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• *Enhancing quality of life* • *Making the best use of public resources*

Council Building
2 High Street
Perth
PH1 5PH

12 December 2019

A Meeting of **Perth and Kinross Council** will be held in the **Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 18 December 2019** at **11:00**.

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 electronic equipment is in silent mode.

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

Members:

Provost D Melloy
All Councillors

Perth and Kinross Council

Wednesday, 18 December 2019

AGENDA

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

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 NOTICE OF MOTION IN TERMS OF STANDING ORDER 39**

PAYMENT OF NEW REAL LIVING WAGE RATE **5 - 6**
Motion by Councillors A Bailey and X McDade (copy herewith)
- 4 MINUTES**
 - 4(i) MINUTE OF MEETING OF PERTH AND KINROSS COUNCIL OF 25 SEPTEMBER 2019 FOR APPROVAL AND SIGNATURE** **7 - 24**
(copy herewith)
 - 4(ii) MINUTE OF SPECIAL MEETING OF PERTH AND KINROSS COUNCIL OF 22 OCTOBER 2019 FOR APPROVAL AND SIGNATURE** **25 - 26**
(copy herewith)
- 5 MINUTE OF COMMITTEES - 11 SEPTEMBER 2019 TO 27 NOVEMBER 2019** **27 - 226**
(copy herewith)
- 6 REVIEW OF DRAFT PERTH CITY PLAN** **227 - 254**
Report by Depute Chief Executive (Chief Operating Officer) (copy herewith 19/360)
Note: There will be a presentation by John Bulloch, Chair of the Perth City Development Board.
- 7 PERTH AND KINROSS OFFER UPDATE** **255 - 264**
Report by Chief Executive (copy herewith 19/361)
- 8 INTERIM CLIMATE EMERGENCY REPORT AND ACTION PLAN** **265 - 340**
Report by Depute Chief Executive (Chief Operating Officer) (copy herewith 19/362)

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|-----------|--|------------------|
| 9 | TREASURY ACTIVITY AND COMPLIANCE REPORT 2019/20 QUARTER 2 Report by Head of Finance (copy herewith 19/363) | 341 - 362 |
| 10 | EQUALITIES PERFORMANCE REPORT 2018/19 Report by Executive Director (Housing and Environment) (copy herewith 19/364) | 363 - 392 |
| 11 | CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2018/19 Report by Chief Social Work Officer (copy herewith 19/365) | 393 - 446 |
| 12 | PERTH AND KINROSS CHILD PROTECTION COMMITTEE (CPC) STANDARDS AND QUALITY REPORT 2018/2019 Report by Chief Social Work Officer (copy herewith 19/347) | 447 - 516 |
| 13 | ADULT SUPPORT AND PROTECTION ANNUAL REPORT 2018- 19 Report by Chief Social Work Officer (copy herewith 19/348) | 517 - 570 |
| 14 | REVIEW OF PARLIAMENTARY CONSTITUENCY POLLING DISTRICTS AND POLLING PLACES Report by Depute Chief Executive (Chief Operating Officer) (copy herewith 19/366) | 571 - 584 |
| 15 | AMENDMENTS TO GOVERNANCE DOCUMENTS (copy herewith) | 585 - 586 |

***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 UPDATE ON CULTURAL MATTERS
Briefing by Chief Executive

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.

Wednesday 18 December 2019

Payment of New Real Living Wage Rate

Motion by Councillors A Bailey and X McDade

Council notes that an increase in the Real Living Wage to £9.30 per hour was announced by the Living Wage Foundation in early November. This increase takes into account higher transport costs, private rents and council tax bills that have already hit the pockets of our staff. As an accredited Living Wage Employer, Council would ordinarily pass on the new rate effective 1 May 2020.

Council instead agrees to pay the new £9.30 per hour Real Living Wage rate effective 1st November 2019. The costs of doing so will be £26,000 to be funded from the projected under spend in the Unfunded Pensions Budget which was reported to the Strategic Policy & Resources Committee on 27 November 2019. 262 staff members will benefit from this change. This position will be kept under review in future financial years.

Signed

Councillor Alasdair Bailey

Councillor Xander McDade

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

COUNCIL MEETING

Minute of meeting of Perth and Kinross Council held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 September 2019 at 11.00am.

Present: Provost D Melloy, Councillors C Ahern, H Anderson, A Bailey, K Baird, B Band, M Barnacle, P Barrett, B Brawn, R Brock, A Coates, H Coates, S Donaldson, D Doogan, E Drysdale, J Duff, A Forbes, T Gray, D Illingworth, A Jarvis, G Laing (up to and including Art. 501), M Lyle, R McCall, S McCole, X McDade (up to and including Art. 501), 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; J Valentine, Depute Chief Executive; S Devlin, Executive Director (Education and Children's Services); B Renton, Executive Director (Housing and Environment); K McNamara, Depute Director (Housing and Environment); P Marshall, D Littlejohn, L Dott and B Murray (all Housing and Environment); L Simpson, G Fogg, S Hendry, S MacKenzie, K Donaldson, C Flynn, S Walker, L Brown, C Irons, D Williams, K Molley, A Taylor, A Brown, L Gowans and R Fry (all Corporate and Democratic Services); G Boland and F Mackay, Education and Children's Services; C Hendry, Perth and Kinross Health and Social Care Partnership.

Apology for Absence: Councillor I James.

Provost D Melloy, Presiding.

The Provost led the discussion for Arts. 490-497, 500 and 502-503 and the Depute Provost for Arts. 498, 499 and 501.

490. WELCOME AND APOLOGIES

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

491. DECLARATIONS OF INTEREST

Councillors C Ahern and D Illingworth declared a financial interest in Art. 501, and Councillors A Forbes, M Williamson and S McCole declared a non-financial interest in Art. 501.

492. STATEMENT BY DEPUTE PROVOST

Depute Provost Wilson informed members of the Council that he was resigning from the position of Depute Provost with immediate effect.

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

Provost Melloy and members of the Council thanked Councillor Wilson for his contribution and hard work on behalf of the Council during his time as Depute Provost.

Following a nomination by Councillor M Lyle, seconded by Councillor J Duff, the Council agreed that Councillor K Baird be appointed Depute Provost.

IN TERMS OF STANDING ORDER 34, THE COUNCIL AGREED TO VARY THE ORDER OF BUSINESS TO CONSIDER ITEM 13 AT THIS POINT.

493. APPOINTMENTS TO COMMITTEES / OUTSIDE BODIES

Provost Melloy confirmed that in terms of Standing Orders it was his opinion that this item of business on the agenda should be considered as a matter of urgency to reflect the further recent change in political balance on the Council.

Councillor M Lyle circulated to members the following proposed motion:

MEMBERSHIP OF COMMITTEES/SUB COMMITTEES

MEMBERSHIP OF LIFELONG LEARNING COMMITTEE

| | | |
|----|-------------------------|---------------|
| 1 | Convener | Cllrs Shiers |
| 2 | Vice-Convener | Cllr J Duff |
| 3 | Administration Position | Cllr Reid |
| 4 | Administration Position | Cllr Baird |
| 5 | Administration Position | Cllr Forbes |
| 6 | Opposition Position | Cllr Simpson |
| 7 | Opposition Position | Cllr Anderson |
| 8 | Opposition Position | Cllr McDade |
| 9 | Opposition Position | Cllr McEwan |
| 10 | Opposition Position | Cllr Pover |
| 11 | Opposition Position | Cllr Purves |
| 12 | Opposition Position | Cllr Rebbeck |
| 13 | Opposition Position | Cllr Sarwar |

MEMBERSHIP OF EXEC SUB OF LIFELONG LEARNING

| | | |
|---|---------------------|--------------|
| 1 | Convener | Cllr Shiers |
| 2 | Vice-Convener | Cllr Duff |
| 3 | Opposition Position | Cllr McDade |
| 4 | Opposition Position | Cllr Rebbeck |
| 5 | Opposition Position | Cllr Sarwar |

MEMBERSHIP OF HOUSING AND COMMUNITIES COMMITTEE

| | | |
|---|-------------------------|------------------|
| 1 | Convener | Cllr Brawn |
| 2 | Vice-Convener | Cllr Ahern |
| 3 | Administration Position | Cllr Illingworth |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

| | | |
|----|-------------------------|---------------|
| 4 | Administration Position | Cllr Jarvis |
| 5 | Administration Position | Cllr Shiers |
| 6 | Opposition Position | Cllr Barrett |
| 7 | Opposition Position | Cllr Bailey |
| 8 | Opposition Position | Cllr Drysdale |
| 9 | Opposition Position | Cllr Gray |
| 10 | Opposition Position | Cllr McCole |
| 11 | Opposition Position | Cllr McEwan |
| 12 | Opposition Position | Cllr Pover |
| 13 | Opposition Position | Cllr Watters |

MEMBERSHIP OF EXEC SUB OF HOUSING AND COMMUNITIES COMMITTEE

| | | |
|---|---------------------|--------------|
| 1 | Convener | Cllr Brawn |
| 2 | Vice-Convener | Cllr Ahern |
| 3 | Opposition Position | Cllr Barrett |
| 4 | Opposition Position | Cllr McCole |
| 5 | Opposition Position | Cllr McEwan |

MEMBERSHIP OF ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

| | | |
|----|-------------------------|-----------------|
| 1 | Convener | Cllr Forbes |
| 2 | Vice-Convener | Cllr Baird |
| 3 | Administration Position | Cllr Duff |
| 4 | Administration Position | Cllr Jarvis |
| 5 | Administration Position | Cllr McCall |
| 6 | Administration Position | Cllr Reid |
| 7 | Opposition Position | Cllr Robertson |
| 8 | Opposition Position | Cllr Bailey |
| 9 | Opposition Position | Cllr Barnacle |
| 10 | Opposition Position | Cllr Doogan |
| 11 | Opposition Position | Cllr Donaldson |
| 12 | Opposition Position | Cllr Laing |
| 13 | Opposition Position | Cllr Parrott |
| 14 | Opposition Position | Cllr Williamson |
| 15 | Opposition Position | Cllr Stewart |

MEMBERSHIP OF EXEC SUB OF ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

| | | |
|---|---------------------|--------------|
| 1 | Convener | Cllr Forbes |
| 2 | Vice-Convener | Cllr Baird |
| 3 | Opposition Position | Cllr Stewart |
| 4 | Opposition Position | Cllr Doogan |
| 5 | Opposition Position | Cllr Parrott |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

MEMBERSHIP OF PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

| | | |
|----|-------------------------|------------------|
| 1 | Convener | Cllr McCall |
| 2 | Vice-Convener | Cllr Brawn |
| 3 | Administration Position | Cllr James |
| 4 | Administration Position | Cllr Illingworth |
| 5 | Administration Position | Cllr Reid |
| 6 | Opposition Position | Cllr Wilson |
| 7 | Opposition Position | Cllr Anderson |
| 8 | Opposition Position | Cllr Band |
| 9 | Opposition Position | Cllr Barnacle |
| 10 | Opposition Position | Cllr Drysdale |
| 11 | Opposition Position | Cllr T Gray |
| 12 | Opposition Position | Cllr Watters |
| 13 | Opposition Position | Cllr Purves |

MEMBERSHIP OF LICENSING COMMITTEE

| | | |
|----|-------------------------|------------------|
| 1 | Convener | Cllr Ahern |
| 2 | Vice-Convener | Cllr Illingworth |
| 3 | Administration Position | Cllr A Coates |
| 4 | Administration Position | Cllr Baird |
| 5 | Administration Position | Cllr McCall |
| 6 | Opposition Position | Vacancy |
| 7 | Opposition Position | Cllr Brock |
| 8 | Opposition Position | Cllr Parrott |
| 9 | Opposition Position | Cllr Rebbeck |
| 10 | Opposition Position | Cllr Sarwar |
| 11 | Opposition Position | Cllr Watters |
| 12 | Opposition Position | Cllr Williamson |
| 13 | Opposition Position | Vacancy |

MEMBERSHIP OF SCRUTINY COMMITTEE

| | | |
|----|-------------------------|------------------|
| 1 | Convener | Cllr Laing |
| 2 | Vice-Convener | Cllr Parrott |
| 3 | Opposition Position | Cllr Barnacle |
| 4 | Opposition Position | Cllr Doogan |
| 5 | Opposition Position | Cllr McCole |
| 6 | Opposition Position | Cllr Mc Ewan |
| 7 | Opposition Position | Cllr Purves |
| 8 | Opposition Position | Cllr Stewart |
| 9 | Administration Position | Cllr Ahern |
| 10 | Administration Position | Cllr H Coates |
| 11 | Administration Position | Cllr Illingworth |
| 12 | Administration Position | Cllr Brawn |
| 13 | Administration Position | Cllr Reid |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

MEMBERSHIP OF AUDIT COMMITTEE

| | | |
|---|-------------------------|------------------|
| 1 | Convener | Cllr Drysdale |
| 2 | Vice-Convener | Cllr Donaldson |
| 3 | Opposition Position | Cllr McDade |
| 4 | Opposition Position | Cllr Williamson |
| 5 | Administration Position | Cllr Illingworth |
| 6 | Administration Position | Cllr H Coates |
| 7 | Administration Position | Cllr McCall |

MEMBERSHIP OF STRATEGIC POLICY AND RESOURCES COMMITTEE

| | | |
|----|-------------------------|----------------|
| 1 | Convener | Cllr Lyle |
| 2 | Vice-Convener | Cllr Duff |
| 3 | Administration Position | Cllr Ahern |
| 4 | Administration Position | Cllr Shiers |
| 5 | Administration Position | Cllr Forbes |
| 6 | Administration Position | Cllr McCall |
| 7 | Opposition Position | Cllr Barrett |
| 8 | Opposition Position | Cllr Bailey |
| 9 | Opposition Position | Cllr Band |
| 10 | Opposition Position | Cllr Doogan |
| 11 | Opposition Position | Cllr Donaldson |
| 12 | Opposition Position | Cllr Laing |
| 13 | Opposition Position | Cllr McCole |
| 14 | Opposition Position | Cllr Parrott |
| 15 | Opposition Position | Cllr Stewart |
| 16 | Provost | Provost Melloy |

MEMBERSHIP OF EXEC SUB OF STRATEGIC POLICY AND RESOURCES COMMITTEE

| | | |
|---|---------------------|-------------|
| 1 | Convener | Cllr Lyle |
| 2 | Vice-Convener | Cllr Duff |
| 3 | Opposition Position | Cllr Doogan |
| 4 | Opposition Position | Cllr Laing |
| 5 | Opposition Position | Cllr Bailey |

MEMBERSHIP OF PROPERTY SUB COMMITTEE

| | | |
|---|-------------------------|--------------|
| 1 | Convener | Cllr Lyle |
| 2 | Vice-Convener | Cllr McCall |
| 3 | Administration Position | Cllr Shiers |
| 4 | Opposition Position | Cllr Band |
| 5 | Opposition Position | Cllr Doogan |
| 6 | Opposition Position | Cllr Laing |
| 7 | Opposition Position | Cllr Stewart |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

MEMBERSHIP OF PROVOST SUB COMMITTEE

| | | |
|---|-------------------------|----------------|
| 1 | Convener | Provost Melloy |
| 2 | Administration Position | Cllr Lyle |
| 3 | Opposition Position | Cllr Donaldson |
| 4 | Opposition Position | Cllr Parrot |
| 5 | Opposition Position | Cllr Bailey |

LOCAL REVIEW BODY

| | | |
|---|----------|---------------|
| 1 | Convener | Cllr Anderson |
|---|----------|---------------|

MEMBER OFICER WORKING GROUPS AND OTHER GROUPS

MEMBERSHIP OF MODERNISING GOVERNANCE MEMBER OFFICER GROUP

| | | |
|---|-------------------------|--------------|
| 1 | Administration Position | Cllr Lyle |
| 2 | Administration Position | Cllr Duff |
| 3 | Administration Position | Cllr McCall |
| 4 | Opposition Position | Cllr Doogan |
| 5 | Opposition Position | Cllr Laing |
| 6 | Opposition Position | Cllr McDade |
| 7 | Opposition Position | Cllr Stewart |

CORPORATE HEALTH, SAFETY AND WELLBEING CONSULTATIVE COMMITTEE

| | | |
|---|-------------------------|---------------|
| 1 | Opposition Position | Cllr McCole |
| 2 | Opposition Position | Cllr Drysdale |
| 3 | Administration Position | Cllr A Coates |
| 4 | Administration Position | Cllr Ahern |

CHILDREN, YOUNG PEOPLE AND FAMILIES PARTNERSHIP

| | | |
|---|--------|--------------|
| 1 | Member | Cllr Shiers |
| 2 | Member | Cllr Duff |
| 3 | Member | Cllr Rebbeck |

OUTSIDE BODIES

COSLA CONVENTION

| | |
|---|-------------|
| 1 | Cllr Lyle |
| 2 | Cllr Duff |
| 3 | Cllr Doogan |
| 4 | Cllr McDade |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

COSLA CHILDREN AND YOUNG PEOPLE BOARD

| | |
|---|-----------|
| 1 | Cllr Duff |
|---|-----------|

Perth City Development Board

| | | |
|---|------------------------|--------------|
| 1 | Leader of the Council | Cllr Lyle |
| 2 | Member | Cllr Duff |
| 3 | Ward 10 representative | Cllr McCole |
| 4 | Ward 11 representative | Cllr Doogan |
| 5 | Ward 12 representative | Cllr Barrett |

HIGHLAND RESERVE AND CADET FORCE ASSOCIATION

| | |
|---|------------|
| 1 | Cllr Ahern |
|---|------------|

DEVELOPING THE CULTURAL OFFER PROGRAMME BOARD

| | |
|---|--------------|
| 1 | Cllr Lyle |
| 2 | Cllr Wilson |
| 3 | Cllr McCall |
| 4 | Cllr Watters |

PERTH AND KINROSS SOCIETY FOR THE BLIND – BOARD OF TRUSTEES

| | |
|---|------------|
| 1 | Cllr Ahern |
|---|------------|

CULTURE PERTH AND KINROSS

| | |
|---|--------------|
| 1 | Cllr Jarvis |
| 2 | Cllr Ahern |
| 3 | Cllr Parrott |

- Licensing Board – Remove Councillor Wilson and replace with Councillor McCall.
- Tayside Contracts Joint Committee – Remove Councillor Simpson and replace with Councillor Jarvis.
- Tayside Valuation Joint Board – Remove Councillor Simpson and replace with Councillor Jarvis.
- Perth Area Tourism Partnership – remove Councillor Robertson and replace with Councillor Duff.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 11.30AM.

