.

- (ii) The Executive Director (Housing and Environment) be authorised to carry out all necessary steps to progress the statutory process of the Comrie Flood Protection Scheme, which includes:
 - (a) Notice being given, of the preliminary decision to confirm the Scheme, to those residents who submitted an objection and to Scottish Ministers.
 - (b) Arranging a local authority hearing as directed by Scottish Ministers.
 - (c) A report to be brought back to the Council once a hearing has been concluded.

11. PLANNING APPLICATION 19/01747/FLN - INSTALLATION OF AN ELECTRICITY SUBSTANTION, SUPPORTING INFRASTRUCTURE, LANDSCAPING AND ASSOCIATED WORKS AT LAND 450 METRES NORTH WEST OF HAUGHEND FARM, MEIGLE

There was submitted a report by the Head of Planning and Development (20/104) recommending the approval of a 'National' category planning application 19/01747/FLN, relating to development of a substation project and associated works.

In terms of Standing Order 72, Mr Hart addressed the Committee virtually and answered Members questions.

Resolved:

- (i) The contents of Report 20/104 be noted.
- (ii) The proposals, subject to the conditions and reasons amended as set out below, be approved.
- (iii) Departure from the standard three-year timescale to extend the permission for five years, consistent with project timescales, be approved.

Direction

Perth and Kinross Council direct that subsections (2), (3) and (3a) of Section 58 of the Town and Country Planning (Scotland) Act 1997 apply as respects to application 19/01747/FLN; with the substitution of 3 years to 5 years.

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 a satisfactory development as indicated on the submitted drawings.
- 2. Prior to the commencement of development, all works associated with planning permission 19/01685/FLL shall be fully implemented, to the written agreement of the Council as Planning Authority.
Reason: To ensure all necessary access infrastructure has been delivered and in place to enable this development to be delivered and in accordance with Perth and Kinross Local Development Plan 2 (2019).
- 3. A minimum of two months prior to the commencement of development, the final site-specific drainage details shall be submitted for the written approval of the Council as Planning Authority, in consultation with SEPA and the Council's Flood Prevention Authority, and all work shall be carried out in accordance

with the said scheme. The submitted information shall include a detailed drawing of the SUDS layout for the proposal site.

Reason: To ensure the provision of an acceptable drainage system in the interests of the amenity of the area, for the protection of the water environment and to ensure that the development does not exacerbate flooding downstream of the development.

4. Prior to the commencement of the development hereby approved, details of the specification and colour of the proposed external finishing materials to be used on all structures and any hard landscaping 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 any part of the development, whichever is the earlier.

Reason: In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality; to reserve the rights of the Planning Authority.

5. Prior to the commencement of development hereby approved, a Soil Management Plan (SMP) shall be submitted to and agreed in writing by the Council as Planning Authority. The plan as approved shall be strictly adhered to concurrent with the construction phases of the development.

Reason: To ensure that prime agricultural land soil is not unnecessarily sterilised or lost and in the interests of Policy 51 of LDP2.

6. Prior to the commencement of development, full details of both hard and soft landscaping works and an indicative landscape phasing plan shall be submitted to and approved in writing by the Local Planning Authority. These details shall include proposed finished levels or contours detailing cut/fill and height and location of bunding in proximity to adjacent watercourses; means of enclosure; hard surfacing materials and exact location of lighting and/or security cameras. Soft landscape works shall include planting plans, written specifications (including cultivation and other operations associated with plant and grass establishment); schedules of plants, noting species, plant sizes and proposed number/densities where appropriate. Thereafter the landscape works, and timings shall be carried out as approved. 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.

Reason: To bring forward and establish appropriate structural landscaping at the earliest opportunity, and long term ensure a satisfactory level of landscape and visual mitigation is achieved and to preserve and enhance nature conservation interests.

7. Any planting failing to become established within five years following the date of Practical Completion, shall be replaced in the following planting season with others of similar size, species and number.

Reason: To ensure that a satisfactory level of landscape and visual mitigation is achieved and ensure the Local Planning Authority retains effective control.

8. A minimum of two months prior to the commencement of development, a site-specific Construction Environmental Management Plan (CEMP) which shall include a Construction Method Statement (CMS) shall be submitted to and approved by the Council as Planning Authority in consultation with key stakeholders as deemed appropriate. The CEMP must also include a Pollution Prevention Plan (PPP), Invasive Management Plan (IMP), Site Waste Management Plan (SWMP), Site Access Management Plan (SAMP), Construction Exclusion Zone (CEZ), Construction Traffic Management Plan

(CTMP) and Environmental Management Plan (EMP). A detailed compound layout which sets out measures to ensure the public road network is kept free from mud or debris shall also be included. The CEMP will remain a live document, any working practices deemed to be having an adverse impact on ecology or the environment will be the subject of revision. All revisions must be submitted to the Planning Authority as soon as reasonably practicable. Thereafter the development shall be fully undertaken in accordance with the agreed CEMP.

Reason: In the interest of protecting environmental quality and of bio-diversity. To minimise any associated adverse landscape and visual impact of the above ground elements and protect the character and visual amenity of the immediate and surrounding countryside and associated nature and cultural heritage conservation interests.

9. Prior to the commencement of the development hereby approved, an independent and suitably qualified Ecological Clerk of Works (ECoW) shall be appointed at the developers' expense. Details of this appointment shall be subject to the prior written agreement of the Council as Planning Authority. The appointed person will remain in post for the duration and subsequent restoration of the proposed development. The ECoW shall have responsibility for the following:

- (a) Overseeing the implementation of the Construction Environmental Management Plan (CEMP) approved by this permission.
- (b) Authority to stop operations or to alter construction methods should there be any works occurring which are having an adverse impact on the natural heritage.
- (c) Prior to the commencement of development, they shall provide an environmental / ecological tool box talk for construction staff.
- (d) They will have authority to amend working practices in the interests of natural heritage. Any amendments shall be submitted to the Council as Planning Authority as an addendum to the approved CEMP.
- (e) They shall make weekly visits to the development site at a time of their choosing. No notification of this visit is required to be given to the developer or contractor.
- (f) Within 10 working days of the end of each calendar month, they are required to submit a detailed monthly report for the review of the Planning Authority in consultation with Scottish Environment Protection Agency (SEPA) for the duration of development.
- (g) They shall notify the Council as Planning Authority in writing of any requirement to halt development in relation to this condition as soon as reasonably practicable.

The above shall be implemented throughout the construction, (including re-instatement and de-commissioning of the construction compounds) hereby approved unless otherwise agreed in writing with the Council as Planning Authority. The CEMP shall contain a site-specific Construction Method Statement (CMS) which will provide concise details for the implementation of the CEMP for site operatives.

Reason: To avoid habitat damage and safeguard natural heritage interests.

10. In association with condition 1 and for the avoidance of doubt, the mitigation measures as set out in Appendix 3.1 – Schedule of Mitigation Measures (plan

19/01747/26) and hereby approved shall be fully adhered to, respected and undertaken as part of the construction phase of development.

Reason: To ensure that the proposed development does not and continues to preserve and enhance nature conservation interests.

11. Development shall not commence until the developer has secured the implementation of a programme of archaeological work in accordance with a written scheme of archaeological investigation which has been submitted by the applicant and agreed in writing by the Council as Planning Authority, in consultation with Perth and Kinross Heritage Trust (PKHT). Thereafter, the developer shall ensure that the programme of archaeological works is fully implemented including that all excavation, preservation, recording, recovery, analysis, publication and archiving of archaeological resources within the development site is undertaken. In addition, the developer shall afford access at all reasonable times to PKHT or a nominated representative and shall allow them to observe work in progress.

Reason: To safeguard any archaeological interest of the site.

12. Prior to the commencement of the development hereby approved, protective fencing shall be erected around 'Enclosure 500m west of Haughend' (SM7263) in a manner to be agreed in writing in advance with the Council as Planning Authority, in consultation with Perth and Kinross Heritage Trust (PKHT) and be clearly identified on the Construction Exclusion Zone (CEZ) Plan within the Construction Environment Management Plan (CEMP), in association with Condition 8. No works shall take place within the area inside that fencing without prior written agreement of the Council as Planning Authority in consultation with PKHT.

Reason: To ensure the preservation of the historic environment safeguard the identified Scheduled Monument within and adjacent to the site boundaries.

13. Civil engineering and superstructure works shall be limited to Monday to Friday 0700 hours to 1900 hours and Saturday 0800 hours to 1300 hours with no noisy works out with these times or at any time on Sundays or bank holidays. Any variation in these working hours shall only be as agreed in writing and in advance by this Council as Planning Authority.

Reason: To protect the residential amenity of the occupiers of neighbouring properties and the amenity of this area of Perth and Kinross in accordance with the adopted development plans.

14. In association with condition 1 and for the avoidance of doubt; unless otherwise provided for by subsequent submission in relation to this condition, the applicant shall ensure that all recommended mitigation methods detailed in Woods Noise Mitigation Assessment dated 21/02/2020 (plan 19/01747/90) are fully implemented (in association with the relevant plant and infrastructure identified).

Reason: To protect the residential amenity of the occupiers of neighbouring properties and the amenity of this area of Perth and Kinross in accordance with the adopted development plan.

15. 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 20 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: To protect the residential amenity of the occupiers of neighbouring properties and the amenity of this area of Perth and Kinross in accordance with the adopted development plan.

16. In the event, that justified noise complaints are received by the Council, the applicant at their own expense, shall employ an independent and suitably qualified consultant to carry out a Noise Assessment from the operational development. The appointed consultant and methodology for the Noise Assessment shall be submitted to and approved in writing by the Planning Authority in consultation with Environmental Health within 28 days of being notified of the complaint. Within 28 days of approval of appointed consultant and methodology, a Noise Assessment shall be submitted, outlining mitigation and recommended timescales for delivery (if action is required). Thereafter, all mitigation measures shall be implemented within the timescales recommended.

Reason: To protect the residential amenity of the occupiers of neighbouring properties and the amenity of this area of Perth and Kinross in accordance with the adopted development plans.

17. All external lighting shall be sufficiently screened and aligned to protect ecology and to ensure that there is no direct illumination of neighbouring land and that light spillage beyond the boundaries of the site is minimised to a degree that it does not adversely affect the amenity of the neighbouring land.

Reason: To protect ecological interests and the residential amenity of the occupiers of neighbouring properties and the amenity of this area of Perth and Kinross in accordance with the adopted development plans.

18. Any trees required to be felled to accommodate the development shall be felled prior to the commencement of the relevant related development. No removal of hedgerows, trees or shrubs 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 is cleared and provided written confirmation that no birds will be harmed and/or that there are appropriate measures in place to protect nesting bird interest on site. Any such written confirmation shall be submitted to the Planning Authority on request.

Reason: To ensure a satisfactory standard of development and in the interests of protecting environmental quality and of biodiversity.

19. Trees remaining on site 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 and be identified on the Construction Exclusion Zone (CEZ) Plan within the Construction Environment Management Plan (CEMP), in association with Condition 8. 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.

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. 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.
2. 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.
3. The 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 41 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. In accordance with Regulation 41, 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
4. 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.
5. Should consent be given, it is important that the developer, or his agent, contact Perth and Kinross Heritage Trust (PKHT) as soon as possible. PKHT can then explain the procedure of works required and, if necessary, prepare for them written Terms of Reference.
6. The applicant is advised to refer to Perth & Kinross Council's [Supplementary guidance on Flood Risk and Flood Risk Assessments 2014](#) as it contains advice relevant to your development.
7. 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 applicant should take note of the information and advice contained within the consultation response from Scottish Water.
9. The applicant should take note of the information and advice contained within the consultation response from RSPB (including recommendations to contact the Tayside Raptor Study Group for input into the Construction Environmental Management Plan (CEMP)).
10. An application for Building Warrant may be required.

12. THE FINAL REPORT OF THE INDEPENDENT INQUIRY INTO MENTAL HEALTH SERVICES IN TAYSIDE - 'TRUST AND RESPECT'

There was submitted a report by the Chief Officer/Director - Integrated Health and Social Care (20/105) providing Perth and Kinross Council with information on the publication of the final report of the Independent Inquiry into Mental Health Services in Tayside and on the collaborative approach being taken to address the recommendations and deliver improvements.

Resolved:

- (i) The publication of the final report of the 'Independent Inquiry Into Mental Health Services in Tayside', be noted.
- (ii) The collective action that being taken to deliver the necessary improvements in response to the recommendations in 'Trust and Respect', be noted.

13. APPOINTMENT TO COMMITTEE

Resolved:

Councillor Colin Stewart be appointed to the Licencing Committee.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 2.52PM.

IT WAS AGREED 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.

P1. DISPOSAL OF FORMER COUNCIL OFFICES AT 1-5 HIGH STREET

There was submitted a report by the Head of Planning and Development (20/106) regarding the disposal of the former Council Offices at 1-5 High Street, Perth.

THERE FOLLOWED A FURTHER RECESS AND THE MEETING RECONVENED AT 3.31PM.

Resolved:

Consideration of the report be deferred to a future meeting of the Council in July.

Revised May-September 2020 Timetable

	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
MAY					1	4 SB	5	6	7	8	11 SB										25 SB	26 JNC	27	28	29 IJB
JUNE	1 SB Council	2	3 P&DM	4	5	8 SB	9	10	11	12	15 SB	16	17	18	19	22 SB	23 LRB JNC	24 Council	25	26	29 SB	30			
JULY			1 P&DM	2 Licensing Board	3	6 SB	7	8	9 Licensing Cttee	10	13 SB	14	15	16	17	20 SB	21 LRB	22 Audit	23	24	27 SB	28	29 P&DM	30 Council	31 IJB
AUGUST	3 SB	4	5 Scrutiny	6	7	10 SB	11	12	13 Licensing Board	14	17	18 LRB	19 E&I	20	21	24	25 P&DM	26 LL	27 Licensing Cttee	28	31				
SEPTEMBER		1	2 H & C	3	4	7	8	9 SP&R	10	11	14	15 LRB	16 Audit	17 Scrutiny	18	21	22	23 P&DM	24	25 Licensing Board	28	29	30 Council		

P&DM	= Planning and Development Management Committee
LRB	= Local Review Body
JNC	= Joint Negotiating Committee for Teaching Staff
SB	= Elected Member Sounding Board
IJB	=Perth and Kinross Integration Joint Board
E & I	= Environment and Infrastructure
LL	=Lifelong Learning
H&C	= Housing and Communities
SP&R	=Strategic Policy and Resources

DRAFT

PERTH AND KINROSS COUNCIL

30 July 2020

THE PERTH AND KINROSS OFFER COVID-19 – FRAMEWORK FOR RECOVERY AND RENEWAL:

BUILDING AN EVEN BETTER PERTH AND KINROSS

Report by the Chief Executive (Report No. 20/124)

This report seeks agreement from the members of the Council to the iterative strategy and framework to support Perth and Kinross's recovery and renewal from the COVID-19 pandemic as part of the Perth and Kinross Offer.

1. BACKGROUND / MAIN ISSUES

- 1.1 In December 2019, the Council approved an update report on the implementation of the Perth and Kinross Offer (Report No. 19/361 refers). The Offer established a new direction for the Council, designed to transform the way we work with our communities, citizens, partners, businesses, employees and other stakeholders, to ensure that public services can be co-created and delivered sustainably to achieve better outcomes for the people of Perth & Kinross.
- 1.2 The report acknowledged that this transformation would require a change in the traditional relationship between public services, citizens, businesses, investors and visitors. It also outlined the need to move away from the relationship of provider and consumer to work collaboratively, agreeing joint priorities and designing the future we want together. The report also highlighted the requirement to align budgets with our ambitions, using our resources to maximum impact and ensuring communities have services where and when they need them. It is a radical approach and one, it was agreed, required the commitment, enthusiasm and a “think yes” approach from everyone.
- 1.3 The report also noted five priority areas of work for development:
 1. building our Perth and Kinross Offer vision
 2. creating a Communication and Engagement Plan
 3. developing our Employee Experience
 4. promoting “Quick Wins” / Successes
 5. enhancing our digital engagement platforms
- 1.4 Council agreed that an update report on this would be brought forward in Spring 2020. However, since then, the immediate priorities of the Council changed as a result of the COVID-19, which has affected every part of society, and every single person in one way or another. The Scottish and UK Governments' guidance with regard to responding to the pandemic, including the lockdown measures, has also had an impact on us all, whether you are a citizen, business owner, an employee, a consumer, a carer, a parent or a child.

- 1.5 The impact of the virus on all elements of the community has been rapidly changing and will continue to do so as the lockdown restrictions are eased and further measures such as Test and Protect are implemented.
- 1.6 The support that the Council, and its partners, has provided has been extensive and well received by the people of Perth and Kinross. This was outlined within the report to Council in June (Report No. 20/107) refers. The Council recognised the significant contribution of volunteers and community groups in supporting communities to respond to the pandemic, highlighting the importance of developing and maintaining this strong partnership between communities and the many agencies and services that support them. This strong partnership approach is more important now than ever, given the scale and impact of the pandemic across all of society.
- 1.7 It has also been widely acknowledged that the combined response across the local area has demonstrated the Perth and Kinross Offer in practice. Examples of this are set out within Appendix A.
- 1.8 Council agreed in June that the approach for recovery and renewal would build on the agreed approach to the Perth and Kinross Offer around the 5Es :-
- Education and Learning
 - Economy
 - Environment
 - Equality
 - Empowerment

This can be shown as follows.



- 1.9 This puts the Perth and Kinross Offer at the heart of the overall approach to recovery and renewal across the local area and acknowledges that ‘everyone has something to offer’. The Offer is the driver to ensure that we work more closely with citizens and communities to achieve considerable change in how services are co-created and delivered.
- 1.10 Our Recovery and Renewal approach will be an “iterative” process, learning as we move forward collectively. On 1 June 2020, a presentation was provided to Council, which set out the component parts of proposed overall framework approach. The report to Council on 24 June 2020 (Report No. 20/107) provided further detail, and this will continue to be developed as more information about the impact of the pandemic is gathered, and further guidance is provided by the Scottish Government. Therefore, the activity, milestones and deliverables of each workstream may take place at a different pace.
- 1.11 Following feedback from elected members and Community Planning partners, the draft Recovery and Renewal Strategy is set out at Appendix B for approval. It should be noted that this report, and others in the future, along with the Strategy, will be subject to a Plain English approach, incorporating the Crystal Mark – an internationally recognised standard for clarity of information.
- 1.12 As outlined in the June report, the detailed assessment of the impact of COVID-19 on our communities and the knowledge and experience gained from the novel ways of working employed during the immediate emergency response will help inform priorities and new ways of working for the Council.
- 1.13 Elected members have a key role in setting a fresh strategic direction and creating the right culture and environment to reinvigorate Perth and Kinross post COVID. In order to ensure this, a Member Officer Working Group has been established. Furthermore, it is also recommended that a governance sub group is be established to ensure that we put in place a new governance framework that will support delivery of the Perth and Kinross Offer; supporting effective and agile decision-making and new and innovative models of service delivery.

3. IMPACT OF COVID-19 ON PERTH AND KINROSS

- 3.1 Feedback from residents, businesses and communities will be important to build a comprehensive picture of the impacts of the pandemic and evidence the support needed to enable recovery. The report to Council on 24 June 2020 provided an initial assessment of the impact of the pandemic on Perth and Kinross. It also outlined the approach to consultation and engagement. Officers have made good progress in progressing these activities including:
- establishing the Recovery & Renewal Member Officer Working Group to lead on the strategic direction of the R&R programme
 - developing a stakeholder mapping database with over 300 community groups and organisations.
 - producing an on-line community questionnaire, which has received, at time of writing, 786 responses (closing date 23 July 2020).
 - producing a Business Barometer Survey with over 1,000 responses

- meeting with the Community Planning Partnership to outline the proposed priorities for joint action going forward
- undertaking comprehensive Community Impact Assessments with input from community partners, voluntary organisations, and partner agencies
- arranging 12 individual virtual ward meetings with elected members and other bodies and representatives, with the intention, following feedback from the Member Officer Working Group that ward meetings will become a regular occurrence.
- issuing an employee engagement survey, with more than 1400 responses
- holding employee virtual events and meetings to get feedback on the impacts and plans for recovery and renewal.

3.2 In addition, the following is planned: -

- fortnightly meeting of the Member Officer Working Group, linking the Offer and recovery/renewal together and establishing a governance sub group to provide political direction for the overall approach
- continued contact with partner organisations to ensure a joined-up approach throughout Perth and Kinross
- partner involvement on each Workstream, including collation of their information on Community Impact of COVID-19. For example, Arms-Length External Organisations have carried out customer/community surveys to inform the re-shaping of culture and sport services
- ongoing employee wellbeing surveys around the impact of the pandemic and moving into the future
- virtual events and meetings for our communities (place / interest etc)
- a two-way engagement process by giving feedback on the results of any consultation activity and advising of actions as a result.

3.3 We are providing a wide range of different methods and opportunities for people to engage meaningfully and influence both the developing approach to the Perth and Kinross Offer as well as the Recovery & Renewal Programme. This will include contacting our seldom heard communities as well as those who have been most affected by the situation.

4. WORKSTREAM UPDATES

4.1 As stated above, it was agreed that the Council's approach to recovery and renewal would be arranged around the 5Es of the Perth and Kinross Offer, with each workstream producing a detailed Recovery and Renewal Plan. Working together will be essential to the successful delivery of these plans which will focus on outcomes to enhance the wellbeing of our people, economy and communities.

4.2 Economy and Entrepreneurship Workstream

4.2.1 The impact of the pandemic on local businesses was sudden and severe, as many were forced to close or restrict their operations significantly. Those key businesses that did continue to operate often struggled with staff absence due to staff requiring to shield or self-isolate. A number of businesses started to make

staff redundant or had to close due to lack of trade. The total number of employees across the Perth and Kinross area furloughed is currently 22,200 representing 33% of all eligible employees. This is the 2nd highest rate in Scotland just behind the Highland Council area on 34%, compared to a Scottish average of 30%. We have seen unemployment start to rise sharply in the period from March to June, with the overall claimant count increasing by 137% from 1860 (2%) to 4415 (4.8%), with the highest increases reported in the female rate and those in the 18-24 age range.

- 4.2.2 In March, we established a Business Taskforce with a number of our key economic development partners. Our focus has been on providing advice and guidance to numerous businesses looking for support. The Council has administered a number of the Scottish Government Funded Business Grants Schemes and, to date, has supported 3,309 businesses to secure £35.85m of grant. We published a Coronavirus Business Bulletin to provide regular updates to businesses, conducted a Business Barometer survey to gauge local impact, and increased support available to businesses (particularly on-line). In addition, we published an Economic Bulletin which highlighted the early economic impacts of Covid 19 on the local economy.
- 4.2.3 Our focus currently is on developing a comprehensive partnership Economic Wellbeing Plan to help the local economy recover and grow. A draft is currently out for wider consultation with our economy Community Planning partners and the wider business community and is included as a separate report for Council (Report no. 20/125 refers)
- 4.2.4 We have developed a draft programme of actions under 3 main headings of support for People, Business and Place. It identifies short, medium and long term responses and emerging themes include: digital, connectivity, skills (including craft, modern apprenticeships and graduate opportunities), entrepreneurship, engagement and co-production, clean growth, natural capital, community wealth building and re-imagining our City and town centres.
- 4.2.5 Key Milestones

The short-term actions and milestones include: -

- consultation with key partners & local businesses (by early August)
- a further Business Barometer Survey in August 2020.
- the Economic Wellbeing Plan to be agreed as part of the revenue budget review and capital budget setting process.

4.3 Education and Learning Workstream

4.3.1 The impact of the pandemic has been considerable for children, young people and families. The full extent will not be known until schools return in August 2020. Our Getting it Right for Every Child (GIRFEC) approach has ensured that support and intervention has been prioritised for children, young people and families with higher levels of vulnerability throughout the COVID-19 emergency response.

4.3.2 Almost all aspects of work in the Council's Education and Children's Services have continued as essential services. Without exception, staff have responded positively and flexibly to the challenges, constraints and opportunities of COVID-19. The closure of schools, early learning and childcare centres, offices and bases for services for children young people, and justice in March 2020 brought operational challenges. New ways of delivering effective learning and teaching through online learning and digital technologies as well as essential support for children and young people with care and protection needs and contact points for people in the justice system were put in place quickly. During lockdown we have continued to deliver:

- education through online and virtual means;
- childcare for key workers and some vulnerable children and young people seven days a week and over holiday periods;
- integrated approaches to protect children at risk, address increasing vulnerability in families and preventing family breakdown;
- multi-agency support for the release of prisoners including those eligible for early release to address their needs and minimise the likelihood of further crime; and
- 24-hour access to emergency social work service to all care groups.
- robust oversight of public protection through COVID-19 interim public protection arrangements (including weekly monitoring of a core data set and increased frequency of child and adult protection committee and Chief Officer Group meetings).

4.3.3 The Education and Learning Workstream will ensure alignment to the national recovery plans with an emphasis on the essential and urgent for a successful exit of lockdown. Through trauma-informed and relationship-based practice we will develop a shared understanding of the impact of COVID-19 on children, young people, families, people in the justice system, communities and stakeholders and learn from their experiences. We will continue to strengthen our GIRFEC approach across universal and targeted services to ensure that our children and families who would benefit most from direct services are prioritised, that high quality family support is delivered to all who need it and to plan for new models for future delivery in the longer term.

4.3.4 Key Milestones

These include:

- a successful re-opening of schools for staff on 10 August 2020 and a phased approach for pupils from 12 August 2020 with all pupils returning fully by

17 August 2020, in line with national guidance. Schools and teachers will assess attainment levels and plan for the recovery work required to address gaps in learning

- continued promotion of digital inclusion, with safeguards, and ensure improved access to devices and the internet, and rationalise the use of digital platforms
- an incremental resumption of Unpaid Work and supervision of Community Payback Orders from mid-July 2020
- implementation of a Route Map for social work services for children, families and justice by August 2020 which is person-centred and focused on the highest levels of risks and needs and in line with public health guidance
- installation of a new case management system to replace SWIFT by January 2021 which will support new and more effective social work and social care practices
- work with community planning partners through the Children, Young People and Families Partnership and Tayside Regional Improvement Collaborative, strengthen our GIRFEC approach to ensure that our children and families who would benefit most from direct services are prioritised, that high quality family support is delivered to all who need it and to plan for new models of care for future delivery as part of a whole system and whole family approach. This will be outlined in a new Integrated Children's Services Plan for 2020 – 2023 and developed by Autumn 2020

4.4 Equality, Empowerment and Fairness Workstream

4.4.1 The impacts of the pandemic on households and communities are significant and will require a robust and ambitious approach to enable communities to recover and rebuild. The role of communities themselves in supporting vulnerable groups and people will be important as we adapt and respond to ongoing challenges, if, for example, there are any local lockdowns.

4.4.2 This workstream will lead on the recovery and renewal arrangements for people and communities and will:

- add pace to, and develop a clear approach for “The Offer” to enhance relationships with communities to create a shared sense of purpose
- consider new ways of working to deliver an integrated, flexible model of service delivery designed around people and place with a focus on enabling supportive and inclusive communities and effective joint working.
- develop and test opportunities for further devolved decision-making to local communities, in line with recommendations from the national Joint Local Governance Review
- build impetus to our existing statutory duties to tackle discrimination and prejudice; promote equal opportunity for all; and foster positive relations within our communities

4.4.3 As we move from response to recovery and renewal, it is important that we recognise and learn from the positive contribution and involvement of communities who have very much been at the forefront of leading the community response and supporting many of our vulnerable residents.

4.4.4 Communities worked alongside our staff, many who have stepped out of their traditional roles and what was evidenced within many services was the ability to work cross service with a one Council approach. We also witnessed service re-design at pace, and while we have always had good relationships with external and internal partners, these new ways of working have broken down some of the invisible walls and silos. There are examples of quickly formed successful multi-disciplinary teams with colleagues from Health, social work, the existing Stronger Communities Team (which includes Safer Communities, Greenspace, Community Learning & Development), Housing and Welfare Advice, Police Scotland and the Scottish Fire & Rescue Service.

4.4.5 We already know that Covid19 has had a significant impact on people and communities and many issues are already evident. These include:

- significant poverty, child poverty, food and fuel poverty
- social isolation, mental health issues and rural isolation
- relationship breakdown, domestic abuse
- homelessness
- hidden inequalities and harms

4.4.6 It is also clear that many groups have been disproportionately affected by Covid19 and its impacts:

- **Black, Asian and Minority Ethnic (BAME) communities** - have been disproportionately impacted in certain job sectors where there is a higher prevalence of migrant workers.
- **Disability Groups** – people have new or increased caring responsibilities, disabled people were more likely to struggle to access to food and medicine, social distancing and isolation was extremely challenging and disabled people with and without pre-existing mental health conditions are finding everyday life under lock-down extremely stressful.
- **Domestic abuse victims** -incidents of abuse have risen during lockdown although the reporting data is still emerging
- **Gender** – issues such as home schooling; types of frontline roles; jobs affected; economic impact; home working have all had an impact on particular gender groups.
- **Age** –issues such as social isolation; lack of access to groups/schools/activities; not seeing friendship groups have impacted people more significantly at either end of the age spectrum.

4.4.7 In terms of ways of working communities, teams, and services have quickly adapted to new ways of working with a shared sense of purpose to support our most vulnerable residents. A number of themes have already been identified:

- integrated team working with a one Council approach and strong partnership working based on trust and outcomes (rather than process and job roles)
- a shared sense of purpose with a focus on the needs of people and communities

- agile and flexible approach to the way we work with greater use of technology, flexible and agile working patterns and less reliance on buildings
- strong and resilient communities

4.4.8 The workstream will undertake a full evaluation of the community feedback and impact activity that is currently underway. This will be considered alongside the key emerging issues and proposals for more integrated ways of working with and within our communities will be developed.

4.4.9 The Health and Social Care Partnership, have undertaken substantial redesign of care and treatment services to mitigate the impacts of the coronavirus. In the near future there will be a requirement for a greater focus on the use of digital to support telehealth, telecare and where appropriate self- management of some conditions for individuals. As a consequence, it will be essential to work with communities to promote and support digital inclusion.

4.4.10 It will be necessary to ensure that the Health and Social Care Partnership can respond to any potential resurgence of Covid while also planning and responding to winter pressures. There is increased pressure to ensure enhanced care and treatment in the community is in place as evidence suggests these provide better outcomes as well as supporting the remodelling of hospital based services. Reductions in supports such as respite, and day opportunities will require alternative, local approaches. Unpaid carers have been critical throughout the pandemic. We have been working with PKAVS to provide additional support to unpaid carers. Locality integrated care teams will improve urgent care for people with a range of conditions to remain at home. Enhanced support to care homes has been provided through an integrated response, and this will remain a priority over the next 12 months.

4.4.11 Impact assessments have been undertaken about both service provision and communities to determine how we mobilise provision in the next 12 months as outlined in the Remobilisation, Recover and Redesign Framework for NHS Scotland. An emerging issue is a need for flexible, responsive local services, and this will require a collaborative approach to how resources are prioritised and commissioned.

