

# **Kinross-shire Local Committee**

## *Pilot Scheme of Administration*

### **SECTION 1—GENERAL PROVISIONS**

- 1.1 The Committee shall comprise the four ward councillors for Kinross-shire who shall have voting rights and one representative from each of the six community councils with most or all of their area in the Kinross-shire ward (Cleish & Blairadam, Fossoway & District, Glenfarg, Kinross, Milnathort and Portmoak) who shall be non-voting.
- 1.2 A meeting of the Committee shall be quorate if three ward councillors are present.
- 1.3 In the event of the absence of a ward councillor, a councillor from another ward may not substitute in his or her absence.
- 1.4 Community council members shall be appointed by the relevant community council from its complement of full members and shall remain a member of the Committee until the relevant community council decides otherwise or he or she ceases to be a community councillor.
- 1.5 In the absence of a community councillor, the community council of which he or she is a member may appoint a substitute for that meeting.
- 1.6 The Council will determine the Convener and Vice Convener of the Committee in line with the Council's standard appointment procedure.
- 1.7 In the absence of the Convener, the Vice Convener shall act on his or her behalf.
- 1.8 Meetings of the Committee shall be held in Kinross-shire.
- 1.9 Meetings of the Committee shall be held on an eight-weekly cycle.
- 1.10 Business for the Committee shall be determined as follows:
  - The Chief Executive may bring forward papers on matters within the remit of the Committee for information, consideration, or determination.
  - The Convener may request that papers be brought forward on matters within the remit of the Committee for information, consideration, or determination.
  - The Convener shall agree a programme of business with the Chief Executive who shall take cognisance of the resource implications of requested business.
- 1.11 Business shall otherwise be conducted in accordance with the Council's standing orders.

### **SECTION 2—GENERAL POWERS**

- 2.1 To request that the committee convener or relevant executive director or head of service attend meetings and respond to relevant questions or submit a report or written evidence on any relevant matter.
- 2.2 To request that elected members, officers, other persons, and outside organizations attend meetings to give evidence or advice.
- 2.3 To receive petitions relating to the Kinross-shire ward in accordance with the Council's petitions policy where the matter falls within the remit of the Committee in line with the Council's standard petitions policy.
- 2.4 To initiate local community engagement in relation to Council business in the Kinross-shire ward; supporting existing engagement delivered by the Council; and,

where possible to be consulted on larger-scale Council engagement insofar as it relates to Kinross-shire

### **SECTION 3—DECISION MAKING POWERS**

- 3.0.1 To agree local policies in relation to implementation of the specific placemaking powers devolved to the Committee subject to compliance with any statutory requirements and Council policy.
- 3.0.2 To agree the allocation of funds to individual functional areas devolved to the Committee to meet local priorities in the Kinross-shire ward within a devolved revenue budget.
- 3.0.3 To determine business cases for and agree any local capital project priorities within a devolved capital budget for the Kinross-shire ward or by allocating funds from a devolved revenue budget towards borrowing costs in line with approved capital investment governance arrangements.
- 3.0.4 To allocate and monitor expenditure from agreed localized funds, e.g., the Community Investment Fund and the Kinross Common Good Fund.

#### **Section 3.1—Infrastructure and Economic Development**

- 3.1.1 To make recommendations to Council on the formation of any Local Development Plans, strategies and supplementary guidance insofar as they relate to the Kinross-shire ward.
- 3.1.2 To support the development of community-led Local Place Plans.
- 3.1.3 To develop local measures to support and promote economic activity in Kinross-shire.
- 3.1.4 To work in partnership with VisitScotland, other agencies and local organizations to plan, promote and oversee the implementation of a tourism and events strategy for Kinross-shire.

#### **Section 3.2—Roads**

- 3.2.1 To determine local priorities for maintenance programmes for roads and bridges, and for surfacing and surface dressing schemes.
- 3.2.2 To determine a local policy on road safety.
- 3.2.3 To promote local Road Traffic Orders, including those where there are statutory objections that the Committee believe can be overcome, and make recommendations thereon where the Council is acting as planning authority.
- 3.2.4 To approve the stopping up of roads and private means of access and the deletion of roads from the list of public roads and the adoption of roads (that are not constructed under the Road Construction Consent procedure) onto the list of public roads and make recommendations thereon where the Council is acting as planning authority.
- 3.2.5 To agree local priorities for winter road and footpath maintenance.

### **Section 3.3—Environment**

- 3.3.1 To agree local priorities for community greenspace and grounds maintenance activities.
- 3.3.2 To agree the establishment and maintenance of local footpaths, including additions and alterations to core path routes.
- 3.3.3 To make recommendations to Council on trees that should be considered for tree preservation orders based on local assessment criteria within legislation.
- 3.3.4 To approve and support local initiatives to encourage waste minimization, reduce litter and increase recycling.
- 3.3.5 To lead on and engage with community groups on initiatives to tackle the climate emergency.
- 3.3.6 To approve new Perth & Kinross Council Comfort Scheme providers according to Council policy within the Kinross-shire ward.
- 3.3.7 To support community-led local flood prevention and resilience initiatives.
- 3.3.8 To recommend to Council proposals for the establishment of any regional parks within the Kinross-shire ward and agreements with other councils where these cross local authority boundaries.
- 3.3.9 To make recommendations to Council on local landscape designations for the Kinross-shire ward.

### **Section 3.4—Communities**

- 3.4.1 To support the work of the Kinross-shire Community Transport Group on public transport and community transport initiatives in collaboration with the Council's Public Transport Unit.
- 3.4.2 To make proposals to Council on community participation requests and the transfer of functions to community management and ownership subject to Council policies.
- 3.4.3 To engage with Community Planning Partners regarding the delivery of their services in the Kinross-shire ward.
- 3.4.4 To support local youth organizations and to promote the engagement of young people in local democracy.
- 3.4.5 To support local initiatives that promote and support the history and heritage of Kinross-shire.
- 3.4.6 To facilitate and, where appropriate, make arrangements in relation to Town Twinning and ceremonial matters in consultation with the Civic Services.

## **SECTION 4—SCRUTINY AND RECOMMENDATORY POWERS**

- 4.1 To consider and make recommendations on matters which do not fall within the decision-making powers of the Committee, including:
  - Proposals made by the Chief Executive to review Council service delivery insofar as it affects the Kinross-shire ward; and
  - The impact of policy on the local service delivery and performance of Council services in the Kinross-shire ward.Council or the relevant committee must give due consideration to these recommendations during the decision-making process.
- 4.2 To receive assurance on progress of Council capital project delivery in Kinross-shire.