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

Motion (Councillors M Lyle and J Duff):

MEMBERSHIP OF COMMITTEES/SUB COMMITTEES

MEMBERSHIP OF LIFELONG LEARNING COMMITTEE

| | | |
|----|-------------------------|---------------|
| 1 | Convener | Cllrs Shiers |
| 2 | Vice-Convener | Cllr J Duff |
| 3 | Administration Position | Cllr Reid |
| 4 | Administration Position | Cllr Baird |
| 5 | Administration Position | Cllr Forbes |
| 6 | Opposition Position | Cllr Simpson |
| 7 | Opposition Position | Cllr Anderson |
| 8 | Opposition Position | Cllr McDade |
| 9 | Opposition Position | Cllr McEwan |
| 10 | Opposition Position | Cllr Pover |
| 11 | Opposition Position | Cllr Purves |
| 12 | Opposition Position | Cllr Rebbeck |
| 13 | Opposition Position | Cllr Sarwar |

MEMBERSHIP OF EXEC SUB OF LIFELONG LEARNING

| | | |
|---|---------------------|--------------|
| 1 | Convener | Cllr Shiers |
| 2 | Vice-Convener | Cllr Duff |
| 3 | Opposition Position | Cllr McDade |
| 4 | Opposition Position | Cllr Rebbeck |
| 5 | Opposition Position | Cllr Sarwar |

MEMBERSHIP OF HOUSING AND COMMUNITIES COMMITTEE

| | | |
|----|-------------------------|------------------|
| 1 | Convener | Cllr Brawn |
| 2 | Vice-Convener | Cllr Ahern |
| 3 | Administration Position | Cllr Illingworth |
| 4 | Administration Position | Cllr Jarvis |
| 5 | Administration Position | Cllr Shiers |
| 6 | Opposition Position | Cllr Barrett |
| 7 | Opposition Position | Cllr Bailey |
| 8 | Opposition Position | Cllr Drysdale |
| 9 | Opposition Position | Cllr Gray |
| 10 | Opposition Position | Cllr McCole |
| 11 | Opposition Position | Cllr McEwan |
| 12 | Opposition Position | Cllr Pover |
| 13 | Opposition Position | Cllr Watters |

MEMBERSHIP OF EXEC SUB OF HOUSING AND COMMUNITIES COMMITTEE

| | | |
|---|---------------------|--------------|
| 1 | Convener | Cllr Brawn |
| 2 | Vice-Convener | Cllr Ahern |
| 3 | Opposition Position | Cllr Barrett |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

| | | |
|----------|----------------------------|--------------------|
| 4 | Opposition Position | Cllr McCole |
| 5 | Opposition Position | Cllr McEwan |

MEMBERSHIP OF ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

| | | |
|-----------|--------------------------------|------------------------|
| 1 | Convener | Cllr Forbes |
| 2 | Vice-Convener | Cllr Baird |
| 3 | Administration Position | Cllr Duff |
| 4 | Administration Position | Cllr Jarvis |
| 5 | Administration Position | Cllr McCall |
| 6 | Administration Position | Cllr Reid |
| 7 | Opposition Position | Cllr Robertson |
| 8 | Opposition Position | Cllr Bailey |
| 9 | Opposition Position | Cllr Barnacle |
| 10 | Opposition Position | Cllr Doogan |
| 11 | Opposition Position | Cllr Donaldson |
| 12 | Opposition Position | Cllr Laing |
| 13 | Opposition Position | Cllr Parrott |
| 14 | Opposition Position | Cllr Williamson |
| 15 | Opposition Position | Cllr Stewart |

MEMBERSHIP OF EXEC SUB OF ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

| | | |
|----------|----------------------------|---------------------|
| 1 | Convener | Cllr Forbes |
| 2 | Vice-Convener | Cllr Baird |
| 3 | Opposition Position | Cllr Stewart |
| 4 | Opposition Position | Cllr Doogan |
| 5 | Opposition Position | Cllr Parrott |

MEMBERSHIP OF PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

| | | |
|-----------|--------------------------------|-------------------------|
| 1 | Convener | Cllr McCall |
| 2 | Vice-Convener | Cllr Brawn |
| 3 | Administration Position | Cllr James |
| 4 | Administration Position | Cllr Illingworth |
| 5 | Administration Position | Cllr Reid |
| 6 | Opposition Position | Cllr Wilson |
| 7 | Opposition Position | Cllr Anderson |
| 8 | Opposition Position | Cllr Band |
| 9 | Opposition Position | Cllr Barnacle |
| 10 | Opposition Position | Cllr Drysdale |
| 11 | Opposition Position | Cllr T Gray |
| 12 | Opposition Position | Cllr Watters |
| 13 | Opposition Position | Cllr Purves |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

MEMBERSHIP OF LICENSING COMMITTEE

| | | |
|----|-------------------------|------------------|
| 1 | Convener | Cllr Ahern |
| 2 | Vice-Convener | Cllr Illingworth |
| 3 | Administration Position | Cllr A Coates |
| 4 | Administration Position | Cllr Baird |
| 5 | Administration Position | Cllr McCall |
| 6 | Opposition Position | Vacancy |
| 7 | Opposition Position | Cllr Brock |
| 8 | Opposition Position | Cllr Parrott |
| 9 | Opposition Position | Cllr Rebbeck |
| 10 | Opposition Position | Cllr Sarwar |
| 11 | Opposition Position | Cllr Watters |
| 12 | Opposition Position | Cllr Williamson |
| 13 | Opposition Position | Vacancy |

MEMBERSHIP OF SCRUTINY COMMITTEE

| | | |
|----|-------------------------|------------------|
| 1 | Convener | Cllr Laing |
| 2 | Vice-Convener | Cllr Parrott |
| 3 | Opposition Position | Cllr Barnacle |
| 4 | Opposition Position | Cllr Doogan |
| 5 | Opposition Position | Cllr McCole |
| 6 | Opposition Position | Cllr McEwan |
| 7 | Opposition Position | Cllr Purves |
| 8 | Opposition Position | Cllr Stewart |
| 9 | Administration Position | Cllr Ahern |
| 10 | Administration Position | Cllr H Coates |
| 11 | Administration Position | Cllr Illingworth |
| 12 | Administration Position | Vacancy |
| 13 | Administration Position | Cllr Reid |

MEMBERSHIP OF AUDIT COMMITTEE

| | | |
|---|-------------------------|------------------|
| 1 | Convener | Cllr Drysdale |
| 2 | Vice-Convener | Cllr Donaldson |
| 3 | Opposition Position | Cllr McDade |
| 4 | Opposition Position | Cllr Williamson |
| 5 | Administration Position | Cllr Illingworth |
| 6 | Administration Position | Cllr H Coates |
| 7 | Administration Position | Cllr McCall |

MEMBERSHIP OF STRATEGIC POLICY AND RESOURCES COMMITTEE

| | | |
|---|-------------------------|-------------|
| 1 | Convener | Cllr Lyle |
| 2 | Vice-Convener | Cllr Duff |
| 3 | Administration Position | Cllr Ahern |
| 4 | Administration Position | Cllr Shiers |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

| | | |
|----|-------------------------|----------------|
| 5 | Administration Position | Cllr Forbes |
| 6 | Administration Position | Cllr McCall |
| 7 | Opposition Position | Cllr Barrett |
| 8 | Opposition Position | Cllr Bailey |
| 9 | Opposition Position | Cllr Band |
| 10 | Opposition Position | Cllr Doogan |
| 11 | Opposition Position | Cllr Donaldson |
| 12 | Opposition Position | Cllr Laing |
| 13 | Opposition Position | Cllr McCole |
| 14 | Opposition Position | Cllr Parrott |
| 15 | Opposition Position | Cllr Stewart |
| 16 | Provost | Provost Melloy |

MEMBERSHIP OF EXEC SUB OF STRATEGIC POLICY AND RESOURCES COMMITTEE

| | | |
|---|---------------------|-------------|
| 1 | Convener | Cllr Lyle |
| 2 | Vice-Convener | Cllr Duff |
| 3 | Opposition Position | Cllr Doogan |
| 4 | Opposition Position | Cllr Laing |
| 5 | Opposition Position | Cllr Bailey |

MEMBERSHIP OF PROPERTY SUB COMMITTEE

| | | |
|---|-------------------------|--------------|
| 1 | Convener | Cllr Lyle |
| 2 | Vice-Convener | Cllr McCall |
| 3 | Administration Position | Cllr Shiers |
| 4 | Opposition Position | Cllr Band |
| 5 | Opposition Position | Cllr Doogan |
| 6 | Opposition Position | Cllr Laing |
| 7 | Opposition Position | Cllr Stewart |

MEMBERSHIP OF PROVOST SUB COMMITTEE

| | | |
|---|-------------------------|----------------|
| 1 | Convener | Provost Melloy |
| 2 | Administration Position | Cllr Lyle |
| 3 | Opposition Position | Cllr Donaldson |
| 4 | Opposition Position | Cllr Parrot |
| 5 | Opposition Position | Cllr Bailey |

LOCAL REVIEW BODY

| | | |
|---|----------|---------------|
| 1 | Convener | Cllr Anderson |
|---|----------|---------------|

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

MEMBER OFFICER WORKING GROUPS AND OTHER GROUPS

MEMBERSHIP OF MODERNISING GOVERNANCE MEMBER OFFICER GROUP

| | | |
|---|-------------------------|--------------|
| 1 | Administration Position | Cllr Lyle |
| 2 | Administration Position | Cllr Duff |
| 3 | Administration Position | Cllr McCall |
| 4 | Opposition Position | Cllr Doogan |
| 5 | Opposition Position | Cllr Laing |
| 6 | Opposition Position | Cllr McDade |
| 7 | Opposition Position | Cllr Stewart |

CORPORATE HEALTH, SAFETY AND WELLBEING CONSULTATIVE COMMITTEE

| | | |
|---|-------------------------|---------------|
| 1 | Opposition Position | Cllr McCole |
| 2 | Opposition Position | Cllr Drysdale |
| 3 | Administration Position | Cllr A Coates |
| 4 | Administration Position | Cllr Ahern |

CHILDREN, YOUNG PEOPLE AND FAMILIES PARTNERSHIP

| | | |
|---|--------|--------------|
| 1 | Member | Cllr Shiers |
| 2 | Member | Cllr Duff |
| 3 | Member | Cllr Rebbeck |

OUTSIDE BODIES

COSLA CONVENTION

| | |
|---|-------------|
| 1 | Cllr Lyle |
| 2 | Cllr Duff |
| 3 | Cllr Doogan |
| 4 | Cllr McDade |

COSLA CHILDREN AND YOUNG PEOPLE BOARD

| | |
|---|------------------------------------|
| 1 | Cllr Duff (substitute Cllr Sarwar) |
|---|------------------------------------|

PERTH CITY DEVELOPMENT BOARD

| | | |
|---|------------------------|--------------|
| 1 | Leader of the Council | Cllr Lyle |
| 2 | Member | Cllr Duff |
| 3 | Ward 10 representative | Cllr McCole |
| 4 | Ward 11 representative | Cllr Doogan |
| 5 | Ward 12 representative | Cllr Barrett |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

HIGHLAND RESERVE AND CADET FORCE ASSOCIATION

| | |
|----------|-------------------|
| 1 | Cllr Ahern |
|----------|-------------------|

DEVELOPING THE CULTURAL OFFER PROGRAMME BOARD

| | |
|----------|---------------------|
| 1 | Cllr Lyle |
| 2 | Cllr Wilson |
| 3 | Cllr Stewart |
| 4 | Cllr Watters |

PERTH AND KINROSS SOCIETY FOR THE BLIND – BOARD OF TRUSTEES

| | |
|----------|-------------------|
| 1 | Cllr Ahern |
|----------|-------------------|

CULTURE PERTH AND KINROSS

| | |
|----------|---------------------|
| 1 | Cllr Jarvis |
| 2 | Cllr Ahern |
| 3 | Cllr Parrott |

- **Licensing Board – Remove Councillor Wilson and replace with Councillor McCall.**
- **Tayside Contracts Joint Committee – Remove Councillor Simpson and replace with Councillor Jarvis.**
- **Tayside Valuation Joint Board – Remove Councillor Simpson and replace with Councillor Jarvis.**
- **Perth Area Tourism Partnership – remove Councillor Robertson and replace with Councillor Duff.**

Resolved:

In accordance with the Motion.

494. MINUTE OF PREVIOUS MEETING

(i) Minute of meeting of Perth and Kinross Council of 19 June 2019

The minute of the meeting of Perth and Kinross Council of 19 June 2019 (Arts. 339-350) was submitted, approved as a correct record and authorised for signature.

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

(ii) Minute of special meeting of Perth and Kinross Council of 2 September 2019

The minute of the special meeting of Perth and Kinross Council of 2 September 2019 (Arts. 416-418) was submitted, approved as a correct record and authorised for signature.

495. MINUTES OF MEETINGS OF COMMITTEES FROM 28 MAY 2019 TO 4 SEPTEMBER 2019

The decisions recorded in Arts. 291-338, 351-415 and 419-431, copies of which had been circulated to all members of the Council, were submitted and noted.

496. PERTH AND KINROSS COUNCIL ANNUAL PERFORMANCE REPORT 2018/19

There was submitted a report by the Chief Executive (19/266) providing an overview of how the Council has performed in 2018/19 against the strategic objectives for Perth and Kinross as set out within the Council's Corporate Plan 2018-2022.

It was noted that the report had also been submitted to the Scrutiny Committee on 18 September 2019.

Resolved:

The Perth and Kinross Council's Annual Performance Report for 2018/19 be approved.

497. PERTH AND KINROSS BEST VALUE ASSURANCE REPORT 2019

There was submitted a report by the Chief Executive (19/274) (1) setting out the findings and recommendations for improvement contained in the Perth and Kinross Best Value Assurance Report 2019; and (2) providing an improvement plan that establishes a series of planned actions to deliver improvement in respect of the recommendations.

Resolved:

- (i) The audit findings and recommendations included in the Best Value Assurance Report 2019 be noted.
- (ii) The improvement actions to be taken forward by Perth and Kinross Council to address the recommendations in the report be approved.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 1.30PM.

498. LOCAL DEVELOPMENT PLAN 2 MODIFICATION AND ADOPTION

There was submitted a report by the Depute Chief Executive, Chief Operating Officer (19/275) (1) presenting the conclusions and recommended modifications arising out of the Examination of the Proposed Local Development Plan 2 noting that, in the majority of cases, the Reporter accepted the Council's position as set out

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

in the Plan, or in the responses to representations submitted for examination; (2) noting an assessment of the Strategic Environmental Assessment (SEA) implications and an update of the Habitats Regulations Appraisal Record which took into account the modifications made to the Proposed Local Development Plan; (3) recommending that the Council accepts all the recommended modifications, plus the technical and consequential changes, and proceeds to the adoption of the Plan; and (4) setting out the procedures required to modify and adopt the Plan.

Resolved:

- (i) The contents of the Examination Report on the Proposed Local Development Plan be noted.
- (ii) The findings of the Strategic Environmental Assessment and its subsequent assessment of the implications of the modifications be noted.
- (iii) The findings of the Habitats Regulations Appraisal and its subsequent assessment of the implications of the modifications be noted.
- (iv) It be agreed to make the modifications recommended in the Examination Report to the Proposed Local Development Plan 2.
- (v) The Executive Director (Housing and Environment) be remitted to make further minor technical and consequential modifications to the Plan as required to improve presentation and ensure consistency.
- (vi) The Executive Director (Housing and Environment) be remitted to notify the Scottish Ministers of the Council's intention to adopt the Proposed Local Development Plan as modified.
- (vii) The adoption of the Proposed Local Development Plan 2 following completion of the relevant pre-adoption statutory procedures be agreed.
- (viii) The Executive Director (Housing and Environment) be remitted to report to the Strategic Policy and Resources Committee in January 2019 with the updated Action Programme and the Strategic Environmental Assessment Post Adoption Statement.

Note: Councillors M Barnacle, X McDade, C Purves, W Robertson and C Stewart recorded their dissent at the decision based on their view that the current legislation should be amended to allow local authorities to be able to reject the findings of the reporter if they so wished.

499. PERTH TRANSPORT FUTURES PROJECT PHASE 2 – CROSS TAY LINK ROAD COMPULSORY PURCHASE ORDER

There was submitted a report by the Depute Chief Executive, Chief Operating Officer (19/276) seeking authority to acquire land either by negotiation or by compulsory purchase to facilitate the construction of Phase 2 of the Perth Transport Futures Project. Phase 2 is the Cross Tay Link Road.

Resolved:

- (i) The purchase of the land required for the scheme referred to in Report 19/276 by negotiation with affected landowners be agreed.
- (ii) The Head of Legal & Governance Services be instructed to initiate and, if necessary, complete the statutory procedures to acquire the land by compulsory purchase in parallel with the negotiated process.

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

- (iii) The promotion of the Perth and Kinross Council (Perth Transport Futures Project Cross Tay Link Road) Compulsory Purchase Order 2019, to acquire the land shown on the drawings reference:

119046-SWECO-LSI-000-DR-D-10011 Rev P09
119046-SWECO-LSI-000-DR-D-10012 Rev P10
119046-SWECO-LSI-000-DR-D-10013 Rev P10
119046-SWECO-LSI-000-DR-D-10014 Rev P11
119046-SWECO-LSI-000-DR-D-10015 Rev P12
119046-SWECO-LSI-000-DR-D-10016 Rev P10;

all as annexed at Appendix 2 to Report 19/276 be authorised.

500. TREASURY ACTIVITY AND COMPLIANCE REPORT 2019/20 QUARTER 1

There was submitted a report by the Head of Finance (19/277) (1) updating on the Treasury Activity for the quarter ending 30 June 2019 and reporting on compliance with the Council's Treasury Management Policy Statement, Treasury Management Practices, Investment Strategy and the Prudential Indicators for the same period; and (2) seeking approval of the proposed amendments to the Lending and Investment Policy.

Resolved:

- (i) The contents of Report 19/277, submitted in accordance with the Council's approved Treasury Management Practices, be noted.
- (ii) The revised Approved Lending and Investment Policy, as detailed at Section 6 and shown at Appendix IV to Report 19/277, be approved.

COUNCILLORS C AHERN AND D ILLINGWORTH LEFT THE MEETING AT THIS POINT.

501. REVIEW OF SCHOOL CATERING SERVICES

There was submitted a report by the Executive Director (Education and Children's Services) (19/278) outlining the potential alternative delivery models for the provision of Primary School and Early Learning and Childcare (ELC) meal provision and comparing those models against the Tay Cuisine Central Production Unit (CPU) based in Dundee as set out in Model 1 within this report. Model 1 was previously agreed, in principle, by the Lifelong Learning Committee on 30 January 2019.

Motion (Councillors M Lyle and J Duff)

- (i) The assessment of the potential service delivery models for the provision of Primary School and ELC meal provision, given the increase in demand which will flow from the implementation of the statutory expansion of ELC to 1140 hours per annum by August 2020, as detailed in Report 19/278, be noted.
- (ii) The requirement to deliver annual recurring savings of £426k as approved by Council, as part of the budget process, be noted.

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

- (iii) The collaborative option as set out in Model 1 (the development of a CPU based in Dundee and serving Perth and Kinross, Dundee City and Angus Councils) in Report 19/278 as the service delivery model for Primary School and ELC meal provision be approved.

Amendment (Councillors D Doogan and J Rebbeck)

- **Agrees recommendations one and two of Report 19/278.**
- **Deletes recommendation three of Report 19/278 and replace with; Approves Model 5 as set out in the report with the rejection of the CPU delivery model for Perth and Kinross in favour of the development of existing infrastructure and service delivery. In setting the forthcoming Revenue & Capital Budgets, commits the Council to manage the unrealised approved savings of £426,000 as set out in the report and likewise any additional revenue and capital costs of implementing Model 5 currently.**
- **Adds a further recommendation four to Report 19/278 which; Commits officers through a working group to draft a framework for continuous improvement, greater efficiency and higher uptake of school meals. This group will, as a matter of urgency, begin benchmarking across Scotland those successes delivered in other local authorities' school meal service which will form the basis of a report to the Modernising Governance Member/Officer Working Group and then back to full Council at the appropriate point.**

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 4.00PM.

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

16 members voted for the Motion as follows:

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

21 members voted for the Amendment as follows:

Councillors H Anderson, A Bailey, B Band, M Barnacle, R Brock, S Donaldson, D Doogan, E Drysdale, T Gray, G Laing, S McCole, X McDade, T McEwan, A Parrott, B Pover, C Purves, J Rebbeck, F Sarwar, C Stewart, R Watters and M Williamson.

Resolved:

In accordance with the Amendment.

COUNCILLORS C AHERN AND D ILLINGWORTH RETURNED TO THE MEETING AT THIS POINT.

COUNCILLORS G LAING AND X MCDADE LEFT THE MEETING AT THIS POINT.

PERTH AND KINROSS COUNCIL
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502. LOCAL CHILD POVERTY ACTION REPORT

There was submitted a report by the Executive Director (Housing and Environment) (19/279) presenting the Perth & Kinross Local Child Poverty Action Report (LCPAR) 2019/20 submitted to the Scottish Government on 30 June 2019. The report was approved by the Children, Young People and Families Partnership and the Community Planning Partnership (CPP) Board on 14 June 2019.