4.4.12 There will be more emphasis on developing an approach that will promote the public health agenda. Promoting health and wellbeing will be a priority to ensure that those impacted by coronavirus are able to recover well. We will work with partners to support individuals who have been physically inactive, socially isolated and economically affected to ensure that a wide range of support can be accessed. We have seen an increase in demand for mental health support and recognise this as a priority over the coming months

4.4.13 Key Milestones

These include: -

- high level action plan drafted
- initial analysis of Community Impact Assessments and community feedback

- local and national evidence based assessment
- engagement with communities, including ward meetings, and partners
- workshops and engagement events commenced
- outline proposals for service redesign
- priority actions for the Health and Social Care Partnership will be detailed in the Mobilisation Plan which will be submitted to Scottish Government. Key themes reflected are community engagement, digital responses, workforce, commissioning approach, and preparedness for future demand.

4.5 Environment Workstream

- 4.5.1 Data shows that the Covid-19 lockdown has significantly reduced pollution and carbon dioxide emissions, primarily through lower vehicle traffic levels. In 2020, global emissions are expected to fall by a record 5-10% as a result of the COVID-19 pandemic.
- 4.5.2 Lockdown has seen greater numbers engaging in walking, cycling and other healthier and sustainable choices, as people have often had more available time, public transport accessibility has been reduced, and confidence to make these choices has increased, with less vehicles on the roads.
- 4.5.3 The greater use of technology to support home working has also greatly contributed to the reduced number of vehicular journeys.
- 4.5.4 The immediate priority has been to respond to the current COVID 19 emergency, which has reduced our capacity to devote to climate emergency related development work both within the Council, and with our partners (Report No 19/362 refers).
- 4.5.5. As lockdown eases, we have to build for the future and address the long term health emergency that climate change presents. Studies across several countries show that most people believe that climate change is as serious as coronavirus. The UK Commission on Climate Change highlighted that we have a once-in-a-lifetime opportunity to address these urgent challenges together to jointly rebuild from the COVID-19 pandemic and to accelerate the transition to a successful and low-carbon economy and improve our climate resilience.
- 4.5.6 Funding opportunities have arisen to support measures, which address both the control of coronavirus and allow for sustainable choices. For example, the Council has successfully applied for funding from the Spaces for People programme, which offers funding and support to make it safer for people who choose to walk, cycle or wheel for essential trips and exercise during Covid-19.
- 4.5.7 As lockdown restrictions are gradually lifted, we need to support measures that allow people to stay safe and follow physical distancing guidelines in public locations, while COVID-19 restrictions remain in place, including streets, parks, play areas, public toilets, shops and hospitality businesses.

4.5.8 Key Milestones

These include to

- ensure the physical environmental measures (such as social distancing, personal protective equipment, and enhanced cleaning) are in place to ensure the phased relaxation from lockdown can be introduced safely, to protect people; minimise the risk of further outbreaks; and support effective recovery from coronavirus.
- develop infrastructure to make it easy and safe for people to walk, cycle, and work remotely, through dedicated safer spaces for walking and cycling, and resilient digital technology to help get us back to work in a more sustainable way.
- lead the move towards 'climate-positive' behaviours to reinforce the activities that have emerged during the lockdown, including increased remote working, cycling and walking. The Council will lead by example by encouraging agile working, and innovation, to enable customer service provision effectively and remotely.
- Ensure the join up between the economic recovery actions with climate action to support the deployment of existing climate solutions and spur the development and demonstration of zero-carbon initiatives, to accelerate the growth of an inclusive, resilient net-zero Perth & Kinross
- build on the Council's Interim Climate Change Emergency Report and Action Plan by working with our communities and learning from the impacts of the Covid-19 lockdown period through community impact assessments.
- explore innovative ways in which to offset carbon through carbon projects; and explore implementation of carbon budgeting for the Council.

5. THE SCOTTISH GOVERNMENT "COVID 19" ROUTE MAP AND RE-MOLIBILISATION OF COUNCIL SERVICES – ORGANISATIONAL CHANGE AND DEVELOPMENT

- 5.1 Throughout the pandemic, the Council has maintained 18 essential services (Appendix C) and continued to meet its statutory duties, particularly with regard to services and support for the most vulnerable in our communities. This included taking account of new vulnerabilities associated with poverty, inequalities and the restriction on movement and contact.
- 5.2 In a very short space of time, the Council had to rapidly transform the way it operates as demonstrated in the updated infographics set out at Appendix D.
- 5.3 Our staff have made a valuable contribution responding to the impact of the pandemic and supporting our communities, working in essential services. Through re-tasked roles, 561 staff supported essential services outwith their own service and a large number of staff were also re-tasked within their own services.
- 5.4 It is essential that we maximise the opportunities that have arisen from the pandemic, whilst at the same time recognise that the current restrictions (which may be in place for some time) will require new ways of working.

- 5.5 Council employees, teams and services have adapted and changed how they carry out their work and deliver services. Our employees and partners have been energised and have come together under the most difficult of circumstances to support each other and our communities. Unnecessary bureaucracy has been eliminated, in some instances, while respecting the need for best value and good governance
- 5.6 Managing our continuing emergency response, whilst at the same time planning for the re-mobilisation of services through the phased relaxation of lockdown is a complex task in itself. However, when overlaid with our wider aspirations of increasing the pace of transformation, it becomes even more challenging.
- 5.7 We now need to build on the many new and better ways of working and enable these successful approaches to be continued and enhanced.
- 5.8 Many of our staff have worked outwith their job roles and worked with minimum supervision and demonstrated a range of skills and competencies including:
- a Think Yes / Can do approach with the ability to problem solve and manage change,
 - become more people and community focussed with a clear understanding of the needs of vulnerable people
 - demonstrated agility with evidence of a blended skills mix along the ability to communicate much more effectively
 - shown an appetite for improvement and doing things differently
 - displayed strong values and attitudes – kindness, dignity, respect, compassion

These skills and competencies will be required to be embedded across the organisation to support the delivery of The Offer and future new ways of working.

- 5.9 An Organisational Development plan will be developed by October 2020 to embed the culture required to deliver The Offer and support staff and elected members with a range of opportunities such as coaching, resilience and frontline leadership, community capacity building and delivery of the Think Yes approach. Support will also be provided to community members interested in becoming more involved and training, information, support and learning opportunities will be offered to enable effective participation.
- 5.10 Moving forward, it will be essential that the Council has in place a new governance structure and corporate enabling functions which support being an agile and dynamic organisation. Whilst it is too early to define what these arrangements would look like, they will involve a wide ranging review including, for example, the Council's: -
- financial management arrangements
 - workforce planning and Human Resources policies and procedures
 - decision making process and reporting arrangements
 - operating model and organisation structure
 - customer contact and digital strategy
 - procurement arrangements

6. FINANCIAL IMPLICATIONS

- 6.1 An update on the potential impact of Covid 19 on the Council's finances was submitted to Council on 24 June (Report 20/102 refers). The initial gross estimate of additional costs and reduced income in 2020/21, at that time, was approximately £27.6 million. The full impact of Covid 19 on the Council's finances, however, remains highly uncertain, particularly with regard to the potential cost of education recovery; social care and ongoing welfare support together with increased pressure on the Council's income.
- 6.2 The Council's Arms Length External Organisations, in particular Live Active Leisure and Horsecross Arts, which rely on commercial income for up to 60% of their total earned income, have been significantly impacted with Horsecross Arts currently engaged in a redundancy process. The ALEOs are preparing Renewal and Recovery Plans, which will feed into the Council's wider budget process and separate proposals for reshaping the delivery model for culture and sport are under development. Further updates will be provided to elected members in August and September in advance of the review of the revenue budget and capital budget setting at the Council meeting on 30 September 2020.
- 6.3 Against this background it is, therefore, essential that the Council's Recovery and Renewal plans are costed; affordable and integrated into the overall revenue and capital budget strategy. The investment needed to facilitate change, which may be a combination of revenue and capital expenditure, will require to be financed through any available government funding; revenue savings; the re-allocation of existing resources and / or the identification of new sources of income.
- 6.4 It is also important for elected members to be aware that the current crisis has impacted upon the Council's ability to deliver previously agreed investment decisions and savings. Some of these decisions will require to be reassessed in the context of a challenging financial landscape; new and emerging priorities and changes in operating models and methods of service delivery arising from the Council's response to COVID-19.

7. CONCLUSION AND RECOMMENDATIONS

- 7.1 The impact of COVID 19 on Perth and Kinross has been severe and this will continue to be the case for some time to come. The Council has worked alongside the communities and partners to support those affected by COVID -19. We need to strengthen these relationships and ensure effective working to support us as we collectively build an even better Perth and Kinross. This builds on the approach agreed for the Perth and Kinross Offer.
- 7.2 The Council now needs to look towards empowering and enabling the community to recover and renew. This includes taking the opportunity to redesign and improve the way the Council delivers its own services.
- 7.3 This report sets out the proposed way forward, working collectively to lead recovery and renewal for our local area. It is important to note that the full impact of the pandemic is not yet known, therefore, whilst understanding the

urgency of commencing the recovery phase we should not rush in to prematurely develop solutions. Our thinking will also be formed through the analysis of the information provided as part of our consultation and engagement with residents, communities, businesses and staff. Furthermore, as the Scottish Government issues further guidance, the infection rate changes, and more information becomes available, it is important to recognise that our plans will be iterative and subject to review and modification. They will also change as a result of ongoing feedback through our consultation and engagement.

7.4 *Everyone has something to offer* both in identifying the impact and determining the solutions. As a result, ensuring that we engage with as many people as possible throughout the process will be key to our success.

7.5 It is recommended that the Council:

- (a) notes the progress made to date, in terms of our response to the pandemic and developing our approach to Recovery and Renewal;
- (b) approves the proposed Recovery and Renewal Strategy (as attached at Appendix B) and notes that a Plain English version will be produced to be used with all stakeholders including communities and employees;
- (c) establishes a sub group of the Perth and Kinross Offer/Recovery and Renewal Member Officer Working Group to review the Council's governance arrangements;
- (d) agrees that an Organisational Development Plan is produced to support the approach agreed through the Perth and Kinross Offer and recovery and renewal;
- (e) requests that a further, costed report is brought to the next meeting of Council in October 2020, following the review of the revenue budget and the setting of the capital budget.

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	Yes
Workforce	Yes
Asset Management (land, property, IST)	Yes
Assessments	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	Yes
Sustainability (community, economic, environmental)	Yes
Legal and Governance	Yes
Risk	Yes
Consultation	
Internal	Yes
External	Yes
Communication	
Communications Plan	Yes

1. Strategic Implications

Community Plan/Single Outcome Agreement

- 1.1 The proposals relate to the delivery of all of the priorities as set out within the Perth and Kinross Community Plan.

Corporate Plan

- 1.2 The proposals relate to the achievement of all of the priorities in the Council's Corporate Plan.

2. Resource Implications

Financial

- 2.1 There are no direct financial implications of this report, although the estimated financial implications of the COVID-19 pandemic to the Council are set out in section 6 of this report.

Workforce

- 2.2 The recommendations in this report do not have any direct implications for the Council's workforce. However, recent events have seen some employees retasked to undertake different duties, and others continue carrying out their work in a completely different manner. Many have worked from home and adopted new working patterns. The Council will build on some of this new way

of working, which will undoubtedly lead to reduced commuting and a reduction in the reliance on the use of buildings.

- 2.3 Moving forward, the Council may seek to continue with the current ways of working, or develop new ways of working, which would undoubtedly have an impact on employees. Furthermore, it is important to note, that there may be an impact on the number of people that the Council employ longer term, which will be driven by the long term financial implications of the pandemic on the Council.

Asset Management (land, property, IT)

- 2.4 The Council has relied much more heavily on I.T in recent weeks and it is likely that this will be a key feature of any Recovery and Renewal plan. However, its use of office accommodation has considerably reduced, which, as stated above, is also something which will be a key feature of the new way of working.

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. Equality Impact Assessments will be a key feature of any future Recovery and Renewal plan(s) as will be discussions and consultation with equality groups in the development of these plans.

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. As plans and proposals are being developed, the environmental impacts will be a key consideration and environmental assessments will be undertaken as appropriate. The proposed approach includes a specific Environment Workstream which will focus on these issues.

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. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- in the way best calculated to delivery of the Act's emissions reduction targets;
 - in the way best calculated to deliver any statutory adaptation programmes; and
 - in a way that it considers most sustainable.

- 3.4 Addressing Climate Change is a priority for Perth and Kinross and the Council will deliver on its duties in this regard as recovery and renewal plans are developed and drafted. As stated above, the proposed approach includes a specific Environment Workstream which will place a focus on climate change issues.

Legal and Governance

- 3.5 The Head of Legal and Governance has been consulted on this report.

Risk

- 3.6 The development of Recovery and Renewal plans for Perth and Kinross is a significant piece of work, which could cover a long period of time and effect everything that the Council does. There will be main risks associated with this work and these will be identified and managed using recognised risk management approaches.

4. Consultation

Internal

- 4.1 All members of the Council's Corporate Management team have been consulted in the preparation of this report.

External

- 4.2 The proposed approach to Recovery and Renewal has been discussed with the Community Planning Partnership, and the attached Strategy has been distributed for comments. It will be essential that external consultation and the views of all stakeholders are gathered in the preparation of any recovery and renewal plans or proposals.

5. Communication

- 5.1 The communication arrangements are contained within an extensive Recovery and Renewal communication and engagement plan.

2. BACKGROUND PAPERS

- 2.1 None

3. APPENDICES

- 3.1 Appendix A – the Perth and Kinross Offer in practice
Appendix B - Draft Recovery and Renewal Strategy
Appendix C - List of essential services
Appendix D - Infographics



The Perth and Kinross Offer

Supporting communities through Covid19 – everyone has something to Offer

What you, our communities, did

- mobilised very early on and provided critical support to vulnerable people
- registered to volunteer with the Council
- delivered and provided an estimated 10,000 – 15,000 hot meals and food packs
- provided information and befriending services and delivered leaflets and prescriptions
- worked in partnership with the Welfare and Community Resilience team
- helped neighbours with shopping, gardening and small tasks
- took a proactive approach to keeping informed about the services available
- managed your income and kept in touch when you were facing financial hardship
- took a proactive approach to supporting your children with home schooling and encouraged them to stay in touch with their teacher
- encouraged your children to keep active and healthy during the lockdown
- encouraged children to write to our elderly residents to help with social isolation
- undertook minor repairs within your home when we couldn't visit due to restrictions
- took responsibility for dealing with small disputes with your neighbours
- helped out by maintaining greenspace within your community
- worked with us to support your business and staff

What we did

- maintained 18 essential services during the pandemic
- quickly established the Welfare and Community Resilience team
- dealt with more than 11,000 calls and 400 welfare doorstep checks.
- delivered over 3,300 food packs
- undertook over 7,000 housing welfare checks
- continued to provide support to older tenants living within our sheltered housing complexes
- dealt with over 3,300 enquiries regarding housing options
- supported households facing homelessness for a range of reasons including domestic abuse, early release prisoners and people with no recourse to public funds.
- Supported over 1000 children and young people through Services for Children Young People and Families
- maintained delivery of education through online learning and digital technologies, helping families with home-learning
- quickly organised payments for free school meals
- provided technology equipment and support to ensure we could keep in touch with you
- paid over 3,300 business grants to the value of £34M
- responded to over 500 requests for advice & support from local businesses
- established a Covid 19 Business Taskforce to coordinate our local response to businesses
- published a regular Business Bulletin providing advice and signposting support available

APPENDIX B

PERTH AND KINROSS**COVID 19 - RECOVERY AND RENEWAL STRATEGY****1. AIMS AND OBJECTIVES****1.1 The aims of the strategy are to:**

- recover from the impacts of COVID 19
- develop a stronger economy
- become a more sustainable and prosperous place to live and work
- ensure all stakeholders learn from the experiences of the pandemic
- develop the Perth and Kinross Offer more quickly
- build an even better Perth and Kinross

1.2 Our objectives are to:

- help people and communities to recover from the pandemic
- engage with, and listen to, our communities to understand what effect the coronavirus pandemic has had on them
- engage with, and listen, to our staff to understand what effect the coronavirus pandemic has had on them
- understand, externally and internally, what is different now, what has worked well, what has not worked so well and what we need to stop, start and keep doing
- keep building on the good relationships and links which have grown during the pandemic, speeding up the Perth and Kinross Offer to build an even better Perth and Kinross
- to include and collaborate with everyone, making sure the money and people available are making the right things happen

1.3 The intended outcomes are: -

- a clear approach where we have better relationships with communities and work together for the same things
- shared action plans informed by everyone involved
- an integrated, flexible way of providing services, which suits the people and places it serves, uses their strengths, and helps those who need it
- a new vision for Perth and Kinross designed around the 5 E's - (Equalities and Fairness, Economy and Entrepreneurship, Education and Learning, Environment and Empowerment).

Note – the outcomes are for the Recovery and Renewal Phase. They will later inform and deliver the Council's vision and outcomes.

2. PRINCIPLES OF RECOVERY AND RENEWAL

2.1 Our principles set out how we will take action. The actions are listed in our Recovery & Renewal Plans. They signal a change: to work together more to improve our area. We will build a fairer and more sustainable economy and society by:

- Being ambitious and agile as we develop the “Offer” and deliver a bold vision for everyone to live life well.
- Listening to what matters and believing everyone in our community has something to “Offer”. We will try to give everyone the same opportunities in life and focus on areas of specific need.
- Including everyone in coming up with ways to do things, and bringing everyone’s skills, time and money together to make the most of them.
- Treating everyone with kindness, compassion, respect and dignity. We will try to find ways to make things happen, do the right thing, and learn from both our successes and our mistakes so that we are always getting better.

3. BACKGROUND

3.1.1 As stated above, the main purpose of our Recovery and Renewal Strategy is to minimise the harmful effects of the COVID-19 virus and to get the community back to where it was before the emergency.

3.1.2 It is also important that all partners learn from the changes in the way we have all had to work and use this to start changing our organisations and doing things differently.

3.2 Building an Even Better Perth and Kinross

3.2.1 Before the pandemic, we were already talking about new ways of working underpinned by the Perth and Kinross Offer. This was focussed on a more collaborative approach with our communities, agreeing joint priorities and designing the future we want together. We talked about opportunities such as being more risk aware, making better use of technology and data, and reducing our need for buildings. Our approach will use the agreed 5 Es of the Perth and Kinross Offer:

- Education and learning
- Economy
- Empowerment
- Environment
- Equality and Fairness

Plans will be developed using the feedback we receive through consultation and engagement.

3.2.2 We had also considered other projects. In normal times, these ideas can take a long time to introduce. But as we recover from the COVID-19 emergency we have a rare chance to fast forward to a new way of working, or not go back to the old way of working.

3.2.3 For example, during this emergency we have had to: -

- Rely less on buildings
- Work more from home
- Be less bureaucratic
- Change our rules on who makes decisions
- Take more risks
- Work with community groups to provide food
- Work more closely with the community to support people in need
- Focus on needs such as food poverty, rural transport and isolation
- Work faster to get people the help they need in time

3.2.4. It is important, therefore, that we learn from the current situation and understand what has worked well and what hasn't. Also, whilst we should not change for change's sake, we need to have the courage to try things and accept mistakes will happen on the way to making things better.

4. UNDERSTANDING THE IMPACT OF THE COVID 19 VIRUS

4.1 The starting point for any Strategy or Plan is to understand what is to be achieved. To do this, the Council and its partners need to fully understand to what extent people and businesses have been affected by COVID-19. The virus has had an impact on everyone, to differing degrees. We need to plan for those who most need support.

- 4.2 COVID 19 has not only affected people who directly contracted the virus. The impact upon some business sectors, particularly the tourism and hospitality sectors, has been significant. They will take time to fully recover, if at all.
- 4.3 From the outset of the pandemic, all partners have been working with volunteers, community groups and engaging with people, some of whom we have had very little contact with in the past. This has allowed each organisation to capture information about the impact of the virus on people. We also need to capture feedback directly from those who have been affected, and their views on how we can support them to live better lives.

5. THE ROLE OF COUNCILLORS

- 5.1 Councillors will set the policy and the strategic direction through discussion with the Member/Officer Working Group and through formal decision making at meetings of the Council. In addition, they can:
- provide a focus for community concerns, identifying the problems in the local area and feeding them back.
 - reassure constituents that the Council and its partners understand the issues and that they are doing good work
 - scrutinise progress and challenge officers to ensure plans are carried out properly

6. ENGAGEMENT AND CONSULTATION

- 6.1 We need the input of residents, businesses and communities to build a full picture of the impacts and what we need to do to help people to recover. To ensure this, we have drafted a communications and engagement plan. This sets out how we will listen to and respond as many different groups of people as possible.
- 6.2 The Council and its partners have sought and captured information from previous consultations. This feedback is still valid and will also be considered in the development of our Recovery and Renewal Plans.
- 6.3 We want to keep our process simple and ask similar themes of everyone so we can collate and analyse data easily and feed back on the resulting actions and progress. We propose the following themes to be included in all of our external engagement methods:
- What has been the impact of the pandemic on you and your family, and your neighbourhood?
 - How can we help you to recover from the effects of the pandemic on you (your business, community etc)?
 - What has worked well for you during this time and what could we adopt longer term (for your business, community etc)?
 - What has not worked well?
 - What could the Council help communities to do better and possibly stop doing itself?

- How can we use what we have learned to improve and grow (our communities and businesses etc)?

6.4 Specific questions may vary slightly in different methods to ensure a full response. We will provide lots of ways for people to engage so that we reach lots of people, especially those most affected.

7. HOW WE WILL ORGANISE OURSELVES

7.1 *Everybody has something to offer*, not only in stating the impact of the virus in Perth and Kinross, but also in coming up with solutions. The very ethos of the Perth and Kinross Offer is about working with communities and helping people to support themselves and others.

7.2 The Council, and its partners, have limited resources. We need to use these where they will make the most difference. We must change and improve how we work based on the feedback we get.

We will organise partners' resources around the Perth and Kinross Offer:

- Education and Learning
- Economy and Entrepreneurship
- Equalities, Empowerment and Fairness
- Environment

7.3 The Partnership, and particularly the Council, want to speed up some projects which started before the pandemic. These will need input from employees, trade unions and professional bodies.

8. OUR APPROACH

8.1 We will approach Recovery and Renewal using the "Three Horizons" framework. This is a way of thinking about the future, creating innovation and new ways of working. This will be an internal approach for staff and will look at:

- Where we are now?
- Where we aspire to be? and
- How do we get there?

9. RECOVERY AND RENEWAL MILESTONES

9.1 Our Plans must have a clear set of outcomes, to measure progress and help us decide when specific activities can be scaled down.

9.2 During the pandemic, we decided which existing services were essential, which could be temporarily stopped, and what new support was needed.

9.3 We will co-ordinate how we start non-essential services again, in line with local priorities and the Scottish Government's Route Map.

- 9.4 We will manage this process to make sure essential services still have the support they need. Restarting non-essential services will happen gradually over time and elected members will be consulted.
- 9.5 Each Workstream Plan will have short, medium and long-term targets, developed with the Member Officer Working Group and shared with elected members. These may change depending on milestones set out by the Scottish Government and influenced by other factors, such as the infection rate and funding.

10. DEBRIEFING AND REVIEW

- 10.1 Recovery and Renewal Plans will include lessons learned, or action points. Plans will be evaluated with regular debriefs to identify and act upon issues.
- 10.2 The Community Planning Partnership will hold an initial Debrief and Lessons Learned session on to the response to COVID-19 across Perth and Kinross in August 2020.

Date: 30 July 2020

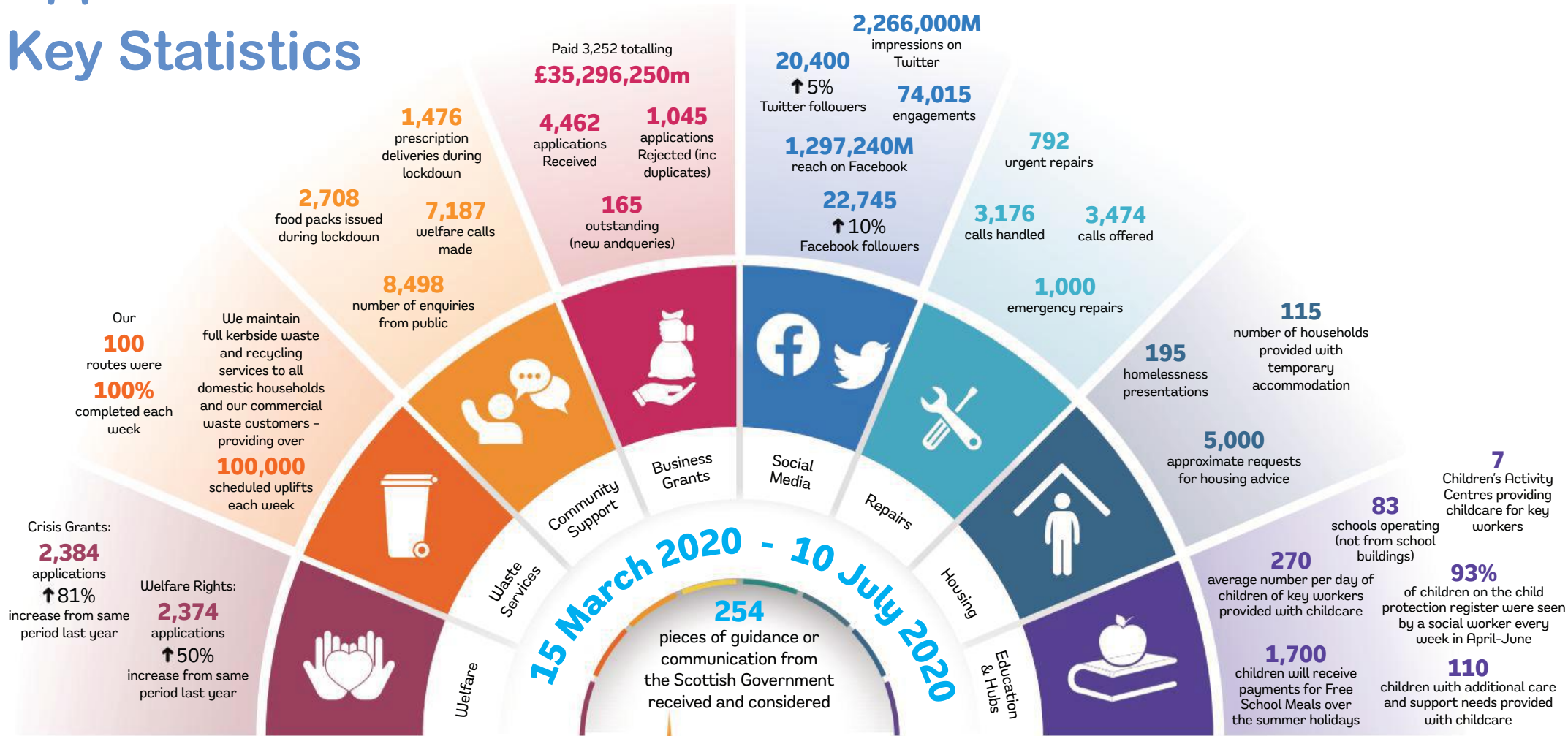
Appendix C

18 Essential Services

- Burials and Cremations
- Child and Adult protection, MAPPA (Multi-Agency Protection Arrangements)
- Children's Activity Hubs for Key Workers and Education provision as directed by the Executive Director/Chief Executive
- Community Alarms and other out of hours services
- Customer Services and helpdesk
- Essential Communications
- Essential HR staff to maintain services above, such as sourcing supply and other staff resources when re-tasking
- Essential IT staff to maintain these services above
- Essential Property staff to maintain critical buildings
- Home and Residential care
- Housing Repairs essential emergencies
- Housing staff in emergencies, such as Homeless
- Payroll
- Leadership and support staff for emergency/civil contingency response
- Refuse collection
- Registrars
- Regulatory Environment Health/ Public Health functions
- Roads Maintenance Partnership dealing with emergencies, such as road closures/ winter maintenance

Appendix D

Key Statistics



PERTH AND KINROSS COUNCIL

30 July 2020

UPDATE ON THE ECONOMIC RECOVERY PLAN

Report by Interim Chief Operating Officer (Report No. 20/125)

This report provides a brief update on the development of an Economic Recovery Plan, and outlines the various actions taken by the Council and its partners in responding to the economic downturn as a result of the Covid 19 outbreak. The draft plan for consultation is attached as an appendix. The final draft will be brought to the first meeting of the Council, following the review of the revenue budget and setting of the capital budget at the end of September 2020.

1. BACKGROUND

- 1.1 COVID-19 and the consequential lockdown is unprecedented because of its significant simultaneous impact on the economy globally, nationally and locally. Restrictions on business operations have severely disrupted all business sectors, but in particular retail, hospitality and tourism which are very important to the Perth and Kinross economy.
- 1.2 Economic recovery will take many months and possibly years, and some businesses may not survive the ongoing requirement to maintain physical distancing that will severely reduce their revenues and profitability. The Council, working in partnership with the Scottish Government, Scottish Enterprise, Skills Development Scotland and private and third sector business support organisations, will do all it can reasonably do to protect business and jobs. The scale of the challenge should not be underestimated, and the impacts of job loss are already being experienced by many individuals and families across Perth and Kinross.
- 1.3 During the early stages of lockdown from mid-March to the end of April, the Council received over 500 enquiries from businesses looking for support and advice. The majority of these related to information on the various business grants and loans that were rapidly introduced and administered on behalf of the Scottish Government by the Council. Some 3538 businesses have received grants to date (totalling £36.32M).
- 1.4 A Covid-19 Business Task Force was established comprising the Council, Business Gateway, Scottish Enterprise, Perthshire Chamber of Commerce, Growbiz, Federation of Small Businesses, Perthshire Tourism Partnership and the Perth Traders Association. This Task Force has continued to meet weekly during the response phase.
- 1.5 The Council also developed additional website pages highlighting the support available for Businesses ([Business Support web link](#)), and continues to produce a [Business Bulletin](#) which is circulated to over 1000 businesses and

250 other individuals. Further detail is also included in Report 20/124 also on the agenda for this Council meeting.

- 1.6 The attached DRAFT Recover/Grow Economic Wellbeing Plan outlines, in detail, the various actions taken by the Council and other partners to date. It also outlines a proposed way forward, developed by the Business Task Force, which includes a programme of actions under 3 main headings of support for People, Business and Place. There are a range of interventions that are required to ensure recovery of the local economy. These include short term response measures supporting business survival and keeping people in employment; medium term measures extending support to key sectors and catalytic investment projects to generate employment and confidence; and long-term measures geared towards the decarbonisation and digitisation of the economy.
- 1.7 On 22 June 2020, the Scottish Government published a report ***“Towards a robust, resilient, wellbeing economy for Scotland”*** developed by their Independent Advisory Group on Economic Recovery. The report outlined 25 recommendation and includes a ***“call to action”*** to the Scottish Government, the public sector and our private and third sector partners. Our draft plan is our initial response to that report.

2. DRAFT PLAN CONSULTATION PROCESS

- 2.1 The draft plan will be circulated to partners and the wider business community for feedback and comments during August. We also plan to issue a further Business Barometer in mid August to gauge how businesses are coping now that lockdown measures are easing and the majority of businesses are now able to trade. The feedback from both exercises will feed into a final draft which will be considered by the Council in October 2020.

3. CONCLUSION AND RECOMMENDATION(S)

- 3.1 The report and the appendix attached summarise our response to the sudden and devastating economic downturn caused by Covid 19. Our Draft Recovery Plan will now be subject to wide consultation to shape the final version for approval by Council..
- 3.2 It is recommended that the Council:
 - (a) notes the progress made to date, in terms of our response to the pandemic in supporting local businesses and the economy.
 - (b) notes the draft Economic Wellbeing Plan, and agrees to the proposed Consultation process.
 - (c) requests that a final draft is brought to the first meeting of the Council, following the the review of the revenue budget and the setting of the capital budget at the end of September 2020.

Author(s)

Name	Designation	Contact Details
Alison Seggie	Employability, Skills & Special Projects Manager	01738 475000

Approved

Name	Designation	Date
Karen Donaldson	Interim Chief Operating Officer	24 July 2020

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

All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	Yes
Workforce	Yes
Asset Management (land, property, IST)	Yes
Assessments	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	Yes
Sustainability (community, economic, environmental)	Yes
Legal and Governance	Yes
Risk	Yes
Consultation	
Internal	Yes
External	Yes
Communication	
Communications Plan	Yes

1. Strategic Implications

Community Plan/Single Outcome Agreement

- 1.1 The proposals relate to the delivery of the following objective as set as within the Perth and Kinross Community Plan:-

- “Promoting a prosperous, inclusive and sustainable economy”.

Corporate Plan

- 1.2 The proposals relate to the achievement of all the following priority as set out in the Council’s Corporate Plan:-

- “Promoting a prosperous, inclusive and sustainable economy.”

2. Resource Implications

Financial

- 2.1 There are no direct financial implications of this specific report regarding the consultation draft, however the final draft that will be brought forward for approval first meeting of the Council, following the review of the revenue budget and the setting of the capital budget at the end of September 2020 will also have a funding column/table which will outline the financial implications and requests for additional funding.

Workforce

- 2.2 The recommendations in this report do not have any direct implications for the Council's workforce. However, it is likely that some staff may be required to undertake different duties to allow us to implement the Economic Wellbeing Plan. Additional staff or staff re-tasked from other council services may be required to help us implement the final plan. This may be considered as part of the revenue and capital budget process.

Asset Management (land, property, IT)

- 2.3 There are no direct Asset Management implications arising from this report. However, some potential actions in the draft plan could have implications for Council assets.

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. An Equality Impact Assessment will be carried out on the final draft plan. The focus of the plan is on Economic Wellbeing and we will ensure that it will consider the implications for all groups in society.

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. An Environmental Impact Assessment will be undertaken for the overarching Recovery Plan of which the Economic Wellbeing Plan is a subset/workstream, and as such should not require its own Assessment.

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. Under the Climate Change (Scotland) Act 2009, the Council also has a duty relating to climate change and, in exercising its functions must act:
- in the way best calculated to delivery of the Act's emissions reduction targets;
 - in the way best calculated to deliver any statutory adaptation programmes; and
 - in a way that it considers most sustainable.
- 3.4 Addressing Climate Change is a priority for Perth and Kinross and the Council will deliver on its duties in this regard as recovery and renewal plans are

developed and drafted. Again as per the Environmental Assessment the overarching Recovery and Renewal Plan will undertake a review of how it will contribute to sustainable development and climate change. The Economic Recovery Plan is a sub-set of the overall Plan and therefore it will be covered by that wider assessment. Addressing Climate Change and low carbon are themes already identified within the draft Economic Wellbeing Plan.

Legal and Governance

- 3.5 The Head of Legal and Governance has been consulted on this report.

Risk

- 3.6 The development of the Economic Wellbeing Plan for Perth and Kinross is a significant piece of work, which could cover a long period of time and effect what the Council and its partners do. There will be some risks associated with this work and these will be identified and managed using recognised risk management approaches.

4. Consultation

Internal

- 4.1 All members of the Council's Corporate Management team have been consulted in the preparation of this report. In addition the Council's Recovery Member Officer Group have been consulted on the draft Plan.

External

- 4.2 The proposed approach to Recovery and Renewal has been discussed with the Community Planning Partnership, and the attached Strategy has been distributed for comments. It will be essential that external consultation and the views of all stakeholders are gathered in the preparation of any recovery and renewal plans or proposals. The draft Economic Wellbeing Plan will be subject to consultation with a wide variety of partner organisations and the wider business community.

5. Communication

- 5.1 The communication arrangements will be developed through a Communications Plan which is still to be drafted, and will feed into the consultation and engagement plan for the overall Recovery and Renewal Plan.

2. BACKGROUND PAPERS

- 2.1 None

3. APPENDICES

- 3.1 Appendix A - Draft Economic Wellbeing Plan

Recover | Grow

Economic Wellbeing Plan for Perth and Kinross

1 Context

- 1.1 COVID-19 and the consequential lockdown is unprecedented because of its significant simultaneous impact on the economy globally, nationally and locally. Restrictions on business operations have severely disrupted certain sectors particularly retail, hospitality and tourism which are very important to the Perth and Kinross economy. This Action Plan sets out a proposed set of actions to assist economic recovery and support growth over time. The Plan will be refreshed regularly as the scale of the economic impact is quantified, and in line with the fiscal response from the Scottish and UK Governments.
- 1.2 Economic recovery will take many months, possibly years, and some businesses may not survive the ongoing requirement to maintain physical distancing that will severely reduce their revenues. The Council, working in partnership with the Scottish Government, Scottish Enterprise, Skills Development Scotland and private and third sector business support organisations, will do all it can reasonably do to protect business and jobs. The scale of the challenge should not be underestimated and impacts of job loss are already being experienced by many families across Perth and Kinross.
- 1.3 Globally, the most visible impacts to date are:
 - Financial markets trading at lowest levels since the 2008/9 financial crisis
 - Oil prices falling to an 18-year low (reflecting weak demand)
 - Significant contraction in worldwide business activity
 - Record levels of unemployment in the United States
 - Recession in many economies
 - Business investment predicted to reduce (40% reduction in global FDI)
 - Shift in the pandemic epicentre to Latin America and countries less able to deal with the economic and social consequences
 - Economic output estimated to fall by 6% in 2020 (OECD Outlook, June 2020)
 - Unemployment set to rise to 9.2% in 2020.
- 1.4 The UK Office for National Statistics has published its latest survey-based analysis (ONS, 9 June) of the economic impact across the UK in March, April and May 2020:
 - 30% of firms expected their workforce to decrease at the beginning of the pandemic but this has fallen to 10% in the most recent survey, principally due to the positive impact of the job retention scheme.
 - The previous ONS survey reported that 71% of businesses who continued to trade reported turnover was substantially below normal, this has now risen to 75%.
 - Of businesses that exported during the pandemic 76% have reported this has become more difficult compared with 65% in the previous survey.

- 1.5 UK GDP is expected to contract sharply in 2020 with a forecast 13% reduction in 2020. Overall consumer spending has drastically fallen because people are unable to spend to the previous extent. However lower income households have been disproportionately affected, with increased expenditure on food and utilities whereas higher income households report increased savings due to decreased leisure expenditure. One of the longer lasting impacts of the pandemic is expected to be increased income inequality.
- 1.6 The Scottish Government published a State of the Economy Report (21 April) which highlighted the impact of COVID-19 on the economy thus far and the likely longer-term impact. The headlines include:
- Scottish GDP predicted to fall by 33% during the period physical distancing is required
 - The impact of emergency measures and increased public spending will have a significant impact on public finances in the short, medium and long term (less resources for recovery)
 - Recovery may be impacted by possible further waves in rises of infection
 - Sectors most affected initially include – Service sector (especially Tourism, Hospitality & Leisure); Retail; Health & Care; Arts & Entertainment; Manufacturing contracted & suffered supply chain issues; and construction.
 - Consumer confidence has sharply declined (at lowest levels since 1974)
 - FAI Business Monitor reports that 89% of Scottish businesses have seen an impact on Turnover and 54% of firms said they could survive < 3 months; and 32% for 4-6 months
 - Jobs market contracted very sharply in March/April – in Scotland Universal Credit claims up 61,000 in a 2-week period
 - A Scottish survey highlighted that 51% of businesses have seen a reduction in staff available due to the virus; 81% had reduced staff paid hours
 - Commentators believe that there will be a great impact on lower skilled employees, those under 25, women and rural areas heavily reliant on tourism.
 - The most recent Fraser of Allander Economic Commentary (June 2020) highlighted the following:
 - In April GDP in Scotland fell by 19%
 - The key now is the pace of recovery & the scale of damage left behind
 - Huge uncertainties remain due to on-going risks/potential for 2nd wave
 - Real concerns over job impacts once furlough scheme reduces/ends
 - Likely to be a spike in closures & job losses over the coming months
 - 3 likely scenarios for Recovery:
 - Optimistic with a return to pre-crisis GDP by Jan.22
 - Gradual/Likely - with a return by Nov.22
 - Pessimistic/2nd Wave – with a return to pre-crisis GDP by July 24

2 Perth and Kinross

- 2.1 The Perth and Kinross economy has experienced growth in recent years, with higher than average rates of employment (particularly through self-employment), very low unemployment, higher than national increases for VAT registrations and increased earnings. Tourism revenue has also grown, with tourism related employment accounting for 13% of the total workforce. It seems likely that many of these gains will be lost unless the Council and its partners can intervene and support recovery and growth over the next few years. Workforce weekly wage across Perth and Kinross have however been consistently lower than the Scottish average, reflecting an over dependence on traditionally poorer paying sectors such as hospitality and agriculture. Resident weekly wages have been above the Scottish average, reflecting people who live in Perth and Kinross but work elsewhere.
- 2.2 Out of adversity can come opportunity. The Council and its partners already have a bold vision for Perth and Kinross; and across Tayside and North East Fife we have a strategy for economic growth assisted by the Tay Cities Deal. However, Covid-19 has emphasised the need for Perth and Kinross to make a swifter transition to a digital economy, to plan for clean growth and to support businesses to become future focussed.

What do we know so far about the economic impact?

- 2.3 Between March and June, the unemployment claimant count in Perth and Kinross rose by 137% (up 2555 individuals), with the unemployment rate rising from 2% to 4.8%. A number of local business have already announced significant job losses including Fishers Laundry, Ovo, Pitlochry Hydro Hotel, Pitlochry Festival Theatre, Horsecross and the Crieff Hydro Group. In total our estimate to date of redundancies announced is over 550, and we expect this to grow rapidly over the coming months.
- 2.4 The Council issued a specific Covid-19 Business Barometer survey to gather feedback on impacts on local businesses; this closed for responses on the 4th June, and a summary of the initial headline results from over 1000 responses are outlined below:
- A good sectoral mix of businesses responded but most responses were from tourism & hospitality (36%); Retail (17%); Other Services (30%)
 - 85% of responses were from micro business (<10 employees) or the self-employed; 13% from small businesses (10-49 employees)
 - 80% of all businesses reported a loss of income
 - Majority had applied for some sort of support
 - Going out of business was the no.1 concern for >25% of respondents
 - 20% of businesses planning to/had already cut staff numbers
 - >25% want to develop more on-line sales/direct delivery
 - 46% wanted more focus on events & promotion of the area to bring visitors back
 - 43% wanted support to access finance
 - 36% wanted a focus on encouraging local goods and services
 - 26% wanted more investment in digital infrastructure & connectivity
 - Workforce travel to work was a concern going forward

The Perth and Kinross response to date

- 2.5 During the early stages of lockdown from mid-March to the end of April the Council received 500 enquiries from businesses looking for support and advice. The majority of these related to information on the various business grants and loans that were rapidly introduced and administered on behalf of the Scottish Government by the Council.
- 2.6 Over 3500 businesses have received grants totalling £36.32M to date.
- 2.7 The Covid-19 Business Task Force was established comprising the Council, Business Gateway, Scottish Enterprise, Perthshire Chamber of Commerce, Growbiz, Federation of Small Businesses, Perthshire Tourism Partnership and the Perth Traders Association. This Task Force has continued to meet weekly during the response phase.
- 2.8 The Council also developed additional website pages highlighting the support available for Businesses ([Business Support web link](#)), and continues to produce a [Business Bulletin](#), which is circulated to over 1000 businesses and 250 other individuals.
- 2.9 The **Council** has also:
- Supported employers to advertise vacancies
 - Assisted unemployed clients into vacancies
 - Offered Council commercial tenants rent deferrals
 - Promoted local supply chains, goods and services such as home delivery of local produce
 - Developed proposals to make our business and retail environment Covid safe and accessible
 - Supported a number of employers by re-scheduling grant payments to the future when they will need it most
- 2.10 **Business Gateway** has boosted its Survive and Thrive scheme which provides in-depth support to business facing significant challenges. All other Business Gateway products have also been reviewed to offer an online/phone service with series of targeted webinars. **Elevator**, the Tayside Business Gateway delivery partner, has also provided additional business support through sectoral or people focused Accelerator Programmes as well as access to private investment.
- 2.11 **Growbiz** has increased its targeted webinars and opportunities to provide remote 1-2-1 support as well as sustaining social and business networking opportunities.

- 2.12 **Perthshire Chamber of Commerce** has provided information and support across the business community (online webinars/workshops to all businesses at no cost, 1-2-1 business support, peer support cross sector and mentoring matches, expert professional help), voiced business issues at Scottish and UK levels (escalation and resolution help (e.g. achieved U-turn on bank decisions on CBILS, CEBILS and overdraft facilities) and is planning to launch a recovery and resilience programme to help business to recover. The Chamber has also opened membership to all businesses at no cost for three months to aid recovery and extended existing memberships by three months.
- 2.13 The **Federation of Small Business** has increased its targeted webinars and has voiced business issues at Scottish and UK levels.

Vision and current strategies

- 2.14 The Council and its local partners have previously set out our ambitious vision and Strategy for Perth and Kinross in two key documents – the Community Plan and the Perth City Plan. In addition, we have also recently agreed a Tay Cities Regional Economic Strategy to support the development of the regional economy and drive forward the delivery of projects in the Tay Cities Deal. Many of the underlying economic challenges remain as outlined within these key documents, and are still valid as we seek to recover from the Covid 19 economic downturn:
- The need to diversify our economy
 - The need to bring new investment and higher value jobs to the area
 - To enhance the resilience of the rural economy
 - To retain our young talent
 - To improve digital connectivity
 - The climate challenge
 - Technological change
 - The future of retail
 - To focus both on our existing key sectors and grow new ones such as low carbon and high value manufacturing.
- 2.15 The Community Planning Partnership vision is simple and bold. Collectively we want to ***“create a confident, ambitious and fairer Perth and Kinross, for all who live and work here.”*** Our specific economic ambition is ***“that we live in a Perth and Kinross which promotes inclusive economic growth and a thriving economy.”*** These take on a renewed and more immediate purpose in the current circumstances.

Recovery and growth towards a wellbeing economy

- 2.16 The economic development partners will continue to respond and support local businesses and those individuals who have lost their livelihoods as a result of economic situation however the focus is also now on recovery and longer-term growth. The Covid-19 Business Barometer will become a regular tool to garner intelligence from businesses, listen to their concerns and co-design appropriate responses. Additional partners will also be invited to participate in the Task Force such as Skills Development Scotland and the Department for Work and Pensions.

- 2.17 The Economic Wellbeing Plan needs to be bold and ambitious to reflect both the significant business and employment challenges ahead but also the opportunity to build a new **Wellbeing Economy**. By wellbeing we mean that the economy should serve people and communities, first and foremost.
- 2.18 The Scottish Government published on 22 June the report ***“Towards a robust, resilient, wellbeing economy for Scotland”*** developed by their Independent Advisory Group on Economic Recovery. The report outlined 25 recommendation and includes a ***“call to action”*** to the Scottish Government, the public sector and our private and third sector partners. A brief summary of the key recommendations is outlined below: -
- an urgent need to access low cost debt requires an accelerated review of the Fiscal Framework, and a significant increase in access to capital investment to support an investment-led recovery
 - a Scottish jobs guarantee, in partnership between business and government, should be introduced to address unemployment, with refocused skills strategies and decisive steps to align teaching and learning in universities and colleges to the needs of business
 - prioritisation of sector plans to deliver a green recovery, where the coincidence of emissions reductions, the development of natural capital and job creation are the strongest
 - critical investment in the country’s digital infrastructure to improve connectivity, reduce inequalities and build the country’s resilience
 - urgent action to develop a stronger relationship between business and government on the strategy for Scotland’s economic recovery
- 2.19 The principle themes of the recommendations are reflected in our own local Economic Recovery Plan outlined below.

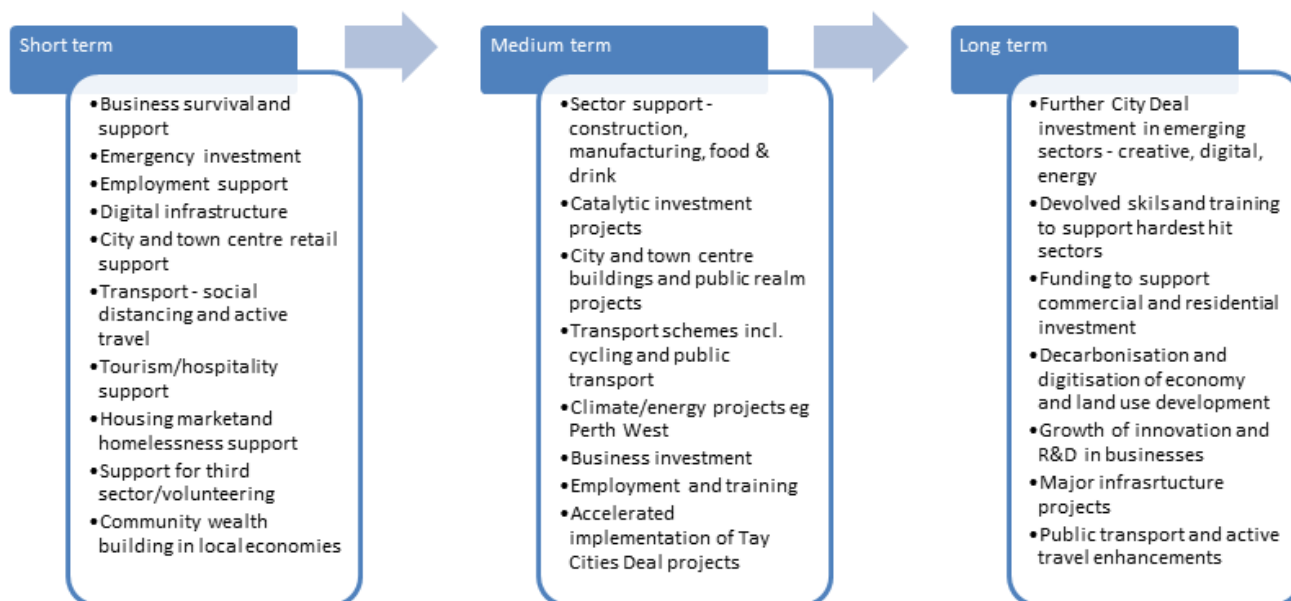
The **Scottish Government announced on 9 July £100M additional funding for targeted Employment and Training Support** and a commitment to a Youth Job Guarantee. Measures include:-

- an investment of at least £50M for Youth Employment
- additional resources for the Partnership Action for Continuing Employment (PACE) programme which supports individuals in redundancy situations.
- A new National Retraining Fund, and
- An extension to the Fair Start Scotland programme for a further 2 years to April 2023.

The **UK Government published a “Plan for Jobs” on 8 July** designed to support jobs by focussing on skills and young people, the creation of jobs via investment in shovel ready projects and green infrastructure, and the protection of jobs through a VAT cut for the Hospitality sector and an Eat out to Help Out dining scheme. Specific initiatives include:-

- a Job Retention Bonus to help businesses retain Furloughed workers
- a new £2BN Kickstart Scheme to subsidise jobs for young people 16-24
- additional funding for training and apprenticeships and work coaches.

- 2.18 The Business Task Force has devised a programme of actions under 3 main headings of support for **People, Business and Place**. There are a range of interventions required that are required to ensure recovery of the local economy. There are short term response measures supporting business survival and keeping people in employment; medium term measures extending support to key sectors and catalytic investment projects to generate employment and confidence; and long-term measures geared towards the decarbonisation and digitisation of the economy. All are designed to support stimulating economic activity; boost productivity and competitiveness; improve connectivity; and ensure that improvements are targeted at those most disadvantaged and suffering from the effects of the economic crisis. Ultimately helping to achieve the vision of greener, stronger, more resilient and inclusive economy.
- 2.19 There is also an opportunity to carry out a “root and branch” review of existing activity and spend areas; and to think innovatively about new solutions and new ways of working to adapt to a different economic context. Programme themes include:
- Digital – more digital businesses & online sales and customer fulfilment
 - Connectivity – a more rapid move to full fibre and more active travel
 - Skills – re-skill and upskill individuals with an emphasis on core and advanced digital skills as well as meeting the replacement demand employers have expressed
 - Entrepreneurship - embedding a spirit of enterprise and community wealth building
 - Engagement - a coordinated approach across the partnership
 - Focus - fewer but more ambitious projects such as the Perth Eco Innovation Park
 - Clean Growth - maximising the economic opportunity Perth and Kinross can grasp
 - Natural capital – the basis of our tourism and food & drink industries
 - Re-imagining - our city, towns and neighbourhoods through a post Covid-19 lens
- 2.20 The actions have been classified as short, medium and long term, recognising what we will deliver between now and March 2021, by March 2023 and by March 2028.



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PEOPLE – SHORT/MEDIUM TERM RESPONSE ACTIONS (NOW– MARCH 2023)

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
<p>Rising Unemployment and increased volume of individuals looking for support back into work</p>	<p>PROJECT REACH</p> <p>Creating a Virtual Recruitment, Employer and Communities Hub</p> <ul style="list-style-type: none"> • a virtual Hub which encompasses a wide range of services for individuals & employers • On-line support/virtual events Job Fairs/training and advice webinars • Providing tailored vacancy matching and employer engagement • Upskilling and training grant and wage incentives • Joined up employer engagement activity across a range of partners • Some targeted services if specific groups more impacted by the uplift in unemployment – e.g. young people 	<p>PKC</p> <p>but ensuring clients referred to other services/programmes where appropriate</p>	<p>Additional clients supported into work</p> <p>c. 450 Individuals supported over 3 years (150 p.a.)</p> <p>Current services moved on-line as much as possible</p> <p>Increased & more coordinated Employer Engagement activity</p> <p>c. 675 Employers engaged over 3 years (225 p.a.)</p> <p>c. 480 Targeted vacancies sourced over 3 years (160 p.a.)</p> <p>Up-skilling unemployed</p> <p>75 wage subsidies/training allowances granted over 3 years (25 p.a.)</p>
<p>Employer recruitment Incentive support employers and encourage recruitment of young people aged 16-29 into sustainable employment, including Modern Apprenticeships Rural P&K areas</p>	<p>Rural Employment Incentive - Existing Provision</p> <ul style="list-style-type: none"> • Provides employers with a financial contribution to the additional costs of recruiting and sustaining a young person in employment. • Where an Employer commits to a new job or new Modern Apprenticeship for up to 52 weeks, it will receive £4500 • Additional payment of £500 will be awarded to the employer if participant is paid the Accredited Living Wage (currently £9.30 per hour) upon completion of the 52 weeks • SME (employing 50 or less) • Eligibility criteria 	<p>PKC</p>	<p>Target</p> <p>69 Incentives over 3 years (23 p.a)</p>

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Rising Unemployment and increased volume of individuals with additional barriers looking for support back into work and progressions through training	No One left behind (NOLB) - Existing Provision <ul style="list-style-type: none"> • Key work support to individuals to assist in their journey to finding employment all age • funding available for businesses to create new jobs, up-skilling/training up to £4,000 paid at 4-week, 13-week and 52-week trigger points. • Support in vocational and accredited training 	PKC Also work in partnership with ECS and 3 rd sector delivery agents	Targets Vocational Training – 30 (10 p.a.) Achieving a qualification – 90 (30 p.a.) Entering FE/HE/Training - 54 (18 p.a.) FE/HE sustainability 13 weeks – 36 (12 p.a.) FE/HE sustainability 26weeks – 12 (4 p.a.) Commenced employment/self-employment – 129 (43 p.a.) Commenced MA – 21 (7 p.a.) Supported by a training allowance 45 (15 p.a.) Sustained employment 13 weeks – 72 (24 p.a.) Sustained employment 26 weeks – 39 (13 p.a.)
Employed eligible parents to progress in current employment up-skilling and re-training and Unemployed parents	Parental Employment Support Fund – Futures For Families PKC <ul style="list-style-type: none"> • 6 Key areas, Lone parents, Person with Disability, 3+ children, Minority ethnic, Youngest child <1 and parent aged<25 • Support in searching, securing and sustaining employment from a designated Key Worker • Training and skills action planning • In-work support to progress, in the form of a Skills and Training Grant - Elev8 Employment and Training Grant. • Promote learning and recruitment for ELC opportunities. 	PKC Working in partnership with ECS 1140 project	Implementation stage grant awarded looking to commence quarter 4 of 2020 Employed parents – 48 parents supported over 2-year project Unemployed Parents - 26 over 2-year project

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Unemployed all ages at risk of unemployment or unemployed job ready	Skills and Employment Initiatives (Formerly The Hub) - Existing Provision <ul style="list-style-type: none"> Supporting and advising job seeking clients with all aspects of employability and skills development Engaging with and supporting local businesses in recruiting and retaining staff to aid business growth Initial needs assessment job ready diagnostics PACE Partnership 	PKC and SDS but ensuring clients referred to other services/programmes where appropriate	Registrations c. 225 Individuals supported over 3 years (75 p.a.) <u>Could transfer resources to REaCH Project</u>
Unemployed Employed participants with barriers to gaining employment or in work progression	European Social Fund (ESF) Employability Pipeline – Ringfenced delivery to EU Funding <ul style="list-style-type: none"> 5 stage pipeline of support to those most disadvantage/excluded groups Adult, Youth and those with a Health Condition Removing barriers to support vocational/accredited training Outreach provision in City Centre North Localities, Blairgowrie, Kinross and Crieff 	PKC Delivery Agents 3rd sector and Open Challenge fund call for additional providers to apply ensuring clients referred to other services/programmes where appropriate	***Targets are specific to the EU funded programme 2015 to 2022 and subject to change and therefore targets are for reference only and not additional to proposed new projects. Registrations c. 400 3 years (133 p.a.) 200-2022
Unemployed Employed participants looking for money and debt advice	European Social Fund (ESF) Positive Futures! To address poverty – Ringfenced delivery to EU Funding <ul style="list-style-type: none"> Supporting Lone parents, Workless Household, low income Households. Benefit checks, priority checks, one-to-one debt advice Outreach services and money workshops 	PKC Delivery Agents 3rd sector and Open Challenge fund call for additional providers to apply ensuring clients referred to other services/programmes where appropriate	***Targets are specific to the EU funded programme 2015 to 2022 and subject to change and therefore targets are for reference only and not additional to proposed new projects. Registrations c. 210 3 years (70 p.a.) 200-2022

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Unemployed needing upskilled/re-skilled or practical support for self-employment	Perth and Kinross SKILLS PASSPORT <ul style="list-style-type: none"> Subsidised or free access to short vocational training to help clients get back to work or to set up as self-employed Provide iPads to help clients with job search and on-line training Include digital skills training such as ECDL 	PKC but could partner with PC UHI and local training providers	Between now & March 2021 design & plan the Passport. Target is 500 (over 3 years) Unemployed up skilled to match employer/labour market needs.
Lack of individuals with high level digital skills – cost a barrier for disadvantaged groups	Intensive DIGITAL SKILLS PROGRAMME <ul style="list-style-type: none"> Subsidised &/or free access to specialist Digital Skills courses delivered by a provider such as CodeClan Initially could be wholly on-line but in medium term delivered at the Creative Exchange 	PKC in partnership with CodeClan	Target Autumn programme start. 90 people over 3 years (30 p.a.) Unemployed given access to high level digital skills courses, which should make them far more employable.
Lack of Job Opportunities for new Graduates	Perth and Kinross GRADUATE JOB SCHEME <ul style="list-style-type: none"> Create Graduate Work Placement opportunities in council services/partner agencies Work with local employers to create Graduate Work Placement opportunities (include opportunity for smaller businesses to share Graduates) 	PKC in partnership with local employers	50 Unemployed graduates (over 2 years) given valuable work placements/experience.
Few job opportunities so encourage unemployed to start their own business or become self-employed.	START UP P&K <ul style="list-style-type: none"> Provide start up grants Explore options to boost support – either via re-focussing existing Business Gateway advisers or create a new post to work with unemployed individuals in areas of higher unemployment (North/Central Perth; Blairgowrie/Rattray & South Crieff). For example, enhanced targeted marketing activities to access existing Business Gateway offer 'Redundancy to Recovery Webinar Series'. Link to with Chamber of Commerce proposals for ideas Generation & Mentoring Support, access to network of entrepreneurs 	PKC in partnership with Business Gateway/ Chamber of Commerce	Target 50 start-ups p.a. for 2 years (100) Increased start up numbers from disadvantaged areas/areas of higher unemployment

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Young people are likely to be particularly disadvantaged by the economic downturn.	START UP P&K YOUTH <ul style="list-style-type: none"> Develop a Young Entrepreneur programme to particularly encourage young people to start their own Business including use of existing dedicated Young person Business Gateway adviser Link in with PSYBT and DYW activities and LEADER Rural Youth Group as well as Young Enterprise Scotland (engagement with Schools) and Elevator Challenge Programme Start-up grants Networking & Learning Opportunities including Chamber of Commerce networks 	PKC in partnership with PSYBT/DYW & LEADER/Business Gateway/Elevator/Chamber of Commerce	Increased Youth start ups Target 25 p.a. for 2 years (50)
Smaller local construction companies struggle to recruit apprentices due to lack of on-going/consistent work.	SHARED APPRENTICESHIP PROGRAMME <ul style="list-style-type: none"> Explore options to either create our own programme or to establish a new Tayside wide partnership in conjunction with Angus and Dundee The scheme employs the Apprentices direct and coordinated placements with local construction companies Explore the widening of any apprenticeship scheme to other sectors out with construction 	Shared Apprenticeship Ltd.	Increased Apprenticeship opportunities - target 15 p.a. for 3 years (45) Greater number of smaller construction/other smaller companies able to take on Apprentices construction/other smaller companies able to take on Apprentices
Tourism sector badly hit by Covid 19 – will need to support to encourage young people into the industry/careers	GET INTO TOURISM <ul style="list-style-type: none"> Provide employment/training opportunities for young people in the Tourism/Hospitality Sector via: - Short term scholarship opportunities via HIT (Hospitality Industry Trust) Scotland &/or Sponsor local companies to recruit via Apprenticeship in Hospitality Scotland Programme (2-3 year courses of practical experience & masterclasses) - current local members include Crieff Hydro, Fonab & Gleneagles. 3-year courses of practical experience & masterclasses) - current local members include Crieff Hydro, Fonab & Gleneagles. 	PKC in partnership with larger Tourism employers & industry bodies	Encourage more young people to see long term careers in Tourism. (Target 100 young people) Provide training & work experience opportunities in the Tourism sector. (Target 50 young people over 2 years)

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Care sector will continue to struggle to recruit staff	GET INTO CARE <ul style="list-style-type: none"> Explore options/potential models with Health & Social Care Partnership Create a recruitment programme for the Care Sector Campaign to attract recruits into a pre-employment training programme Explore opportunities for innovative solutions via third Sector or co-operative/social enterprise models 	PKC with industry partners.	Encourage more people to consider care as a career. Provide training & work experience opportunities in the care sector. Target 250 individuals over a 2-year period. Support the development of innovative alternative delivery models for care employment.
Need to understand impact of COVID 19 on the Economy	BUSINESS BAROMETER & ECONOMIC BULLETIN <ul style="list-style-type: none"> Build on our first Covid 19 Business Barometer by repeating on a quarterly basis Do follow up additional surveys with larger businesses (not well represented by initial Barometer)/key sectors (with the support of Chamber of Commerce) Explore Regional model potentially Produce regular Quarterly Economic Bulletins Produce an Annual Economic Statement/Review 	PKC	Improved intelligence to help shape Recovery Actions Bi-monthly barometers initially Monthly Economic Bulletins
High Unemployment & need to re-skill future workforce	REGIONAL SKILLS PROGRAMME Work regionally on developing new skills projects attracting funding from TCD Skills Programme – with a particular focus on Digital Skills and Key sector skills.	PKC with TCD Skills partners	Additional training & re-skilling opportunities - target c.100 P&K individuals re-skilled p.a. for 5 years (total 500)
Lack of modern teaching & training facilities for the Aviation Sector at Perth College UHI	AVIATION SKILLS ACADEMY – PERTH HUB <ul style="list-style-type: none"> Provide short-term PKC financial loan support to enable the project to proceed Link to Engineering Innovation Hub project (to be located within the same building – see <i>Business section below</i>) 	Perth College UHI with support from PKC	New custom-built Aviation & Engineering building at Perth College UHI. Additional capacity/student numbers.