Resolved:

- (i) The Local Child Poverty Action Report be endorsed.
- (ii) The next steps and actions outlined within the Local Child Poverty Action Report be noted.
- (iii) It be noted that the CPP Executive Officer Group will focus on delivering those recommendations within the Local Child Poverty Action Report.
- (iv) Feedback and further updates on the Local Child Poverty Action Report be brought back to the Community Planning Partnership Board and Council, along with next steps.

503. PROPOSED TIMETABLE OF MEETINGS 2020

Resolved:

The timetable of meetings for 2020 be approved with the following amendments:

- (i) Removal of additional date of meeting of the Employees Joint Consultative Committee on 1 October 2020.
- (ii) Clarification added of the October recess period from 5 to 16 October 2020.
- (iii) Change of start time for afternoon meetings on Wednesdays from 1.00pm to 1.30pm.

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PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
22 OCTOBER 2019

## **SPECIAL MEETING OF COUNCIL**

Minute of special meeting of Perth and Kinross Council held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Tuesday 22 October 2019 at 10.00am.

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

In Attendance: K Reid, Chief Executive; J Valentine, Depute Chief Executive; S Devlin, Executive Director (Education and Children's Services); B Renton, Executive Director (Housing and Environment); G Paterson, Chief Officer/Director – Integrated Health and Social Care; K McNamara, Depute Director (Housing and Environment); K Donaldson, L Simpson, S Hendry, C Irons, D Williams, K Molley, A Taylor and L Gowans (all Corporate and Democratic Services).

Apologies for Absence: Councillors K Baird, M Barnacle, R Brock, R McCall, C Reid and W Robertson.

Provost D Melloy, Presiding.

### **513. WELCOME AND APOLOGIES**

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

### **514. DECLARATIONS OF INTEREST**

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

### **515. APPOINTMENTS TO COMMITTEES/OUTSIDE BODIES**

Provost Melloy confirmed that in terms of Standing Orders it was his opinion that the item of business on the agenda should be considered as a matter of urgency to allow the Council to consider any proposed changes to membership of relevant committees and outside bodies following the decision by the Standards Commission for Scotland on 8 October 2019 to impose an interim suspension on Councillor Colin Stewart for a period of three months.

Motion (Councillors M Lyle and J Duff):

In light of the decision of the Standards Commission to suspend Councillor Colin Stewart, pending the outcome of an investigation, it is necessary to make the following changes to certain boards and certain outside bodies and to ensure that the Council is appropriately represented on them, further that the business of the

PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
22 OCTOBER 2019

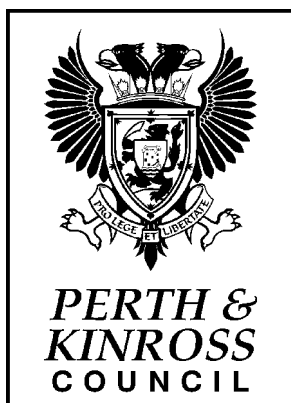
Council can be properly transacted. Once a final decision is received from the Standards Commission in relation to this investigation these appointments can then be reviewed.

- (i) Councillor C Shiers replace Councillor C Stewart on the Developing the Cultural Offer Board.
- (ii) Councillor J Duff replace Councillor C Stewart on the Tay Cities Region Joint Committee.
- (iii) Councillor J Duff replace Councillor C Stewart on the Perth and Kinross Integration Joint Board.
- (iv) Councillor E Drysdale be appointed Chair of the Perth and Kinross Integration Joint Board.
- (v) Councillor E Drysdale replace Councillor C Stewart as the Council's nominated representative on the Board of NHS Tayside.
- (vi) Councillor J Duff replace Councillor C Stewart on the COSLA Health and Social Care Board.

**Resolved:**

- (i) In accordance with the Motion.
- (ii) It be agreed that during the period of the suspension opposition groups be able to arrange substitutes for Councillor C Stewart on Council Committees and Sub-Committees as appropriate.

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2019

Book 5

MINUTES OF MEETINGS FROM
11 September 2019 – 27 November 2019

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Items marked thus * in the Minutes of Committees are items for the approval of the Council. All other items are submitted for the information of the Council.

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STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Strategic Policy and Resources Committee held in the Council Chamber, Council Building, 2 High Street, Perth on Wednesday 11 September 2019 at 9.30am.

Present: Councillors M Lyle, P Barrett, C Ahern, A Bailey, K Baird (substituting for A Forbes), B Band, S Donaldson, D Doogan, J Duff, D Illingworth (substituting for C Shiers), G Laing, R McCall, S McCole, Provost D Melloy and Councillors A Parrott and C Stewart.

In Attendance: K Reid, Chief Executive; J Valentine, Depute Chief Executive and Chief Operating Officer; C Irons, C Mackie, L Simpson and S Walker (all Corporate and Democratic Services); S Devlin, G Boland and A Seggie (all Education and Children's Services); B Renton, S Crawford and F Crofts (all Housing and Environment) and G Paterson and J Smith (both Perth and Kinross Health and Social Care Partnership).

Apologies: Councillors A Forbes and C Shiers

Councillor M Lyle, Convener, Presiding.

432. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting. Apologies and substitutions were noted as above.

433. DECLARATIONS OF INTEREST

Councillor A Parrott declared a non-financial interest in Art. 438 in terms of the Councillors' Code of Conduct.

434. MINUTES OF PREVIOUS MEETINGS

(i) Strategic Policy and Resources Committee

The minute of meeting of the Strategic Policy and Resources Committee of 12 June 2019 (Arts.300-307) was submitted, approved as a correct record and authorised for signature.

(ii) Executive Sub-Committee of the Strategic Policy and Resources Committee

The minute of meeting of the Executive Sub-Committee of 15 May 2019 was submitted and noted. (*Appendix I*)

PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE
11 SEPTEMBER 2019

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

The minute of meeting of the Property Sub-Committee of 15 April 2019 was submitted and noted. **(Appendix II)**

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

The minute of meeting of the Property Sub-Committee of 17 June 2019 was submitted and noted. **(Appendix III)**

(v) Provost's Sub-Committee of the Strategic Policy and Resources Committee

The minute of meeting of the Provost's Sub-Committee of 14 August 2019 was submitted and noted. **(Appendix IV)**

(vi) Appeals Sub-Committee

The minute of meeting of the Appeals Sub-Committee of 10 June 2019 was submitted and noted. **(Appendix V)**

(vii) Corporate Health, Safety and Wellbeing Consultative Committee

The minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 11 March 2019 was submitted and noted. **(Appendix VI)**

(viii) Perth and Kinross Integration Joint Board

The minute of meeting of the Integration Joint Board of 22 March 2019 was submitted and noted. **(Appendix VII)**

(ix) Perth and Kinross Integration Joint Board

The minute of meeting of the Integration Joint Board of 1 May 2019 was submitted and noted. **(Appendix VIII)**

(x) Tay Cities Region Joint Committee

The minute of meeting of the Tay Cities Region Joint Committee of 22 March 2019 was submitted and noted. **(Appendix IX)**

(xi) Perth City Development Board

The minute of meeting of the Perth City Development Board of 4 September 2018 was submitted and noted. **(Appendix X)**

435. COMPOSITE CAPITAL BUDGET 2019/29 AND HOUSING INVESTMENT PROGRAMME 2019/24 – MONITORING REPORT NUMBER 1

There was submitted a report by the Head of Finance (19/245), providing a summary position to date for the 10 year Composite Capital Programme for 2019/20 to 2028/29 and the 5 year Housing Investment Programme 2019/20 to 2023/24 and seeking approval for adjustments to the programmes.

Resolved:

- (i) The contents of Report 19/245, be noted.
- (ii) The proposed budget adjustments to the 10 year Composite Capital Budget 2019/20 to 2028/29, as set out in sections 2 and 3 of and summarised at Appendices I and II to Report 19/245, be approved.
- (iii) The proposed budget adjustments to the Housing Investment Programme Budget 2019/20 to 2023/24 set out in section 4 and summarised at Appendix III to Report 19/245, be approved.

436. REVENUE BUDGET 2019/20 – MONITORING REPORT NUMBER 1

There was submitted a report by the Head of Finance (19/246) providing an update on (1) progress with the 2019/20 General Fund Revenue Budget based upon the June 2019 ledger, updated for any subsequent known material movements and (2) the projected financial position of the Housing Revenue Account.

Councillor A Bailey expressed concern that, based on the current projected outturn, around a quarter of the Council's reserves may be required to support health and social care in the current financial year.

Resolved:

- (i) The contents of Report 19/246, be noted.
- (ii) The adjustments to the 2019/20 Management Revenue Budget detailed in Appendices 1 to 4 and section 2 and 3 of Report 19/246, be approved.
- (iii) The 2019/20 service virements, as summarised in Appendices 2 and 6 to Report 19/246, be approved.
- (iv) The Health and Social Care projected outturn, as summarised in sections 3.3 to 3.8 and Appendix 5 to Report 19/246, be noted.
- (v) The Housing Revenue Account projected outturn, as summarised in section 4 and Appendix 6 to Report 19/246, be noted.
- (vi) To delay consideration of the Medium-Term Financial Plan by Council to 18 December 2019, be approved.

437. ANNUAL EFFICIENCY STATEMENT 2018/19

There was submitted a report by the Head of Finance (19/247) presenting the Council's Annual Efficiency Statement for 2018/19 summarising the efficiency gains made by the Council during 2018/19 and describing how, in the context of a challenging financial climate, the Council may make further efficiency gains in future financial years.

PERTH AND KINROSS COUNCIL
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11 SEPTEMBER 2019

Resolved:

The annual efficiency statement, be noted.

438. BUSINESS LOAN FUNDING UPDATE

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (19/248) (1) seeking approval to implement a Business Micro Credit Fund via the Perth and Kinross Credit Union; (2) providing an update on business loans approved via Business Loans Scotland and (3) seeking approval to a change in the Articles of Association of Business Loans Scotland.

Resolved:

- (i) The Perth and Kinross Rural Micro Credit Fund as detailed in sections 2.1 and 2.2 and Appendix 1 to Report 19/248, be approved.
- (ii) The draft resolution of Business Loans Scotland, attached as Appendix 2 to Report 19/248, be approved.

439. TRANSFORMATION PROGRAMME 2015-2020

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (19/249) providing (1) an update on phase four of the Transformation Programme; and (2) providing an overview of progress on the current projects.

Resolved:

The progress related to the Transformation Programme, as detailed in Report 19/249, be noted.

440. SAVINGS ARISING FROM EARLY RETIREMENT DECISIONS TAKEN IN 2018/19

There was submitted a report by the Head of Finance (19/250) providing information on the costs and savings arising from early retiral and redundancy decisions taken in financial year 2018/19.

Resolved:

The contents of Report 19/250, be noted.

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## **EXECUTIVE SUB-COMMITTEE OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE**

Minute of Meeting of the Executive Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 15 May 2019 at 3.00pm.

Present: Councillors M Lyle, P Barrett, C Stewart, D Doogan and G Laing.

In Attendance: B Renton, Executive Director (Housing and Environment);  
M Butterworth, F Crofts, K McNamara and B Reekie (all Housing and Environment);  
C Flynn, C Irons and S Walker (all Corporate and Democratic Services).

Councillor M Lyle, Convener, Presiding.

### **1. WELCOME AND APOLOGIES**

The Convener welcomed everyone present to the meeting. There were no apologies.

### **2. DECLARATIONS OF INTEREST**

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

**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. COMMERCIAL WASTE RECYCLING SERVICES UPDATE**

There was submitted a report by the Executive Director (Housing and Environment) (19/152) on the Council's Commercial Waste Recycling services.

#### **Resolved:**

- (i) The contents of Report 19/152, in relation to the acquisition of a commercial waste and recycling collection service, be noted.
- (ii) The value of the acquisition as detailed in Report 19/152, subject to due diligence, be approved.
- (iii) The funding solution, as detailed in Report 19/152, be approved.
- (iv) It be delegated to the Executive Director (Housing and Environment) to submit a formal offer to the Company and Heads of Terms, in conjunction with the Head of Legal and Governance subject to further due diligence being undertaken.

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PROPERTY SUB-COMMITTEE

Minute of meeting of the Property Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Monday 15 April 2019 at 10.00am.

Present: Councillors M Lyle, B Band, P Barrett, D Doogan, G Laing, R McCall (substituting for C Shiers) and C Stewart.

In Attendance: K Leer, M McCaskie, S Merone (all Housing and Environment); G Fogg, P Mair and D Williams (all Corporate and Democratic Services).

Apologies: Councillor C Shiers.

Councillor M Lyle, Convener, presiding.

1. WELCOME AND APOLOGIES/SUBSTITUTES

The Convener welcomed all those present to the meeting. Apologies and substitutions were noted as above.

2. DECLARATIONS OF INTEREST

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

3. MINUTES

The minute of meeting of the Property Sub-Committee of 18 February 2019 were submitted and approved as a correct record.

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

P1. SALE OF RIO HOUSE, DUNDEE ROAD, PERTH

There was submitted a report by the Executive Director (Housing and Environment) (19/105) seeking approval for the sale of Rio House, Dundee Road, Perth after offers received at a closing date on 13 February 2019.

Resolved:

- (i) Rio House be sold to the individual(s) specified in Recommendation (i) of Report 19/105, or their nominees on the basis of the terms contained in Report 19/105 and otherwise on terms and conditions to the satisfaction of the Executive Director (Housing and Environment) and the Head of Legal and Governance.

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11 SEPTEMBER 2019

- (ii) In the event that the offer from the individual(s) specified in Recommendation (i) of Report 19/105 for the Sale of Rio House, Dundee Road, Perth, fails to conclude, it be returned to a future meeting of the Property Sub-Committee or a future special meeting of the Property Sub-Committee for further consideration.

P2. COLLACE QUARRY, COLLACE – EXTENSION OF LEASE

There was submitted a report by the Executive Director (Housing and Environment) (19/106) seeking authority from the Property Sub-Committee to extend the lease of Collace Quarry for a further period of 10 years until 31 March 2032.

Resolved:

The Committee gave authority for the extension of the lease of Collace Quarry for a further period of ten years up to and including 31 March 2032.

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## **PROPERTY SUB-COMMITTEE**

Minute of meeting of the Property Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Monday 17 June 2019 at 09.30am.

Present: Councillors M Lyle, B Band, P Barrett, D Doogan, G Laing and C Stewart.

In Attendance: M Hill, J Janes and S Crawford (all Housing and Environment); G Boland (Education and Children's Services); C Flynn, G Fogg and K Molley (all Corporate and Democratic Services).

Councillor M Lyle, Convener, presiding.

### **1. WELCOME AND APOLOGIES/SUBSTITUTES**

The Convener welcomed all those present to the meeting.

### **2. DECLARATIONS OF INTEREST**

In terms of the Councillors' Code of Conduct, Councillor G Laing declared a non-financial interest in Item 5.

### **3. MINUTES**

The minute of meeting of the Property Sub-Committee of 15 April 2019 was submitted and approved as a correct record.

### **4. SCHOOL ESTATE PROGRAMME – PROGRESS UPDATE**

There was submitted a report by the Executive Director (Education and Children's Services) (19/175) (1) updating Property Sub-Committee on the progress and proposals for delivering current projects within the Education and Children's Services School Estate Programme; and (2) detailing key milestones which have been achieved since the last update to Property Sub-Committee on 18 February 2019 (Report No. 19/144 refers).

#### **Resolved:**

The significant milestones achieved since the previous report to this Sub-Committee on 18 February 2019, as detailed in Appendix A to Report 19/175, be noted.

### **5. DISPOSAL BY AUCTION OF OUTDOOR CENTRES AT KINLOCH RANNOCH AND BLACKWATER**

There was submitted a report by the Executive Director (Housing and Environment) (19/176) seeking approval for the disposal by auction of two Council owned outdoor centres located at Kinloch Rannoch and Blackwater, Bridge of Cally.

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**Resolved:**

The decision to auction two Council owned outdoor centres located at Kinloch Rannoch and Blackwater, Bridge of Cally be deferred until the next Property Sub-Committee meeting in August 2019 to let the recent request for a Community Asset Transfer for Kinloch Rannoch be considered and to allow further opportunity for community interest on Blackwater to be noted.

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PROVOST'S SUB-COMMITTEE OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Provost's Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chamber, Ground Floor, 2 High Street, Perth on Wednesday 14 August 2019 at 1.00pm.

Present: Provost D Melloy and Councillors S Donaldson, M Lyle, R McCall and A Parrott.

In Attendance: C Flynn and C Irons (both Corporate and Democratic Services).

Provost D Melloy, Presiding.

1. WELCOME AND APOLOGIES

The Provost welcomed everyone to the meeting.

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF THE PREVIOUS MEETING

The minute of meeting of the Provost's Sub-Committee of 27 June 2018 was submitted and noted.

4. PROPOSED TWINNING VISIT TO BYDGOSZCZ, POLAND – SEPTEMBER 2019

There was submitted a report by the Head of Legal and Governance Services (19/215) advising of an invitation extended to the Provost to visit Bydgoszcz, Poland from 27 September to 1 October 2019, to celebrate the 21st anniversary of Perth and Kinross' twinning link with Bydgoszcz.

Resolved:

- (i) The invitation to visit Bydgoszcz, Poland from 27 September to 1 October 2019, be accepted.
- (ii) The Council be represented by the Provost and Councillor W Robertson as the Council member for the Friends of Bydgoszcz twinning organisation, supported by the Council Officer.
- (iii) The costs, estimated to be £1895, be met from the 2019/20 twinning budget.

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## **APPEALS SUB-COMMITTEE OF STRATEGIC POLICY AND RESOURCES COMMITTEE**

Minute of Meeting of the Appeals Sub-Committee held in the Council Building, 2 High Street, Perth on Monday 10 June 2019.

Present: Councillors Ahern, Anderson and Jarvis.

In Attendance: Appellant; Service's Representative (E Bayne, Human Resources) and M McLaren, Legal Services.

### **1. APPOINTMENT OF CONVENER**

It was unanimously agreed that Councillor Ahern be appointed Convener of the Appeals Sub-Committee.

Councillor Ahern took the Chair.

### **2. PROCEDURE TO BE USED FOR DISCIPLINARY APPEAL**

#### **Resolved:**

The procedure, as issued for the information of all present, be adopted.

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

#### **P1. APPEAL AGAINST DISMISSAL (Disciplinary Procedures)**

The Appeals Sub-Committee was convened to consider an appeal against dismissal by a member of staff from Housing and Environment.

The Appeals Sub-Committee considered documentation lodged by both parties and heard evidence from the Service's representative and his witnesses, and from the Appellant. Thereafter the parties summed up their cases and withdrew.

#### **Resolved:**

That the dismissal was found to be fair and reasonable and the appeal be not upheld.

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PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE
CORPORATE HEALTH, SAFETY AND WELLBEING
CONSULTATIVE COMMITTEE

Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Monday 11 March 2019 at 10.00am.

- Present:**
- Representing Perth and Kinross Council**
Councillor P Barrett
Councillor K Baird
Councillor E Drysdale
Councillor S McCole
G Boland (on behalf of Executive Director (Education and Children's Services))
P Johnstone (on behalf of Corporate Human Resources Manager)
C Flynn (on behalf of the Chief Executive)
R Lyle, Regulatory Services Manager, Housing and Environment Service
R Turner, Senior Health and Safety Advisor, Housing and Environment Service
- Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees**
M Blacklaws (SSTA)
M Swan (EIS)
S Hope (Unison)
S Robertson (Unite the Union)
- In attendance:** S Crawford, Head of Property Services, Environment and Housing Service
L McGeorge, Property Compliance Team Leader, Environment and Housing Service
K Molley, Professional Trainee, Corporate and Democratic Services

Councillor S McCole in the Chair

1. APPOINTMENT OF VICE-CONVENER

Nominations were sought for the appointment of Vice-Convener.

M Blacklaws nominated S Hope, seconded by M Swan as Vice-Convener.
S Hope be appointed as Vice-Convener for 6 months to September 2019.

2. DECLARATIONS OF INTEREST

In terms of Councillors' Code of Conduct, Councillor S McCole declared a non-financial interest in Item 5 (Fire Safety Quarterly Report).

3. MINUTES

The minute of the meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 10 December 2018 was submitted and approved for signature subject to the following amendment:

Councillor K Baird was present at the meeting.

4. HEALTH AND SAFETY PERFORMANCE QUARTERLY REPORT

There was submitted a report by the Regulatory Service Manager (Housing and Environment) (G/19/135) preparing to inform and assist the Corporate Health, Safety and Wellbeing Consultative Committee in monitoring health and safety performance across Perth and Kinross Council; and (2) asking for progress to be noted.

In response to a question from Councillor E Drysdale regarding the action taken after an employee injury in Corporate and Democratic Services, S Crawford advised that additional lighting was being installed in that area.

In response to a question from Councillor E Drysdale regarding the number of Violence and Aggression incidents throughout schools, R Turner advised that there is now an online reporting system for behavioural incidents which had raised awareness. P Johnstone added that statistics are presented quarterly to the Joint Negotiating Committee for Teaching Staff. These results are broken down into incident, stage, trend and training that is provided to support staff in dealing with aggressive behaviour from children.

M Swan emphasised the importance of looking at methods to reduce violence and aggression behaviour of children throughout schools. S Hope added that violence and aggression behaviour does not only affect teachers but can also include members of staff such as learning support assistants.

P Johnstone advised that a review is currently underway to look at inclusion and how children are learning and being supported in schools. She added that the review is due to last for 12 months. There will be a report on this subject which will go to the Joint Negotiating Committee for Teaching Staff in due course.

Councillor S McCole raised her concern about the number of action plans outstanding in the Housing and Environment Service. R Turner advised that with regard to actions plans, services follow a timeline, making it difficult to get information before reports are due to Committee. R Lyle added that once an action plan has been completed then another action plan is introduced, creating continuous improvement. S Crawford advised that this issue is on

the agenda for the next Senior Management meeting of the Housing and Environment Service. Councillor E Drysdale suggested that Service Coordinator's be invited to future committee meetings of the Corporate Health, Safety and Wellbeing Consultative Committee.

Resolved:

The contents of the report, be noted.

5. FIRE SAFETY QUARTERLY REPORT

There was submitted a report by the Health, Safety and Wellbeing Team Leader (G/19/136) informing and assisting the Corporate Health, Safety and Wellbeing Consultative Committee in monitoring fire safety performance across Perth and Kinross Council; and (2) providing the Committee with the Fire Safety Key Performance indicators for Quarter 3 of 2018/19 for noting.

In response to a question from Councillor E Drysdale on fire testing and training at Perth High School, G Boland confirmed that R Speedie (Fire Safety and Prevention Adviser) had been working with the business manager at Perth High School to ensure fire tests are occurring regularly. S Crawford confirmed that there had also been recommendations for a water system at Perth High school with procedures in place. He added that updates are received electronically.

In response to a question from Councillor S McCole regarding the action required at Parkdale and if the works had been completed, L McGeorge confirmed that there are fire risk assessment procedures in place and would provide an update to the next Committee. R Turner added that in residential care homes, regular fire evacuation checks are carried throughout the day to accommodate staff working different shifts.

Resolved:

The contents of the report, be noted.

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## PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Special Meeting of the Perth and Kinross Integration Joint Board (IJB) held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Friday 22 March 2019 at 2.00pm.

**Present:**

**Voting Members**

Dr R Peat, Tayside NHS Board (Chair)  
Councillor C Stewart, Perth and Kinross Council (Vice-Chair)  
Councillor E Drysdale, Perth and Kinross Council  
Councillor C Purves, Perth and Kinross Council  
Councillor A Bailey (substituting for Councillor X McDade), Perth and Kinross Council  
P Kilpatrick (substituting for L Birse-Stewart) (Tayside NHS Board) (from Item 3 onwards)

**Non-Voting Members**

Mr R Packham, Chief Officer  
Ms J Smith, Chief Financial Officer

**Stakeholder Members**

Mr A Drummond, Staff Representative, NHS Tayside  
Mr S Hope, Staff Representative, Perth and Kinross Council  
Ms S Auld, Service User Public Partner (substituting for Ms L Lennie)  
Ms S Watts, Perth Citizens Advice Bureau (substituting for Ms C Gallagher)

**In Attendance:**

K Reid, Chief Executive, Perth and Kinross Council; J Valentine, Depute Chief Executive, Perth and Kinross Council; S Hendry, A Taylor and R Fry (all Perth and Kinross Council); V Aitken, R Duarte, P Henderson (up to and including Item 4), D Fraser, E Devine, H Dougall, M Rapley, D Mitchell, P Johnstone, A Taylor, L Baillie and A McManus (all Perth and Kinross Health and Social Care Partnership)

**Apologies:**

Professor N Beech, Tayside NHS Board  
Ms G Costello, Tayside NHS Board  
Ms L Birse-Stewart, Tayside NHS Board  
Mr J Foulis, NHS Tayside  
Dr A Noble, External Adviser to Board  
Ms C Gallagher, Independent Advocacy Perth and Kinross  
Ms L Lennie, Service User Public Partner  
B Campbell, Carer Public Partner

### 1. WELCOME AND APOLOGIES

Dr Peat welcomed all those present to the meeting and apologies were noted as above.

## **2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made in terms of the Perth and Kinross Integration Joint Board Code of Conduct.

## **3. UPDATE - STRATEGIC COMMISSIONING PLAN 2019-2022 - PERTH AND KINROSS IJB**

There was submitted a report by the Chief Officer (G/19/53) notifying the IJB of a delay to the completion of the 2019-22 Strategic Commissioning Plan and seeking authority to continue operations in line with the 2016-19 plan until completion of the current plan which will come to this Board for approval on 27 September 2019.

### **Resolved:**

- (i) The delay in the preparation of the 2019-2022 Strategic Commissioning Plan for Perth and Kinross IJB, for the reasons set out in Report G/19/53, be noted.
- (ii) The continuation of strategic planning and operational management under principles set out in the 2016-19 Strategic Commissioning Plan until the 2019-22 plan is completed, be approved.
- (iii) A workshop for all board members be arranged to help set out the strategic direction for the Health and Social Care Partnership.
- (iv) An interim update on the progress of the 2019-22 Strategic Commissioning Plan be provided to Members at the IJB meeting on 26 June 2019.
- (v) The Chief Officer to present the refreshed Strategic Commissioning Plan for approval at the IJB meeting on 27 September 2019.

P KILPATRICK ARRIVED DURING THE ABOVE ITEM.

## **4. OLDER PEOPLE AND UNSCHEDULED CARE STRATEGIC DELIVERY PLAN**

There was submitted a report by the Associate Medical Director (G/19/56) providing the first iteration of the Strategic Delivery Plan for the Older People and Unscheduled Care Board.

### **Resolved:**

- (i) The progress towards developing the Strategic Delivery Plan for Older People and Unscheduled Care be noted and supported.
- (ii) The completed Strategic Delivery Plan be submitted for approval to the IJB meeting on 26 June 2019.

P HENDERSON LEFT THE MEETING AT THIS POINT.

## **5. CORE HEALTH AND SOCIAL CARE BUDGET 2019/20, 2020/21 AND 2021/22**

There was submitted a report by the Chief Financial Officer (G/19/54) (1) recommending the setting of a recurring budget for Core Health and Social Care

Services for 2019/20 and the provisional budgets for 2020/21 and 2021/22; and (2) setting out the next steps required to ensure delivery of financial balance in 2019/20.

**Resolved:**

- (i) It be noted that following a formal budget offer from Perth and Kinross Council and an indicative offer from NHS Tayside, a £2.842m gap for Core Health and Social Care Services is reported in the 2019/20 Financial Plan.
- (ii) The Chief Officer to bring forward further proposals to the IJB that will support delivery of break-even in 2019/20.
- (iii) The 2019/20 Financial Plan and the associated 2019/20 Transformation and Efficiency Proposals, as outlined in Report G/19/54, be approved.
- (iv) The update on progress in developing the 2019/20 Financial Plans for Prescribing and Hosted Services be noted.
- (v) The indicative 2020/21 and 2021/22 Financial Plan and the associated Transformation and Efficiency Proposals, as outlined in Report G/19/54, be approved.
- (vi) The Chief Officer to issue the necessary Directions to NHS Tayside and Perth and Kinross Council to implement the service changes contained within the 3 Year Financial Plan.

## **6. BOARD MEMBERSHIP UPDATE**

There was submitted a report by the Clerk to the Board (G/19/55) (1) updating the Board on the membership of both voting and non-voting members of the Board; and (2) outlining proposals made in terms of the re-appointment of an additional member of the Board and the membership of the Clinical, Care and Professional Governance Committee.

**Resolved:**

- (i) The updates in both voting and non-voting membership of the Board be noted.
- (ii) The proposals set out in section 2.4 of Report G/19/55 be approved.
- (iii) The appointment of Ms Clare Gallagher as a non-voting member of the Clinical, Care and Professional Governance Committee be approved.

## **7. VALEDICTORIES**

R Peat referred to this being the last meeting of the Integration Joint Board for Dr Alastair Noble and thanked him for his contribution to the work of the Board over the years.

He also further referred to the upcoming retiral at the end of April of Rob Packham, who had been the Chief Officer of the Health and Social Care Partnership since its inception in 2015, and intimated that this would be Rob's last meeting of the Integration Joint Board. He thanked Rob for his extensive contribution to the work of the IJB over the last three and a half years and wished him well for a happy retirement.

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PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board (IJB) held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 1 May 2019 at 2.00pm.

Present:

Voting Members

Dr R Peat, Tayside NHS Board (Chair)
Councillor C Stewart, Perth and Kinross Council (Vice-Chair)
Councillor E Drysdale, Perth and Kinross Council
Councillor X McDade, Perth and Kinross Council
Councillor C Purves, Perth and Kinross Council
Mr B Benson, Tayside NHS Board
Ms L Birse-Stewart, Tayside NHS Board (from Item 7.1 onwards)

Non-Voting Members

Mr J Foulis, NHS Tayside
Mr G Paterson, Chief Officer / Director – Integrated Health & Social Care
Ms J Smith, Chief Financial Officer

Stakeholder Members

Ms B Campbell, Carer Public Partner (from Item 3 (i) onwards)
Ms L Lennie, Service User Public Partner
Ms S Watts, Perth Citizens Advice Bureau (substituting for Ms C Gallagher)

In Attendance:

K Reid, Chief Executive, Perth and Kinross Council (up to and including Item 8.1); S Hendry, A Taylor and L Gowans (all Perth and Kinross Council); C Jolly (until Item 8.1), D Mitchell (until Item 9.1), M Rapley, E Devine (until Item 9.2), H Dougall, D Hubbard and V Aitken (all Perth and Kinross Health and Social Care Partnership); A Wood (up to and including Item 8.1), L Denvir, L Hamilton (up to and including Item 8.1), K Russell (up to and including Item 8.1) and K Matthews (up to and including Item 8.1) (all NHS Tayside).

Apologies:

P Kilpatrick, Tayside NHS Board
Dr D Lowden, NHS Tayside
Ms C Gallagher, Independent Advocacy Perth and Kinross
Mr A Drummond, Staff Representative, NHS Tayside
Ms J Pepper, Chief Social Work Officer, Perth and Kinross Council

1. WELCOME AND APOLOGIES

Dr Peat welcomed all those present to the meeting and apologies were noted as above. Dr Peat particularly welcomed Gordon Paterson to his first meeting of the Board as the new Chief Officer/Director – Integrated Health & Social Care. It was also noted that this was Jim Foulis's last meeting prior to his retiral from NHS

Tayside. Board members thanked him for his contribution to the work of the Board and wished him well for the future.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Perth and Kinross Integration Joint Board Code of Conduct.

3. MINUTES OF PREVIOUS MEETINGS

(i) MINUTE OF MEETING OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD OF 15 FEBRUARY 2019

The minute of meeting of the Perth and Kinross Integration Joint Board of 15 February 2019 was submitted and approved as a correct record.

(ii) MINUTE OF SPECIAL MEETING OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD OF 22 MARCH 2019

The minute of the special meeting of the Perth and Kinross Integration Joint Board of 22 March 2019 was submitted and approved as a correct record, subject to amending the attendance list to show S Watts representing Perth Citizens Advice Bureau.

4. ACTION POINT UPDATE

There was submitted and noted the action point update for the Perth and Kinross Integration Joint Board as at 1 May 2019 (G/19/65).

The Chief Officer agreed to further investigate the possibility of an additional development session for board members during the summer.

5. MATTERS ARISING

There were no matters arising from the previous minute.

6. BOARD MEMBERSHIP UPDATE

There was submitted a report by the Clerk to the Board (G/19/66) (1) updating the Board on the membership of both voting and non-voting members of the Board; and (2) outlining proposals made in terms of the appointment of a member of the Board to the Audit and Performance Committee.

Resolved:

- (i) The updates in both the voting and non-voting membership of the Board be noted.
- (ii) It be agreed that Ms B Campbell, carer representative, and Ms M Summers (substitute) continue in their respective roles until the conclusion of an election process for these board positions.
- (iii) The appointment of Ms P Kilpatrick to the Audit and Performance Committee as a voting member be approved.

7. FINANCE AND GOVERNANCE

7.1 2018/19 FINANCIAL POSITION

There was submitted a report by Chief Financial Officer (G/19/67) providing an update on the year-end financial forecast for 2018/19 based on the 11 months to 28 February 2019.

- (i) The overall projected overspend of £1.559m for Perth & Kinross IJB for 2018/19; an improvement of £0.395m from the last report, be noted.
- (ii) The progress made with 2018/19 savings delivery, as set out in Report G/19/67, be noted.
- (iii) The update regarding IJB reserves, as set out in Report G/19/67, be noted.
- (iv) It be noted that further discussions would take place between the Chief Executives of Perth and Kinross Council and NHS Tayside, the Chief Officer, as well as the Chair and Vice-Chair of the IJB regarding the issue of financial overspends.

L BIRSE-STEWART ENTERED THE MEETING DURING THE ABOVE ITEM.

8. DEVELOPING STRATEGIC OBJECTIVES

8.1 MENTAL HEALTH/LEARNING DISABILITY SERVICE REDESIGN PROGRAMME / TAYSIDE MENTAL HEALTH ALLIANCE

A Wood, L Hamilton, K Russell and K Matthews provided the Board with a slide based presentation on the Mental Health / Learning Disability Service Redesign Programme and the Tayside Mental Health Alliance.

Resolved:

The Board noted the current position.

A WOOD, L HAMILTON, K RUSSELL, K MATTHEWS AND K REID ALL LEFT THE MEETING AT THIS POINT.

8.2 CHIEF OFFICER STRATEGIC UPDATE

There was submitted a report by the Chief Officer (G/19/68) updating Board members on progress against tasks outlined in the rolling actions list.

Resolved:

The contents of Report G/19/68 and the following strategic updates be noted:

- (i) The update on the Strategic Plan refresh;
- (ii) Joint inspection of Adult Services by Care Inspectorate and Health Improvement Scotland;
- (iii) Ministerial Strategic Group Review of Progress with Integration of Health and Social Care and Self-Evaluation;
- (iv) Implementation of Free Personal Care;
- (v) Updates on Programmes of Care.

8.3 PERTH AND KINROSS HEALTH & SOCIAL CARE PARTNERSHIP - WINTER PLAN

There was submitted a report by Head of Health / Head of Adult Care (G/19/69) providing an update on the progress of the Unscheduled Care, Winter Planning actions put in place for Perth and Kinross for the period 1 November 2018 to 31 March 2019.

Resolved:

- (i) The implementation and impact of the Tayside and local winter planning actions, as set out in Report G/19/69, be noted;
- (ii) NHS Tayside's aim to take a year round planning approach, which will sit within a 3-year USC operational plan, to meet times of increasing demand throughout the year, and not only for winter, be supported.

9 STRATEGIC PROGRAMMES OF CARE

9.1 TAYSIDE PRIMARY CARE IMPROVEMENT PLAN - IMPLEMENTATION UPDATE REPORT

There was submitted a report by Associate Medical Director (G/19/70) providing an update on progress made in respect of the implementation of the Tayside Primary Care Improvement Plan in so far as it relates to the Perth and Kinross Health and Social Care Partnership.

H Dougall made reference to a minor error in the report, Page 60 – Table 3, '489' should read '389'.

Resolved:

- (i) The progress made to date with the implementation of the Tayside Primary Care Improvement Plan be noted.
- (ii) The plans for continued service development into year 2 of the programme, 2019/20, be approved.
- (iii) A further update on progress to be provided to the Board in 12 months' time.

D MITCHELL LEFT THE MEETING DURING THE ABOVE ITEM.

THERE FOLLOWS A RECESS AND THE MEETING RECONVENED AT 5.05PM.

IN TERMS OF STANDING ORDER 5.3, THE CHAIR RULED THAT THE FOLLOWING ITEM BE CONSIDERED AS AN URGENT ITEM IN ORDER TO ALLOW THE IJB TO CONSIDER THE MATTER AS PART OF THE TIMESCALES INVOLVED IN THE PROJECT.

9.2 APPLICATION TO AMEND GMS CONTRACT and TO CLOSE THE BRANCH SURGERY PREMISES IN BANKFOOT FOR THE STANLEY MEDICAL PRACTICE, STANLEY

There was submitted a report by the Chief Officer (G/19/71) (1) outlining the current issues relating to the general practice provision for the Stanley Medical Practice, Stanley; and to consider the Practice's request to amend their GMS

Contract; and (2) advising of the Practice's proposal to close their branch surgery in Bankfoot and to provide general medical services from their main practice centre in Stanley.

Resolved:

- (i) The application made by the Stanley Medical Practice to close their branch surgery premises in Bankfoot, in accordance with Part 8 - Variation and Termination of Contracts of the National Health Service (General Medical Services Contracts) (Scotland) Regulations 2018, be noted.
- (ii) The aim of the Stanley Medical Practice, that all current patients would have the opportunity to remain registered with the Stanley Medical Practice and continue to see their current GP team, be supported.
- (iii) The preferred option for the Stanley Medical Practice to consolidate its services on one site to maintain the sustainability of the practice be noted.
- (iv) It be noted that it is subsequently for NHS Tayside Board to approve the application for closure as the holders of the contract with the Practice. A closure date would be agreed with the Practice and the patients notified of this. If they choose to, patients could register with an alternative practice.
- (v) Further detailed information on such areas as opening hours, transport options and consultation to be provided to board members by the Chief Officer.

E DEVINE LEFT THE MEETING DURING THE ABOVE ITEM.

IN TERMS OF STANDING ORDER 5.3, THE CHAIR RULED THAT THE FOLLOWING ITEM BE CONSIDERED AS AN URGENT ITEM IN ORDER TO ALLOW THE IJB TO PROVIDE FURTHER ASSURANCES ON THE SUBJECT OF RECENT MEDIA COVERAGE

9.3 RECENT MEDIA COVERAGE

R Peat referred to the newspaper article in the Courier newspaper on 30 April 2019 regarding Four Seasons Health Care going into administration.

Resolved:

Following a discussion by Board members, the Chief Officer gave an assurance that the situation was being closely monitored by staff. It was agreed that the Chief Officer would submit a report to a future meeting of the Board, in the context of revising the Strategic Commissioning Plan, examining the market for types and models of care in relation to both the public and private sector.

10 FUTURE IJB MEETING DATES 2019

Wednesday 26 June 2019 at 2.00pm
Friday 27 September 2019 at 9.30am
Wednesday 4 December 2019 at 2.00pm

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PERTH AND KINROSS COUNCIL  
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At a MEETING of the **TAY CITIES REGION JOINT COMMITTEE** held at Dundee on Friday, 22nd March, 2019.