PEOPLE - LONG TERM RECOVERY / GROWTH ACTIONS (2023+)

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Unemployment and Low Skills Base	The partnership approach to supporting Employability & Skills projects will be reviewed as some may only be required in the short-medium term.	PKC/Partners	To be developed.

BUSINESS - SHORT TERM RESPONSE ACTIONS (NOW – MARCH 2021)

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Fiscal stimulus			
Anticipated downturn in housing development	HOUSING MARKET SUPPORT <ul style="list-style-type: none"> Defer developers' contributions payments by 2 years to help with cash flow on a case by case basis (based on specific dates/trigger points i.e. on completion of the hundredth house). 	PKC	Increase/sustain housing completion rates
Lack of finance to fund development costs	TEMPORARY FEE REDUCTION Remove Council's non statutory charges/fees paid by businesses: <ul style="list-style-type: none"> Remove pre-planning advice fees for non-residential development until 31 March 2022 Remove the requirement for Developers' Contributions related to Transport Infrastructure in the Perth & Auchterarder areas for non-residential development for those developments consented from June 2020 and completed before 31 December 2026. Note: Out of town retailing will be considered on a case by case basis. 	PKC	No. of non-residential developments advised No. of non-residential development consented

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Provide access to emergency financial support for businesses			
Lack of cashflow	PROMOTE GRANT/LOAN SCHEMES <ul style="list-style-type: none"> • Business Grants 10K and 25K (PKC) • Self-employed (HMRC) • Newly Self-employed Hardship Fund (PKC) • Creative, Tourism & Hospitality Hardship Fund (SE) • B&B/Serviced accommodation grants (PKC) • Business Loans Scotland and Banks 	PKC/partners	Amount of funding distributed (£34m) No. of businesses supported (3,300)
Lack of market access	MARKET DEVELOPMENT GRANT <ul style="list-style-type: none"> • Promote actively Council's Market Development Grant to access Rest of the UK market (grants of up to 5K) • Promote actively support services to access international markets (International Expert Help and association with Scottish Development International's sectoral team, digital internationalisation), Chamber's International Club/International Virtual Trade Missions 	PKC Business Gateway/Elevator/Chamber of Commerce	At least 15 business supported
Insufficient working capital	TOURISM BUSINESS RESILIENCE LOAN FUND <ul style="list-style-type: none"> • Offer interest free loans of between £10,000 and £50,000 to Tourism and hospitality businesses to ensure liquidity is maintained. To be re-paid over 1-5 years (revolving fund). 	PKC	Ensure survival of 10-15 tourism and hospitality businesses.

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Stimulate local demand to support local businesses			
Lack of demand for local products and services	BUY, SHOP & EAT LOCAL CAMPAIGN <ul style="list-style-type: none">Expand the current ‘Buy Shop & Eat Local’ social media campaign backed up by Ambassadors and Business Support Task Force Partners promoting local food and drink sourcing by consumers and businesses https://www.smallcitybigpersonality.co.uk/food-drink-outlets-open-delivering-in-Perth-Perthshire-Kinross-during-lockdownRun a Mi Reward Scheme marketing campaign to increase the number of users and retailers joining the scheme including a competition open to all Council tax payers (or households) to win 1000 Mi Reward cards with £10 credit.	PKC/Chamber in partnership with Small City Big Personality PKC with Task Force Partners	200 local businesses registered (base 100) 120 businesses registered (base 80) 3000 users registered (base 2000) Run 2 workshops
	LOCAL SUPPLIER DEVELOPMENT WORKSHOP <ul style="list-style-type: none">Run Supplier Development workshops to facilitate access to Council’s contracts to build more local, sustainable and resilient supply chains and linking to/supported by Chamber’s ‘Love Local’ initiative	PKC/Chamber of Commerce	
Boost Business Support Communications and Coordination			
Lack of business confidence	POSITIVE P&K <ul style="list-style-type: none">Develop new positive recovery message with Business leaders to be promoted online and via social media	Ambassadors Task Force partners	1 weekly positive case study promoted online/social media Increase level of social media activity New bulletin launched 1800 subscribers (base 1250)

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
	<ul style="list-style-type: none"> Survive and Thrive (S&T) mainstream scheme and Covid scheme (Specialist support designed for businesses who see their operations challenged by COVID impact) HR support and other specialist support Support Group & Networking: Women in Businesses, Go network and masterclasses Digital Boost Support Programme – suite of digital masterclasses (16 topics) and 93 days for 1:1 support with a digital specialist. 	Business Gateway	

BUSINESS - MEDIUM TERM RECOVERY ACTIONS (APRIL 2021 – MARCH 2023)

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Help businesses to help themselves (Business-led actions)			
Lack of development funding to start and grow businesses	BUSINESS CROWDFUNDING P&K <ul style="list-style-type: none"> Support Crowdfunding campaigns (businesses with 10 and over employees) to support investment in at least 36 businesses and community enterprises creating stronger links between consumers/businesses. £1 provided by PKC for £1 raised through Crowdfunding up to £5,000 per business (Crowdfunding platform already in place - learning from 'RBS Back Her Business' scheme). This would also involve advisory support to businesses on how to run successful campaign. 	Chamber/Elevator with PKC	Support investment in at least 36 businesses

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Lack of development funding to start and grow businesses	ANGELS SHARE <ul style="list-style-type: none"> Run Angel's share workshop to provide private investment to start-ups. The Angel's Share is primarily for established businesses seeking finance to grow. They will have a need for capital but possibly also expertise, contacts and experience. The Angel's Share can assist businesses in finding a business angel that matches their needs. This will link to Accelerator Programmes and Business Support Services. 	Private investors with PKC/Elevator/Business Gateway	1 workshop per annum
Lack of development funding to start and grow businesses Lack of digitalisation to access e-commerce	RURAL MICRO ENTERPRISE RECOVERY PROJECT <ul style="list-style-type: none"> Rural Micro-Enterprise Recovery Project incorporating REDS – Rural Enterprise Directory Support Crowdfunding campaigns (businesses with less than 10 employees) to support investment in at least 50 businesses and community enterprises creating stronger links between consumers/businesses. £1 provided by PKC for £1 raised through Crowdfunding up to £2,000 per business (Crowdfunding platform already in place) Develop Smart Villages (extension of existing project) promoting use of local services to help at least 50 businesses and community enterprises to go digital linking to Digital skills – £2000 grant per business 	Growbiz with PKC Growbiz	Support investment in at least 50 businesses Support at least 50 businesses
Provide Additional Business Support services with a focus on digitalisation/e-commerce/homeworking and mentoring/peer to peer support/coaching			
Lack of/fragmented tailored business advice and support	SURVIVE & THRIVE + <ul style="list-style-type: none"> Learning from Covid Survive and Thrive scheme, expand by 3 times the 'Survive and Thrive+' scheme – access to in-depth specialised advice to help businesses' viability with a focus on digitalisation/e-commerce/ homeworking. This will link to Chamber's Advanced Business Support, Accelerator Programmes and Business Support Services. 	Chamber/Business Gateway	Support 180 businesses Support at least 60 businesses

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Lack of digitalisation to access e-commerce	SECTOR ACCELERATORS <ul style="list-style-type: none"> Multiply by 5 the number of Accelerator Programmes or equivalent (learning from Creative industries Accelerator Programme) with one for each key sector – from ideas to business investment to support at least 60 businesses with a focus on digitalisation/e-commerce: (Creative Industries, Engineering, Low Carbon Energy/waste, Food and Drink, Tourism) 	PKC via Elevator/ other providers	Support 500 entrepreneurs
	ENTREPRENEUR COACHING P&K <ul style="list-style-type: none"> Support entrepreneurs (including people experiencing redundancy) via an advanced mentoring/peer to peer/coaching support pipeline and people focused acceleration programme (e.g. Grey Matters) to support business idea generation and development with a focus on digitalisation/e-commerce/ homeworking <ul style="list-style-type: none"> - 10 employees and over & urban micro/self-employed - Less than 10 employees (rural micro/self-employed) 	Chamber/PKC/ Elevator/ Growbiz	Support at least 30 businesses
	MARKET DEVELOPMENT GRANT <ul style="list-style-type: none"> Double market development grant to provide at least 30 businesses with better access to Rest of UK/export market with a focus on digitalisation/e-commerce (link to previous ref. To grant) linking to support to access international markets (BG/SDI/Elevator), International Club (Chamber) 	PKC BG/SDI/Elevator/ Chamber	
Target Invest in Perth			
Lack of focus to attract businesses and investors	RE-FOCUS INVEST IN PERTH – LIVE LIFE WELL <ul style="list-style-type: none"> Focus 'Invest in Perth' activities on 'Clean growth and wellbeing economy' USP 	PKC	Clear USP developed and promoted

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Lack of high value jobs	<ul style="list-style-type: none"> Run a targeted media campaign based on 'Perth, live life well' to attract at least 100 Professionals working within the 'professional, scientific and technical activities' category (SIC 'M') to come and live in Perth and Kinross via social media (e.g. LinkedIn), Ambassadors and relocation services 	Ambassadors /PKC/Chamber	100 Professionals attracted via relocation services

BUSINESS - LONG TERM RECOVERY / GROWTH ACTIONS (2023+)

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Invest in Clean Growth innovation			
Lack of high value jobs and reliance on low growth sectors Lack of R&D investment	PERTH ECO INNOVATION PARK <ul style="list-style-type: none"> Deliver Perth Eco Innovation Park to create 25 ha of employment land, create over 1,000 jobs; attract new businesses and R&D (logistics, smart energy systems) linking to Perth Innovation Highway/Mobility 2020-2030. This will also support the creation of Perth West Eco-Village. This will link to Accelerator Programmes and Business Support Services. 	PKC and Strategic Partners	Phase 1 completed (10ha of employment land) by 2024 1,000 jobs attracted by 2030
	PERTH SMART ENERGY CITY PROGRAMME <ul style="list-style-type: none"> Develop Perth Smart Energy City Programme to attract £50m private investment (learning from Bristol experience) in clean energy and technologies at city scale as well as transforming Council's assets (Perth High School, PH2O). This could link to training and skills activities with the Energy Skills Partnership and academia research (e.g. University of Edinburgh). This will link to Accelerator Programmes and Business Support Services. 	PKC and strategic Partners	Business cases identified and developed £50m of private investment attracted by 2030 Project Beacon Full Business Case approved Wider masterplan approved

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
	CIRCULAR ECONOMY/WASTE HUB <ul style="list-style-type: none"> Support the Circular Economy/Waste hub at Binn Eco-Park around Project Beacon (plastics recycling) & attract £10m private investment. This will link to Chamber's Circular Tayside initiative, Accelerator Programmes and Business Support Services. 	PKC and strategic Partners	£10m of private investment attracted by 2025 Non- statutory guidance approved No. of feasibility studies
Lack of supply chain to support clean growth	SELF-BUILDING HOUSING <ul style="list-style-type: none"> Support the development of the self-build housing & energy efficiency markets and local supply chains (e.g. financing feasibility studies, preparing non-statutory guidance). 	PKC and partners	
Lack of resilience. Sector requires revitalisation	PERTSHIRE RESPONSIBLE TOURISM DESTINATION <ul style="list-style-type: none"> Develop Perthshire as a Responsible Tourism Destination and related products/services focusing on slow and green tourism (e.g. EV tourist route, responsible practices amongst businesses, residents and tourists) in line with a revised Tourism Strategy & Action Plan 	PKC and Tourism Partnership	Revised strategy & action plan (aligned with Regional Tourism Strategy). Specific initiatives developed and implemented re cultural/heritage, activities, food and drink. Green tourism destination accreditation for Perth & Kinross

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
	STIMULATE MID-MARKET RENT <ul style="list-style-type: none"> Reduce developers' contributions and affordable housing credits to stimulate Mid-Market rent opportunities by offering, where required, reduced developer contributions and affordable housing credits. 		

PLACE - SHORT TERM RESPONSE ACTIONS (NOW – MARCH 2021)

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Need for social distancing and transport alternatives	COVID SAFE Perth and Kinross - Make Perth City Centre, rural Town Centres neighbourhoods, and tourist attractions Covid Safe through: - <ul style="list-style-type: none"> Monitoring and survey of travel patterns and demand for access to workspace, shops, food and drink, hospitality, services & recreation in collaboration with businesses. Relaxation of regulatory framework and temporary alteration of road space, parking, public realm and signage for pedestrians and cyclists to increase safe access for employees, residents, shoppers and visitors by active travel choices to & within Perth city and rural town centres and neighbourhoods. Collaboration with shops, hospitality, food and drink businesses and markets on temporary alteration of road space, parking & public realm to enable enhanced occupation for alfresco dining & business use. Promotion of Covid 19 premises safety guidance in relation to property adaptation of business premises. 	PKC PKC Business/Market operators PKC	Enhanced temporary pedestrian and transport routes to improve retail trading environment and access to workplaces Enhanced space for business and community occupation and use to increase capacity to trade or for recreation while maintaining social distancing Consistent approach to adaptation of business premises and digital options for customers Marketing and promotion of transport routes and alternatives

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
	<ul style="list-style-type: none"> Promotion of options for customer digital pre-booking & click and collect services in collaboration with businesses and tourist operators Safe travel choices and options in collaboration with TACTRAN, transport operators and national and local representative bodies in relation to pedestrians, cyclists and the disabled. 		
<p>Need for better data to support Perth city and town centre recovery</p> <p>Perth City and the town centres are already suffering from the online shopping trends; and Covid 19 will potentially have a dramatic impact on the High Streets.</p>	<p>GRADUATE APPRENTICE DATA SCIENCE</p> <ul style="list-style-type: none"> Take on a Graduate apprentice in data science to develop data to support the recovery of Perth and other town centres. Data will be an important part of the recovery – footfall counters, Wi-Fi usage, retail spend data, mobile phone tracking etc – will all be important to track customer behaviour and inform interventions including public realm enhancements and land/property purchase and re-purposing. 	PKC/Stirling University	<p>Improved information base for decision-making on city/town centre recovery post Covid-19</p> <p>Target – create 1 graduate apprenticeship post</p> <p>Improve data analytics & support local businesses to utilise data to inform business practices.</p>
No one single source of advice within PKC for retailers	<p>RETAIL BUSINESS SUPPORT</p> <ul style="list-style-type: none"> To provide dedicated business support via procurement of specialist retail advice on retail adaptation, promotion and customer care via web-based information and 1:1 support for retailers (providing advice on Planning, Licensing, Legislation, Events, Digital Services etc) 	PKC	Improved business knowledge

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
	<ul style="list-style-type: none"> Property inspection, repair, conversion and improvement grant to support repair, reuse and investment in speciality retail, all housing tenures, commercial property/office adaptation, social enterprise, creative industry use through deficit funding and joint ventures <p>OCCUPY YOUR PROPERTY</p> <ul style="list-style-type: none"> Provide advice and funding for meanwhile/temporary leases to allow occupation of spaces and buildings by creative start up and social enterprises as alternative or in advance of commercial occupation <p>EXPAND STAFF TO SUPPORT PUBLIC/PRIVATE PROPERTY USE AND IMPROVEMENT</p> <ul style="list-style-type: none"> Recruit new/additional commercial surveyor to help re-configure the High Street through planning and property advice and support, the development of joint ventures and or asset transfer/disposal. <p>Initial development guidance to be prepared to support redevelopment of Thimble Row and Bus Station/marshalling yard sites for mixed tenure use high density/high quality urban living.</p> <p>Initial funding support to be targeted to support the conversion and development of eyesore properties (e.g. the Y centre on Atholl Street to support conversion to mixed use housing, business and training facility, the acquisition of the former Clachan bar for mixed use development, and potentially mixed-use developments at Strathearn and Crieff Hotels, and the Drummond Arms.</p>	<p>PKC/PKHT</p> <p>PKC</p> <p>PKC</p>	<p>Funding to support surveys, specification and redesign, repair and development of property for existing and new uses – c. 20 properties per annum</p> <p>Funding to promote pipeline of occupation of creative and social enterprise use supported by Creative Exchange, PKAVS and charities circa 5 properties per annum</p> <p>Additional capacity to provide advice and development support and codesign/production with developers and investors</p>

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Lack of capacity and resources to move from temporary support to more permanent infrastructure investment supporting changing role of roads and public space to move from car dominated use to enhanced use by other forms of transport and people	PERTH PEOPLE PLACE – INITIAL PROJECTS/ CAPACITY BUILDING <i>Promote and invest in people and environmentally friendly spaces</i> <ul style="list-style-type: none"> Procure design services to prepare detailed designs for the route to /from rail station/bus station to city centre in tandem with masterplan of area Procure design services to prepare detailed designs for George Inn Lane Recruit 2 additional staff (urban design and transport planning) to provide specialist advice to refine urban design & transport frameworks for Dunkeld Rd corridor and additional routes corridors as part of the Perth People Place project. Recruit 1 additional staff member (place engagement) to establish evidence of revised travel demand & create consultation and digital platforms and business and community engagement to support codesign and production. 	PKC PKC PKC/ SUSTRANS	Enhanced pedestrian route and public realm supporting development of adjacent sites and enhanced connectivity between transport interchange and the city centre Enhanced public realm and occupation of space adjacent to tourist attraction and accommodation Development of strategic transport corridors providing for access to, from and within Perth by car, bus and bike
Lack of access to alternative transport choices at transport hubs and within urban areas	CLEAN GREEN ACCESS - Provide alternative transport choices at transport hubs and within urban areas <ul style="list-style-type: none"> Provide support for development of private hire/clubs for hire of electric vehicles, electric bikes/bikes in partnership with private vehicle hire companies or social enterprises as well as option for smart lift sharing scheme 	PKC/PRIVATE	Increase in temporary hire/use of environmentally friendly vehicles and cycling as alternative to car ownership, improving transport choice and access and improving air quality
Lack of access to environmentally friendly vehicles to support logistics/distribution networks for supply of local goods and services	CLEAN GREEN DELIVERY - Provide alternative transport choices for local distribution of goods <ul style="list-style-type: none"> Provide support for development of logistics and use of electric vans and cargo bikes for use by local businesses for delivery of goods in partnership with logistics /delivery companies or social enterprises. 	PKC/PRIVATE	Increase in use of environmentally friendly vehicles for delivery, reduced HGV use in urban areas and improving air quality

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Lack of public transport body to invest in services and infrastructure to support rural/urban routes and night time services	PARKING PAYS – Promote and invest in enhanced public transport infrastructure/services and local on demand services through increased public/workplace parking levies to support regional/local transport partnership <ul style="list-style-type: none"> The development of park and ride sites and additional public transport services with regional/local transport partnerships funded from capital programme/SG funding and increased parking charges and workplace parking levy 	TACTRAN/ PKC	Enhanced public transport services and infrastructure to support access to city and rural towns and cultural and evening economy
Lack of appropriate facilities and management systems to address the growing motorhome & campervan market and problems associated with rough camping.	CAMPING PERTH AND KINROSS - Invest in transport and waste infrastructure to support growth of motorhome/campervan market <ul style="list-style-type: none"> investment in car park infrastructure (similar to the “aire” approach in Europe) and associated waste facilities, signage etc and collaboration with landowners/managers in this regard. 	PKC	Promotion of facilities for the motorhome/campervan market & investment in key car park sites for dedicated space and waste disposal (potentially through extended provision at PNR site around Perth and provide additional facility at Council car parks in Highland Perthshire.
Lack of entrepreneurial skills and approach to the development of robust, deliverable and sustainable local place plans and investment	COMMUNITY WEALTH - <i>Building community enterprise and wealth</i> <ul style="list-style-type: none"> Community Wealth Action Plans - develop Local Place Plans with focus on building community enterprise, wealth and resilience. Additional procurement of specialist consultancy services would be required to extend current work. Consultants would provide further training & facilitate support to communities to enable them to develop plans with a focus on collaboration and partnership to support investment in local businesses, social enterprises, services and management of assets in the area. Between 8 & 10 plans per year until complete. 	PKC/LOIP	Prioritised place and funding plans, developed by the community that covers all aspects of their geographical area including enterprise, health, safety, place, public realm, green space and or potential asset transfer/ capital requirements or buy outs.

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Lack of local grant funding to support business and community enterprise to help stimulate and attract additional investment or service re-design	COMMUNITY AND BUSINESS PLACEMAKING GRANT <ul style="list-style-type: none"> Grant funding to support ideas from local business and community organisations to support additional investment in localities - one-off revenue grant for each eligible town or village linking with participatory budgeting and crowdfunding and allocated according to size. 	PKC	Increased community funding to secure additional investment and develop sustainable social enterprises and development and management of assets
Increased capacity to monitor consumer expenditure and behaviour to inform investment frameworks and business offers from real time data captured from use of mobile and expenditure data	CONSUMER EXPENDITURE AND BEHAVIOUR BAROMETER <ul style="list-style-type: none"> Enhance and develop live impacts and trends using data analytics developed from enhanced Perth & Kinross Mi Rewards scheme (with support from the Scottish Futures Trust). Commission geocaching services 	PKC/Business	Real time data on consumer expenditure and behaviour to allow retailers and businesses target product promotion and services to meet demand, predict future property demand requirements. Support assessment by the Council of event impacts and promotion of commercialisation opportunities.
Lack of gigabit capable digital connectivity infrastructure preventing business digitalisation and access to e-commerce	DIGITAL CONNECTIONS PROGRAMME <ul style="list-style-type: none"> Deliver Gigabit Capable Full Fibre Broadband Infrastructure Project (2020/21) 	PKC/Strategic Partner	Improved digital infrastructure across PK via public sites/Improved business connectivity, turnover and productivity Improved connectivity to individual premises in remote rural areas/ Improved business connectivity, turnover and productivity

PLACE - LONG TERM RECOVERY / GROWTH ACTIONS (2023+)

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
<p>Infrastructure to support growth of city and future development of housing and employment areas. Congestion and lack of network capacity on trunk and principal roads network causing impacts on access to city, new development and air quality areas. Lack of city centre road space and therefore ability to provide significant measures for sustainable travel modes and placemaking due to lack of alternative route for drivers.</p>	<p>Cross Tay Link Road and P & R sites at Luncarty and Walnut Grove</p> <ul style="list-style-type: none"> • New major road infrastructure, crossing of the River Tay, and Park & Ride sites • Includes provision of active travel route and Park & Cycle facility • Direct link to National Cycle Network and links communities 	<p>PKC</p>	<p>Improved inter urban/rural journey times and air quality and increased network capacity and to support growth of city, access, distribution and investment in public transport and active travel alternatives within Perth. Stimulate economy for construction industry. Contracts will achieve significant social value, focussing on community benefits, training and mentoring, employment and the PKC Offer.</p>

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Lack of transport choice for commuting in and out of area to access employment or services. Lack of inter modal transport links between car, bus, bike and rail to link Perth, rural towns with national rail network	Perth Rail and Bus Interchange / Rail Station Improvement <ul style="list-style-type: none"> Development of enhanced car and bike parking, bus access and waiting facilities and improvement and adaptation and development of station and adjacent sites for commercial, residential, retail and leisure use 	Network Rail/PKC	Improved inter urban/rural journey links and access to improved national rail network and station facilities by car, bus and bike
Lack of permanent infrastructure investment supporting changing role of roads and public space to move from car dominated use to enhanced use by other forms of transport and people	Perth People Place <ul style="list-style-type: none"> Development of Glasgow, Edinburgh and Dundee corridors for enhanced use by bus and bike and improvements to Tay St, South St and Mill St for bikes, pedestrians, alfresco use and events linked with conversion and development of buildings, pop up and temporary structures, tree planting, water features, lighting and public art installations to animate space and support evening and winter economy. 		Enhanced intra urban accessibility by all transport modes and vibrant people focused public space
Lack of sustainable high-quality mixed-use neighbourhoods	<ul style="list-style-type: none"> Encourage and promote creation of better living space/well-being neighbourhoods through planning and innovative partnerships with landowners and developers (e.g. Perth West Eco-Village) (see Business section below) 	PKC/ Landowners	Housing development/enhanced urban living

ISSUE/PROBLEM	PROJECT IDEA	LEAD	OUTPUTS/OUTCOMES
Lack of major cultural and visitor attraction	Cultural Transformation - Perth City Museum and Perth City Gallery <ul style="list-style-type: none"> Development of enhanced cultural offer focused on areas history and national and local cultural and art collections and touring exhibitions 	PKC/CPK	Enhanced cultural offer attracting additional visitors to city and surrounding area
Lack of working heritage and heritage skills	Perth City Mills <ul style="list-style-type: none"> Development of heritage attraction focused on working waterpower and resource centre; & office space to support development of heritage skills 	PKHT	Enhanced cultural offer attracting additional visitors to the area and additional facilities and capacity to support development of heritage design and construction skills through reinvestment in heritage asset
Limited quality hotel offer	Perth City Boutique Hotel <ul style="list-style-type: none"> Support for conversion of historic Council offices at 1-5 High St to enable development as quality boutique hotel 	Private/PKC	Additional quality hotel offer to support growth of visitor market and reuse of heritage asset.
Lack of resources to maintain and manage key built and natural heritage attractions impacting on tourism experience	Place Destination Management - Built and natural heritage <ul style="list-style-type: none"> Review of funding support and opportunities to reconsider approach and resources to sustain and enhance active management and maintenance of key built and natural heritage assets in collaboration with local and national agencies. This would seek to apply principles from European best practice on management and funding regimes to support and identify resources to proactively manage heritage and outdoor recreation on a sustainable and responsible basis. 	PKHT/PKCT/NTS/HES/FE	Proactive management of built and natural heritage assets to enhance and sustain visitor experience

PERTH AND KINROSS COUNCIL

30 July 2020

COVID-19 DELIVERY PLAN FOR RETURN TO SCHOOLS AND EARLY LEARNING AND CHILDCARE (ELC)

**Report by Executive Director (Education and Children's Services)
(Report No. 20/126)**

PURPOSE OF REPORT

The purpose of this report is to outline the planning which has taken place to ensure that a full time return to schools and ELC will be achieved from August 2020 If it is deemed safe to do so.

It also sets out how Education and Children's Services is further developing its contingency plan for a phased return to schools and ELC should it be required.

1. BACKGROUND/MAIN ISSUES

- 1.1 In response to the COVID-19 Pandemic, the Scottish Government announced the closure of all schools and early learning and childcare provision from Friday 20 March 2020.
- 1.2 On 21 May 2020, the Scottish Government published the document 'Coronavirus (COVID-19): framework for decision making – Scotland's route map through and out of the crisis'. The route map gave an indication of the order in which the current restrictions would be changed once it was deemed safe to do so.
- 1.3 'Excellence and Equity During the COVID-19 Pandemic – A strategic framework for reopening schools, early learning and childcare provision in Scotland' and subsequent documents provided guidance for local authorities to plan for a phased return to schools and ELC through the development of a Local Phasing Delivery Plan (LPDP) (Appendix 1).
- 1.4 Education and Children's Services (ECS) developed a plan and operational guidance which followed the national route map. The Scottish Government asked for all LPDPs to be shared with Education Scotland (HMle) in order that they could carry out a review of the plans and provide feedback to each local authority. HMle provided a report (Appendix 3) on 9 July with no recommendations for amendment.
- 1.5 On 23 June 2020, the Deputy First Minister announced that the aim of the Scottish Government was that schools return full time in August 2020. It was acknowledged that this was conditional and dependent on ongoing scientific and health advice.

- 1.6 ECS provided the LPDP report and plan to Council on 24 June 2020, ([Report 20/108 refers](#)) and stated that this was now the contingency plan should it not be possible to implement a full time return to school in August 2020, as directed by the Scottish Government.
- 1.7 Since the announcement on 23 June 2020, ECS has been working to develop a Local Delivery Plan (Appendix 1) to support the implementation of a full time return to schools and ELC in August 2020, subject to Scottish Government advice.
- 1.8 The LPDP presented to Council on 24 June 2020 is being further developed should it be necessary to move to a phased return to schools and ELC in August, or at some point in the future.