Present:-

Angus Council

Councillor David FAIRWEATHER  
Councillor Bob MYLES (Articles I to V)  
Councillor Angus MacMillan DOUGLAS  
Councillor Bill DUFF

Dundee City Council

Councillor Willie SAWERS (substitute for Councillor John ALEXANDER)  
Councillor Lynne SHORT  
Councillor George McIRVINE (substitute for Councillor Richard McCREADY)

Fife Council

Councillor Tim BRETT  
Councillor David ALEXANDER (substitute for Councillor David ROSS)

Perth & Kinross Council

Councillor Angus FORBES (substitute for Councillor Murray LYLE)  
Councillor Dave DOOGAN  
Councillor Colin STEWART

Non-Elected Members

Alison CARRINGTON, Skills Development Scotland (substitute for Gordon McGUINNESS)  
Professor Andrew ATHERTON, Principal, University of Dundee Regional HE/FE Forum  
Ellis WATSON, Tay Cities Enterprise Forum

Also Present

Mo SAUNDERS, Tay Cities Deal  
Craig BIRRELL, Scottish Government  
Lesley JACKSON, Scottish Government  
David MARTIN, Dundee City Council  
Robin PRESSWOOD, Dundee City Council  
Margo WILLIAMSON, Angus Council  
Vivian SMITH, Angus Council  
Jim VALENTINE, Perth & Kinross Council  
Julie FARR, Third Sector  
Mark MITCHELL, Dundee City Council

Councillor Bob MYLES, in the Chair for Articles I, II, III, IV and V.

Councillor David ALEXANDER, in the Chair for Articles V to XIII.

Prior to the commencement of business, the Chair, on behalf of the Joint Committee, referred to the sad passing of Councillor Brian Gordon and paid tribute to his role on the Joint Committee.

**I APOLOGIES**

Apologies had been intimated from Councillors John Alexander, Richard McCready, Karen Marjoram, David Ross and Murray Lyle, Mr Jim Reid and Mr Gordon McGuinness.

**II DECLARATION OF INTEREST**

No declarations of interest were made.

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**III MEMBERSHIP**

The Joint Committee noted that due to the retiral of Professor Sir Pete Downes, and, in form of Clause Six of the 2017 Minute of Agreement, the University of Dundee had appointed Professor Andrew Atherton, Principal and Vice Chancellor, as their representative on the Joint Committee.

Furthermore, Tim Allan of Unicorn Properties Limited, intimated his resignation from the Joint Committee on 16th January, 2019, which had resulted in a vacancy on the Joint Committee. In terms of Clause Six of the 2017 Minute of Agreement, the Tay Cities Regional Business Forum had been requested to appoint a replacement for Mr Allan.

The Joint Committee also noted due to the sad passing of Councillor Brian Gordon, there was a vacancy for a co-opted member from TACTRAN. TACTRAN had been requested to appoint a replacement, and had intimated that this would be made following their June Committee meeting.

**IV CHANGE OF CONVENERSHIP**

It was reported that the term of Convenership held by Angus Council was at an end and the position of Convener required to be filled by Perth and Kinross Council, in terms of Article II of the minute of meeting of 18th May, 2018. The position of Convener would be filled by Councillor Murray Lyle.

**V VICE CONVENERSHIP**

In terms of Clause Twelve of the 2017 Minute of Agreement, the position of Vice-Convener required to be filled by a member of Fife Council. The Joint Committee agreed that this position be filled by Councillor David Ross.

The Joint Committee further agreed that in the absence of both the Convener and the Vice Convener, Councillor David Alexander take the Chair for the remainder of the meeting.

Councillor Alexander thereupon took the Chair.

**VI MINUTE OF MEETING OF 9TH NOVEMBER, 2018**

The minute of meeting of 9th November, 2018 was submitted and approved.

**VII MATTERS ARISING**

**(a) MICHELIN GROUP**

It was noted that discussions were continuing with regards to the phasing out operations and that employees affected were continuing to receive guidance from relevant organisations. Strong support had also been received from the Scottish Government, which was welcomed by the Joint Committee.

**VIII HEADS OF TERMS**

There was submitted Report No TRCJC3-2019 by the Executive Director of City Development providing the Joint Committee with an update on the Heads of Terms for Tay Cities Deal.

The Joint Committee noted and welcomed the package of new resources for the Tay Cities Deal.

**IX NEXT STEPS PRESENTATION – SCOTTISH GOVERNMENT/UK GOVERNMENT & PMO (INCLUDING OUTLINING OF ROLE OF TAY CITIES REGION JOINT COMMITTEE FOR DELIVERING TAY CITIES DEAL)**

A presentation was given to the Joint Committee by Lesley Jackson, Scottish Government, Craig Birrell, UK Government and Mo Saunders, Tay Cities Deal, on next steps for delivering the Tay Cities Deal, a copy of which is appended to the minute.

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An overview was given of the current position of Tay Cities Deal, noting that Heads of Terms had been signed in November 2018. Support and guidance was continuing to be offered to all regional partners, with open dialogue continuing.

It was anticipated that Full Deal status would be achieved with the funding programme and robust deal documentation. This would also move forward in tandem with identified projects and programme development.

In conclusion it was noted that meetings had taken place with all project owners, and efforts were being made to achieve identified targets.

The Joint Committee then had the opportunity to ask questions, with the following points being made:-

- It would be possible, once approval had been given, for project leaders to commence works then claim back monies spent and that adequate governance arrangements would be in place for this.
- For a project to be approved there would need to be clear evidence of deliverability, however priority would not be given to one project at the expense of another.
- The programme for Tourism and Culture would be finalised with input from the Scottish Government, thereafter the nominated partner would lead in the organisation of this.
- It would make more financial sense and have a greater social impact for the programme to have a ten year timescale, and this needed to be demonstrated clearly to the Scottish Government.
- The additional £50 million which was available did not form part of the deal, but was aligned to the project, however a business case would be required for this funding to be awarded.
- It was important for the private sector to play a proactive role and share skills to enable delivery of projects within agreed timescales.

**X PROVISIONAL REVENUE BUDGET 2019/2020**

There was submitted Report No TCRJC1-2019 by the Treasurer seeking approval for the Tay Cities Region Joint Committee's 2019/20 to 2021/22 Provisional Revenue Budget.

The Joint Committee agreed to:-

- (i) approve the 2019/20 Provisional Revenue Budget for the Tay Cities Region Project Management Office as detailed in Appendix A;
- (ii) note that the agreement regarding the proportion of costs shared with Higher and Further Education, and other Institutions would be agreed separately;
- (iii) note that the external audit estimate was likely to change, once an external auditor had been appointed; and
- (iv) note the indicative Revenue Budgets for 2021/22.

**XI UPDATE ON TAY CITIES DEAL: NEXT STEPS: PROJECT OWNER MEETINGS & TIMESCALES FOR OUTLINING BUSINESS CASES**

Mo Saunders advised the Joint Committee that all project owner meetings had taken place and that once bids were received, a process of analysis and appraisal for deliverability would be undertaken. Dialogue would be open with all project leaders to ensure robust bids were submitted timeously.

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**XII REGIONAL TOURISM STRATEGY UPDATE**

There was submitted Report No TRCJC2-2019 by Business Development Team Leader providing the Joint Committee with an update on progress on the development of a Regional Tourism Strategy.

The Joint Committee agreed to:-

- (i) note the content of the report; and
- (ii) request a further update on the Regional Tourism Strategy at a future meeting of the Committee.

**XIII DATE OF NEXT MEETING**

Friday, 21st June, 2019 at 10.00 am in Council Chamber, 2 High Street, Perth.

David ALEXANDER, Chair.



**PERTH AND KINROSS COUNCIL**

**PERTH CITY DEVELOPMENT BOARD**

Minute of meeting of the Perth City Development Board, held in Room 410, Council Building, 2 High Street, Perth on Tuesday 4 September 2018 at 4.30pm.

**Present:** J Bullough, SCAA (Chair)  
Councillor D Doogan  
Councillor M Lyle  
Councillor S McCole  
Ms K Reid, Perth and Kinross Council  
Mr J Valentine, Perth and Kinross Council  
Mr S Brannigan, Scone Palace  
Mr K Bazley, Scottish Enterprise (substituting for Dr E Mitchell)  
Mr M Beale, Algo (Blairgowrie) Ltd  
Ms D Fuge, Perth Traders' Association  
Mr K Greenhorn, SSE Enterprise  
Mr B Nicoll, NHS Tayside  
Dr T Ryan, Perthshire Photographic Society and Perthshire Society of Natural Sciences  
Mr M Robinson, Live Active Leisure  
Mr G Ruddock, Giraffe  
Mr S Stewart, Perthshire Chamber of Commerce  
Mr A Taylor, Perth Traders' Association

**In Attendance:** Councillor A Forbes  
D Littlejohn, Perth and Kinross Council  
J McCrone, Perth and Kinross Council  
D Williams, Perth and Kinross Council

**Apologies:** Councillor P Barrett  
Mr D Robertson, Stagecoach East Scotland  
Mr D Ross, Kilmac Construction

**1. WELCOME AND INTRODUCTIONS**

J Bullough, Chairman, Perth City Development Board, welcomed all present to the meeting, and apologies were noted as above.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest in any item on the agenda.

### **3. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Perth City Development Board of 14 November 2017 was submitted and approved as a correct record.

### **4. MATTERS ARISING**

There were no matters arising.

COUNCILLOR DOOGAN ENTERED THE MEETING DURING THE CONSIDERATION OF THE FOLLOWING ITEM

### **5. STORY OF PLACE**

Prior to the commencement of agenda business, S Stewart, Perthshire Chamber of Commerce, delivered a slide based presentation on the ongoing work surrounding the Story of Place.

S Stewart made reference to the background work involved in developing the Story of Place, including a number of focus groups, stakeholder interviews, and work with Thinking Place. S Stewart made further reference to the cultural and natural environment as a strong asset base for Perth, whilst also highlighting the need to complement developments in neighbouring cities and areas, highlighting the need for more focus upon the wider story of the Tay Region as an economic area.

S Stewart also made reference to Perth's boutique retail offering, the potential to appeal to a larger retail offering, Perth's local connections – with accessibility to Edinburgh, Glasgow, Aberdeen and Dundee presently subjected to improved roads connection and lobbying around rail connection – and potential international connection, the quality of life in Perth, and the cultural offerings available in Perth.

S Stewart informed members that the next steps regarding the work around the Story of Place would be to refine the narrative of the project, and also highlighted the importance around communication and marketing of the project.

In response to a query from G Ruddock, Giraffe Trading, regarding the ambassador element of the project, S Stewart stated that this was a continuous process, with opportunities to promote Perth arising through working situations.

K Reid, Chief Executive, Perth and Kinross Council, praised the work surrounding the Story of Place as exciting and aspirational, highlighting the potential for this work to be linked to the work of the Council.

### **6. PERTH CITY PLAN REVIEW**

There was submitted a report by J Bullough, Chairman, Perth City Development Board (G/19/113), asking the Board to agree to progress actions to amend the Perth City Plan and governance arrangements in accordance with proposals and principles set out in the attached paper and seek nominations for

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Board representatives to help manage this work and bring forward detailed proposals.

The Chairman delivered a verbal background to members of the work of the work of the Board in relation to supporting the Perth City Plan since the creation of the Perth City Plan in 2013. The Chairman added that the proposed amendments to the Perth City Plan would be the second time the Perth City Plan had been amended since its inception in 2013, and highlighted the success of the Board in relation to the first amendment of the Perth City Plan and significant development in themes since.

With relation to the work around the proposed amendment to the Perth City Plan, the Chairman highlighted to members the work undertaken with Yellow Book in compiling the amended Perth City Plan and stressed to members the importance of work with the private sector and revised governance arrangements.

**Resolved**

- (i) The Board agreed to review the content and delivery of the Perth City Plan and the Board's role in supporting this on the basis of the scope of work and proposals set out in Appendix 1 of Report (G/18/113).
- (ii) The Board nominated J Bullough, M Robinson, S Stewart, K Greenhorn, D Fuge and D Ross to manage and bring forward detailed proposals in relation to the amendment of the Perth City Plan and Board governance arrangements.
- (iii) The Board agreed to postpone Board elections.
- (iv) The Board agreed to suspend theme groups.

**7. TAY CITIES DEAL UPDATE**

D Littlejohn, Perth and Kinross Council, delivered a verbal update to the Board on the Tay Cities Deal.

D Littlejohn informed members that negotiations were continuing with UK and Scottish Governments on the financial aspects of the deal, informing members that specifics of negotiations relating to funding for aspirations were ongoing.

In response to a query from J Bullough regarding the funding of projects, D Littlejohn and Councillor Lyle informed members that the UK and Scottish Government would indicate the level of financial support for projects with management of the delivery of project agreed at the regional level

**8. PERTH CITY PLAN DELIVERY – PROGRESS**

There was submitted a report by the Chairman (G/18/114) updating the Board on the delivery of the Perth City Plan in respect of the key themes and associated Big Moves.

With regards to Infrastructure for Smart Growth, J Valentine informed members that progress was ongoing positively in all aspects, highlighting the parts of the A985 had now opened.

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With regards to the City Centre, J McCrone informed members that projects located in Perth city centre were progressing, highlighting the start of renovation and restoration project at St. Paul's Church and progress on the development of designs for the City Hall and improvements to the surrounding area.

With regards to the Visitor Economy, the Chairman informed members that a bid had been placed regarding the Stone of Destiny, but added that no further developments from that bid were expected until the end of the year.

**Resolved**

The progress in respect of the delivery of the Perth City Plan, be noted.

**9. ANY OTHER COMPETENT BUSINESS**

There was no other competent business.

**10. DATE OF NEXT MEETING**

The next meeting of the Perth City Development Board will take place on 13 November 2018.

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PERTH AND KINROSS LOCAL REVIEW BODY

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chamber, 2 High Street, Perth on Tuesday 17 September 2019 at 10.30am.

Present: Councillors L Simpson, R Watters and W Wilson.

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

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

Councillor L Simpson, Convener, Presiding.

441. DECLARATIONS OF INTEREST

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

442. MINUTES

The minute of meeting of the Local Review Body of 20 August 2019 (Arts. 381-384) was submitted and noted.

443. APPLICATION FOR REVIEW

- (i) **TCP/11/16(611)
Planning Application – 19/00517/FLL – Erection of a fence (in retrospect), Burnside, 1 Main Street, Keltybridge, Kelty, KY4 0JH – Mr J Leishman**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a fence (in retrospect), Burnside, 1 Main Street, Keltybridge, Kelty.

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

Decision:

Resolved by unanimous decision that:

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

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Thereafter, resolved by unanimous decision that:

- (ii) the Review application for erection of a fence (in retrospect), Burnside, 1 Main Street, Keltybridge, Kelty, refused for the following reasons:
 - 1. The fence, by virtue of its design, height, extent and visually prominent location, is out of keeping with the character of the surrounding area. Accordingly, it is considered to have a significant adverse impact on the visual amenity of the area. The proposal is, therefore, contrary to Policies PM1A and PM1B(c) of the Perth and Kinross Local Development Plan 2014, which seek to ensure that development contributes positively to the character and amenity of the place by respecting it in terms of design, appearance and height.
 - 2. The Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 requires that special regard is given to the desirability of preserving the adjacent listed buildings and bridge, their setting or any features of special architectural or historic interest. The proposal, by virtue of its design, height, extent and visual prominence at this location does not accord with the requirements of Scottish Planning Policy 2014 (paragraph 141) which indicates the importance of preserving and enhancing listed buildings and their setting. The character, setting, and special interest of the listed buildings to the north and the listed bridge would therefore not be preserved or enhanced by this proposal, which is contrary to Policy HE2: Listed Buildings, of the Perth and Kinross Local Development Plan 2014.
 - 3. The development would establish a precedent for developments of a similar nature, to the detriment of the overall visual amenity and established rural character of the area, and therefore be contrary to the established policies of the Perth and Kinross Local Development Plan 2014 and Scottish Planning Policy 2014.

(ii) TCP/11/16(612)
Planning Application – 19/00483/FLL – Erection of a replacement dwellinghouse, Rintoul, Milnathort – Mr A Dawson

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a replacement dwellinghouse, Rintoul, Milnathort.

The Planning Adviser advised members that new information had been submitted by the applicant as part of the Notice of Review, which had not previously been before the Appointed Officer or Interested Parties.

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Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, and comment made by the Planning Adviser, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) The Council's Development Management Team and Perth & Kinross Heritage Trust be invited to comment on the ARC Architect Report, dated 1 August 2019, submitted as part of the Notice of Review.
- (iii) an unaccompanied site visit be carried out.
- (iv) following receipt of all further information, responses, and site visit the application be brought back to a future meeting of the Local Review Body.

444. DEFERRED APPLICATION FOR REVIEW

- (i) **TCP/11/16(605)
Planning Application – 19/00503/FLL – Formation of vehicular access (in retrospect), South Inchmichael Farm, Errol, Perth, PH2 7SP – Morris Leslie Ltd.**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the formation of vehicular access (in retrospect), South Inchmichael Farm, Errol, Perth, PH2 7SP.

It was noted that, at its meeting of 23 July 2019, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without; (i) the applicant be requested to submit further information on the prospective scheme of landscaping referred to in the applicant's Notice of Review submission together also with the proposed structural landscaping of the entire existing and proposed building group at South Inchmichael Farm which would be served by the proposed access; and (ii) following the receipt of all further information, the application be brought back to the Local Review Body.

The Committee Officer advised members that the requested further information had been submitted out with the timescale given to the applicant, and had therefore had not been submitted to Interested Parties, including the Council's Development Management Team, for comment. As the requested further information had not been received within the timescale, the application for review was presented again to Members to accord with the LRB regulations.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Committee Officer, insufficient

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- information was before the Local Review Body to determine the matter without further procedure.
- (ii) interested parties and the Council's Development Management Team be invited to comment on the further information submitted by the applicant on the prospective scheme of landscaping referred to in the applicant's Notice of Review submission together also with the proposed structural landscaping of the entire existing and proposed building group at South Inchmichael Farm which would be served by the proposed access.
 - (iii) following the receipt of all further information and responses, the application be brought back to the Local Review Body.

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## AUDIT COMMITTEE

Minute of meeting of the Audit Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 18 September 2019 at 10.15am.

Present: Councillors E Drysdale, S Donaldson, D Illingworth, A Jarvis, S McCole (substituting for X McDade), M Williamson and W Wilson.

In Attendance: J Clark, L Harris, C Irons, S Mackenzie, A O'Brien, L Simpson and S Walker (all Corporate and Democratic Services); J Cockburn (Education and Children's Services) and L Brady, F Crofts and N Sutherland (Housing and Environment).

Also in Attendance: A Kolodziej, M Wilkie and C Windeatt, KPMG

Apology: Councillor X McDade

Councillor Drysdale, Convener, Presiding.

### 445. WELCOME AND APOLOGIES/SUBSTITUTIONS

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

### 446. DECLARATIONS OF INTEREST

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

### 447. MINUTE

The minute of meeting of the Audit Committee of 26 June 2019 (Arts. 354-360) was submitted and approved as a correct record and authorised for signature.

### 448. WELFARE REFORM – EMERGING ISSUES

L Brady, Revenue and Benefits Service Manager and N Sutherland, Team Leader (Welfare Rights) gave a presentation to members on Welfare Reform emerging issues.

The presentation covered the following aspects:

- Background – Audit report submitted to Audit Committee on 22 May 2019
- Update – Welfare Reform changes including two-child limit affecting families; lower benefit cap; deductions from universal credit for historic benefit overpayments; childcare costs being paid retrospectively
- Emerging Issues – Increased demand and spend in terms of Crisis Grants and Discretionary Housing Payments
- Impacts – Less disposable income; higher risk of debt and child poverty; more demands on services and pressure on budgets

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- Challenges – complexity of advice and administration; fulfilling statutory duties including a new duty to reduce child poverty
- Mitigating Impacts – working with COSLA, partners and communities; early intervention and prevention approach; enhanced welfare rights service for families with low incomes; delivering services from health settings; ensuring voices are heard in all relevant consultations
- Outcome – Welfare Rights Team accredited to Scottish National Standards for information and advice providers; assisted over 5000 households with benefit-related issues; appeals success rate of 75%;£6m additional income in pockets of people in local communities; best council tax collection in mainland Scotland

The Convener thanked L Brady and N Sutherland for the presentation.

In response to members' questions the following information was provided:

- Council staff and stakeholders were working together, however, it was more challenging to provide advice
- The Welfare Rights Team comprised 8 fte staff
- Welfare Rights Team have good working relations with the Citizens Advice Bureau
- Referrals were made to local foodbanks and Council staff train Kinross foodbank staff to assist people to complete the application for a crisis grant
- Holistic approach taken to applications for crisis grant and checks made to ensure applicants get all benefits entitled to
- It was noted that those applying for a Personal Independence Payment (PIP) may have health or mental health issues and therefore have difficulty completing the application and require assistance
- A lessons learned approach was taken for the appeal process and changes made to ensure the best use of resources
- Demand had exceeded the crisis grant funding

L BRADY AND N SUTHERLAND LEFT THE MEETING AT THIS POINT.

**449. DRAFT AUDITED ANNUAL ACCOUNTS 2018/19 AND DRAFT ANNUAL AUDIT REPORT TO THE MEMBERS OF PERTH AND KINROSS COUNCIL AND THE CONTROLLER OF AUDIT FOR THE YEAR ENDED 31 MARCH 2019**

There was submitted a report by the Head of Finance (19/251) presenting the Council's Draft Audited Annual Accounts for financial year 2018/19 in accordance with the Local Authority Accounts (Scotland) Regulations 2014 including the Draft Annual Audit Report to the members of Perth and Kinross Council and the Controller of Audit for the year ended 31 March 2019 by the external auditors, KPMG and the Letter of Representation to the External Auditors from the Head of Finance.

S Mackenzie referred to KPMG's annual report to 31 March 2019 and advised that minor adjustments had no impact on the resources available to the Council.

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

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M Wilkie, KPMG, referred to the Executive Summary and the audit conclusions of their unqualified Audit Report.

The Convener thanked KPMG and the Finance Team.

**Resolved:**

- (i) KPMG's Draft Annual Audit Report to the members of Perth and Kinross Council and the Controller of Audit for the year ended 31 March 2019, attached as Appendix C to Report 19/251, be noted.
- (ii) The 2018/19 Audited Annual Accounts, be approved and the Leader of the Council, the Chief Executive and the Head of Finance be authorised to sign them.
- (iii) The Letter of Representation be approved and the Head of Finance be authorised to sign the Letter.

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

**450. INTERNAL AUDIT FOLLOW UP**

There was submitted a report by the Chief Internal Auditor (19/252) presenting a summary of Internal Audit's follow up work relating to actions due for completion in May and June 2019.

**Resolved:**

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

**451. INTERNAL AUDIT UPDATE**

There was submitted a report by the Chief Internal Auditor (19/253) presenting a summary of Internal Audit's work.

In response to a question from Councillor E Drysdale, J Clark advised that the Council was as prepared as they could be for the Withdrawal from the European Union (A19-08) and it was planned that the Audit report would be submitted to this Committee in February 2020.

Councillor S Donaldson asked if the Audit report on Horsecross (A19-12) would be available prior to the Council making a decision on the Cultural Trusts Transformation Project.

J Clark advised that the audit work would feed into the overall Transformation project process but could not confirm the timescale.

**Resolved:**

The completion of assignments since the last Audit Committee on 26 June 2019, be noted.

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The Committee considered the following final report:

**(i) Corporate and Democratic Services**

**(a) Digital Strategy**

There was submitted a report by the Chief Internal Auditor (19/254) on an audit to ensure that (1) the Council was progressing the Digital Strategy in alignment with Corporate strategic objectives; and (2) the Council's Digital Strategy takes into account current digital risks.

It was noted that the Council has a strong relationship with NHS Tayside at a strategic and operational level and a modular approach was being taken to joining the relevant IT systems although there were some constraints to that.

**Resolved:**

Internal Audit's findings, as detailed in Report 19/254, be noted.

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PERTH AND KINROSS COUNCIL
SCRUTINY COMMITTEE
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SCRUTINY COMMITTEE

Minute of meeting of the Scrutiny Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 18 September 2019 at 2.00pm.

Present: Councillors G Laing, A Parrott, C Ahern, M Barnacle, A Coates (substituting for Councillor B Brawn), H Coates, D Doogan, D Illingworth, S McCole, T McEwan, C Purves, C Reid and C Stewart.

In Attendance: B Renton, Executive Director (Housing and Environment); G Paterson, Chief Officer / Director (Integrated Health and Social Care); K McNamara, Depute Director (Housing and Environment); J Pepper, Depute Director (Education and Children's Services); C Hendry (Housing and Environment); S Johnston F McKay and J Chiles (both Education and Children's Services); L Simpson, J Clark, F Robertson, S Walker, L Gowans, M Grant, K Johnston and D Williams (all Corporate and Democratic Services).

Apologies: Councillor B Brawn.

Councillor G Laing, Convener, Presiding.

452. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting and apologies were noted as above.

453. DECLARATIONS OF INTEREST

Councillors H Coates and C Purves both declared a non-financial interest in Art. 455.

454. MINUTE OF THE MEETING OF THE SCRUTINY COMMITTEE OF 12 JUNE 2019

The minute of meeting of the Scrutiny Committee of 12 June 2019 (Arts. 308-320) was submitted, approved as a correct record and authorised for signature.

HAVING PREVIOUSLY DECLARED AN INTEREST IN ITEM 4, COUNCILLOR H COATES LEFT THE MEETING AT THIS POINT.

455. UPDATE BY ARMS-LENGTH EXTERNAL ORGANISATIONS

(i) Horsecross Arts Ltd.

S Walker, Corporate and Democratic Services, delivered a slide-based presentation updating members on the financial performance of Horsecross Arts Ltd. F Robertson, Corporate and Democratic Services,

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delivered a further slide-based presentation updating members on the governance arrangements of Horsecross Arts Ltd.

M Linklater, Chair, and J Elles, Board Member, Horsecross Arts Ltd., provided a verbal update on governance arrangements; financial management systems; programming and balance of the offer in programming at both Perth Theatre and Perth Concert Hall; and answered the recruitment process for the new Chief Executive of Horsecross Arts Ltd.

Members sought assurance on matters such as: financial arrangements and reporting; governance structures, particularly relating to arrangements for financial management; recruitment process for Board personnel; and programming and attendance targets at both Perth Theatre and Perth Concert Hall.

The Convener thanked the representatives of Horsecross Arts Ltd. for their attendance and they left the meeting at this point.

F ROBERTSON, S WALKER, M GRANT AND K JOHNSTON ALL LEFT THE MEETING AT THIS POINT.

**456. PERTH AND KINROSS COUNCIL ANNUAL PERFORMANCE REPORT
2018/19**

There was submitted a report by the Chief Executive (19/266) providing an overview of how the Council has performed in 2018/19 against the strategic objectives for Perth and Kinross as set out within the Council's Corporate Plan 2018-2022.

In response to a comment from Councillor Illingworth regarding the content and design of the report, with specific regards to context surrounding some text and diagrams, B Renton, advised members that she was keen to receive feedback on the design and accessibility of the report.

In response to a query from Councillor McCole regarding the key objectives in the report regarding inclusivity, B Renton advised that work was already ongoing around these key objectives. Councillor McCole highlighted that she would like to see the theme of inclusivity running through the report, and praised the interactive nature of the report format.

In response to a query from Councillor Laing regarding the number of re-admissions to hospital, G Paterson advised members that whilst he was satisfied that nobody was lacking service in Perth and Kinross, a reflection on the adequacy of arrangements would take place.

Resolved:

The contents of Report 19/266, be noted.

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J CHILES, J PEPPER, F MCKAY AND G PATERSON ALL LEFT THE MEETING AT THIS POINT.

457. BUSINESS GATEWAY

B Renton, Executive Director (Housing and Environment), delivered a verbal update on Business Gateway, updating members on the present situation regarding Business Gateway in Perth and Kinross. Following the Verbal Update, B Renton answered questions from members on the present situation with Business Gateway in Perth and Kinross.

At the request of members, Councillor Laing agreed to write to the Leader of Dundee City Council regarding the situation with Business Gateway.

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## **PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE**

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Tuesday 24 September 2019 at 10.00am.

Present: Councillors R McCall, B Brawn, C Ahern (on behalf of I James), H Anderson, B Band (up to and including Art. 462(2)(i)), M Barnacle (up to and including Art. 462(2)(iii)), E Drysdale (up to and including Art. 462(2)(i)), T Gray, D Illingworth, M Williamson (on behalf of R Watters) and W Wilson.

In Attendance:, K Smith, A Condliffe, J Scott, L Akroyd, G Bissett, R MacKenzie, R Morley, D Niven, D Salman and C Stewart (all Housing and Environment); C Elliott and D Williams (both Corporate and Democratic Services).

Apologies: Councillors I James, C Purves, L Simpson and R Watters.

Councillor R McCall, Convener, Presiding.

### **458. WELCOME AND APOLOGIES**

The Convener welcomed everyone present to the meeting.

### **459. DECLARATIONS OF INTEREST**

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

### **460. MINUTES**

The minute of meeting of the Planning and Development Management Committee of 28 August 2019 (Arts. 377-380) was submitted, approved as a correct record and authorised for signature.

### **461. DEPUTATIONS**

In terms of Standing Order 72, the Committee agreed to hear deputations in relation to the following planning applications:

| <b>Planning Application No.</b> | <b>Art. No.</b> |
|---------------------------------|-----------------|
| 19/00254/FLM                    | 462(1)(i)       |
| 19/00513/FLM                    | 462(1)(ii)      |
| 19/00090/FLL                    | 462(2)(i)       |
| 19/01096/FLL                    | 462(2)(iii)     |
| 19/00818/CON                    | 462(2)(iv)      |

**462. APPLICATIONS FOR DETERMINATION**

**(1) Major Application**

- (i) 19/00254/FLM - RATTRAY - Erection of 58 dwellinghouses, 9 garages, formation of parking areas, drainage infrastructure, landscaping and associated works, Land East of Honeyberry Crescent, Rattray – Report 19/287 – GS Brown Construction Ltd**

J Scott, Team Leader, introduced the report and advised members of the following updates:

- (i) Page 27, Para 36, Consultation – Scottish Water should read:  
No objection, advising sufficient capacity at Linrathen Water Treatment Works. Capacity at the Blairgowrie Waste Water Treatment Works would be considered by Scottish Water through a pre-development enquiry (PDE).
- (ii) an additional condition 17 is recommended to ensure the necessary additional detail and technical specification are provided, and appropriate details are approved, to ensure appropriate solutions for both the drainage system and the landscaping scheme.

Mr Wallace, objector to the application, addressed the Committee, and, following his representation, withdrew to the public benches.

**Resolved:**

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

**Conditions**

- 1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed on the planning consent.  
Reason: To ensure that the development is carried out in accordance with the plans approved.
- 2. Development shall not commence until a detailed Construction Environmental Management Plan (CEMP) detailing environmental mitigation measures and construction method statements, including specific measures for environmental monitoring during construction, shall be submitted for the further written agreement of the Council as Planning Authority in consultation with Scottish Environment Protection Agency (SEPA). Such details shall be submitted not less than two months prior to the agreed scheduled commencement date and shall incorporate detailed

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pollution avoidance and mitigation measures for all construction elements. Thereafter the development shall be fully undertaken in accordance with the agreed CEMP. Reason: To ensure the construction phase is carefully managed to minimise landscape impacts and mitigate for any associated impacts on ecology, neighbours, general public and the wider environment.

3. Prior to the commencement of works on the development, the applicant shall submit for the written approval of the Planning Authority a Construction Traffic Management Scheme (CTMS) which shall include the following:
  - a) restriction of construction traffic to approved routes and the measures to be put in place to avoid other routes being used;
  - b) timing of construction traffic to minimise impact on local communities particularly at school start and finishing times, on days when refuse collection is undertaken, on Sundays and during local events;
  - c) arrangements for liaison with the Roads Authority regarding winter maintenance;
  - d) emergency arrangements detailing communication and contingency arrangements in the event of vehicle breakdown;
  - e) arrangements for the cleaning of wheels and chassis of vehicles to prevent material from construction sites associated with the development being deposited on the road;
  - f) arrangements for cleaning of roads affected by material deposited from construction sites associated with the development;
  - g) arrangements for signage at site accesses and crossovers and on roads to be used by construction traffic in order to provide safe access for pedestrians, cyclists and equestrians;
  - h) details of information signs to inform other road users of construction traffic;
  - i) arrangements to ensure that access for emergency service vehicles are not impeded;
  - j) monitoring, reporting and implementation arrangements; and
  - k) arrangements for dealing with non-compliance.The CTMS as approved shall be strictly adhered to during the entire site construction programme all to the satisfaction of the Council as Planning Authority. Reason: In the interests of road safety.
4. No part of the development shall be occupied until a Green Travel Plan (GTP), aimed to encourage more sustainable means of travel, has been submitted and approved in writing by the Council. The GTP will have

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particular regard to provision for walking, cycling and public transport access to and within the site and will identify the measures to be provided (including the provision of new and/or enhanced public transport services), the system of management, monitoring, review, reporting and the duration of the plan.

Reason: In the interest of sustainable travel and in accordance with the policies of the adopted Perth and Kinross Local Development Plan 2014.

5. 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. 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 Perth and Kinross Heritage Trust or a nominated representative and shall allow them to observe work in progress.

Reason: In the interest of protecting archaeological interest within the site.

6. Concurrent with the initiation of the development hereby approved, and for the duration of construction, a temporary surface water treatment facility shall be implemented on site and maintained for the duration of the approved development works. The temporary surface water treatment facility shall remain in place until the permanent surface water drainage scheme is implemented unless otherwise agreed in writing by the Council as Planning Authority.

Reason: To prevent flood risk; to ensure that the efficiency of the existing drainage network is not affected.

7. The conclusions and recommended action points within the supporting Ecological Appraisal submitted and hereby approved (plan 19/00254/45) shall be fully adhered to, respected and undertaken as part of the construction phase of development.

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

8. Measures to protect animals from being trapped in open excavations and/or pipe and culverts shall be implemented for the duration of the construction works of the development hereby approved. The measures may

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include creation of sloping escape ramps for animals, which may be achieved by edge profiling of trenches/excavations or by using planks placed into them at the end of each working day and open pipework greater than 150 mm outside diameter being blanked off at the end of each working day.

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

9. Prior to the commencement of development hereby approved, details of the location and specification of the bat/swift brick(s) and/or bat/swift nest box(s) shall be submitted for the further written agreement of the Council as Planning Authority (incorporated into 50% of buildings). Thereafter, the bat/swift brick(s) and/or bat/swift nest box(s) shall be installed in accordance with the agreed details prior to the occupation of the relevant residential unit.

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

10. Prior to the commencement of any works on site, all trees on site (other than those marked for felling on the approved plans) and those which have Root Protection Areas which fall within the site shall be retained and protected. Protection methods shall be strictly in accordance with BS 5837 2012: Trees in Relation to Design, Demolition and Construction. Protection measures, once in place, shall remain in place for the duration of construction.

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

11. The detailed landscaping and planting scheme which is hereby approved shall be completed within the first available planting season (October to March) after the completion or bringing into use of the development, whichever is the earlier. The approved scheme shall thereafter be maintained, with any planting which fails to become established within five years being replaced in the following planting season with others of a size and species as previously approved.

Reason: In the interests of visual amenity and to ensure the satisfactory implementation of the proposed planting scheme.

12. Any planting which, within a period of 5 years from the completion of the approved development, in the opinion of the Planning Authority is dying, has been severely damaged or is becoming seriously diseased, shall be replaced by plants of similar size and species to those originally required to be planted.

Reason: To ensure the implementation of satisfactory schemes of landscaping which will help to integrate the



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proposed development into the local landscape in the interests of the visual amenity of the area.

13. Development shall not begin until a scheme to deal with contamination on the site has been submitted to and approved in writing by the Planning Authority. The scheme shall contain details of proposals to deal with contamination to include:
- I. the nature, extent and type(s) of contamination on the site
  - II. measures to treat/remove contamination to ensure the site is fit for the use proposed
  - III. measures to deal with contamination during construction works
  - vi. condition of the site on completion of decontamination measures

Before any residential unit is occupied the measures to decontaminate the site shall be fully implemented as approved by the Planning Authority.

Reason: In order to deal with any potential contamination of the site as a result of its former use.

14. Prior to the commencement of development a site specific plan, detailing bin storage areas, kerbside collection locations and communal recycling facilities shall be submitted to and approved in writing by the Planning Authority and thereafter undertaken in accordance with the approved details to the satisfaction of the Council as Planning Authority.
- Reason: To ensure there is adequate provision for waste disposal and recycling.

15. Prior to the commencement of the development hereby approved, a management plan indicating any temporary diversions and signage needed to facilitate the development and/or any works proposed to the right of way/core path as part of the development shall be submitted for the further agreement of the Council as Planning Authority. The plan as agreed shall be implemented in accordance with the timings identified in the plan.

Reason: To ensure that public access is maintained at all reasonable times, to the local path network.

16. Prior to the commencement of development hereby approved, detailed SAP calculations shall be submitted to, and approved in writing by, the Council as Planning Authority. The calculations as approved shall thereafter be implemented as part of the building programme.

Reason: To ensure that the development accords with LDP Policy seeking to secure a percentage of low and zero carbon generating technology within new development.

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17. Notwithstanding the details on plans 19/00254/49 and 19/00253/50 (in associated with supporting plans 52, 53, 54), no development shall commence on site until a further drawing is submitted to, and approved in writing by, the Council as Planning Authority. This drawing(s) shall confirm the arrangements and technical specification of the landscaping in relation to the approved drainage scheme. The approved specification shall thereafter be carried out in accordance with the approved scheme and be operational prior to the bringing into use of the development.  
Reason: To ensure appropriate drainage arrangements and landscaping are installed and operational, to avoid any conflict of the drainage scheme with the landscaping proposals.

**Justification**

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

**Procedural Notes**

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

In the event the applicant does not either make the required payment within 28 days from the date the agent/applicant is advised of the need for the contributions, or complete a legal agreement for delayed payment within a 4 month period from the date the agent/applicant is advised of the need for the contributions the application may be refused under delegated powers without any further discussion with the applicant or presentation at Planning and Development Management Committee.

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period. (See section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
2. Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.

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3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. No work shall be commenced until an application for building warrant has been submitted and approved.
5. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 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. According to 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.
6. The applicant should be 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.
7. The applicant should be advised that in terms of Section 21 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency. Technical Approval will be required for any structures & all walls/embankments that act singly or together to support a carriageway or footpath & retain over 1.5m fill.
8. The applicants are advised that they must apply to the Roads Authority for construction consent to form a new street. Please contact The Construction and Maintenance Manager, The Environment Service, Perth and Kinross Council, Pullar House, Perth.
9. The applicant is advised that the granting of planning permission does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
10. The applicant is advised that the works may need a license under the Water (Controlled Activities) Regulations 2005 (CAR). The applicant should contact SEPA's Perth Environmental Protection and Improvement

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Team (Tel: 01738 627989) in regard to this. The applicant should ensure that all works on site comply with the best practice guidelines laid out in SEPA's published Pollution Prevention Guidance, found at [www.sepa.org.uk](http://www.sepa.org.uk)

11. The Council's Community Waste Adviser in the Environment Service should be contacted to clarify the bin storage and recycling requirements for the development.
12. 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 birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
13. The applicant is reminded that, should any protected species be present a licence may be required from Scottish Natural Heritage to disturb a protected species. Failure to obtain a licence may constitute a criminal act under the Habitats Regulations and penalties are severe for non-compliance.
14. The applicant is encouraged to provide for hedgehog shelter, hibernation in, and commuting through the development. Access gaps in wooden fences should be 13cm x 13cm at ground level. Advice and assistance is available from the Tayside Biodiversity Partnership.
15. The developer is advised to contact Mr David Strachan, Archaeologist to discuss terms of reference for work required Tel 01738 477080.
16. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.
17. 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.