2. Principles for Reopening Schools and ELC Provision

- 2.1 Planning for the opening of schools and ELC provision follows national guidance, and reflects the agreed aims set out within the National Improvement Framework, including the shared vision of excellence and equity for education.
- 2.2 Local authorities are now required to plan for children and young people to return to full-time education and ELC from 12 August 2020, as safely as possible, following the updated guidance.
- 2.3 This means that almost all children and young people will return on that basis, if it is safe to do so. There may be some children and young people for whom this will not be possible, because they are shielding, have underlying health conditions, or require a phased approach to return because of additional support needs. Planning is underway for those pupils to experience either a combination of in-school and home learning from the start of the new school session, or in some cases, full time learning at home for a period of time.

2.4 Delivery of Critical Childcare Provision

- 2.4.1 During the period of lockdown, critical childcare was provided for essential keyworkers and vulnerable children and young people.
- 2.4.2 The strategic framework detailed that critical childcare should continue throughout the summer holiday to ensure ongoing provision. In PKC, in line with Dundee and Angus Councils, childcare will continue in the current settings and in partnership with 3rd sector organisations until 4 August 2020. Critical childcare will then either pause or cease depending on the instruction provided in the Deputy First Minister's statement on 30 July 2020.
- 2.4.3 Should a full time return to school and ELC be possible, then free critical childcare will cease to be provided by the local authority and normal childcare arrangements will then be available to parents, including access to nurseries, childminders, 3rd sector organisations and Out of School Care (OOSC). Planning is underway to ensure the safe opening of Local Authority Breakfast Clubs and OOSC at the same time as schools reopen.

2.4.4 If a part-time return to schools and ELC is necessary, plans are being put in place to continue with critical childcare should it be required. From August 2020, childcare will then be provided in every school where it is possible to do so, or in nearby hubs where space and/or staffing prohibit this taking place in schools. This work is ongoing, and plans will be progressed as a contingency measure.

2.4.5 Staff who are required to support schools opening in August, including teachers, school support staff, Tayside Contracts and Mitie staff, will be considered as keyworkers and may be eligible for childcare if schools do not return full-time. The current application process has been completed for applications received to date and will resume if it is necessary to do so.

2.5. Preparation for Full-Time Return to School and ELC Provision

2.5.1 The LPDP (contingency plan) presented on 24 June 2020 for the return to schools and ELC on a part-time basis took account of the range of guidance produced by the Scottish Government, Health Protection Scotland and other national organisations. ECS also developed local guidance which was issued to schools and early years provisions to plan for:

- Health and safety guidance for each setting
- Risk assessments for the safe return of staff and pupils
- Determining capacity of school buildings
- Planning for the safe movement in and around the buildings
- Catering and cleaning protocols
- Appropriate signage inside and outside
- Transport provision
- Workforce management

2.5.2 This national and local guidance is now considered to be contingency and will remain in place should a part-time return to schools be required. However, the national COVID-19 Education Recovery Group is producing updated guidance to support local authorities to plan for a full-time return to schools and ELC. ECS local guidance will be amended and adapted to reflect the requirements for all health and safety measures to be in place for a full-time return to schools and ELC.

2.6 Consultation and Engagement of Stakeholders

2.6.1 The Deputy First Minister made a statement to Parliament signalling a change to the plan for pupils return to school and ELC on 23 June 2020, and discussions took place immediately with Headteachers and ELC providers to consider the issues they needed to address. The ECS Education Recovery Group is in place to implement the actions required to ensure that all arrangements are in place for a full-time return. Communications have been issued to parents and carers, staff and trade unions and professional associations and effective use has been made of social media to provide updates of relevant information. Further engagement meetings are planned with stakeholders after 30 July 2020 when the final decision on how schools and ELC provision will return is confirmed.

2.7 Early Learning and Childcare Provision

- 2.7.1 On 15 June 2020 the Scottish Government published non-statutory guidance for ELC providers in the private and third sectors to support a safe reopening of these settings during Phase 3 on 15 July 2020.
- 2.7.2 Under the principles of this guidance ELC settings were able to reopen from 15 July 2020. Local authority nursery settings will coincide with school term time and reopen on 12 August 2020. ECS has been working with partner nurseries and childminders to support them opening from 15 July 2020 onwards. On 15 July, 7 Partner Providers Nurseries opened, 11 intend to open between this date and the date schools reopen and 19 plan to reopen at the same time as schools.

2.8 Implementation of 1140 Hours of ELC

- 2.8.1 The Scottish Government has confirmed that the requirement to deliver 1140 hours from August 2020 has been relaxed. ECS plan to continue to offer 1140 hours wherever possible, following the appropriate guidance, risk assessments and hygiene protocols. Due to the requirement to keep cohorts of children apart, some settings will be unable to offer full 1140 places in August due to the physical space available, however these settings will be offering 600 hours or more of ELC. Gazebos have been purchased to allow for more children to access outdoor provision.
- 2.8.2 All of PKC settings will be able to deliver the legal requirement of 600 hours or more of funded ELC. Over 74% of settings should be able to deliver 1140 hours from August 2020. The table below provides an overview of funded provider plans to deliver 1140 hours during session 2020/21.

Early Learning and Childcare 1140 Overview

Funded Provider	Offering 600 hours	Offering 1140 hours	Before 12 August	By 12 August
Local Authority ELC	10	40		50
Partner Provider ELC	2	31	21	12
Childminder		2	2	
It is hoped that all funded providers will offer 1140 hours of free funded childcare as soon as covid-19 restrictions ease.				

2.9 Schools

- 2.9.1 A full-time return to schools with no physical distancing required between pupils, negates the need for many of the measures put in place regarding capacity of buildings. Pupils will return to their classes and have access to a broad and balanced curriculum.
- 2.9.2 It is recognised that a full-time return to schools and ELC after a period of almost 5 months will require careful planning for pupils. ECS has acknowledged the importance of a phased approach to return during the first

week. It was agreed with trade unions that two In-service days would take place to allow staff time together to prepare for pupils' return, including participating in an induction on health and safety measures within their contexts. These days are scheduled for 10 and 11 August 2020. Schools and ELC have planned a phased return for all pupils on the following three days, to allow pupils to return safely, to ensure that they are familiar with the protocols in place for entering, moving around and exiting the building, and to engage in transition activities. All pupils who can do so will thereafter return full-time on Monday 17 August 2020.

2.10 Health and Safety Arrangements

2.10.1 Physical distancing measures will be required between adults, and between adults and pupils whilst indoors, and so additional guidance and health safety measures are being put in place to ensure safe practices. The importance of good hygiene measures is crucial, therefore a range of risk assessments around classroom activities, cleaning regimes, signage to manage flow around buildings and use of school spaces are being developed. Clear guidance is available to schools and ELC provisions to adapt these assessments for their individual contexts.

2.10.2 The Scottish Government has published a series of directions in relation to the Coronavirus Act 2020 pertaining to the reopening of schools and ELC. The most recent educational continuity direction published on 22 July 2020 continues to restrict access to schools ELC settings and out of school care provision managed by the education authority other than for the purposes of supporting educational provisions.

2.10.3 Further advice has been published in "COVID Sub-Group Advice Note 1- Distancing in Schools". The Advice note states that a package of measures must be put in place to reduce the risk of transmission of the virus. These include:

- An increased emphasis on hand hygiene and surface cleaning. Hand washing/sanitising should be required for everyone on every entry to the school.
- As close as possible to zero tolerance of symptoms should be in place, and strict compliance with the Test and Protect system.
- In both primary and secondary settings, avoid large gatherings and crowded spaces and, as much as possible, to keep pupils within the same groups for the duration of the school day.
- Sharing of equipment/utensils/toys/books should be minimised; and smaller groups and more outdoor activities put in place.
- Movement between schools - of children, and of temporary/supply/peripatetic staff etc. - should be kept to an absolute minimum.

2.10.4 In order to ensure that the risk of the virus spreading is kept to a minimum, the advice note states that transmission between adults is a critical area of focus, and pertains to all adults in the school estate, including parents at the school gates.

2.11 Curriculum

2.11.1 It is recognised that a period of reconnection is required as staff and pupils return to school and ELC. Wellbeing is of paramount importance, and the curriculum offer will consider that children and young people need time to reconnect with their peers, with staff and to get used to new ways of working. The curriculum will reflect that, and careful consideration will be given to the balance of time for subject areas, and methods of delivery. Levels of engagement in learning at home during the closure period will have varied, and therefore a process of contextual assessment of progress will take place to determine progress, and to identify any gaps in learning.

2.12 Support for Children and Young People with Additional Support Needs

2.12.1 Throughout lockdown and into each phase of delivery, GIRFEC approaches to planning have continued for children and young people who require support to address barriers to their learning. The LDP ensures that children who require targeted and specific support will receive it to ensure equity, and to address the difficulties which some children and young people have faced by not being in school. It is recognised that for some pupils, learning at home in some respects has been a positive experience, and where it is assessed that this would be beneficial, an element of home learning may be provided for those pupils to support transition back into full time attendance.

2.12.2 Specialist provisions within primary and secondary schools and Fairview (Special) School have developed plans to enable a full-time return to school for pupils as safely as possible. Their approaches take account of the individual needs of and include specific actions needed to maintain safety for all. Guidance for staff working in this area has been developed to support them in key areas, such as managing intimate personal care and behaviours.

2.13 Learning at Home

2.13.1 Some pupils will not be able to return to school full-time from the outset of the new session. This may be because they are shielding, have an underlying medical condition or because of their additional support needs. It is expected that a small number of pupils may return on a phased basis, and a very few may access learning at home as part of a transition back to school full time. Each pupil who is not able to return to school full time will have their needs assessed, and their Child's Plan adapted to ensure a clear pathway for their learning.

2.13.2 ECS developed clear guidance for online and remote learning during lockdown, and this will continue to be adhered to and improved to ensure that pupils who cannot return to school on a full-time basis in August access high quality learning and appropriate support.

2.14 Workforce Planning

2.14.1 Work is well underway to ensure that the staffing required to ensure a full time return of pupils is available. The staffing exercise and "normal" recruitment for the coming academic session has been concluded. Schools have already

determined, based on current health guidance, how many teachers may still be required to work from home due to shielding, or because of serious underlying health conditions. Based on the returns, a headcount figure of 69 teachers (43 primary and 26 secondary) is required to cover those who are not able to attend school. The numbers of actual teachers are likely to be less than this as many schools are using existing part time staff, supply and other staff who could be deployed, such as outreach, peripatetic or support staff.

2.14.2 There is a need to ensure that additional staffing can be deployed so that the local education delivery plan can be fully implemented. Additional teaching staffing has been secured through the engagement, of 1-year contracts, of 10 probationer teachers who have just finished their induction year and who had not yet secured a post. It is estimated that 5 additional teachers are required to support online learning. The total number of teachers therefore required, based on current data, is 84 FTE. Further contracts may be offered to support recovery. The numbers of supply teaching staff have expanded, with applications from teachers returning to the profession after a break, for example, following retirement. The numbers of support staff required is still currently being assessed.

2.14.2 Inclusion staffing has been realigned so that additional pupil support assistants can be allocated to settings or to children and young people who would benefit from their support. These plans will evolve as the return to schools progresses.

2.15 Individual School Plans

2.15.1 All schools submitted their model of attendance for a part-time return, and these will remain in place as contingency plans. A few schools required additional support to maximise attendance, and ECS are continuing to develop these plans with them. This includes the consideration of additional staffing, access to other buildings for additional learning spaces and transport requirements.

2.15.2 Schools and ELC provisions, with support from ECS, are now developing their individual school plans for a full time return to schools, amending their health and safety procedures to reflect the updated national guidance.

3.0 MAIN CHALLENGES

3.1 Very good progress has been made in producing the plans required to adapt to either a full time or part time return to school and ELC in August 2020. ECS has moved quickly to ensure that engagement with Headteachers and ELC providers took place before the end of this current session, and arrangements are in place to continue to implement the actions required over the summer period.

3.2 The following areas provide some further challenges and require additional focus if a part time return is implemented:

- Provision of Critical Childcare: If critical childcare is required from August, the demand will be significantly increased to accommodate school and

ELC staff. Additional staffing and accommodation are being planned for in order to meet these requirements.

- Planning for school transport has been progressed based on the scientific evidence published on 16 July 2020. If the Scottish Government Guidance does not reflect the evidence regarding no physical distancing on all dedicated school transport vehicles including taxis, there will be insufficient capacity of vehicles and drivers to provide transport for all pupils entitled to receive this service. It may be necessary to fulfil this statutory entitlement by alternative means such as parental contracts.
- Staffing: With a number of staff who may be unable to attend schools and ELC due to underlying health conditions, the need to provide additional staffing for some schools and the potential requirement for critical childcare, there is a need to recruit and deploy staff creatively.
- Further planning to ensure that all schools can deliver at least two days direct teaching as part of the contingency planning for a phased return if it is necessary to do so.

4.0 Financial Position

4.1 The expenditure to date in supporting learning at home and providing critical childcare were reported to Council on the 24 June 2020 (Report 20/108 refers). Appendix 2 provides the latest projected expenditure for financial year 2020/21.

4.1.2 The Scottish Government has since provided further funding to support education recovery and these are noted below:

- On 23 June 2020, the Deputy First Minister announced that the Scottish Government will provide £100m of additional funding to support the return to full time education from August 2020. No detail has been provided to date on Local Authority allocations or conditions of funding.
- Free School Meal payments during the summer holidays - (1/7/2020 to 10/8/2020) with a grant up to £214,000. Perth and Kinross Council will continue to make payments until all pupils return on 17 August 2020.
- Purchase of Digital Devices & Connectivity to Tackle Digital Exclusion amongst Children & Young People with a grant of up to £719,348.

4.1.3 A further announcement is that Home to School Transport should be included as an extension the school estate, and therefore pupils will not be required to physically distance on buses. Costs are likely to be incurred due to the advice that pupils from different schools should not travel on the same bus.

4.2 In returning to full time education in schools and ELC the following areas of expenditure will be Home to School Transport; cleaning; teachers and support staff; and digital devices and connectivity to support learning. These costs have been estimated within Appendix 2. These estimated costs will be kept under constant review and may change depending on the Deputy First Minister's announcement on the 30 July 2020.

5.0 CONCLUSION AND RECOMMENDATION(S)

- 5.1 ECS now has planning in place for either a full-time or part-time return to schools from August, to be implemented after the Deputy First Minister's statement on 30 July 2020. Actions have been taken to minimise the disruption for schools and ELC. For example, minimising the movement of peripatetic staff between schools whether schools return full time or part time, and having appropriate signage in place to manage movement around the school. This means that any changes to the national guidance will be able to be actioned quickly and with less disruption to routines for staff and pupils.
- 5.2 It is acknowledged that the contingency plan may need to be implemented at some point in the future therefore this plan will be kept under review, amended and adapted as new practice and national advice evolves.

5.3 It is recommended that Council:

- (i) Notes and comments on the content of the report and LDP.

Author(s)

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Approved

Name	Designation	Date
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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes/None
Community Plan/Single Outcome Agreement	
Corporate Plan	
Resource Implications	
Financial	Yes
Workforce	Yes
Asset Management (land, property, IST)	
Assessments	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	
Sustainability (community, economic, environmental)	
Legal and Governance	Yes
Risk	
Consultation	Yes
Internal	Yes
External	Yes
Communication	
Communications Plan	yes

1. Strategic Implications

Community Plan/Single Outcome Agreement

1.1 *This section should set out how the proposals relate to the delivery of the Perth and Kinross Community Plan/Single Outcome Agreement in terms of the following priorities:*

- (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.*

This report relates to Objective Nos (i) (ii)

Corporate Plan

1.2 *This section should set out how the proposals relate to the achievement of the Council's Corporate Plan Objectives.*

- (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.*

This report relates to Objective Nos ((i) (ii)).

2. Resource Implications

Financial

- 2.1 The estimated financial implications known to date are reflected within Appendix 2. Any updated financial implications that arise from the return to school and early learning and childcare will be reported to the Leaders and Service Sounding Boards as appropriate.

Workforce

- 2.2 Human Resources have been consulted, and HR colleagues are working with the service to deliver on the ambitions contained within the plan.

- 2.3 Asset Management (land, property, IT)

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. This Equality Impact Statement is currently being finalised.

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 **relevant** and actions taken to reduce or remove the following negative impacts: Reduce the impact of COVID-19 on the educational attainment and wellbeing of children and young people, particularly those for whom poverty or family circumstances have had a great effect.

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.

This section should reflect that the proposals have been considered under the Act and

Option 2 no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

Legal and Governance

- 3.4 *Head of Legal and Governance Services has been consulted.*

- 3.5 A risk register is being compiled to support this plan

4. Consultation

Internal:

- 4.1 Consultation and engagement has taken place with head teachers, trade unions and professional associations, parents and carers. Their views have been sought. The full plan has still to be shared with key stakeholders.

External

5. Communication

- 1.1 A communication plan has been developed to support the consultation and engagement of key stakeholders, and to communicate key messages to the wider public. This plan includes a mix of consultation, network and parent forums, and the use of social media

2. BACKGROUND PAPERS (These should be hyperlinked where possible)

- [Framework for Decision Making – Scotland’s Routemap Through and Out of the Crisis](#) (21/05/20)
- [Strategic Framework for Re-opening Schools and ELC Provisions](#) (21/05/20)
- [Non-Statutory Guidance for Re-opening Schools](#) (28/05/20)
- [Physical Distancing in Education & Childcare Settings](#) (15/5/20)
- [School & ELC Closure – Guidance about Key Workers & Vulnerable Children](#) (31/03/20)
- [Supporting Pupils, Parents and Teachers – Learning During Term Four](#) (20/04/20)
- [Test & Protect \(Summary\)](#) (26/05/20)
- [Test & Protect – Advice for Employers](#) (26/05/20)
- [Curriculum for Excellence in the Recovery Phase](#) (05/06/20)
- [Support for Continuity in Learning](#) (05/06/20)
- [ELC Note for all Childcare Providers](#) (28/05/20)
- [Covid-19: Scientific Evidence on Schools and ELC Settings](#) (27/05/20)
- [Coronavirus \(COVID-19\) Phase 3: guidance on reopening early learning and childcare services](#)
- [Coronavirus Act 2020:educational continuity \(no 3\) direction](#) (1/07/20)
- COVID Sub Group Advice Note 1: Distancing in Schools (16/07/20)
- COVID Sub Group Advice Note 2: School Transport (16/07/20)

3. APPENDICES

Appendix 1: ECS Local Delivery Plan
Appendix 2: Financial Summary
Appendix 3: Education Scotland letter



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COVID-19 Local Delivery Plan for Return to Schools and Early Learning and Childcare

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Introduction

Since the closure of all Early Learning and Childcare (ELC) settings and schools on 20 March 2020, learning for children and young people has continued from home. In Perth & Kinross Council (PKC), school staff have worked tirelessly to develop and improve the ways in which this has been delivered, to ensure that parents and carers are able to support learning, and that children and young people have learning which is adapted to suit their needs. In addition, over the period of lockdown, critical childcare for key workers and vulnerable children has been provided seven days a week and over holiday periods.

On 21 May 2020, Scottish Government published the document *“Coronavirus (COVID-19): Framework for Decision-Making - Scotland’s route map through and out of the crisis”*. The route map gave an indication of the order in which the current restrictions would be changed once it was deemed safe to do so. *“Excellence and Equity During the COVID-19 Pandemic - A strategic framework for reopening schools, early learning and childcare provision in Scotland”* was published on the same date and on 28 May 2020 *“Coronavirus (COVID-19): Reopening schools guidance”* was published. These documents provided clear guidance for local authorities to plan for a phased return to schools and ELC.

Perth & Kinross Council Education & Children’s Services (ECS) developed a plan which mirrored the [national phasing plan](#).

On 23 June 2020 the Deputy First Minister announced that the Scottish Government’s aim was to work towards schools returning in August on a full-time basis with no physical distancing between children and young people. This aim was conditional and dependent on the latest scientific and health advice. A decision will be made on 30 July 2020 about whether a full or part-time return to schools is to be implemented.

The LPDP is now a contingency plan, and this Local Delivery Plan (LDP) is to support a **full-time return** to schools and ELC if it is possible to do so.



The Current Position

Perth and Kinross Model of Delivery of Learning and Childcare Provision

In line with Scottish Government guidelines, PKC asked partner providers and childminders to support in delivery of childcare. Currently six partner providers, and eighteen childminders are working with us to deliver critical childcare. The decision was made to place younger children and family groups together where possible with partner providers, and children who would benefit most from a home setting with childminders. Six Children's Activity Centres (CACs) were developed, along with two specialist provisions who remained open for some of their pupils.

In Perth and Kinross, the Children's Activity Centres were initially open seven days a week and over the holiday period. The need for weekend provision reduced and has not been operating over the summer holidays. The average attendance has increased during the period of closure and the numbers of approved key workers and vulnerable pupils grew. By early June, average attendance was between 240-290 children per day, with approximately 500 children accessing childcare in total.

Provision Over Summer Holiday Period

In total there are now 296 children registered for childcare in Children's Activity Centres over the summer. The table below details the highest and average rate of daily attendance over the six-week period.

Summer Childcare	Average attendance over 6 weeks	Highest Rate of Attendance
CSOA	12	13
Invergowrie	14	24
Kinross	10	11
Newhill	24	32
NICC	29	34
Tulloch	29	32
Partner Providers	17	42
Childminders	2	5



The Current Position

Plan for a Full-Time Return to Schools and ELC

It is acknowledged that the return to schools and ELC on a full-time basis, with no physical distancing in place between children, but with 2 metres between adults and children, will require careful implementation during the first week. It has therefore been agreed across the Tayside Collaborative that two In-Service days for staff will take place on 10 and 11 August 2020. This will allow time for staff to make themselves familiar with the protocols in place, and to prepare for the return of children and young people.

Pupils will then return on a phased basis on 12, 13 and 14 August 2020, according to the plans schools and ELC settings put in place to suit their contexts. All pupils who can do so will then return full-time on Monday 17 August 2020.

Home Learning - Access to Digital Devices and Connectivity

Most children and young people have been accessing their learning at home, through a variety of paper-based resources and online and digital means. A significant effort was made to identify those families for whom digital access to learning was hampered by a lack of either internet connection or devices. Over 350 devices on mobile internet packages were supplied to families, ensuring that all children and young people were able to make best use of the digital and online learning plans in place. Many other iPads and laptops were supplied by schools to families who were experiencing challenges with the demands on the number of devices in the household but had sufficient internet access.

Schools have taken varied approaches to online learning for pupils to allow them to engage in meaningful ways. This has been supported by the [PKC Remote Learning Hub](#) which provides resources, advice and support to parents, staff and pupils. All pupils access Glow or other online tools to access learning and feedback delivered by teachers.

Work will continue to ensure that the pace of progress in the use of digital technologies is optimised, and a review of the current strategy will take place as part of the Recovery Plan for ECS.



The Current Position

Support for Vulnerable Children and Young People and with Additional Support Needs (ASN)

From the outset, provision has been made for children and young people who were assessed by Headteachers and social work colleagues as vulnerable. This has been through attendance at Children's Activity Centres, partner providers, childminders, specialist provisions, and through the direct support from social work and other community supports. The GIRFEC (Getting it Right for Every Child) practice model has continued to ensure that Child's Planning processes has involved parents and partners, and that plans have been reviewed to meet needs. Work is now underway to consider how a full-time return to school and ELC will impact on individual Plans and the adjustments required to support a successful return.



Considerations for PKC Delivery Plan

Key Principles

Decisions made regarding the opening of schools and ELC provision must align with the national framework, and also be guided by the agreed aims and objectives within the National Improvement Framework, including the shared vision of excellence and equity for education, Curriculum for Excellence, Getting it Right for Every Child and other legal requirements.

The PKC Local Education Delivery Plan has adopted the following key principles set out in the national strategic framework:

- 1 Safe:** *protects the physical, emotional and mental health and wellbeing of children and young people as well as staff.*
- 2 Fair and Ethical:** *ensuring every child has the same opportunity to succeed, with a particular focus on assessing progress and identifying gaps in learning and ensuring that wellbeing is at the heart of the curriculum.*
- 3 Ability to prioritise learners at key points and/or with specific needs.**
- 4 Clear:** *is easy to interpret and understand, and has the confidence of parents, staff and young people so that they can plan ahead.*
- 5 Realistic:** *the options are both viable and effective.*

Health and Safety Considerations

This plan and accompanying operational guidance take account of the range of information produced by the Scottish Government, Health Protection Scotland and other national organisations to support the full time return to schools and ELC. A range of guidance has been produced by Education & Children's Services to support schools and ELC. Specific guidance developed to support planning in relation to blended learning, additional support for learning, child and staff wellbeing and transitions will continue to evolve, as part of our contingency planning, and our planning for a full-time return.

The priority to ensure that children, staff and our communities remain safe and are protected from COVID-19 is paramount. Guidance relating to health and hygiene practices must be adhered to without any deviation.

Local authorities are working closely with the Scottish Government and schools to ensure that plans for school reopening are in place. As further national guidance is issued, this plan will evolve and adapt. Plans implemented at school level require a significant level of detailed planning, and clear communication with all stakeholders has been part of their development. Effective practice will continue to be shared between schools and local authorities, particularly across the Tayside Regional Improvement Collaborative.

It is recognised that planning for a return to schools is happening in a dynamic and rapidly changing environment, where guidance can be quickly revised. This plan will remain under continuous review to ensure its currency with the latest information available.



Considerations for PKC Delivery Plan

Critical Childcare

The Local Delivery Plan takes account of the need to maintain provision for the children of key workers and identified vulnerable pupils, as is currently the case.

It is planned that existing CACs will continue to operate in their current locations until Tuesday 4 August 2020. Partner providers, 3rd sector partners, and childminders will also operate as such until then.

Should a phased return to school be necessary in August, critical childcare will then be provided in every school where it is possible to do so, or in nearby hubs where space and/or staffing prohibit this taking place in any schools setting. Critical childcare will continue to be provided through partner and childminders for those children below primary school age.

Should a full-time return to school and ELC be possible, then in line with the Tayside Collaborative, free critical childcare will cease to be provided by the local authority on 4 August 2020, and normal childcare arrangements will be available to parents, including access to nurseries, childminders, 3rd sector organisations and Out of School Care (OOSC).

Communication and Consultation with Staff, Pupils and Parents

Regular communication is taking place with staff and Professional Associations representatives about planning for return to school. This includes updating information about staff who are shielding or requiring to isolate and how physical distancing and hygiene/infection control measures are being put in place. Prior to any return of staff, school and centre managers have worked in collaboration with staff and Professional Association representatives together to devise and agree risk assessments.

In planning for schools to reopen, pupils and parents are being kept informed about dates for return and other operational considerations such as transport and school meals. Guidance has been provided to promote mental wellbeing during lockdown and in relation to preparation for the return to school. Information will also be shared about risk assessments and schools' procedures for physical distancing, hygiene and cleaning routines. Where it is necessary, individual risk assessments will be developed for pupils who require them.

ECS has made arrangements to meet with trade unions, headteacher executive groups and the Parent Council Chairs Network in early August, to update them on the arrangements for returning to school and ELC.



Considerations for PKC Delivery Plan

Health and Safety

Risk Assessments

Every early learning and childcare centre and school will be required to have COVID-19 risk assessments in place which have been devised and agreed with the participation and involvement of staff and Professional Association representatives. They must make specific reference to where COVID-19 measures result in any amendments to practices. This process will be complete once final national guidance is issued, and in the meantime, work is underway to develop generic assessments and exemplars which can be utilised by schools and ELC and adapted to their context.

Access and Use of Cleaning, Hygiene and Personal Protective Equipment (PPE)

The availability and use of PPE in schools and early learning and childcare centres is to be based on the latest national guidance.

Guidance from Health Protection Scotland states that the regular use of PPE is not required within education and childcare settings whilst undertaking regular and routine functions and duties as other infection control measures are in place. Where situations dictate that physical distancing requirements cannot be maintained or the specific nature of duties presents additional risks, the risk assessment will determine the nature of any PPE required.

A robust cleaning and hygiene regime is required to ensure a safe return to schools and ELC. PKC schools and ELC settings are well-resourced to ensure that sufficient cleaning, hygiene and PPE resources are in place so that the required protocols are followed in each setting.

Test and Protect

An important measure that is planned into risk assessments and procedures for schools is the ability to respond rapidly to the changing status of the virus, either nationally or locally. That includes being able to quickly close or reopen schools and respond to staff or pupils having to isolate under the government's Test and Protect programme. Risk assessments and resilience planning take account of these measures. We are working closely with NHS Tayside to ensure full access to Test and Protect and have confirmation from them that it is available in Perth and Kinross.

Readiness of Schools and ELC

Buildings must be fully prepared for reopening to staff and pupils. Plans and protocols have been devised for cleaning routines, health and safety checks, building (including ventilation) checks, fire safety checks and for the provision of PPE and hygiene supplies. Colleagues from across services are working to make sure that the full Learning Estate is operational and ready to safely receive staff and pupils.



Considerations for PKC Delivery Plan

Transport

In PKC, consideration of the impact of providing home to school transport in a safe and physically distant manner is an important factor in our planning, including managing the flow of traffic at the start and end of the school day. Each school is working with the Council's Public Transport Unit and they will liaise with transport operators to determine the operating procedures for daily transport in preparation for pupils returning on 12 August 2020. This will include working with Parent Councils to support school active travel plans.

Gaelic Medium Education (GME)

Schools that deliver GME will continue to provide an experience that is based upon the principles of the total immersion and immersion phases. It is recognised that support at home, and for the at-home learning element of blended learning, for GME pupils is a challenge for most families. To support this, Education Scotland is developing a resource base supporting learning at home and Bòrd na Gàidhlig have also developed an initiative called #cleachdaigantaigh (use it at home) that identifies a range of opportunities for online learning. Further exploration of the use of these resources will continue as part of the schools contingency planning.

Curriculum and Learning

It is recognised that a period of reconnection is required as staff and pupils return to school and ELC. Wellbeing is of paramount importance, and the curriculum offer will consider that children and young people need time to reconnect with their peers, with staff and to get used to new ways of working. The curriculum will reflect that, and careful consideration will be given to the balance of time for subject areas, and methods of delivery. Levels of engagement in learning at home during the closure period will have varied, and therefore a process of contextual assessment of progress will take place to determine progress, and to identify any gaps in learning. Careful consideration will be given to risk assessments in delivering some aspects of the curriculum, with activities which are regarded as higher risk such as PE and group singing activities. The use of outdoor learning opportunities will continue to be a key feature of planning for schools.

Supporting Learning and Wellbeing

The priority on re-entry to school will be supporting the wellbeing of children, young people and staff, which should take place through a nurturing approach. Key principles for nurturing wellbeing include:

- *Promoting feelings of safety*
- *Recognising loss*
- *Supporting emotional containment*



Considerations for PKC Delivery Plan

- *Prioritising connectedness and social relationships*
- *Fostering resilience, including identifying opportunities for growth and development*

Many resources and approaches already in use will be supportive to children and young people's wellbeing on re-entry to school. As well as universal principles for nurturing wellbeing, children and young people who would benefit from targeted support will be identified, their needs considered, and plans made.

Re-engagement with more formal learning will be responsive to the needs of the school community. While children and young people will need time to adjust both to returning to the school environment and also to formal learning, familiar structures and predictable routines can provide a sense of security. Schools will consider what their recovery curriculum will look like, balancing opportunities for play, social and emotional learning activities, and reconnection with a steady return to academic activities.

Through the process of contextual assessment, children and young people who may benefit from more intensive support in particular areas, academic as well as social and emotional support, will be identified and interventions planned, working collaboratively with partners where appropriate.

Support for Children and Young People with Additional Support Needs

Throughout lockdown and into each phase of delivery, GIRFEC approaches to planning have continued for children and young people who require support to address barriers to their learning. The LDP ensures that children who require targeted and specific support will receive it to ensure equity, and to address the difficulties which some children and young people have faced by not being in school. It is recognised that for some pupils, learning at home in some respects has been a positive experience, and where it is assessed that this would be beneficial, an element of home learning may be provided for those pupils to support transitions back into full time attendance.

Specialist provisions within primary and secondary schools and Fairview (Special) School have developed plans to enable a full-time return to school for pupils as safely as possible. Their approaches take account of the individual needs of and include specific actions needed to maintain safety for all. Guidance for staff working in this area has been developed to support them in key areas, such as managing intimate personal care and behaviours.



Considerations for PKC Delivery Plan

Workforce Planning

Work is well underway to ensure that the staffing required to ensure a full-time return of pupils is available. Schools have already determined, based on current health guidance, how many may still be required to work from home due to shielding, or because of serious underlying health conditions. A mapping exercise to gather data on available staff who could be deployed, such as outreach, peripatetic or support staff is ongoing, as well as establishing the availability of supply staff.

There is a need to ensure that additional staffing can be deployed so that the local education delivery plan can be fully implemented. Many schools have already secured the additional staff they require for this. Additional staffing has also been secured through the engagement, on 1-year contracts, of probationer teachers who have just finished their induction year and who had not yet secured a post. Appointments to vacancies from a pool of appointable candidates have been made. Further contracts may also be offered to this group to support recovery. The numbers of supply teaching staff have also expanded, with applications from teachers returning to the profession after a break, for example, following retirement.

Inclusion staffing has been realigned so that additional pupil support assistants can be allocated to settings or to children and young people who would benefit from their support. These plans will evolve as the return to schools progresses.

Individual School Plans

All schools submitted their model of attendance for a part-time return, and these will remain in place as contingency plans. A few schools required additional support to maximise attendance, and ECS are continuing to develop these plans with them. This includes the consideration of additional staffing, access to other buildings for additional learning spaces and transport requirements.

Schools and ELC provisions, with support from ECS, are now developing their individual school plans for a full-time return to schools, amending their health and safety procedures to reflect the updated national guidance, planning for a phased return in week one, and developing a curriculum which meets the needs of their pupils.



A Local Delivery Plan for Return to School and ELC

The table below provides a summary of the planning which has taken place, or is planned for, in each phase of recovery. ECS is continuing to plan for full-time or phased return to school and ELC.

Lockdown	Phase 1	Summer Activity	Phased Return	Full-Time Return
<i>Up to 8 June 2020 Complete</i>	<i>8 June - 1 July 2020 Complete</i>	<i>2 July - 7 August 2020 Ongoing</i>	<i>Contingency Planning Ongoing</i>	<i>From 10 August 2020 Timescale to be confirmed</i>
<p>Risk assessments developed and agreed in partnership with staff and trade unions.</p> <p>Health & Safety measures put in place.</p> <p>HR guidance for staff in relation to health and shielding.</p> <p>Continuation of Critical Childcare.</p> <p>Preparation for opening buildings.</p> <p>Considering basic school day structures.</p> <p>Communication for staff, pupils and parents.</p> <p>Work to commence on determining building capacity and transport impact <i>(ongoing)</i>.</p> <p>Further update to curriculum offers for early years, primary and secondary.</p>	<p>HTs co-ordinated with school staff to plan for return from 8 June 2020.</p> <p>Planning for curriculum in August.</p> <p>Survey of key workers to identify summer demand.</p> <p>Organisation of learning spaces and setting up buildings for return.</p> <p>Transition for new P1 and S1 and enhanced transitions where safe and possible.</p> <p>Continuation of critical childcare.</p> <p>HR support for staff returning to school <i>(ongoing)</i>.</p> <p>Agree attendance patterns for August and communicate with school community.</p> <p>Transport Plan <i>(ongoing)</i>.</p> <p>Complete risk assessments for return of pupils <i>(ongoing)</i>.</p>	<p>Ongoing support for identified vulnerable pupils agreed by professionals.</p> <p>Provision of critical childcare.</p> <p>Operation of a number of early years provisions across the authority area.</p> <p>Review of risk assessment, building capacity and transport needs in line with government guidelines prior to August opening.</p> <p>Contingency planning to continue should National guidelines on physical distancing change.</p> <p>Signage placed in all schools and ELC to support safe practices in handwashing, hygiene and safe movement around the building.</p> <p>All property checks completed to ensure a safe return to buildings.</p> <p>Risk assessments completed for subject departments, staff who require them, and visitors to buildings.</p> <p>Cleaning and PPE equipment ordered and delivered to schools and ELC.</p>	<p>All school and ELC return 10 August for two In-Service days. Children and young people begin to return on 12 August 2020.</p> <p>Contingency planning to maximise attendance in schools which require further support.</p> <p>Contingency planning for providing critical childcare if required.</p> <p>Continue to develop blended learning approaches.</p> <p>Support for pupils returning to school</p> <p>Responsive closure plan in place if virus status changes.</p>	<p>Continued development of the primary, secondary and learning curriculum offers.</p> <p>Dependent on virus status and latest scientific and government advice, the operational maxima for schools will be adjusted to allow more to attend.</p> <p>Increasingly regular operation of schools and ELC whilst maintaining any required precautions.</p> <p>Maintenance of a responsive closure plan should a school or centre be connected to a virus outbreak.</p> <p>Gradual relaxation of restrictions and additional measures around school transport, cleaning and catering as dictated by government advice.</p>

A Local Delivery Plan for Return to School and ELC

Summer Holiday Period: 2 July - 4 August 2020

This delivery phase involves the maintenance of provision over the summer holiday period for eligible children of key workers and for vulnerable pupils where it is deemed necessary for their wellbeing to attend. Planning and preparation for a full-time return to school and ELC is taking place through the development of a Local Delivery Plan. Contingency planning will continue should a part-time return be required.

Delivery Theme	Childcare	Summer Activities	Preparation of School and ELC Planning for Full-time Return
Staff Activity	Staff allocated to work in partner providers or CACs will continue to do so.	Local Delivery Plan developed for a full-time return to school and ELC.	<p>Property and business and resources teams working on all appropriate safety checks and improvements in schools and ELC centres.</p> <p>Guidance and risk assessments being developed and shared across schools and ELC following updated guidance from Scottish Government after 30 July 2020.</p> <p>Liaison with NHS on all health protocols required, including test and protect.</p> <p>Transport arrangements pursued.</p>
Critical Childcare	Early years settings will continue to offer places, by agreement, for children of key workers and other targeted groups.	3rd sector partners working in conjunction with local authority will provide respite for vulnerable children and young people over the holiday period.	
Reopening of Early Learning and Childcare	Guidance and risk assessments developed and shared across schools and ELC. Fortnightly meetings with all funded providers to support their reopening.	As above and Partners and childminders will be supported to transition critical childcare back to their usual client base.	Guidance and risk assessments developed and shared with schools and ELC. Officer support to ensure buildings meet health and protection guidance.



A Local Delivery Plan for Return to School and ELC

Phased Return to Schools and ELC from August 2020: Contingency Planning

This is currently PKC Contingency Planning

This phase of delivery involves the systematic return of pupils to school buildings in a safe and progressive manner that observes physical distancing requirements. This phase will involve a blended approach of in-school and home learning that balances direct teaching and the completion of follow-up tasks. **Please note that this is now the PKC Contingency Plan for schools reopening, for all, starting from 10 August 2020 for staff.**

Delivery Theme	Early Years Settings	Primary Settings	Secondary Settings	Scottish Government Phase Guidance for Education and Childcare
Staff Attendance	All staff to attend In-Service before children return	All school staff able to return will do so as planned.		Children return to school under a blended model of part-time in- school teaching and part-time in-home learning. Public health measures (including physical distancing) in place. All childcare providers reopen subject to public health guidance, with available capacity prioritised to support key worker childcare, early learning and childcare (ELC) entitlement and children in need.
Pupil Attendance	Eligible children will return to attendance at nursery from 12 August onwards. Each early learning setting will have plans determining the operational maximum that can attend. Places allocated based on guidelines published by the Scottish Government. Settings will develop a communication plan that will provide clear and consistent information to parents about the operation of nurseries and which children can attend each day.	Primary schools will operate on maximum pupil attendance that can be achieved whilst following public health guidance. Pupils will attend on a rotational basis across four days of the week. The other day will focus on targeted support for individuals or small groups and preparation for online learning. Attendance will ensure family groups are on the same pattern. Wearing uniform during this phase will be optional.	Secondary schools will operate on the maximum attendance achievable and will adopt attendance patterns appropriate to their capacity, staffing and transport infrastructure. Pupils will attend on a rotational basis for a minimum of 40% of the time, and more where achievable. Wearing uniform during this phase will be optional.	
		Schools will develop a communication plan for the provision of clear and consistent information about attendance and blended learning arrangements. This will include clear information about which days their children can attend school.		

A Local Delivery Plan for Return to School and ELC

Delivery Theme	Early Years Settings	Primary Settings	Secondary Settings	Scottish Government Phase Guidance for Education and Childcare
Critical Childcare	CACs will prioritise places for key workers in the first instance, with additional spaces for vulnerable children.	<p>When agreeing attendance at school, first priority will be given to children of key workers when they have no other care.</p> <p>Enhanced transitions from home to school for vulnerable children will be provided where needed.</p> <p>Enhanced transitions for nursery to P1 children will be completed.</p>	Enhanced transitions for P7 to S1 children will be completed.	
Curriculum	<p>The early years curriculum will continue to be heavily play-based and focus strongly on outdoor learning and play.</p> <p>Tracking of experiential learning should be in place to ensure equitable experiences for children attending at different times or days.</p>	<p>The focus of the in-school curriculum in the early years should be play and experiential based and balanced with high-quality direct teaching in key areas of Literacy, Numeracy and Health & Wellbeing.</p> <p>In upper primary, the in-school curriculum will focus on quality teaching experiences in the core areas of Literacy, Numeracy and Health & Wellbeing.</p> <p>For all pupils, there will be a blended curriculum that will balance direct teaching in schools with time learning at home.</p>	<p>Where possible, curriculum delivery will be in line with the school's timetable.</p> <p>A strong focus for prioritising delivery will be those undertaking national qualifications.</p> <p>Where possible, timetable co-ordination could be used to increase the breadth and capacity of teaching across schools. This may also be digital online learning, such as the Perth City Campus or Virtual Campus courses.</p> <p>Careful tracking of learning is needed to ensure that the teaching experience of pupils attending on different days remains consistent.</p>	



A Local Delivery Plan for Return to School and ELC

Delivery Theme	Early Years Settings	Primary Settings	Secondary Settings	Scottish Government Phase Guidance for Education and Childcare
Curriculum <i>(continued)</i>		<p>Schools will support Gaelic Medium pupils, particularly in P1-3, with intensive support for oral literacy and immersive language experiences.</p> <p>Careful tracking of children's progress and achievement will be necessary across all aspects of learning experience.</p>	<p>Schools will maximise the use of online learning offer as well as direct teaching in school.</p> <p>Blended learning will be the norm for pupils with direct teaching on certain days in combination with home learning and engagement with online learning content.</p> <p>Where necessary, time can be allocated to gathering evidence for any SQA appeals processes.</p>	
Home Learning	When children are not in attendance at nurseries or childcare centres, staff may provide engagement activities for them to undertake at home with a focus on active and outdoors play and creativity.	<p>Blended learning will be the norm for all pupils, where teaching and learning during attendance in school will be complemented by home learning.</p> <p>Guidance is available to support and extend the blended model formulated by schools.</p>	<p>Blended learning will be the norm for all pupils and the exact nature and balance of this will depend on the attendance model used by each school.</p> <p>Direct teaching in schools will sit alongside home learning that follows up on the core teaching input and teachers will provide a mix of in-school and remote input.</p> <p>Use of co-ordinated timetables will allow the common delivery of home learning for some subjects/ lessons when not in school.</p> <p>Guidance is available to support and extend the blended model formulated by schools.</p>	

A Local Delivery Plan for Return to School and ELC

Delivery Theme	Early Years Settings	Primary Settings	Secondary Settings	Scottish Government Phase Guidance for Education and Childcare
Transitions	Where it has not been possible to support the intake of new children to nursery in June, time will be prioritised from 12 August for parents and children to visit safely and familiarise themselves with the setting before formally starting.	<p>Where it has not been possible to provide transition from nursery to P1 in June, this should be a priority for the new P1 intake in August for children to have time to transition gently into school from 11 August. Individual schools are best placed to plan this depending on their own circumstances.</p> <p>Where a need for enhanced transition into school or between classes has been identified allowance should be made for this on the week beginning 11 August.</p>	If it has not been possible to transition P7 to S1 in June, it should be a priority for timely and supported induction of S1 into school from 11 August. Weeks 1 and 2 can be developed to prioritise transitions and support vulnerable groups.	
Support for Children and Young People	<p>Any existing or newly-identified needs will be supported in line with the Early Years Staged Intervention Framework.</p> <p>Wellbeing/mental health support will be provided, as required to any young children affected during the crisis by bereavement, emotional distress or any other concerns.</p> <p>Emotional wellbeing and reconnection will be a major focus of the curriculum.</p>	<p>Data regarding vulnerable pupils gathered during the lockdown will be shared with schools. Child Plans and other support plans will be initiated or revised accordingly.</p> <p>Mental health and wellbeing support will be available through a range of staff including Guidance Staff (Secondary Schools), the Educational Psychology Service and partners.</p> <p>Schools will recognise that the period of closure will have impacted pupils' support needs in different ways and Child's Plans or IEPs will need to be reviewed and updated to reflect this.</p>		

A Local Delivery Plan for Return to School and ELC

Delivery Theme	Early Years Settings	Primary Settings	Secondary Settings	Scottish Government Phase Guidance for Education and Childcare
Health and Safety	Existing robust daily building cleaning routines will be maintained in nurseries and childcare centres. Work with staff to review the Health and Safety plans identified in June, in terms of risk assessments, building checks and fire safety plans.			
Environment/ Infrastructure	A system is in place to record and track the attendance of nursery children each day. Transport only provided where it would normally operate for specific circumstances and by prior agreement. All children eligible for ELC from August will be offered a free nursery meal when they are in attendance. Meals may be taken in playrooms/classrooms while possible restrictions are in place.	Attendance will be recorded in SEEMiS using the appropriate codes for in-school and at home learning. Guidance provided on recording and coding Attendance/absence during the phasing period. Provision of a bagged lunch for children attending schools. This will include those entitled to FSM (and universal provision to P1-3 attendees). Meals may be reviewed in October 2020. School management will work with catering staff to agree arrangements for lunch service depending on the facilities at each school. For some settings that may mean staggered lunches or eating in classrooms. Where FSM-registered pupils are not attending at school, an equivalent monetary payment will be made.		



A Local Delivery Plan for Return to School and ELC

Full-Time Return to Schools and ELC from August 2020: Timescale to be Confirmed

This phase of delivery sets out how a full time return to schools and ELC will be implemented with no physical distancing required between children and young people, but with 2 metres physical distancing between adults, and between pupils and adults. All measures set out in this phase of the plan are indicative and wholly dependent on government advice, to be confirmed on 30 July 2020.

This phase will continue to be amended and updated as more advice is issued. Risk assessments will continue to be updated as new guidance emerges.

Delivery Theme	Early Years Settings	Primary Settings	Secondary Settings	Scottish Government Phase Guidance for Education and Childcare
Staff	More staff able to attend work as lessening of restrictions around notifiable health conditions and shielding requirements is issued. Physical distancing of 2 metres required between adults and between children and adults. Clear protocols in place for movement around school and between groups of pupils and staff.			Schools and childcare provision, operating with all necessary precautions.
Pupils	Children and young people return to schools without the need for physical distancing between each other. Test and Protect measures will be followed in school and ELC settings. Protocols around cleaning and use of resources and equipment strictly adhered to.			
Critical Childcare	The need for dedicated provision for children of key workers will cease.			
Curriculum	The Early Level curriculum will continue to have a strong focus on play and experiential learning. The curriculum offer will evolve back to more regular delivery but will hold on to aspects of innovative and new practices developed during lockdown.	As curriculum delivery returns to more conventional approaches, the aspects of innovation and best practice developed during lockdown should be maintained, especially where that involved flexible online learning and increases in equity of provision.	As curriculum delivery returns to more conventional approaches, the aspects of innovation and best practice developed during lockdown should be maintained, especially where that involved flexible online learning and increases in equity of provision.	

A Local Delivery Plan for Return to School and ELC

Delivery Theme	Early Years Settings	Primary Settings	Secondary Settings	Scottish Government Phase Guidance for Education and Childcare
Home Learning	Where nursery-age children have been identified as needing to continue in long-term shielding, regular contact with home will continue to be provided by their key worker.	Approaches to and resources developed for home learning should be retained and used where it can support children with interrupted learning or who have difficulty attending school. Where children have been identified as needing to continue in long-term shielding, home learning will continue to be provided by their teacher.		
Transitions	As plans move forward for 2021, arrangements for transition for the next academic year expect to return to previous arrangements. Where a child has had to shield for a long period of time beyond the school reopening date, transition arrangements for return will be made when it safe to do so.			
Support for Children and Young People	Any children in ELC with additional support needs will be supported in line with the Early Years Staged Intervention Framework. Support for wellbeing and mental health will continue to be available from support services as required.	Any pupils with additional support needs will be supported in line with the Staged Intervention Framework and will have the appropriate support plan. Support for wellbeing and mental health will continue to be available from support services, as required. A particular focus (in Primary schools with GME provision) will be maintained on support for learners in Gaelic language.		



A Local Delivery Plan for Return to School and ELC

Delivery Theme	Early Years Settings	Primary Settings	Secondary Settings	Scottish Government Phase Guidance for Education and Childcare
Health and Safety	<p>Rigorous cleaning routines will be in place and will include the need for frequent cleaning of contact surfaces.</p> <p>Risk assessments and hand hygiene protocols will be in place to support safe practices. Risk assessments in place for staff and pupils who require additional mitigations.</p> <p>Risk assessments in place for all curricular activities which require additional mitigations such as PE and group singing, science and practical activities.</p> <p>Limiting movement around the building for groups of pupils will be in place.</p> <p>Limiting movement of adults around and visiting buildings will be in place.</p> <p>Rigorous approaches to implementing test and protect procedures.</p> <p>Continuity plans in place should COVID-19 be detected in a member of staff or pupil.</p>			
Environment/ Infrastructure	<p>Transport provided where it is possible to do so, but alternative arrangements may be necessary to ensure statutory entitlements are in place.</p> <p>Meal provision for eligible children attending full-day nursery sessions.</p>	<p>School transport services will follow public health guidance in respect of distancing, hygiene, ventilation and cleaning regimes. Dedicated school transport services will operate more fully. All home to school transport will operate as dedicated school transport to ensure only school pupils are travelling.</p> <p>Kitchens and dining areas will open more fully. This may change operational arrangements in individual schools.</p> <p>As kitchens return to normal operation, menu choices will be re-instated and hot meals will be provided more widely.</p> <p>Protocols and guidance will be developed to support the continuation of IT equipment that has been loaned to learners and families.</p> <p>A bank of digital devices will be retained for distribution to children needing to isolate under Test and Protect arrangements as required.</p>		



Guidance Framework and Supporting Documentation

The following Scottish Government documents were critical in devising the local delivery plan:

- **School & ELC Closure - Guidance about Key Workers & Vulnerable Children** (31/03/20)
- **Supporting Pupils, Parents and Teachers - Learning During Term Four** (20/04/20)
- **Physical Distancing in Education & Childcare Settings** (15/5/20)
- **Framework for Decision Making - Scotland's Routemap Through and Out of the Crisis** (21/05/20)
- **Strategic Framework for Reopening Schools and ELC Provisions** (21/05/20)
- **Test & Protect (Summary)** (26/05/20)
- **Test & Protect - Advice for Employers** (26/05/20)
- **Non-Statutory Guidance for Reopening Schools** (28/05/20)
- *COVID-19: Scientific Evidence on Schools and ELC Settings* (27/05/20)
- *ELC Note for all Childcare Providers* (28/05/20)
- **Curriculum for Excellence in the Recovery Phase** (05/06/20)
- **Support for Continuity in Learning** (05/06/20)
- **Parent Club - FAQs Scottish Government Advice on Reopening School**

In addition, the following further informed the development of the local delivery plan:

- *CNES HR Guidance for Employees Returning to School*
- *CNES Health and Safety Risk Assessment*
- *Northern Alliance COVID-19 Transitions Framework*
- *School Site Reopening: Property Risk Management Guidance (Provided by Council Insurers)*
- *APSE Briefing 20-53 Preparing for the Wider Opening of Primary Schools*

Health & Safety and Risk Assessment Guidance referenced:

- *CNES - Health & Safety Policy*
- *CNES - COVID-19 Risk Assessment*
- *CNES - COVID-19 Home Working Risk Assessment*
- *CNES - COVID-19 Risk Assessments H&S Committee Report*
- *HSE - Managing Risks and Risk assessment at Work.*
- *Zurich Municipal - School Site Reopening Policy and Checklist*
- *EIS - Member Advice on Reopening Schools - Health & Safety and Risk Assessments*
- *Unite - Risk Assessment and Procedures: COVID-19*



Appendix: ERG Action Plan

Perth & Kinross Council

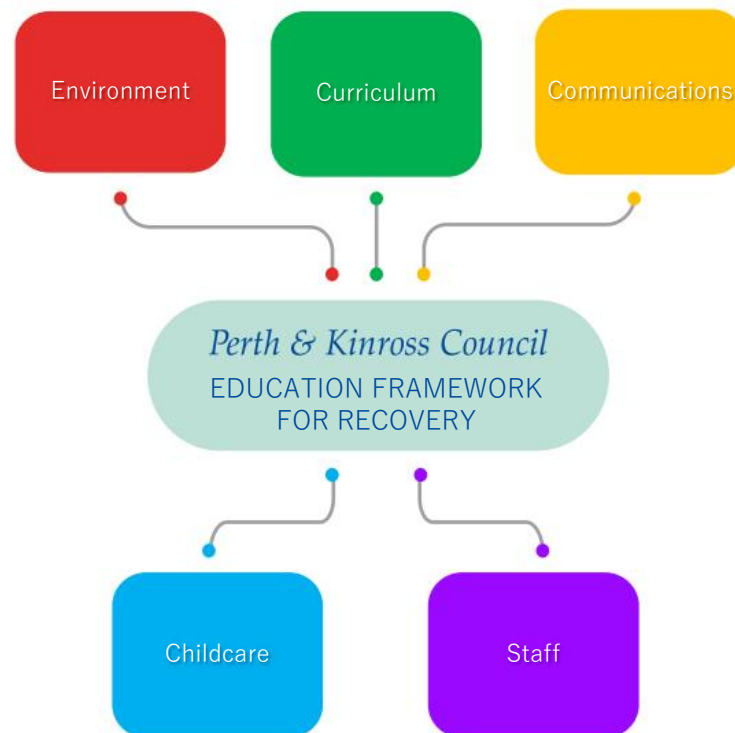
EDUCATION FRAMEWORK FOR RECOVERY COVID-19



Action Plan for Return to Schools and ELC

This Plan outlines the actions to be taken to ensure a safe return to schools and ELC for staff and pupils from 10 August 2020.

This Plan will be regularly updated as further information becomes available.



Appendix: ERG Action Plan



Environment

This section of the plan covers several delivery themes, including the preparation of buildings, transport, health and safety, cleaning and catering.

Delivery Theme	Action	Responsible Officer	Timescale and Progress
Preparation of Buildings	<p>Assess all school buildings for compliance of guidance relating to COVID-19 ventilation and air flow.</p> <p>Complete any remedial works required prior to full school return and advise on any management arrangements that may be required by the school or FM Service.</p> <p>Procure and install signage in schools to support their re-opening.</p>	Property Services	10 August 2020
Health and Safety	<p>Ensure that all schools have adequate supplies to meet their infection control responsibilities when schools start in August 2020. Consider identification of additional handwashing solutions to support infection control.</p> <p>Issue settings with copy of generic risk assessments, for adaptation. Support schools with individual risk assessments for staff and pupils within specified high-risk categories.</p> <p>Work with NHS Public Health to ensure appropriate health measures are in place. Contingency planning underway in the event of a localised outbreak.</p> <p>Provide training for staff and pupils on return to school and ELC.</p>	<p>NHS Public Health</p> <p>Corporate Health & Safety Team</p> <p>ECS Project Officer</p>	By 10 August 2020



Appendix: ERG Action Plan



Delivery Theme	Action	Responsible Officer	Timescale and Progress
Catering	<p>Initial Catering Solution including FSMs in place for August return.</p> <p>Processes in place for Nursery/Primary and Secondary Meal provision for period August to October.</p> <p>Finalise and upload menus for Nursery/Primary/Secondary meals August to October.</p> <p>Pre-order systems in place for Secondaries if required.</p>	Service Manager Contracts and Facilities	<p>31 July 2020</p> <p>Draft menus agreed for all settings. Menus to be finalised and uploaded over next 3 weeks.</p>
Cleaning	<p>Cleaning Arrangements in place for return of pupils.</p> <p>FM Support to schools in place.</p>	Service Manager Contracts and Facilities	<p>Cleaning protocols agreed. Three levels of clean in place in line with current guidance.</p> <p>Staff standing by to assist with signage/furniture reorganisation pending final decision on pupil return plans.</p>
Transport	<p>Full transport arrangements in place for entitled pupils from 12 August 2020 based on full attendance at school with no physical distancing on school transport vehicles.</p>	Service Manager Business Services	<p>Planning continues for full transport with no physical distancing from 12 August 2020.</p>



Appendix: ERG Action Plan



Delivery Theme	Action	Responsible Officer	Timescale and Progress
Transport (continued)	<p>Assessment of available school transport for entitled pupils from 12 August 2020 based on contingency of part-time attendance at school with physical distancing required on school transport vehicles.</p> <p>Separation of transport which serves more than one school. All-through schools will be treated as one school. Planning is underway to separate joint transport and seek to reallocate vehicles.</p> <p>Clarity regarding the impact of the published scientific advice relating to school taxis.</p> <p>Investigation of alternative discharge of legal duty to provide school transport where transport cannot be sourced.</p>	Service Manager Business Services	



Appendix: ERG Action Plan



Curriculum

Delivery Theme	Action	Responsible Officer	Timescale and Progress
Wellbeing	Schools and settings to support wellbeing through guidance given and the development of a curriculum which provides reconnection activities and support to groups and individuals. Guidance and CLPL activities to be available and to be kept updated.	Educational Psychology and Curriculum Team	Materials produced and distributed prior to end of term. This includes a SWAY on Health and Wellbeing for Term 1.
Online Learning	Schools to be supported to put in arrangements for home learning for those pupils who are shielding and unable to attend school. Home Learning guidance to be updated.	Curriculum Team	By 12 August 2020



Appendix: ERG Action Plan



Childcare Services

This section covers the childcare services which will reopen based on current guidance.

Delivery Theme	Action	Responsible Officer	Timescale and Progress
Out of School Care	<p>Plan for the recovery of Kids Clubs and Wraparound Care provision in 15 schools.</p> <p>To support schools to offer a breakfast provision in the 14 schools where this is currently offered.</p> <p>Support Voluntary management safe Start and Out of School Care Services to discuss re-opening of services and clarify support required.</p>	Service Manager Early Years	<p>By end July</p> <p>Updated Guidance required from Scottish Government before final decision made.</p>



Appendix: ERG Action Plan



Staffing

This section covers the actions required to ensure that staffing is in place for a return to schools and ELC, with all necessary health and safety requirements in place.

Delivery Theme	Action	Responsible Officer	Timescale and Progress
Staffing	<p>1 year contract offered to all current probationers available to work from August.</p> <p>Fulfilling school requests for additional staff to support reopening in August.</p> <p>Bringing into our supply pool the additional 14 secondary and 25 primary teachers from recent recruitment exercise.</p> <p>Ongoing assessment of any additional staff required to support schools reopening, wider recovery and to meet contingency plan needs.</p>	Senior Advisor HR	<p>31 July 2020</p> <p>By 10 August</p> <p>Interviews concluded. Checks underway.</p>



Appendix: ERG Action Plan



Communications

This section covers the communication which will be undertaken with stakeholders as the plan develops, and confirmation of the return to schools and ELC is received.

Delivery Theme	Action	Responsible Officer	Timescale and Progress
	Develop new plan for full-time return to schools adapted from current plan.	Head of Education	By end July 2020
	Continue to update any new information for parents on Council website supported by social media during summer holiday period.	ECS Communications Service Manager	Ongoing
	Finalise communications to schools/parents, press release update website pages, FAQs, social media.	Corporate Communications Team	
	Meeting with Primary Headteachers Executive Group and Secondary Headteachers to discuss implications of DFM's statement on 30 July for PKC schools.	Senior Team ECS	5 August 2020
	Meeting with all Headteachers in LMGs to finalise planning details.		6 August 2020
	Meeting with Parent Council Chairs Network.		6 August 2020



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الاسم: Customer Service Centre
رقم هاتف للاتصال المباشر: 01738 475000

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Nam bu mhath leat fhèin no neach eile as aithne dhut lethbhreac den phàipear seo ann an cànan no ann an cruth eile (uaireannan cha bhi ach geàrr-iomradh den phàipear ri fhaotainn ann an eadar-theangachadh), gabhaidh seo a dhèanamh le fios a chur gu Ionad Sheirbheis Theachdaichean air 01738 475000.

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(PKC Design Team - 2020129)



Education & Children's Services

COVID-19 estimated expenditure on Education Recovery.