**(ii) 19/00513/FLM - COUPAR ANGUS - Formation of a battery storage facility, vehicular access and associated works, Land 130 Metres South East of Coupar Angus Substation, Pleasance Road, Coupar Angus – Report 19/268 – Coronation Power Limited**

Ms W Combes, on behalf of Coupar Angus and Bendochy Community Council, and Ms M Galloway, objector to the application, followed by Mr A Mott, agent for the applicant, addressed the Committee, and, following their respective representations, withdrew to the public benches.

DURING THE DEPUTATIONS FOR THIS ITEM, THE COMMITTEE TOOK A 5 MINUTE RECESS.

**Motion (Councillors T Gray and E Drysdale)**

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

**Conditions**

- 1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.  
Reason: To ensure the development is carried out in accordance with the approved drawings and documents.**
- 2. All hereby approved 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: In the interests of residential amenity; to ensure a satisfactory standard of local environmental quality.**
- 3. Noise from the hereby approved development shall not exceed 33dB LA<sub>eq,(15 min)</sub>, including any relevant penalties for tonality, impulsivity, intermittency or other sound characteristics, when measured at any residential property in accordance with BS4142 – Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas.  
Reason: In the interests of residential amenity; to ensure a satisfactory standard of local environmental quality.**
- 4. Noise mitigation measures outlined in Section 7.1 and Appendix 3 of the hereby approved Noise Impact Assessment undertaken by ARCUS - dated March 2019 (Plan reference 19/00513/27) , shall be implemented prior to the hereby approved development being brought into use.  
Reason: In the interests of residential amenity; to ensure a satisfactory standard of local environmental quality.**
- 5. In the event of a justified noise complaint being received by the Council the operator shall, at its own expense, employ a consultant approved by the Planning Authority to carry out a noise assessment to verify compliance with conditions 2 and 3. The assessment will be carried out to an appropriate methodology agreed in writing with the Planning Authority. If the noise assessment shows that the**

noise levels do not comply with conditions 2 and 3 a scheme of noise mitigation shall be included with the noise assessment, specifying timescales for the implementation of the scheme and shall be submitted to the Planning Authority within 28 days of the assessment. The mitigation scheme shall thereafter be implemented in accordance with the approved scheme and timescales.

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

6. All external lighting shall be sufficiently screened and aligned so as to ensure that there is no direct illumination of residential property and that light spillage beyond the boundaries of the site is minimised. In association, the operation of the lighting shall be controlled so as to only be triggered by motion within the security fenced boundaries of the site.

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

7. Prior to the operation/commissioning of the development, an Operational Environmental Management Plan (OEMP) shall be submitted for the written approval of the Planning Authority, in consultation with SEPA. Thereafter, all operations associated with the development shall be carried out in accordance with such approved OEMP.

Reason: In order to ensure the development does not impact negatively on the environment during its operational life.

8. Prior to the commencement of works associated to the hereby approved development, a Construction Traffic Management Scheme (TMS) shall be submitted for the written approval of the Planning Authority, such TMS shall include details of the following:

- a) restriction of construction traffic to approved routes and the measures to be put in place to avoid other routes being used;
- b) timing of construction traffic to minimise impact on local communities particularly at school start and finishing times, on days when refuse collection is undertaken, on Sundays and during local events;
- c) arrangements for liaison with the Roads Authority regarding winter maintenance;

- d) emergency arrangements detailing communication and contingency arrangements in the event of vehicle breakdown;**
- e) arrangements for the cleaning of wheels and chassis of vehicles to prevent material from construction sites associated with the development being deposited on the road;**
- f) arrangements for cleaning of roads affected by material deposited from construction activities associated with the development;**
- g) arrangements for signage at site accesses and crossovers and on roads to be used by construction traffic, in order to provide safe access for pedestrians, cyclists and equestrians;**
- h) details of information signs to inform other road users of construction traffic;**
- i) arrangements to ensure that access for emergency service vehicles are not impeded;**
- j) monitoring, reporting and implementation arrangements; and**
- k) arrangements for dealing with non-compliance.**

**The TMS as approved shall be strictly adhered to during the entire site construction programme all to the satisfaction of the Council as Planning Authority. Reason: In the interests of road safety.**

- 9. Prior to the development hereby approved being completed or brought into use, the vehicular access shall be formed in accordance with Perth & Kinross Council's Road Development Guide Type C Figure 5.7 access detail, and of Type B Road construction detail.**

**Reason: In the interests of road safety; to ensure an acceptable standard of construction within the public road boundary.**

- 10. Prior to the commencement of the development hereby approved, details of the recessive, natural colour of the proposed external finishing materials to be used for the fence and structures shall be submitted to and agreed in writing by the Council as Planning Authority. The scheme as agreed shall be implemented prior to the completion or bringing into use of the development, whichever is the earlier.**

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

- 11. The conclusions and recommended action points within the supporting biodiversity survey (plan 19/00513/20) hereby approved shall be fully adhered to, respected and undertaken as part of the construction phase of development.**

**Reason: In the interests of protecting environmental quality and of biodiversity.**

- 12. 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 interests on site. Any such written confirmation should be submitted in advance to the local Planning Authority.**

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

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

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

- 14. The detailed landscaping and planting scheme which is hereby approved shall be implemented as part of the site development programme, prior to the commissioning of the energy storage facility and thereafter maintained.**

**Reason: In the interests of visual amenity and to ensure the satisfactory implementation of the proposed planting scheme.**

- 15. Any planting failing to become established within five years shall be replaced in the following planting season with others of similar size, species and number.**

**Reason: In the interests of visual amenity and to ensure the satisfactory implementation of the proposed planting scheme.**

- 16. Prior to the commencement of works on the development, the applicant shall submit for the written approval of the Planning Authority a soil management plan. The plan as approved shall be strictly adhered to.**



**Reason: To ensure that prime agricultural land soil is not unnecessarily sterilised or lost and in the interests of Policy 49 of LDP2.**

- 17. For the avoidance of doubt, parts of the site are located within the 1/200 (0.5% AEP) flood extent, with a medium to high risk of flooding. Such areas must not be raised above existing ground levels. This applies to the entirety of the site.**

**Reason: Ensure no displacement of floodwater to the rest of floodplain.**

- 18. Storm water drainage from all impermeable surfaces shall be disposed of by means of suitable Sustainable Urban Drainage Systems which meet the requirements of best management practices.**

**Reason: To ensure the provision of effective drainage for the site.**

- 19. In the event the hereby approved development fails to store electricity on a commercial basis for a continuous period of 12 months, then it shall be deemed to have permanently ceased to be required. In such an event the development shall be decommissioned and the relevant parts of the site reinstated within such timescale as agreed in writing by the Council as Planning Authority.**

**Reason: To ensure the facility is removed from the site at the end of its operational life, and to protect the character of the countryside, the visual amenity of the area and nature conservation interests.**

#### **Justification**

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

#### **Informatives**

- 1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).**
- 2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.**

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3. **As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.**
4. **An application for Building Warrant may be required.**
5. **The applicant should be advised that in terms of Section 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.**
6. **The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.**
7. **The applicant is reminded that, should any protected species be present a licence may be required from Scottish Natural Heritage to disturb a protected species. Failure to obtain a licence may constitute a criminal act under the Habitats Regulations and penalties are severe for non-compliance.**

Amendment (Councillors B Brawn and M Barnacle)

Refuse, as the proposal is contrary to the Perth and Kinross Local Development Plan 2014, Policy ER5 as it would result in the loss of prime agricultural land, and that it has not been established that an alternative site had been fully considered in the locality.

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

9 members voted for the Motion as follows:

Councillors C Ahern, H Anderson, B Band, E Drysdale, T Gray, D Illingworth, R McCall, M Williamson and W Wilson.

2 members voted for the Amendment as follows:

Councillors M Barnacle and B Brawn.

**Resolved:**

In accordance with the Motion.

**(2) Local Applications**

**(2)(i) 19/00090/FLL - COUPAR ANGUS - Erection of a dwellinghouse, Land East of Abbeyhill, Precinct Street, Coupar Angus – Report 19/269 – Mrs M Ward**

Mr K Miles, objector, followed by Mr J Watchman and Mr P Inglis, on behalf of the applicant, addressed the Committee, and, following their respective representations, withdrew to the public benches.

**Resolved:**

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

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.  
Reason: To ensure the development is carried out in accordance with the approved drawings and documents
2. Prior to the commencement of any development precise details of the proposed means of surface water disposal shall be submitted for the written agreement by the Council as Planning Authority. The agreed details shall thereafter be implemented in full to the satisfaction of the Council as Planning Authority.  
Reason: In order to ensure the site is adequately drained.
3. All external doors and windows shall be timber to the satisfaction of the Council as Planning Authority.  
Reason: In the interest of protecting character and appearance of the Conservation Area and the historic setting of the listed building.
4. Prior to the commencement of any development precise details of any entrance gate(s) shall be submitted for the written agreement by the Council as Planning Authority. The agreed details shall thereafter be implemented in full to the satisfaction of the Council as Planning Authority.  
Reason: In the interest of protecting character and appearance of the Conservation Area and the historic setting of the listed building.
5. The proposed UPVc rainwater goods are not approved. Prior to the commencement of the development, precise details of all rainwater goods shall be submitted for the written agreement of the Council as Planning Authority. The approved details shall thereafter be implemented in full to the satisfaction of the Council as Planning Authority.

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Reason: In the interest of protecting character and appearance of the Conservation Area and the historic setting of the listed building.

6. Prior to the commencement of the development, samples of all external finishes for both the dwellinghouse and the outbuilding shall be submitted for the written agreement by the Council as Planning Authority. The agreed details shall thereafter be implemented in full to the satisfaction of the Council as Planning Authority.

Reason: In the interest of protecting character and appearance of the Conservation Area and the historic setting of the listed building.

7. The ancillary outbuilding shall be used solely in conjunction with the main dwellinghouse and shall not be let, sold or occupied separately from the main dwellinghouse to the satisfaction of the Council as Planning Authority.

Reason: In order to clarify the use of the existing building.

8. Prior to the commencement of the development hereby approved, a 1:200 site plan which identifies the Construction Exclusion Zone (CEZ) shall be submitted for the written agreement of the Council as Planning Authority. This plan shall ensure all fencing adheres to BS 5837 2012: Trees in Relation to Design, Demolition and Construction. The CEZ as subsequently agreed shall be strictly adhered to during construction of the development.

Reason: In order to ensure that unnecessary damage to the existing trees and hedges does not occur.

9. Prior to the commencement of any development on site, all trees on site (other than those marked for felling on the approved plans) and those which have Root Protection Areas which fall within the site and all boundary hedges, must be retained and protected during the construction phase. Protection methods shall be strictly in accordance with BS 5837 2012: Trees in Relation to Design, Demolition and Construction. Protection measures, once in place, shall remain in place for the duration of construction. Under no circumstances shall any activities (including the storage of materials) encroach into the root protection areas or under the canopy of the adjacent oak tree.

Reason: In order to ensure that unnecessary damage to the existing trees and hedges does not occur.

10. All trees on site, other than those marked for felling on the approved plans, shall be retained.

Reason: In order to clarify the terms of the planning permission.

11. Prior to the commencement of the development, details of two replacement specimen trees within the garden

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area shall be submitted for the written agreement of the Council as Planning Authority. The approved details shall thereafter be implemented in full within the first available planting season (October to March) after the completion or bringing into use of the development, whichever is the earlier. In the event that either of the trees fail to become established within five years, they must be replaced in the following planting season by a tree of a similar size and species.

Reason: In the interests of visual amenity and to ensure the satisfactory implementation of the proposed planting scheme.

12. 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. 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 Perth and Kinross Heritage Trust or a nominated representative and shall allow them to observe work in progress.

Reason: To ensure a programme of archaeological works is carried out to safeguard and record any archaeological remains within the development area.

**Justification**

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

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section

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- 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
  4. Trees and scrubs are likely to contain nesting birds between 1st March and 31st August inclusive. Trees and scrub are present on the application site and are to be assumed to contain nesting birds between the above dates. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended (section 1), it is an offence to remove, damage or destroy the nest of any wild bird while that nest is in use or being built. Planning permission for a development does not provide a defence against prosecution under this Act.
  5. The developer is advised to contact Mr David Strachan, Archaeologist to discuss terms of reference for work required Tel 01738 477080.
  6. There is currently sufficient capacity in the Coupar Angus Waste Water Treatment Works. However, the applicant should be aware that further investigations may be required to be carried out once a formal application has been submitted to Scottish Water for connection consent.
  7. This proposed development will be fed from Lintrathen Water Treatment Works. Unfortunately, Scottish Water is unable to confirm capacity at this time so to allow Scottish Water to fully appraise the proposals, that the applicant should complete a Pre Development Enquiry (PDE) Form and submit it directly to Scottish Water. The applicant can download a copy of Scottish Water's PDE Application Form, and other useful guides from Scottish Water's website at the following link:  
[www.scottishwater.co.uk/business/connections/connecting-your-property/newdevelopment-process-and-applications-forms/pre-development-application](http://www.scottishwater.co.uk/business/connections/connecting-your-property/newdevelopment-process-and-applications-forms/pre-development-application)
  8. This is approval of your application Ref no 19/00090/FLL for planning permission only. It does not include any approval for your related Listed Building Consent Ref no 19/01429/LBC. You should therefore not commence work until you have received Listed Building Consent. Carrying out alterations without Listed Building Consent is an offence.

THERE FOLLOWED A 15 MINUTE RECESS FOLLOWING WHICH THE COMMITTEE RECONVENED.

COUNCILLORS BAND AND DRYSDALE LEFT THE MEETING AT THIS POINT.

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**(2)(ii) 19/01084/FLL - LESLIE - Erection of 2 camping pods, formation of hardstanding, vehicular access and associated works, Land South West of Liathach, Leslie – Report 19/270 – Mr D Veitch**

**Resolved:**

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

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.  
Reason: To ensure the development is carried out in accordance with the approved drawings and documents.
2. Prior to the commencement of the development hereby approved, a noise management plan shall be submitted to the Council as Planning Authority for written approval. Thereafter, the plan as agreed shall be implemented in full for the life of the development to the satisfaction of the Council as Planning Authority.  
Reason: In order to safeguard the neighbouring residential amenity in the area.
3. Prior to the development hereby approved being completed or brought into use, the car parking and turning facilities shown on the approved drawings shall be implemented and thereafter retained to the satisfaction of the Council as Planning Authority.  
Reason: In the interests of road safety; to ensure the provision of adequate turning facilities and off-street car parking facilities.
4. 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: In order to safeguard the neighbouring residential amenity in the area.
5. The development hereby approved shall be used solely for holiday accommodation and shall not be occupied as the sole or main residence of any occupant.  
Reason: In order to control and restrict the use of the pods.

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**Justification**

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

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. An application for Building Warrant may be required.
5. The applicant should ensure that any existing wayleaves for maintenance or repair to existing private water supply or septic drainage infrastructure in the development area are honoured throughout and after completion of the development.
6. The applicant is advised that any proposed signage will require a further application to be submitted for advertisement consent unless it benefits from express consent as per the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984.
7. The applicant should be aware of the requirements of the Council's Environment and Regulatory Services in relation to waste collection from the site and should ensure adequate measures are provided on site to allow for the collection of waste.
8. The applicant is advised that the granting of planning permission does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
9. The applicant is advised that the granting of planning permission does not guarantee right of access to the site.



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- This should be agreed with the relevant landowner(s) prior to the commencement of the development.
10. This planning permission is granted subject to conditions, some of which require further information to be submitted to Development Management either before works can start on site or at a certain time. Please send the required information to us at [developmentmanagement@pkc.gov.uk](mailto:developmentmanagement@pkc.gov.uk). Please be aware that the Council has two months to consider the information (or four months in the case of a Major planning permission). You should therefore submit the required information more than two months (or four months) before your permission expires. We cannot guarantee that submissions made within two months (or four months) of the expiry date of your permission will be able to be dealt with before your permission lapses.
11. The site will be subject to licensing in terms of the Caravan Sites and Control of Development Act 1960, as amended. It is therefore necessary for a caravan site licence to be obtained for the site before the pods were first brought into use and the site would need to comply with the caravan model standards for holiday use.

PRIOR TO THE CONSIDERATION OF APPLICATIONS 19/01096/FLL AND 19/00818/CON THE COMMITTEE AGREED TO HEAR COMBINED DEPUTATIONS RELATING TO BOTH APPLICATIONS.

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

**(2)(iii) 19/01096/FLL - KINROSS - Complete demolition of buildings, erection of 2 dwellinghouses, 4 flats and associated works (in part retrospect), Kirklands Garage, 10 High Street, Kinross, KY13 8AW – Report 19/271 –**

**Motion (Councillors R McCall and H Anderson)**

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

**Conditions**

- 1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice  
Reason: To ensure the development is carried out in accordance with the approved drawings and document.**
- 2. Prior to the re-commencement of development, detailed plans of the proposed new Manse building**

**(Houses 1 & 2) at a scale of 1:20 shall be submitted for the approval of the Planning Authority. These plans shall provide details of the proposed architectural features such as the cornicing, window surroundings, door surrounds and quoins.**

**Thereafter, the building shall be constructed in accordance with the approved plans to the satisfaction of the Council as Planning Authority.**

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

- 3. Prior to the re-commencement of development, plans showing the detailed construction of the proposed windows on the façade Houses 1 and 2 shall be submitted for the approval of the Council as Planning Authority. For the avoidance of doubt the windows shall be of a timber sliding sash and case construction. Thereafter, the windows shall be constructed and installed in accordance with the approved plans to the satisfaction of the Council as Planning Authority.**

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

- 4. Prior to the re-commencement of development a sample board of the proposed stonework to be used in the construction of the façade of the Manse building (Houses 1 & 2) shall be made available on site for the review and approval of the Council as Planning Authority. The sample board is required to demonstrate the stone type, coursing and mortar jointing. Thereafter, the approved stonework shall be used in the construction of the building in accordance with the approved plans to the satisfaction of the Council as Planning Authority.**

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

- 5. The reconstruction of the Manse building (Houses 1 & 2) shall be completed to the satisfaction of the Council as Planning Authority prior to the occupation of any of the Units 3, 4, 5 or 6.**

**Reason: In the interests of visual amenity; to ensure that the principal building at the frontage of the site is reinstated and completed at the earliest opportunity.**

- 6. Prior to the re-commencement of the development hereby approved, details of the specification and colour of the proposed external finishing materials to be used shall be submitted to and agreed in writing by the Council as Planning Authority. The scheme as**

**agreed shall be implemented prior to the completion or bringing into use of the development, whichever is the earlier.**

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

- 7. Prior to the re-commencement of development, details of the location and specification of the swift brick(s) or swift nest box(s) shall be submitted and approved in writing by the Council as Planning Authority. Thereafter, the swift brick(s) or swift nest box(s) shall be installed in accordance with the approved details prior to the occupation of the relevant dwelling(s).**

**Reason: In the interests of protecting environmental quality and of biodiversity.**

- 8. Development shall not re-commence on site until a detailed sustainable urban drainage system (SUDS) has been submitted for the further written agreement of the Council as Planning Authority, in consultation with SEPA where necessary. The scheme shall be developed in accordance with the technical guidance contained in The SUDS Manual (C753) and the Council's Flood Risk and Flood Risk Assessments Developer Guidance, and shall incorporate source control. All works shall be carried out in accordance with the agreed scheme and be operational prior to the bringing into use of the development.**

**Reason: To ensure the provision of effective drainage for the site.**

- 9. Development shall not re-commence on site until an intrusive investigation of the site has been undertaken, submitted for consideration and accepted by the Council as Planning Authority. The intrusive investigation shall be undertaken to identify;**
- The nature, extent and type(s) of contamination on the site.**
  - Measures to treat/remove contamination to ensure the site is fit for the use proposed.**
  - Measures to deal with contamination during construction works.**
  - Condition of the site on completion of decontamination measures.**

**Prior to the completion or bringing into use of any part of the development the measures to decontaminate the site shall be fully implemented in accordance with the scheme subsequently agreed by the Council as Planning Authority. Verification that the scheme has been fully implemented must also be**

submitted to the Council as Planning Authority and approved in writing.