The following areas of expenditure have been incurred or are best estimates without finalised guidance

Provision of Free School Meal Payments	£ 795,000
Childcare for Essential Workers and Vulnerable Young People	£ 565,000
Childcare Activity Centres	£ 70,000
PPE/Cleaning and materials	£ 500,000
Teacher Supply - SNCT Agreement	£ 233,000
Single Status - Casual Workers Supply - SJC Agreement	£ 150,000
Projected loss of income	£ 1,594,000
Additional Teachers/Supply Costs	£ 1,280,000
Additional Support Staff	£ 100,000
Additional Home to School Transport Costs	£ 250,000
Purchase of Digital Devices & Connectivity to tackle digital exclusion amongst Children & Young People including learning at home	£ 846,348

Total estimated additional expenditure	£ 6,383,348
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Sources of Funding

Relaxation Pupil Equity Funding Grant conditions	
Relaxation of Early Learning and Childcare Grant conditions	
Relaxation of Regional Improvement Collaborative Grant conditions	£ 103,000
Scottish Government COVID-19 Funding - Food Fund	£ 310,000
Scottish Government COVID-19 Funding - Holiday Period	£ 214,000
Scottish Government COVID-19 Funding - Purchase of Digital Devices & Connectivity to tackle digital exclusion amongst Children & Young People	£ 719,348
Scottish Government COVID-19 Funding - Education Recovery (£100m)	

Total estimated funding available	£ 1,346,348
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Total estimated shortfall	£ 5,037,000
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Notes

Entitled families until schools return full time in August

Payments to Partner Providers and Childminders

Actual running costs

Estimated costs to October 2020

Average hours paid April to June based on hours worked from January to March 2020

Average hours paid April to June based on hours worked from January to March 2020

Paid School Meals; Music Tuition; Kids Clubs and School Lets

10 Newly Qualified Teachers full year contract; 5 teachers for virtual/blended learning and 69 teachers to cover shielding/health issues up to October 2020

Additional support staff to cover shielding/health issues up to October 2020

Estimated to October 2020

Notes

Being used by Headteachers for COVID-19 related expenditure

Under review and to be confirmed

For ICT and for learning at home

Free School Meal payments

Free School Meal payments during the summer holidays

Grant to purchase digital devices and connectivity packages for young people

Awaiting amount and Grant conditions

9 July 2020

Dear Ms Devlin

HM Inspectors of Education review of Perth and Kinross Council local authority phasing delivery plan

HM Inspectors of Education have carried out a desk top review of your local authority phasing delivery plan. HM Inspectors of Education acknowledge that you may have additional information or guidance not contained within the plan submitted.

In reviewing your plan, HM Inspectors of Education have considered the criteria set out in [Coronavirus \(COVID-19\): strategic framework for reopening schools, early learning and childcare provision](#) and [Coronavirus \(COVID-19\): reopening schools guide](#).

Your plan has set out clearly the following:

- That you have given due consideration to national guidance in relation to your local phasing delivery plan. As a result, your plan is comprehensive, accessible to staff and responsive to the changing nature of the Covid-19 current situation. It takes account of current scientific and public health advice and follows the phases of the Scottish Government route map.
- Guidance in relation to risk assessments, which is very clear. It takes account of individual contexts and children and young people requiring additional support. The plan emphasises the need that schools respond rapidly to the changing status of the virus either nationally or locally as a result of the 'Test and Protect' programme. It acknowledges the responsive, flexible and agile nature of plans. For example, schools may need to close or re-open quickly or respond to pupils and staff having to self-isolate.
- A guide for headteachers to the maximum number of people who can occupy each classroom area within a school. Additionally, you have advised staff to use spaces such as dining and assembly halls for teaching purposes to increase capacity, thus focusing on maximising in-school attendance. Through the individual school plans, with preferred models of attendance, support is being provided to a few individual establishments that require additional support to maximise attendance. Education services are working with these establishments to consider if more staffing, access to other buildings or support with transport might achieve a higher attendance model. It is noted that most local authority early learning and childcare (ELC) settings will be able to provide an offer of more than 600 hours and close to 1140 hours childcare.
- That workforce planning is well under way to ensure that the staffing required is available. The staff survey and mapping exercise takes account of staff requiring to work at home. It provides an overview of available staff for redeployment such as outreach, peripatetic and reduced class contact teachers. In addition, to considering which staff are at home, arrangements to support groups or classes during staff absence should be considered.
- Current plans indicate that almost all children in primary schools are expected to attend school for 40% of the week typically on a two day per week rota. In a few schools children

can attend full time. In your plan you state that secondary schools are adopting customised models of attendance, with the minimum expectation that young people will have a minimum of 40% in-school experiences and more where this is achievable. You note that other buildings may be used to increase face to face teaching and that this would incur additional costs.

- The health and wellbeing of pupils and staff is central to your planning. The need to reconnect and engage requires positive relationships to support learning. You recognise the need for children and young people to share their experiences and build their resilience. You also acknowledge that for some children and young people this has been a positive experience from where they are ready to continue learning at pace. For other this is not the case. Your plan builds very well on existing 'Getting It Right For Every Child' systems and processes taking account of the new vulnerabilities which may have developed during recent events.
- The plan was developed and agreed with a range of stakeholders, including parents and professional association representatives. You expect schools to communicate clearly and consistently with parents about their child's attendance and arrangements for blended learning. Two-way communication is emphasised as important with schools gathering questions, issues and concerns with parents. You have highlighted the importance of regular communication with children and families to allow them to voice any concerns and be involved in planning. This is particularly so for children, young people and families requiring additional support.
- The well-considered identification and support to children and families requiring digital devices and connectivity to access home learning. This includes those households with sufficient internet access but insufficient devices. Staff monitor online learning offering digital support where required.
- A high priority placed on children and families requiring additional support. The importance of reviewing Child's Plans and individualised educational programmes for children and young people following lockdown. Consideration is being given to providing additional teaching time and staff support for children and young people requiring additional support both in-school and with at-home learning. The needs of staff who work with children and young people with additional support needs will be assessed to ensure their safety. This includes appropriate Personal Protective Equipment is available as required.

- You have projected that the estimated additional costs incurred or projected to be incurred, as a result of COVID-19, up to 10 August 2020 as £2.442 million. This includes consideration of, for example, additional teaching and support staff costs, digital devices for learning at home and free school meals costs. The extension to free school meal payments until the October break will add another £250,000. Further detail, covering the period to December 2020, is yet to be confirmed. You are considering the costs of additional teachers, home to school transport and additional cleaning. You have suggested that this funding may be offset by relaxing the ELC grant condition, however, you highlight that in doing so this may impact on your ability to fulfil the commitment to providing 1140hrs of ELC provision in the future.

HM Inspectors of Education
July 2020

PERTH AND KINROSS COUNCIL

30 July 2020

COMMUNITY ASSET TRANSFER REQUEST – KINLOCH RANNOCH OUTDOOR CENTRE

Report by Executive Director (Housing and Environment)
(Report No. 20/127)

This report seeks approval to the transfer of Kinloch Rannoch Outdoor Centre and associated land to a community body. It also outlines the process for the Community Asset Transfer Request following approval by full Council.

1. BACKGROUND

- 1.1 Kinloch Rannoch Outdoor Centre was acquired by the Joint County Council of the Combined County of Perth and Kinross in January 1973. Previously, this property was used as the local primary school until the new primary school was opened in 1965. Perth and Kinross Council and its predecessors have had possession of this property as proprietors since about 1840.
- 1.2 In the mid to late 1980s, the property was converted into an outdoor centre.
- 1.3 In the mid 2010s, the Council decided that it could no longer manage and operate the property and, following negotiations with Live Active Leisure (LAL), a 20 year Lease from 1 April 2016 to 31 March 2036 was entered into.
- 1.4 In May 2019, LAL wrote to the Council stating that, due to a service delivery change approved as part of the annual budget setting process between LAL and the Council, it was agreed that LAL would withdraw from the management of Kinloch Rannoch Outdoor Centre and that the property will close. The property was closed on 1 August 2019 and the lease has been terminated.

2. CURRENT SITUATION

- 2.1 A Report (19/176) was submitted to the Property Sub-Committee on 17 June 2019 requesting disposal at auction of Kinloch Rannoch Outdoor Centre. The Council received two Expressions of Interest through its Community Asset Transfer Policy ([Report 17/154](#)), and another note of interest regarding the property. As a result, the Sub-Committee decided to defer any decision on disposal through auction to allow these interests to be explored further.
- 2.2 Kinloch Rannoch Outdoor Centre was declared surplus by the Council on 20 June 2019.
- 2.3 A Report (19/216) was submitted to the Property Sub-Committee on 19 August 2019, which provided an update on the progress at Kinloch Rannoch Outdoor Centre and recommended the way forward for disposal. The Committee resolved that:

- The interest expressed in the Kinloch Rannoch property be noted
- Kinloch Rannoch Outdoor Centre be retained until the two expressions of interest have been fully investigated and progressed accordingly.
- In the event that neither expression of interest progresses to conclusion, the property be sold at Auction.

3 COMMUNITY ASSET TRANSFER

- 3.1 Community Asset Transfer is the transfer of responsibility for land or buildings from the Council to either a “Community Controlled Body” or “Community Transfer Body “ (as defined in the legislation). These assets can include village halls, greenspace, office buildings, or any other land or buildings held by the Council.
- 3.2 Part 5 of the [Community Empowerment \(Scotland\) Act 2015](#) sets out rights for Community Bodies to request the transfer of assets from identified Public Bodies. This Part of the Act, including associated secondary legislation, came into force on 23 January 2017.
- 3.3 Perth and Kinross Council’s policy on Community Asset Transfer sets out how the Council will carry out its duties under the Community Empowerment (Scotland) Act 2015. It also ensures that the Council will be able to maximise the potential benefits to communities, Community Bodies, and the Council itself.
- 3.4 The aim of Community Asset Transfer is to improve or promote economic development, regeneration, public health, social wellbeing or environmental wellbeing. A Community Body wanting to take on an asset must set out the reasons for the request, the benefits that would arise from the transfer, and the price or the rent they would pay to buy or lease the land or building. The Council must consider a range of factors in its decision, but must agree to the request unless there are reasonable grounds for refusing it. If the request is refused, the Community Body has a right to have the decision reviewed by the Council. If the original decision is upheld after review, the community body has a right of appeal to the Scottish Ministers.
- 3.5 [The Local Government \(Scotland\) Act 1973](#) places a statutory obligation on the Council to obtain the best price or the best rent when it disposes of any asset by sale or lease. However, the Disposal of Land by Local Authorities (Scotland) Regulations 2010 allow the Council to dispose of an asset for less than market value, where it has weighed up the advantages and disadvantages of the proposal and has satisfied itself that the disposal is reasonable and that the benefits accruing to the community are such that a disposal for less than market value can be justified.

4 COMMUNITY ASSET TRANSFER REQUEST

- 4.1 Kinloch Rannoch Outdoor Centre is located within the village of Kinloch Rannoch. The site and buildings are owned by Perth and Kinross Council. The site comprises of 4 separate buildings; Outdoor Centre, Boiler House & Drying Rooms, Store (old toilet block) and a large timber shed.

- 4.2 Rannoch Community Trust is a registered charity (SC047620) and company limited by guarantee (SC554361). The Trust is a membership based organisation and is considered to be an eligible Community Transfer Body.
- 4.3 On 20 April 2020, Rannoch Community Trust submitted their full Community Asset Transfer (CAT) Request. They have requested the transfer of full ownership of Kinloch Rannoch Outdoor Centre, Kinloch Rannoch, comprising all 4 buildings and associated land. The buildings were independently valued at £100,000 and an offer has been made for £75,000, with the discount being justified by the community benefit generated by the transfer.
- 4.4 Rannoch Community Trust are proposing to redevelop the asset into a multi-purpose community facility offering:
- A competitively priced bar and restaurant;
 - Bunkhouse accommodation and facilities;
 - Social and community space; and
 - Office and meeting facilities for local businesses.
- 4.5 Along with the CAT Request, the Rannoch Community Trust have supplied significant evidence to support their proposals, and to justify the discount they are seeking. This evidence includes market analysis, community surveys, business engagement and a costed business plan showing how the proposal meets an identified local need, delivers significant benefits to the local community and will be sustainable due to the income generated through their proposals.

5. ASSESSMENT PROCESS AND CONCLUSIONS

- 5.1 The CAT request was deemed to be valid and a Validation Notice was issued, as required by legislation. The Validation Notice requires Perth and Kinross Council to provide a decision on the request within 6 months of the request being received. As part of this process, the Request and supporting documentation were made available [online](#) and public notices were erected near the property, in order to allow representations to be made. No representations regarding the request were received prior to the deadline of 22 May 2020.
- 5.2 Following the passing of the representations stage, the CAT request was evaluated by the CAT Team, comprising representatives from various services within the Council, who have an interest in the Council estate and community development. Advice was sought from the Scottish Government appointed advisors, Community Ownership Support Service, in undertaking the assessment to ensure consistency with the guidance, regulations and best practice principles.
- 5.3 A scoring matrix was developed and used which considered the following elements:
- Need and end use
 - Community benefit
 - Best Value
 - Impact on Perth & Kinross Community Plan priorities
 - Business case and financial planning
 - Capability and ability to deliver
 - Financial discount

- 5.4 The request was scored by 6 Council officers representing various Council services. The outcome of the scoring exercise provided an average score of approximately 218.5 out of a possible 290 points, resulting in a score of 75.3%. The scoring has been used as a guide to support the development of the recommendations in the report. A summary of the overall scoring matrix is provided in Appendix 1.
- 5.5 It is considered that the request meets the requirements of the Asset Transfer provisions under the Community Empowerment (Scotland) Act 2015, and clearly demonstrates significant benefits to the Rannoch community. As a result, it is recommended that the Council approves the CAT request from Rannoch Community Trust.
- 5.6 In accordance with the Act, a Decision Notice, outlining the Council's decision must be given to Rannoch Community Trust no later than 9 October 2020. The CAT Team will endeavour to issue the Decision Notice as soon as possible, in order to help Rannoch Community Trust meet a funding deadline of late August 2020. Assuming Council approval, a Decision Notice will be issued to Rannoch Community Trust and published on-line, following which Rannoch Community Trust have at least 6 months to make a final formal offer for the asset. The CAT Team will continue to work with the Rannoch Community Trust to provide any support or assistance required. It is recommended that Executive Director (Housing and Environment) and Head of Legal and Governance Services be remitted to deal with the full and final offer once received, and finalise the details of transfer of the asset thereafter.

6. BEST VALUE

- 6.1 The Local Government (Scotland) Act 2003 requires the Council to make the best use of public resources, including land and property, and to be open and transparent in transactions.
- 6.2 The Council is required to demonstrate responsiveness to the needs of communities, citizens, customers and the other stakeholders where relevant in its assessment of best value. The aspects of this duty which are relevant to the proposals in this report are as follows:
- making the best use of land and property
 - being open and transparent in transactions
 - insuring sound financial controls are in place to minimise the risk of fraud and error
 - assessing the full financial consequences of decisions at an appropriate level before major financial decisions are taken or commitments entered into
 - demonstrating responsiveness to the needs of communities, citizens, customers and other stakeholders, where relevant.
- 6.3 The implementation of the recommendations in this report is considered to comply with the Council's requirement to fulfil its statutory duties in respect of Best Value and meets the five outcomes focused strategic objectives in the Council's Corporate Plan 2018-22. The Council's willingness in supporting this community venture is considered to justify the offer submitted by Rannoch Community Trust.




7. DISPOSAL REGULATIONS

- 7.1 The Disposal of Land by Local Authorities (Scotland) Regulations 2010 came into force on 1 June 2010. The regulations were made by the Scottish Ministers in exercise of powers conferred by Section 74 of the Local Government (Scotland) Act 1973 as amended by Section 11 of the Local Government in Scotland Act 2003. Under the 1973 Act, in its original form, a local authority required the consent of the Scottish Ministers (formerly of the Secretary of State) to dispose of land for a consideration less than the best that could reasonably be obtained.
- 7.2 The Regulations set down the procedure to follow and circumstances which allow local authorities to dispose of land (including by lease) for a consideration less than the best that can reasonably be obtained, without seeking the consent of the Scottish Ministers.
- 7.3 In this case, the value of the property has been determined in accordance with the Disposal Regulations and the marginal amount has been determined at 25% of the best consideration that can reasonably be obtained and consequently the Council can dispose of the property in accordance with the recommendation without reference to the procedures or circumstances that would otherwise apply.



8. CONCLUSION AND RECOMMENDATION(S)

- 8.1 Rannoch Community Trust have produced a strong proposal for the Community Asset Transfer, with significant evidence to support their case.
- 8.2. It is recommended that Council:
- (i) approves the Community Asset Transfer request for the disposal of Kinloch Rannoch Outdoor Centre and associated land to Rannoch Community Trust for the sum of £75,000; and
 - (ii) delegates authority to the Executive Director (Housing and Environment) and Head of Legal and Governance Services to determine terms and conditions of the transfer.

Author(s)

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Approved

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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

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

1. Strategic Implications

Community Plan / Local Outcomes Improvement Plan (LOIP)

1.1 The proposals relate to the delivery of the Perth and Kinross Community Plan/LOIP in terms of the following priorities:

- (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

This report relates to all of these Objectives.

RCT intend to use the facility as a Community base that follows the same principles of the original Outdoor centre with regards to Corporate Objectives.

Corporate Plan

1.2 The proposals relate to the achievement of the Council's Corporate Plan Objectives:

- (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.

RCT intend to use the facility as a Community base that follows the same principles of the original Outdoor centre with regards to Corporate Objectives, the group have indicated the following directly linked to 3no. Corporate objectives.

(iii) Promoting a prosperous, inclusive and sustainable economy

The Hub will provide at least 3 permanent jobs plus seasonal employment. It will provide employment training opportunities particularly for young people and opportunities for volunteering. It will also provide meeting and office facilities including wi-fi for the self-employed, small businesses and start-ups in the area. The Hub will also provide an outlet for local crafters and the sale of local produce.

(iv) Supporting people to lead independent, healthy and active lives

The Hub will help combat social isolation by providing a space for informal social gatherings as well as events that will help bring the community together. It will also provide a potential base for local services including social care. It will help support and sustain the network of community groups and volunteers by providing meeting and office facilities. It will provide also provide a community catering facility

(v) Creating a safe and sustainable place for future generations

The community hub will provide a place for local people to socialise, eat and drink at an affordable price thereby helping Rannoch an attractive place for people of all ages to live. The provision of visitor facilities including community pub will help attract more people to visit and stay in Rannoch and thereby supporting and stimulating the visitor economy and creating further job opportunities.

2. Resource Implications

Financial

- 2.1 The proposed community asset transfer will result in a £75,000 capital receipt for the Council General Fund from the sale of the site to Rannoch Community Trust.

The proposed community asset transfer will remove the Council obligation to undertake repairs and maintenance to the property. Repair and maintenance costs for the financial years 2018/19 to 2019/20 average at £10,591 per annum and transfer of the site will result in a corresponding saving to the Council Revenue budget.

The asset transfer will also remove Council obligations to ensure the building is maintained at a Building Condition “B” or above which is estimated in excess of £50,000 from a recent Building Condition report over the next 5 years.

The Head of Finance has been consulted during the preparation of this report and has indicated agreement with the proposals.

Workforce

- 2.2 There are no direct workforce implications arising from this report.

Asset Management (land, property, IT)

- 2.3 The Executive Director (Housing & Environment) has been consulted, and has indicated agreement with the proposals.

3. Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties. The Equality Impact Assessment undertaken in relation to this report can be viewed clicking [here](#).

This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

The information contained in this report has been considered under the Act and outcomes are further detailed within RCT Business plan section 3.3

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.

This section should reflect that the proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

- 3.2.1 The information contained in 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

- 3.3 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. Under the Climate Change (Scotland) Act 2009 the Council also has a general duty relating to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.3.1 The information contained in this report has been considered under the Act. However, no action is required.

Legal and Governance

- 3.4 The Head of Legal and Governance Services has been consulted in the preparation of this report.

Risk

There has been no risk identified which would alter the recommendation in this report.

4. Consultation

Internal

- 4.1 The Head of Finance, Head of Legal and Governance Services and Head of Property Services have been consulted in the preparation of this report.

External

- 4.2 There have been no external consultations, however notice of the receipt of the Community Asset Transfer Request was placed (as required in the legislation) on the Council's website at <https://www.pkc.gov.uk/article/21133/Community-Asset-Transfer-Active-cases>. This allows any interested party to comment on the Asset Transfer Request, however no comments were received.

5. Communication

- 5.1 Following Committee approval, a Decision Notice will be sent to Rannoch Community Trust, which will include the following information:
- The date on which the request was made
 - The name of the body making the request
 - The land to which the request relates
 - The authority's decision to approve or refuse the request
 - The reasons for the decision

- The terms and conditions on which the transfer would be offered
- Confirmation that the body now has a minimum of six months to make a final formal offer for the asset

5.2 A copy of the Decision Notice will be made available online.

2. BACKGROUND PAPERS

None.

3. APPENDICES

Appendix 1 – Summary of request scoring
Appendix 2 - Valuation report
Appendix 3 – Site plan

APPENDIX 1

**Community Asset Transfer – Kinloch Rannoch Outdoor Centre
Rannoch Community Trust**

Summary of Request Average Scoring

Criteria	% of Points Received
Need and end use	84.4%
Community benefit	70.6%
Best Value	84.0%
Impact on community plan priorities	58.7%
Business case and financial planning	79.6%
Capacity and ability to deliver	76.1%
Financial discount	80.0%
Total average score	75.3%



Valuation Office
Agency

DVS Property Specialists
for the Public Sector

Valuation Report for
Kinloch Rannoch
Outdoor Centre,
Kinloch Rannoch,
Perthshire
PH16 5PQ



Report for:
Malcolm Hill
Perth and Kinross Council

Prepared by:
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Case Number: 1730780

Date: 12 December 2019

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1. Introduction

I refer to your instructions dated 25 November 2019 and my Terms of Engagement dated 3 December 2019.

I have inspected and valued the property and I am pleased to report to you as follows.

2. Valuation Parameters

2.1 Identification of Client

This instruction is undertaken for Perth and Kinross Council.
We understand that Rannoch Community Trust will also have sight of the report.

2.2 Purpose of Valuation

It is understood that Perth and Kinross Council has received a Community Asset Transfer request for Kinloch Rannoch Outdoor Centre from Rannoch Community Trust.

The request is in terms of the Community Empowerment (Scotland) Act 2015.

The property is closed and vacant, Rannoch Community Trust are looking to convert the property to a community centre/ licensed premises providing a flexible meeting place for the local community.

You require a valuation to inform your discussions with Rannoch Community Trust who are in the process of applying for funding for the project.

In addition to the Market Valuation you have also requested a valuation subject to the **Special Assumption** that it is on the basis of the proposed use that Rannoch Community Trust intend for the property.

2.3 Subject of the Valuation

The property to be valued is the former Kinloch Rannoch Outdoor Centre.

It is held on a heritable basis with vacant possession.

2.4 Date of Valuation

The date of valuation is 12 December 2019.

Please note that values change over time and that a valuation given on a particular date may not be valid on an earlier or later date.

2.5 Confirmation of Standards

The valuation has been prepared in accordance with the professional standards of the Royal Institution of Chartered Surveyors: RICS Valuation – Global Standards 2017 and RICS UK National Supplement, commonly known together as the Red Book.

Compliance with the RICS professional standards and valuation practice statements gives assurance also of compliance with the International Valuations Standards (IVS).

Measurements stated are in accordance with the RICS Professional Statement '**RICS Property Measurement' (2nd Edition)** and, where relevant, the **RICS Code of Measuring Practice (6th Edition)**.

You have specifically requested that any office and/or residential property present is reported upon using a measurement standard other than IPMS, specifically Gross Internal Area (GIA) and therefore their measurements will be an agreed departure from 'RICS Property Measurement (2nd Edition)'.

2.6 Agreed Departures from the RICS Professional Standards

As specifically requested by you, and as captured above with explanation, certain property has been reported upon using a measurement standard other than IPMS.

2.7 Basis of Value

The basis of value adopted is Market Value which is defined at VPS 4, para 4 as:

'The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.'

2.8 Special Assumptions

In addition to Market Value, it has been agreed that a second valuation will be provided subject to the Special Assumption that it is on the basis of the proposed use that Rannoch Community Trust intend for the property.

2.9 Nature and Source of Information Relied Upon

In addition to relying upon VOA held records and information, I have assumed that all information provided by, or on behalf of you, in connection with this instruction is correct without further verification – for example, details of tenure, tenancies, planning consents, etc.

My advice is dependent upon the accuracy of this information and should it prove to be incorrect or inadequate, the accuracy of my valuation may be affected.

You have provided me with:

- Title plan
- Floor plans
- Site information sheet
- Expression of interest of a Community Asset Transfer from Rannoch Community Trust.

2.10 Date of Inspection

05 December 2019, the weather was overcast and showery

2.11 Extent of Investigations, Survey Restrictions and Assumptions

An assumption in this context is a limitation on the extent of the investigations or enquiries undertaken by the valuer. The following agreed assumptions have been applied in respect of your instruction, reflecting restrictions to the extent of our investigations.

- Such inspection of the property and investigations as the Valuer considered professionally adequate and possible in the particular circumstance was undertaken. This comprised undertaking an internal inspection of the property.
- No detailed site survey, building survey or inspection of covered, unexposed or inaccessible parts of the property was undertaken. The Valuer has had regard to the apparent state of repair and condition, and assumed that inspection of those parts not inspected would neither reveal defects nor cause material alteration to the valuation, unless aware of indication to the contrary. The building services have not been tested and it is assumed that they are in working order and free from defect. No responsibility can therefore be accepted for identification or notification of property or services' defects that would only be apparent following such a detailed survey, testing or inspection.
- It has been assumed that good title can be shown and that the property is not subject to any unusual or onerous restrictions, encumbrances or outgoing.
- It has been assumed that the property and its value are unaffected by any statutory notice or proposal or by any matters that would be revealed by a local search and replies to the usual enquiries, and that neither the construction of the property nor its condition, use or intended use was, is or will be unlawful or in breach of any covenant.
- Valuations include that plant that is usually considered to be an integral part of the building or structure and essential for its effective use (for example building services installations), but exclude all machinery and business assets that comprise process plant, machinery and equipment unless otherwise stated and required.

- It has been assumed that no deleterious or hazardous materials or techniques were used in the construction of the property or have since been incorporated. However where an inspection was made and obvious signs of such materials or techniques were observed, this will be drawn to your attention and captured in this report.
- No access audit has been undertaken to ascertain compliance with the Equality Act 2010 and it has been assumed that the premises are compliant unless stated otherwise in this report.
- No environmental assessment of the property (including its site) and neighbouring properties has been provided to or by the VOA, nor is the VOA instructed to arrange consultants to investigate any matters with regard to flooding, contamination or the presence of radon gas or other hazardous substances. No search of contaminated land registers has been made.

However, where an inspection was made and obvious signs of contamination or other adverse environmental impact were visible this will have been advised to you, further instructions requested and the observations captured in the report. Where such signs were not evident during any inspection made, it has been assumed that the property (including its site) and neighbouring properties are not contaminated and are free of radon gas, hazardous substances and other adverse environmental impacts. Where a risk of flooding is identified during any inspection made, or from knowledge of the locality, this will be reported to you. The absence of any such indication should not be taken as implying a guarantee that flooding can never occur.

3. Property Information

3.1 Location

The subjects are located in Kinloch Rannoch, a rural Highland Perthshire village which is located at the eastern end of Loch Rannoch, approximately 18 miles to the west of Pitlochry and 52 miles north west of Perth. The village has a population of less than a thousand with limited local services including a primary school, fire station, post office and village shop, tearoom and hotel. The area is popular with tourists on a year round basis, who visit to enjoy the scenery and to take part in outdoor pursuits including walking, cycling, fishing and water sports. Several sporting organised events take place in the area each year.

More specifically the former Kinloch Rannoch Outdoor Centre is located to the north of Allt Mor Place forming part of the B846 being the main route through the village. The surrounding properties are residential and the Allt Mor River borders the site to the south west.

3.2 Description

The subjects comprise a former outdoor centre which was purchased by the Joint County Council of the Combined County of Perth and Kinross in 1972 and comprised the Old School and Schoolhouse for the village.

The property is estimated to be over 100 years old, it is detached, one and a half storey of solid stone construction under a slate clad roof with various pitches incorporating numerous valley gutters. The property has a number of single storey projections to the rear including a rendered section under a profile metal clad roof.

There are three entrances into the property, with the main entrance being from the eastern elevation. Internally the accommodation is of reasonable quality and has until recently been available to rent by organisations and family groups as self-catering hostel style accommodation for weekends and short lets, the current accommodation configuration is capable of sleeping a maximum of 24 in bunk beds.

Throughout the property the floors are a mix of suspended timber and solid construction with a variety of coverings. The ceilings are a mix of timber and plastered and painted, with the main lounge having a suspended framed ceiling. The windows throughout are single glazed timber framed and the property is heated by hot water radiators from the oil fired central heating system.

The ground floor accommodation includes 2 bedrooms, a large lounge and the kitchen which is fitted in a catering style and appears well equipped for its purpose. In addition there are 4 toilets and 2 showers on the ground floor, on the first floor there are a further 2 large bedrooms, a small bedroom and toilet and shower.

Externally the property is set in an irregular shaped sloping site, vehicle access is from the driveway on the eastern boundary to a tarmac surfaced parking area. There is a sloping lawn area to the south of the site in front of the property and to the rear there is a retaining wall at the back of the building with a sloping area, overgrown in places with sections of stone wall and some mature trees, the site boundary is a mix of stone walling and wire mesh fencing.

There are various small additional buildings including to the rear of the main property, the former school toilet block now occupied as a store and a modern timber shed. In addition there is a further outhouse directly to the west of the property which houses a drying room and the boiler house, the oil tank sits adjacent to this in an enclosed fenced area.

3.3 Tenure

Owner's heritable interest with vacant possession.

3.4 Title Restrictions

None of which we are aware.

3.5 Site Area

From the site information sheet provided, the site area is 0.2581 Hectares (0.6375 Acres).

This has not been verified on site and is assumed to be correct.

3.6 Floor Area

From the site information sheet provided:

Outdoor Centre	256.18 sqm
Boiler House	27.83 sqm
Old Toilet Block	8.56 sqm
Timber Shed	22 sqm

The areas provided are on a Gross Internal Area basis, they have not been verified on site and are assumed to be correct.

3.7 Accommodation

Outdoor Centre

Ground Floor: Entrance Hallway, Kitchen, Lounge/ Dining Room, 2 Bedrooms, 4 Toilets, 2 Showers and Cupboard.

First Floor: 2 Bedrooms, Box room, Toilet and Shower.

3.8 Defects and Repair

The interior of the property has been reasonably well maintained, the fittings in the kitchen and bathrooms have been relatively recently installed and all appear adequate for purpose.

Externally the property appears to have had adequate maintenance, but it is in need of various items of repair which are to be expected in a building of this age, construction and design, these include repairs to the woodwork and stonework, an assessment of the slate work by a reputable roofing contractor is also recommended.

3.9 Services

Although not checked with the relevant utilities it is understood that the property is connected to the usual mains services of electricity, water and drainage.

3.10 Access and Highways

It is understood that the maintenance of roads and footpaths ex adverso the property is the responsibility of the local authority.

3.11 Energy Performance Certificate

No Energy Performance Certificate has been provided.

3.12 Planning

I have made no enquiries of the Planning Authority and no information has been received on the property's planning status and potential.

I have assumed as agreed with you, that there are no planning proposals that adversely affect the property.

The premises have operated as an outdoor centre for a number of years, it is assumed for the purposes of this valuation that planning permission would be forthcoming if a change of Planning Use was sought either for the proposals put forward by Rannoch Community Trust to convert the property to a community centre, or indeed if planning permission was sought for the conversion of the property to residential use.

3.13 Equality Act 2010

Whilst I have had regard to the provisions of the Equality Act 2010 in making this report, I have not undertaken an access audit nor been provided with such a report. It is recommended that you commission an access audit to be undertaken by an appropriate specialist in order to determine the likely extent and cost of any alterations that might be required to be made to the premises or to your working practices in relation to the premises in order to comply with the Act.

3.14 Mineral Stability

The property is not in an underground mining area and a Mining Subsidence Report has not been obtained.

3.15 Environmental Factors Observed or Identified

Subject to the statement regarding the limitations on the extent of our investigation, survey restrictions and assumptions, as expressed at 2.11 above, we observed that there were no obvious abnormal ground conditions noted or any evidence of flooding on the site or the presence of contamination on the site including any invasive vegetation.

Asbestos may be present in the construction. While this material remains intact and in good condition the asbestos fibres are likely to be safe but specialist advice should be sought in the event of alteration, maintenance or demolition.

3.16 Rateable Value

I note from the Scottish Assessors Website that the Rateable Value is listed as £4,800, the Effective Date being 01 April 2017.

4. Valuation

4.1 Valuation Methodology / Approach and Reasoning

Perth and Kinross Council has received a Community Asset Transfer request for Kinloch Rannoch Outdoor Centre from Rannoch Community Trust who are looking to convert the property to a community centre/ licensed premises providing a flexible meeting place for the local community.

Two valuations have been requested; the Market Value of the property and also the Market Value subject to the Special Assumption that it is on the basis of the proposed use that Rannoch Community Trust intend for the property, this is an onerous restriction and significantly affects the valuation.

Market Value

Market Value (MV) is defined by the Royal Institution of Chartered Surveyors in VPS 4, para 1.2 defines MV as:

“The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm’s length transaction after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.”

My role is therefore to value the subjects on the above basis, assuming that they have been fully marketed, in this instance I am not to assume that its end use will necessarily be as the community facility as described by Rannoch Community Trust.

The premises would readily convert to residential accommodation and on the assumption that planning permission would be available for such a conversion, it is upon this basis that my valuation has been arrived at.

I have considered the level of interest in the subjects if they were to be placed on the open market and advertised for sale, I have analysed sales and asking prices for a range of properties within Kinloch Rannoch and the wider surrounding area, a sample of these comparables are listed below.

The premises under report could comprise a good size detached house with 4 or 5 bedrooms, whilst investment would be needed to some aspects of the property, little structural work would be required and the current kitchen and bathroom fittings could be adapted to private residential use. Houses of this size sell readily and there is an established second/holiday home market within the area. From the residential sales evidence listed, there is a range of values of between £230,000 and £285,000, the sale of the Former Georgetown School House at Gaur at west end of Loch Rannoch is much lower at £90,000 but we are aware that this was in a very poor state of repair and it is a much more remote location than the subjects.

In formulating my opinion of value I have considered all of the relevant factors pertaining to the nature, condition, location, and situation of the subjects. I have also considered the investment required for conversion to residential and I am of the

opinion that the Market Value is fairly stated at **£250,000**, this being in keeping with the available sales evidence and asking prices.

Market Value subject to the **Special Assumption** that it is on the basis of the proposed use that Rannoch Community Trust intend for the property.

When considering this valuation, I am to assume that its end use will be as a community facility as described by Rannoch Community Trust. Demand within the market place for such a use will be limited, it is assumed that any sale on this basis will be subject to a restriction to Community Use and that the restriction will be binding on future sales of the property.

I have been provided with a copy of the Community Asset Transfer Expression of Interest form submitted to Perth and Kinross Council, it states the following as the reasons for interest in the property:

“The Rannoch Community Trust is looking to facilitate community activity, interaction and business development within Kinloch Rannoch and the surrounding area. The Outdoor centre provides an opportunity to create a modern, well-equipped meeting space for individual and business meetings, community groups and committees and activity planning, promoting business development and group participation in the area.

Part of the building would be converted into a licensed pub serving affordable evening meals, a provision currently only existing in the five star Dunalastair Hotel Suites, or the MacDonald Hotel on Loch Rannoch, both of which are prohibitively priced for locals. This would help recreate a feeling of community conviviality through the sharing of meals and leisure time that is evidently absent from Kinloch Rannoch, and is a key aspect of remote rural life.

An outdoor public seating area with a view of the Alt Mhor waterfall, one of Rannoch's most scenic features, would appeal to all ages as a place to meet and interact with others, and the remaining indoor and outdoor space would be used for leisure and sports activities for the community, with games and equipment.”

In arriving at the valuation I have considered the potential value of the property as a community facility, we do not have any details of the estimated income for the proposed community centre and typically projects such as these are operated on a not for profit basis, with any income generated being used to support the facility. Sales of similar community properties are rarely marketed, the former Tyndrum Village Hall in Cairnlarich sold in August 2018 for £88,000 but this was for conversion to a residential property, the sale equates to £880 per sq m, this was an inferior construction to the subjects but occupies a similar location. The sale of Ardler Primary School in Blairgowrie for £49,000 in March 2018 is also interesting, this equates to £196 per sq m, but this was a C Listed building in poor repair and in need of significant investment which was reflected in the low sale price.

I have also considered the demand for the property as a commercial venture, it would provide reasonable office and /or workshop accommodation and we are aware that the intention is for part of the property to be available to encourage local business

development. The available evidence is for Pitlochry for retail units occupying town centre locations and therefore a much higher level of value is to be expected.

The evidence has been appropriately weighted having regard to location, price, sales date and nature, and having regard to the valuer's knowledge and experience of the area. I have reflected that the subjects comprise reasonable quality accommodation which has been adequately maintained. This valuation is subject to the **Special Assumption** that it is on the basis of the proposed use that Rannoch Community Trust intend for the property, I have therefore adopted a capital rate of £400 per sq m and on this basis I am of the opinion that the Market Value is fairly stated at **£100,000**.

4.2 Comparables

Residential Evidence

Former Georgetown School House at Gaur at west end of Loch Rannoch sold by Perth and Kinross Council at Auction in 2019 for £90,000. Property was in poor state of repair, the Gross Internal Area is 163 sqm.

Dall, Rannoch, Pitlochry, 3 bedroom detached stone house, sold subject to contract £285,000. The two storey detached house is situated in 0.7 Hec of garden in a rural setting 5 miles east of Loch Rannoch.

Dall, Rannoch, five bedroom 1960's detached villa surrounded by a large garden and situated close to the banks of Loch Rannoch sold May 2019 £285,000.

Riverside Cottage, Kinloch Rannoch sold November 2018 £230,000, this is a single storey modernised cottage with 3 bedrooms, garage, and summerhouse overlooking the river.

The Steading House Auchleeks, Calvine Pitlochry currently advertised as Under Offer at £250,000. B-Listed stone former steading courtyard with a large byre, a store, a bothy and a stable. Planning consent in place for a change of use to a large 3 bedroom residential property.

Non Residential Evidence

Former Tyndrum Village Hall Cairnlarich sold August 2018 £88,000, located on the West Highland Way at the northern end of Loch Lomond and The Trossachs Nation Park. Traditional construction, rendered under a pitched profile metal clad roof, 100 sq m, sale equates to £880 per sq m. The property was sold for conversion to a residential use.

Plumbers Store, Bunrannoch Industrial Estate Kinloch Rannoch sold August 2019 for £32,500, the building is 75 sq m and the sale equates to £433 per sq m.

120-126 Atholl Rd Pitlochry, shop unit over ground floor and basement on main route through the town, sold £230,000 in May 2018, sale equates to £1,167 per sq m.

84 Atholl Rd Pitlochry, former bank/shop unit on main route through the town, 120 sqm sold £192,500 in April 2019, sale equates to £1,600 per sq m.

Former Ardler Primary School Blairgowrie sold £49,000 March 2018. Substantial C Listed traditional former school building of stone and slate construction, had been empty for a number of years the building is 249 sqm and the sale equates to £196 per sq m.

For Sale Foss Church Loch Tummel Grade C Listed stone church 105 sqm surrounded by graveyard which is not for sale, no water supply to property. Asking price £25,000 equates to £238 per sq m.

Former Tenants Meeting Room, Bilsland Road, Glenrothes, sold March 2018 for £30,000. The property comprises a former hall/meeting room contained within a single storey, detached building of traditional brick construction, rendered externally under a flat felt roof, 110 sq m, sale equates to £273 per sq m.

4.3 Opinion of Value

I am of the opinion that the Market Value of the owner's heritable interest with vacant possession is **£ 250,000** (Two Hundred and Fifty Thousand Pounds) as at 12 December 2019.

I am of the opinion that the Market Value subject to the **Special Assumption** that it is on the basis of the proposed use that Rannoch Community Trust intend for the property is **£100,000** (One Hundred Thousand Pounds) as at 12 December 2019.

It has to be stressed that in the current economic conditions and with the property market in a fragile condition there is a greater than normal degree of valuation uncertainty attaching to opinions of market value. As a result the possible range of values for an asset type is wider than normal and in the circumstances I would caution as to the possibility for a need to show some degree of flexibility in the use and interpretation of the reported value for the reasons stated above. In summary I refer to the RICS Professional Standards 2014 UK Edition (VPGA 10 Matters that may give rise to material valuation uncertainty)

4.4 Currency

All prices or values are stated in pounds sterling.

4.5 VAT

I understand that VAT does not apply to this transaction and my opinion of value reflects this. In the event that my understanding is found to be inaccurate, my valuation should be referred back for reconsideration.

4.6 Costs of Sale or Acquisition and Taxation

I have assumed that each party to any proposed transaction would bear their own proper legal costs and surveyor's fees.

4.7 Market Commentary

Following the referendum held on 23 June 2016 concerning the UK's membership of the EU, the impact to date on the many factors that historically have acted as drivers of the property investment and letting markets has generally been muted in most sectors and localities. The outlook nevertheless remains cautious for market activity over the coming months as work proceeds on negotiating detailed arrangements for EU exit and sudden fluctuations in value remaining possible. We would therefore recommend that the valuation is kept under regular review. Should you intend to effect a disposal, we recommend that specific marketing advice be obtained at that time.

5. **General Information**

5.1 Status of Valuer

It is confirmed that the valuation has been carried out by Ruby Ashworth MRICS, a RICS Registered Valuer, acting in the capacity of an external valuer, who has the appropriate knowledge and skills and understanding necessary to undertake the valuation competently, and is in a position to provide an objective and unbiased valuation.

5.2 Conflict of Interest

Checks have been undertaken in accordance with the requirements of the RICS standards and have revealed no conflict of interest. DVS has had no previous material involvement with the property.

5.3 Restrictions on Disclosure and Publication

The client will neither make available to any third party or reproduce the whole or any part of the report, nor make reference to it, in any publication without our prior written approval of the form and context in which such disclosure may be made.

You may wish to consider whether this report contains Exempt Information within the terms of paragraph 9 of Schedule 7A to the Local Government (Scotland) Act 1973 (see section 2 and Part II of Schedule 1 to the Local Government (Access to Information Act 1985) and your Council can treat it accordingly.

5.4 Limits or Exclusions of Liability

Our valuation is provided for your benefit alone and solely for the purposes of the instruction to which it relates. Our valuation may not, without our specific written consent, be used or relied upon by any third party, even if that third party pays all or part of our fees, directly or indirectly, or is permitted to see a copy of our valuation report. If we do provide written consent to a third party relying on our valuation, any such third party is deemed to have accepted the terms of our engagement.

None of our employees individually has a contract with you or owes you a duty of care or personal responsibility. You agree that you will not bring any claim against any such individuals personally in connection with our services.

5.5 Validity

This report remains valid for 6 (six) months from its date unless market circumstances change or further or better information comes to light, which would cause me to revise my opinion.

6. **Recommendations**

6.1 Summary of key issues

The premises comprise a former outdoor centre in a remote village location, the property has been reasonably well maintained and if offered to the market would appeal as a conversion to residential use assuming planning permission was forthcoming.

The Special Assumption valuation assumes that the sale would be restricted to community use, this is an onerous restriction on the property and assumes a limited market which restricts the valuation considerably. Were the property sold on this basis then it is recommended that the sale is subject to a restriction to Community Use and that the restriction will be binding on future sales of the property.

I trust that the above report is satisfactory for your purposes. However, should you require clarification of any point do not hesitate to contact me further.

Ruby Ashworth BSc Hons MRICS
Senior Surveyor
RICS Registered Valuer
DVS

7. Appendices

7.1 Photographs



Rear Elevation



Former toilet block now a store

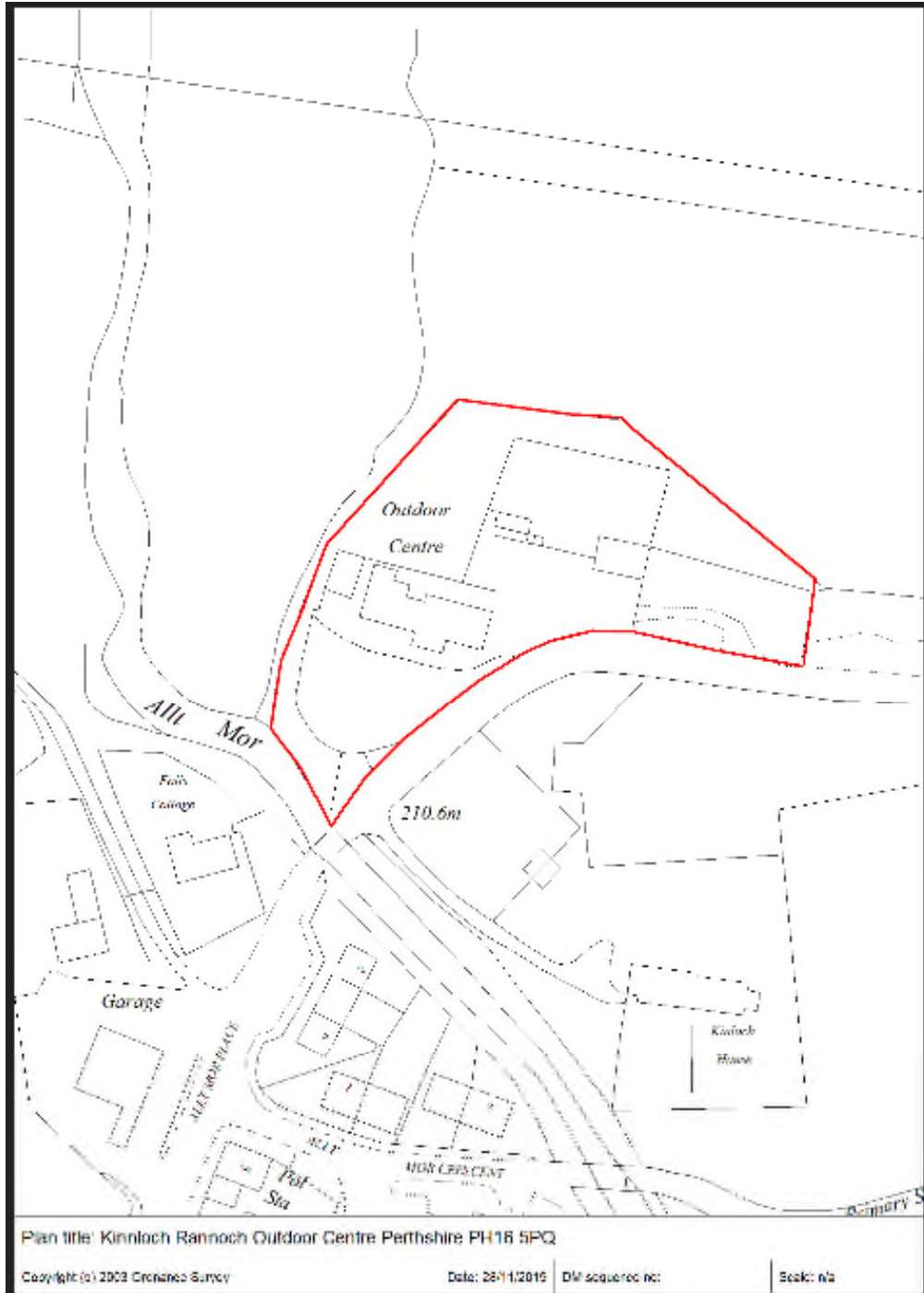


Kitchen



Large lounge

7.2 Plans



APPENDIX 3**SITE PLAN**

Created by Ryan Graham on 19 July 2020

RECORD OF DECISIONS – 27 July 2020

Power Exercised	Date	Reason	Council Function
Suspension of recovery action on Council Tax and Rents Arrears collection for 3 months. This means no summary warrants or wage arrestments will be made and no action will be taken beyond standard reminders being issued	March 2020	Many tenants and council taxpayers across Perth and Kinross will be impacted to some degree by COVID-19 response and may be unable to pay bills timeously or in full. To avoid unnecessary stress for families who may be struggling and potential very negative publicity for the Council it was considered appropriate to temporarily suspend formal recovery action on arrears.	Duty to collect Council Tax and Rent applying all due diligence in doing so.
Closing Registrars Offices to the public	March 2020	To reduce the health risk to staff and public in terms of COVID-19 and in compliance with Government Directions.	Duty to provide a Registrars Service. (Registration of deaths can now be done remotely.)
Closing Council schools	March 2020	To reduce the health risk to staff pupils and public in terms of COVID-19 and in compliance with Government Directions.	Duty to provide Education Services Duty to meet additional support needs.
Closing Council Buildings	March 2020	To reduce the health risk to staff and public in terms of COVID-19 and in compliance with Government Directions.	Duty to provide Council Services.
Closing all Council Recycling Centres	March 2020	To comply with government guidance in relation to the spread of covid 19 by preventing non-essential travel and members of the public from visiting busy sites where social distancing could not be safely implemented.	Environmental Protection Act 1990, duty to provide facilities for the public to deposit their waste.

Power Exercised	Date	Reason	Council Function
Closing all public conveniences	March 2020	Lack of staffing resource and also to minimise the risk of the spread of infection.	No statutory requirement in this case, but seen as an important public service.
Stand down all designated street sweepers	March 2020	Non-essential service. To comply with government Regulations in relation to spread of covid 19 and to protect staff from the risk of infection.	Environmental Protection Act 1990, code of practice in relation to street cleanliness.
Temporary suspension of bulky / special waste collections	March 2020	Lack of staff resource. To allow redeployment of existing resource to essential services.	Waste (Scotland) Regulations 2012.
Suspension of parking charges	March 2020	Lack of staff resource. To allow redeployment of existing resource to essential services and support key workers.	Car Park Traffic Orders.
Reduce road and street lighting maintenance	March 2020	Lack of staff and contractor resource. Non-essential service. To comply with government Regulations in relation to spread of Covid 19 and to protect staff from the risk of infection.	Roads (Scotland) Act 1984 duty to maintain roads and street lighting.
Reduce property maintenance	March 2020	Lack of staff and contractor resource. Non-essential service. To comply with government Regulations in relation to spread of Covid 19 and to protect staff from the risk of infection.	Duty to maintain property.
Changes to school and public transport arrangements/ contracts	March 2020	Changes to school opening times/use as key worker childcare hubs, as per government guidance in relation to spread of Covid 19; Changes to regulated bus services due to lack of contractor	Service Contracts/Traffic Commissioners requirements.

Power Exercised	Date	Reason	Council Function
		resources/passenger uptake.	
Suspension of unplanned repairs except emergency repairs (includes suspension of Right to Repair)	March 2020	Reduce risk to contractors and tenants. Government Regulations require that all but essential work should stop.	
Suspend tenant evictions from residential properties who find themselves in financial or other difficulties as a result of the coronavirus pandemic	March 2020	To comply with new legislation and guidance	
Civic Government (Scotland) Act 1982 Extension of all licences granted under the Civic Government (Scotland) Act 1982 or other legislation for a period of three months.	March 2020	The current circumstances have impacted 1) the ability of licence holders to obtain and produce required documentation (photographs, medicals, Public Liability Insurance); and 2) the ability of staff to process applications and ensure that all relevant documentation has been received.	The processing and granting of licences under the Civic Government (Scotland) Act 1982.
Emergency grant to foodbanks	March 2020		Duty to promote social welfare; power of wellbeing.
Free School Meals Payments to families	March 2020	To ensure alternative mechanism to provide meals and comply with duty.	Duty to provide free school meals to eligible children.
Waiving of the 3% increase for burial and cremation charges for 2020/21	March 2020	To assist with costs at difficult time.	
The setting of reserved places for schools for session 2020/21	March 2020	To ensure that reserved places are retained in schools ahead of determining placing requests.	Duty to set reserved places in schools.
Variation to the School Admissions Policy for session 2020/21 in relation to the	March 2020	To ensure that the amended policy is in place prior to determining	Duty to publish admissions policy;

Power Exercised	Date	Reason	Council Function
criteria for placing requests received from out with the local authority area.		placing requests for the coming school year.	duty to determine placing requests.
Reduce provision of temporary accommodation to high risk groups	March 2020	Reduced availability of temporary accommodation due to suspension of housing allocation policy.	
Funding for community initiatives through Local Action Partnerships	March 2020	In order to speed up requests for funding from voluntary groups, decisions will be made only by Chairperson and Lead Officer of LAP, other than the Kinross LAP.	
Business Grants – agreed that small number of businesses who had applied for grants, but were not registered as rate payers at the start of the year, be given grants, subject to evidence checking by the relevant Council Team.	4 April 2020	To ensure service continuity during the current Coronavirus (COVID-19) outbreak.	
Support for Gypsy / Traveller Communities. Flexibility in approach to negotiated stopping, identification of potential mobile home/holiday sites which may need to be requested to re-open (subject to Gold Command approval), contact to be made with identified sites to ensure no barriers to prevent re-opening. Sites only to be re-opened for the purpose of Gypsy Travellers.	22 April 2020	To provide support to Gypsy / Traveller Communities during the Coronavirus pandemic.	
Pending formal contract negotiations with Stagecoach, local bus service contracts to be paid in line with regular monthly contract payments until June 2020, with a deduction of 13% to reflect fuel usage, in line with the CPT cost index figure, and as a result of the reduced network	22 April 2020	To ensure the continuing provision of local bus services in Perth and Kinross.	

Power Exercised	Date	Reason	Council Function
coverage. Payment approach to be reviewed over the next 2 months in light of any developments arising from the continued Covid-19 pandemic including any further guidance issued by the Scottish Government and/or COSLA.			
Guidance on temporary supplier and provider relief. A suspension of part of the Council's Financial Regulations which states that all advance payments are individually approved by the Head of Finance. The Guidance on Supplier and Provider Relief suspends that requirement for an initial period until 30 June 2020 (or earlier if current restrictions are lifted). The revised arrangements provide that the accountable budget holder for the areas concerned retain discretion over and are responsible for all decisions over supplier and provider relief, subject to a general cap of 25% of the annual contract value.	22 April 2020	The Council is dependent upon its suppliers and providers continuing to deliver critical services as part of the ongoing COVID 19 response. Longer term, the Council also needs to protect its local supply chain.	
Further to previous discussions and following agreement with Stagecoach on local bus provision, offer amended to all operators to 100% payment (April to June 2020) where supported services and/or mileages are being maintained at normal levels (to include changes made to cover emergency network) with a deduction of 13% for fuel for any supported services which are currently suspended. This brings PKC into line, in payment terms, with both Fife and Angus Councils. This will ensure contract variations are	29 April 2020	To ensure the continuing provision of local bus services in Perth and Kinross.	

Power Exercised	Date	Reason	Council Function
completed/signed along with supplier relief proposal form for best value and audit purposes (and any retrospective payment assessments). Payment arrangements applied to all operators including community care providers (total payment approx. £50k per month – predominantly Taxi/PHV operators). These payment arrangements to be reviewed in 2 months time and/or when circumstances/local/national guidance changes.			
It has been decided to delay the previously proposed date for the potential closure of Abernyte Primary School from the end of the current academic session to the end of academic session 20/21.	May 2020	This in no way cuts across the work of the School Closure Review Panel, rather it gives pupils and parents/carers clarity about the arrangements for the end of this school session.	
Availability of PKC Environmental Health Officers to NHS Tayside	May 2020	To support Test and Protect initiative, and similar to Dundee City and Angus Councils, PKC providing six environmental health officers to support NHS Tayside if necessary to assist with contact tracing for a 4-6 week period.	
Fly-Tipping Fund	May 2020	Re-introduction of the Fly-Tipping Fund to assist private landowners and community organisations to tackle the issue in the short-term, with a total fund of £20,000.	
PKC School Session 2020/21	June 2020	The Scottish Government have indicated that the new term for all schools across Scotland should commence on 10 August 2020 for staff and 11 August for children and young people (a week	

Power Exercised	Date	Reason	Council Function
		<p>earlier than had been agreed for PKC). To give parents and staff certainty about the dates for the new academic session, Gold Command agreed to change PKC school start dates in line with this. In addition, it was agreed that there be no in-service days the following week (w/b 17 August). SNCT guidance is being agreed on how these changes will relate to terms and conditions. This guidance will be used to reach a local agreement via the JNCT on holiday entitlement etc for teaching staff, and the JCC for non-teaching staff affected by this nationally directed change. This will include negotiation about necessary changes to previously agreed in service dates.</p>	
Payments for Free School Meals	June 2020	<p>It was agreed at Gold Command to continue with the direct payments for Free School Meals (FSMs) to families who are eligible because of entitlement to certain benefits for the duration of the summer holiday period, using the funding available to support "Holiday Hunger" to offset some of these costs. It was also agreed that when attendance at school resumes from August 2020 these direct payments will continue but the fortnightly payment will be adjusted to reflect the pattern of at school/at home attendance e.g. if</p>	

Power Exercised	Date	Reason	Council Function
		this pattern is week about, the direct payment will be half of what it currently is. For any young person who is able to attend school every week, there will be no direct payment for FSMs made. The direct payments will then be reviewed again in advance of the October break.	
Decision not to pursue outstanding Council Tax debt	June 2020	The Sheriff Court has now resumed but decision made not to pursue outstanding council tax debt or the issuing of reminder letters in the usual way.	
Decision to retrospectively charge for those non-residential care services that have been provided.	June 2020	<p>The decision was based on the need to be consistent with the approach being taken in respect of other charges for Council Services, the fact that charges would only be made for services that were actually provided. Also considered was that this would be a very material write-off and also considerations were made regarding benchmarking data with other Local Authorities.</p> <p>Gold Command were very clear, however, that any invoices will need to be issued with a very carefully worded letter that; recognises the impact of Covid-19; explains why some charges were suspended; recognises that individual circumstances may have changed and people might be experiencing hardship;</p>	

Power Exercised	Date	Reason	Council Function
		and offers support and advice in this regard.	
Approved the write off of debt and obsolete stock and the write on of credit balances set out in the report from the Head of Finance dated 11 June, and which will be included within the Council's Annual Accounts for the year ending 31 March 2020.	June 2020	To comply with the legislative requirement to include the write off of debt information in the Annual Accounts for 2019/2020. The Council Financial Regulations indicate that officers are not authorised to write off debt.	
<p>Education Recovery. Gold Command reviewed and provided comment on the Local Phasing Delivery Plan. They noted that the plan had been developed in full accordance with the national Strategic Framework for Education Recovery. All school plans had been subject to scrutiny and challenge to ensure that the principle of maximisation underpinned each school's individual plans.</p> <p>The Local Phasing Delivery Plan and each school's plan remains subject to change depending on any changes to national public health and scientific advice. It will be submitted to Education Scotland (HMle) on Wednesday 24 June 2020 for review, as per Ministerial direction. Feedback will be provided in due course.</p> <p>Gold Command approved the Local Phasing Delivery Plan, noting it would continue to be subject to change as required.</p>	June 2020	Scottish Government requirement for all local authorities to produce a Local Phasing Delivery Plan.	
Gold Command agreed to continue funding for ALEOs at current levels to October 2020	June 2020	To provide funding to assist with the continued	

Power Exercised	Date	Reason	Council Function
at which point it will be reviewed again. It was also agreed to continue funding for Tayside Contracts until 31 July 2020 in line with our two other Council partners.		operation of these services.	
Gold Command agreed that parking charges are reintroduced on 1 August 2020, to coincide with the further anticipated relaxation of lockdown measures in line with the Scottish Government's Route map for recovery. Gold also agreed to invoke the approved 10% increase in parking charges approved by Special Council on 6th March 2020. An appropriate communications plan will be developed through the press and social media to raise awareness of the reintroduction of charges and that a progressive approach to enforcement is applied in the first week after reintroduction.	June 2020	To implement previously agreed charges and provide clarity to members of the public as part of relaxation of lockdown measures.	
Following the request of Scottish Government to standardise the new term to commence on 11 August 2020, Gold Command approved the proposal that the 2021 summer holidays commence one week early on Thursday 24 June 2021, instead of Thursday 1 July 2021 (inclusive).	June 2020	To provide clarity on revised school term / holiday dates following changes requested at national level.	
There is an outstanding matter relating to council tax for unoccupied properties and which has been raised within the Sounding Board and also via MSP queries. This matter is in part covered by a 2017 Policy statement approved by SP&R Committee which gives the Chief Operating Officer delegated authority to apply a discretionary discount of 10%	July 2020	The approach gives a discount to council tax in certain scenarios which would address some of the appeals. In respect of Holiday/Second Homes, it would ensure consistency of approach across Councils while this matter continues to be debated at national level. And it allows appropriate consideration of other	

Power Exercised	Date	Reason	Council Function
<p>with certain conditions being met. Report 7 17/155</p> <p>The Council has prioritised the release of funds through payment of business grants and then preparation for NDR billing which happened at the end of June. The Council Tax Team have now worked with Finance colleagues on a PKC approach to council tax for unoccupied properties in light of the Covid-19 situation and which has now been considered by the Chief Executive under Emergency Powers. There are number of different types of scenarios. The intention is to apply the following -</p> <p><u>Long Term Empty Properties -</u> A 10% discount be awarded for a 6-month period (with the option to review) or until the works are completed, sale of property is completed, or lease has started. No engagement with the Vacant Property Team required at this time. There are a number of appeals/queries for which would be addressed by this.</p> <p><u>Holiday/Second Homes – Covid -19 -</u> Properties classed as second/holiday homes would not be considered for any discretionary relief due to Covid-19. This reflects the national position and if SG issue revised guidance, then PKC would change their position at that time. There are a number of appeals on this point.</p> <p><u>Unoccupied Properties – Other Circumstances</u> - the approach will be an ongoing review of</p>		<p>scenarios which will emerge via council tax recovery runs.</p>	

Power Exercised	Date	Reason	Council Function
<p>other circumstances by the Council Tax team who will retain a watching brief over appeals/queries and if not covered by any other exemption, these matters will be referred to the Interim Chief Operating Officer in the first instance for consideration of the application of the 10% discretion as provided within the Policy statement.</p>			