- Reason: In order to deal with any potential contamination of the site as a result of its former use.
10. Prior to House 1 and House 2 hereby approved being completed or brought into use, the car parking facilities at the front of these houses as shown on the approved drawing ref 19/01096/18 shall be implemented and thereafter maintained to the satisfaction of the Council as Planning Authority.  
Reason: In the interests of road safety; to ensure the provision of adequate off-street car parking facilities.
11. Prior to Units 3, 4, 5 and 6 hereby approved being completed or brought into use, the car parking facilities in the courtyard area at the front of these units as shown on the approved drawing ref 19/01096/18 shall be implemented and thereafter maintained to the satisfaction of the Council as Planning Authority.  
Reason: In the interests of road safety; to ensure the provision of adequate off-street car parking facilities.
12. Prior to Units 3, 4, 5 and 6 hereby approved being completed or brought into use, the turning facilities shown on the approved drawing ref 19/01096/18 shall be implemented and thereafter maintained to the satisfaction of the Council as Planning Authority.  
Reason: In the interests of road safety; to ensure the provision of acceptable manoeuvring space within the curtilage of the site to enable a vehicle to enter and leave the site in forward gear.
13. Prior to the development hereby approved being completed or brought into use, the cycle parking facilities shown on the approved drawing ref 19/01096/18 for Units 3, 4, 5 and 6 shall be installed and thereafter maintained to the satisfaction of the Council as Planning Authority.  
Reason: In the interests of pedestrian and traffic safety and in the interests of free traffic flow.
14. The bathroom windows on the western façade of Unit 6 (located on the upper level of the western block of the development) hereby permitted shall be glazed in obscure glass and thereafter obscure glass shall be retained and maintained at all times to the satisfaction of the Council as Planning Authority.  
Reason: In the interests of residential amenity; in order to safeguard the privacy and amenity of the residents of the neighbouring dwelling house(s).
15. The spandrel panel arrangement incorporating high level windows on the western façade for the dining/kitchen living room of Unit 6 (located on the

upper level of the western block of the development) hereby approved shall be retained and maintained at all times to the satisfaction of the Council as Planning Authority.

Reason: In the interests of residential amenity; in order to safeguard the privacy and amenity of the residents of the neighbouring dwelling house(s).

16. The foul drainage for the development shall be drained to the public mains sewerage system to the satisfaction of the Council as Planning Authority.

Reason – To ensure appropriate drainage arrangements are installed thereby ensuring compliance with policy EP3B of the Local Development Plan 2014.

#### **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. 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.
2. No work shall be commenced until an application for building warrant has been submitted and approved.
3. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD for a new postal address. The form is downloadable from [www.pkc.gov.uk](http://www.pkc.gov.uk) and should be returned to [snn@pkc.gov.uk](mailto:snn@pkc.gov.uk)
4. The applicant is advised that the granting of planning permission does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
5. The applicant is advised that in terms of Sections 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from

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

6. **The applicant should be aware of the requirements of the Council's Environment and Regulatory Services in relation to waste collection from the site and should ensure adequate measures are provided on site to allow for the collection of waste.**
7. **This is approval of your application Ref no 19/01096/FLL for Planning Permission only. It does not include any approval for your related Conservation Area Consent Ref no 19/000818/CON.**
8. **There is a Section 75 legal obligation associated with this planning permission, which relates to the payment of both education and affordable housing contributions. A copy is available to view on the Council's Public Access portal.**

Amendment (Councillors W Wilson and M Barnacle)

Refuse, as the proposal is:

- (i) contrary to the Perth and Kinross Local Development Plan 2014, Policies PM1A and PM1B(c) as it does not respect the character and amenity of the place, and does not complement its surroundings, as the proposed rear flatted building is an overdevelopment of the site, and due to the cluttered nature of design.
- (ii) contrary to the Perth and Kinross Local Development Plan 2014, Policy HE3A as the proposal does not preserve or enhance the character or appearance of Kinross Conservation Area as the proposed rear flatted building is an overdevelopment of the site, and due to the cluttered nature of design.

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

6 members voted for the Motion as follows:

Councillors H Anderson, B Brawn, T Gray, D Illingworth, R McCall and M Williamson.

3 members voted for the Amendment as follows:

Councillors C Ahern, M Barnacle and W Wilson.

**Resolved:**

In accordance with the Motion.

COUNCILLOR BARNACLE LEFT THE MEETING AT THIS POINT.

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- (2)(iv) 19/00818/CON - KINROSS - Demolition of buildings (in retrospect), Kirklands Garage, 10 High Street, Kinross, KY13 8AW – Report 19/272 – Kirklands Development Group**

**Resolved:**

**Grant**, subject to the following:

**Justification**

Taking account of the supporting information sufficient justification has been provided to demolish the Manse. With mitigation measures being deployed under the application dealing with the redevelopment of the site, the proposal is not considered to have a detrimental impact on Kinross Conservation Area and there is no conflict with the Local Development Plan as well as supplementary planning guidance.

**Informatives**

This is approval of your application Ref no 19/00818/CON for Conservation Area Consent only. It does not include any approval for your related planning application Ref no 19/01096/FLL.

COUNCILLOR WILSON REQUESTED THAT HIS DISSENT TO THE DECISION TAKEN BE RECORDED.

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

- (3)(i) 19/00005/PAN - AUCHTERARDER - Erection of 196 holiday lodges, hub buildings, landscaping, open space, vehicular access, parking area and associated works at land at East Third Farm, Auchterarder – Report 19/273 –**

Councillor Wilson requested that road safety be taken into consideration.

Councillor Gray requested that consideration be given to the prime agricultural land aspect of the proposal.

Members also noted the issues identified by the Head of Planning and Development's Report.

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PERTH COMMON GOOD FUND COMMITTEE

Minute of meeting of the Perth Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 September 2019 at 9.00am.

Present: Councillors A Parrott, C Ahern, B Band, P Barrett, A Coates, H Coates, D Doogan, M Lyle, S McCole, J Rebbeck and W Wilson.

In Attendance: D Coyne, C Flynn, C Holgate, L Haxton, K Molley and J Salisbury (all Corporate and Democratic Services); L Campbell, A Graham and M McCaskie (Housing and Environment)

Apologies: Councillor E Drysdale

Councillor A Parrott, Convener, Presiding.

463. WELCOME AND APOLOGIES

Councillor A Parrott welcomed all present to the meeting and an apology was noted as above.

464. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillor W Wilson declared a non-financial interest in Arts. 467(3) and (4).

465. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Perth Common Good Fund Committee of 19 June 2019 (Arts.321-326) was submitted, approved as a correct record and authorised for signature.

466. MATTERS ARISING

(i) Friends of St John's Kirk and Jar of Jewels (Art. 325 refers)

In response to a question from Councillors W Wilson and S McCole regarding an update on applications received from Friends of St John's Kirk and Jar of Jewels, L Haxton advised that an update would be brought to the December meeting of the Perth Common Good Fund Committee.

467. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Chief Executive (19/255) asking Perth Common Good Fund Committee to consider 12 applications for financial assistance (11 for small grants and 1 for capital grants).

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Resolved:

- (1) **Inspire Dance Studios Fundraising Group**
Inspire Dance Studios Fundraising Group be awarded a grant of £650 towards a performance at Disneyland Paris this summer.
- (2) **Lynx Club**

Motion (Councillors A Parrott and S McCole)

Lynx Club be awarded a grant of to £631 towards the cost of improving the wellbeing of young people experiencing hearing loss across Perth and Kinross.

Amendment (Councillors C Ahern and H Coates)

Lynx Club be awarded a grant of up to £253 towards the costs of improving the wellbeing of young people experiencing hearing loss across Perth and Kinross.

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

9 members voted for the Motion as follows:

Councillors B Band, P Barrett, A Coates, D Doogan, M Lyle, S McCole, A Parrott, J Rebbeck and W Wilson.

2 members voted for the Amendment as follows:

Councillors C Ahern and H Coates.

Resolved:

In accordance with the Motion.

- (3) **Craigie and Moncrieffe Church Young Project – Healthy Lives**
Craigie and Moncrieffe Youth Project be awarded a grant of £240 to support the Healthy Lives Project.
- (4) **Craigie and Moncrieffe Church Youth Project – Excursion**
Craigie and Moncrieffe Youth Project be awarded a grant of £210 to support their excursion.
- (5) **Phoenix Youth Project**
Phoenix Youth Project be awarded a grant of £600 towards the cost of their fitness programme.
- (6) **Tulloch Primary School Parent Council**
Tulloch Primary School Parent Council be awarded £420 towards a performance for pupils on campus.
- (7) **Gaelic Society of Perth**
Gaelic Society of Perth be awarded a grant of £350 towards their ceilidh programme.

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- (8) **Hearts and Minds**
Hearts and Minds be awarded a grant of £1,000 to support the group's performance programme in the Murray Royal Dementia Unit.
- (9) **Scottish Chamber Orchestra-Perth Concert Series**
Scottish Chamber Orchestra be awarded a grant of £10,000 towards the costs of a Perth Concert Series and Creative Learning Sessions.
- (10) **Perth Autism Support**
Perth Autism be awarded a grant of £800 towards the costs of their Christmas Party.
- (11) **Perth and District Badminton Association**
Perth and District Badminton Association be awarded a grant of £3,000 towards the cost of hosting the Scottish National Badminton Championship 2020.
- (12) **Letham Climate Challenge**
Letham Climate Challenge be awarded a grant of £250 towards the costs of buying equipment.

468. BONFIRE AND FIREWORKS DISPLAY EVENT ON 5 NOVEMBER 2019

There was submitted a report by Depute Chief Executive (19/257) providing details of the Bonfire and Fireworks event on 5 November 2019 to be organised by the Perth and Strathearn 200 Round Table and a request for additional funding from Perth Common Good Fund Committee.

Motion (Councillors A Parrott and W Wilson)

Perth and Strathearn 200 Round Table be awarded a grant of £16,240 towards the cost of the pyrotechnic fireworks display and the associated safety and logistical costs of running this event.

Amendment (Councillors P Barrett and C Ahern)

Perth and Strathearn 200 Round Table be awarded a grant of £15,000 towards the cost of the pyrotechnic fireworks display and the associated safety and logistical costs of running this event.

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

8 members voted for the Motion as follows:
Councillors B Band, A Coates, D Doogan, M Lyle, S McCole, A Parrott, J Rebbeck and W Wilson.

3 members voted for the Amendment as follows:
Councillors C Ahern, P Barrett and H Coates.

Resolved:

In accordance with the Motion.

469. PERTH CHRISTMAS LIGHTS FESTIVAL

There was submitted a report by Executive Director (Housing and Environment) (19/258) noting the activities for the Christmas Lights event on Saturday, 16 November 2019, as part of the overall Perth Winter Festival programme and seeks funding approval for the development of the event as part of a weekend festival.

Resolved:

- (i) The current budget provision from 2019/20 in respect of the Christmas Lights Switch On programme for Saturday, 16 November, be noted.
- (ii) The specific expenditure towards the Christmas Lights Switch On programme for Saturday, 16 November, be approved.

470. 2019/20 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (19/256) providing details of the Income and Expenditure to 25 August 2019 and the projected outturn to 31 March 2020 for the Perth Common Good Fund.

Resolved:

The Perth Common Good Fund Financial Statement to 25 August 2019 and the projected outturn to 31 March 2020 for Financial Year 2019/20 as set out in Appendix 1 to Report 19/256, be noted.

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

471. VARIOUS PERTH HARBOUR GROUND LEASES CONSENT TO AGREE RENT REVIEWS

There was submitted a report by the Head of Finance (19/259) seeking approval to agree rent reviews under the terms of various ground leases at Perth Harbour which are held on Perth Common Good Fund.

Resolved:

- (i) Rent review effective 28 November 2016 under the terms of the ground lease to the tenant at £3,370 per annum, be approved.
- (ii) Rent review effective 15 May 2017 under the terms of the ground lease to the tenant of site 0.57 acres at £8,300 per annum, be approved.
- (iii) Rent review effective 15 May 2017 under the terms of the ground lease to the tenant of site 0.65 acres at £8,700 per annum, be approved.

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## **AUCHTERARDER COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Auchterarder Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 September 2019 at 10.00am.

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

In Attendance: D Coyne, C Flynn, C Holgate, L Haxton, K Molley and J Salisbury (all Corporate and Democratic Services); and M McCaskie; (Housing and Environment)

Apologies: Councillor C Reid

Councillor T Gray, Convener, Presiding.

### **472. APPOINTMENT OF CONVENER**

Nominations were sought for the appointment of Convener.

Councillor M Lyle, seconded by Councillor T Gray nominated Councillor C Reid. There being no other nominations, Councillor C Reid was appointed as Convener.

In the absence of Councillor C Reid, Councillor T Gray took the Chair. Councillor T Gray welcomed all present to the meeting and noted an apology as above.

### **473. DECLARATIONS OF INTEREST**

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

### **474. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Auchterarder Common Good Fund Committee of 19 June 2019 (Arts. 327-332) was submitted, approved as a correct record and authorised for signature.

### **475. MATTERS ARISING**

There were no matters arising.

### **476. 2018/19 & 2019/20 FINANCIAL STATEMENTS**

There was submitted a report by the Head of Finance (19/261) providing details of the Income and Expenditure to 30 August 2019 and the projected outturn to 31 March 2020 for the Auchterarder Common Good Fund.

PERTH AND KINROSS COUNCIL  
AUCHTERARDER COMMON GOOD FUND  
25 SEPTEMBER 2019

**Resolved:**

The Auchterarder Common Good Fund Statement to 30 August 2019 and the projected outturn to 31 March 2020 for Financial Year 2019/20, as set out in Appendix 1 to Report 19/261, be noted.

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

**477. DECORATIVE MILL WHEEL WITH HANGING FLOWER BASKETS  
GROUND AT TOWNHEAD, AUCHTERARDER**

There was submitted a report by Executive Director (Housing and Environment) (19/260) seeking approval from the Auchterarder Common Good Fund Committee to extend the existing Licence to Occupy for a further 5 years at Townhead, Auchterarder adjacent to St. Margaret's Hospital to Auchterarder Bloom Association.

**Resolved:**

Auchterarder Bloom Association's request for an extension of their current Licence to Occupy for a further 5 years from 1 September 2019, be approved.

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CRIEFF COMMON GOOD FUND COMMITTEE

Minute of meeting of the Crieff Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 September 2019 at 10.10am.

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

In Attendance: D Coyne, C Flynn, L Haxton, K Molley and J Salisbury (all Corporate and Democratic Services)

Councillor S Donaldson, Convener, Presiding.

478. WELCOME AND APOLOGIES

Councillor Donaldson welcomed all those present to the meeting.

479. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, there were no declarations of interest.

480. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Crieff Common Good Fund Committee of 24 April 2019 (Arts.208-214) was submitted, approved as a correct record and authorised for signature.

481. MATTERS ARISING

(i) Advisory Non-Voting Member (Item 211 refers)

Councillor Donaldson advised the Committee that there had been no communication from Crieff Community Council as to their nomination for the position of an advisory non-voting member of the Crieff Common Good Fund Committee.

482. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Depute Chief Executive (19/262) asking Crieff Common Good Fund Committee to consider one application for financial assistance from Crieff Community Council.

Resolved:

(1) Crieff Community Council

Crieff Community Council be awarded a grant of £540 towards their 'Making Crieff Roads Safer for the Community' Project.

PERTH AND KINROSS COUNCIL
CRIEFF COMMON GOOD FUND
25 SEPTEMBER 2019

483. 2019/20 BUDGET & 2018/19 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (19/263) including the 2018/19 Audited Financial Statement, and the 2019/20 Financial Statement to 30 August 2019 and projected outturn to 31 March 2020, for the Crieff Common Good Fund.

Resolved:

- (i) The Crieff Common Good Fund Audited Income and Expenditure to 31 March 2019, as set out in Appendix 1 to report 19/263, be approved.
- (ii) The Crieff Common Good Fund Income and Expenditure to 30 August 2019 and the projected outturn to 31 March 2020 for Financial Year 2019/20 as detailed in Appendix 2 to report 19/263, be noted.

~~~~~

## **KINROSS COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Kinross Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 September 2019 at 10.20am.

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

In Attendance: D Coyne, C Flynn, L Haxton, C Holgate, K Molley and J Salisbury (all Corporate and Democratic Services); D Cuthbert (Kinross Community Council)

Apology for Absence: Councillor C Purves.

Councillor M Barnacle, Convener, Presiding

### **484. WELCOME AND APOLOGIES**

Councillor M Barnacle welcomed all present to the meeting and gave a special welcome to David Cuthbert, the new advisory non-voting member from Kinross Community Council.

An apology was noted as above.

### **485. DECLARATIONS OF INTEREST**

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

### **486. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Kinross Common Good Fund Committee of 20 June 2018 (Arts.566- 571/18) was submitted, approved as a correct record and authorised for signature.

### **487. MATTERS ARISING**

There were no matters arising.

### **488. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Depute Chief Executive (19/264) asking Kinross Common Good Fund Committee to consider one application for financial assistance from Kinross High School Literacy Development.

#### **Resolved:**

#### **(1) Kinross High School Literacy Development**

Kinross High School Literacy Development be awarded a grant of £150 towards the costs of the First Minister's Reading Challenge and for other literacy interventions.



PERTH AND KINROSS COUNCIL  
KINROSS COMMON GOOD FUND  
25 SEPTEMBER 2019

- (2) Write a letter to Kinross High School Literacy Development advising them of other sources of funding available.

COUNCILLOR M LYLE LEFT THE MEETING AT THIS POINT.

**489. 2018/19 AND 2019/20 FINANCIAL STATEMENTS**

There was submitted a report by the Head of Finance (19/265) including the 2018/19 Audited Financial Statement, and the 2019/20 Financial Statement to 20 August 2019 and projected outturn to 31 March 2020, for the Kinross Common Good Fund.

**Resolved:**

- (i) The Kinross Common Good Fund Audited Income and Expenditure to 31 March 2019 as set out in Appendix 1 to Report 19/265, be noted.
- (ii) The Kinross Common Good Fund Income and Expenditure to 25 August 2019, and the projected outturn to 31 March 2020 for Financial Year 2019/20, as set out in Appendix 2 to Report 19/265, be noted.

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PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

COUNCIL MEETING

Minute of meeting of Perth and Kinross Council held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 September 2019 at 11.00am.

Present: Provost D Melloy, Councillors C Ahern, H Anderson, A Bailey, K Baird, B Band, M Barnacle, P Barrett, B Brawn, R Brock, A Coates, H Coates, S Donaldson, D Doogan, E Drysdale, J Duff, A Forbes, T Gray, D Illingworth, A Jarvis, G Laing (up to and including Art. 501), M Lyle, R McCall, S McCole, X McDade (up to and including Art. 501), 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; J Valentine, Depute Chief Executive; S Devlin, Executive Director (Education and Children's Services); B Renton, Executive Director (Housing and Environment); K McNamara, Depute Director (Housing and Environment); P Marshall, D Littlejohn, L Dott and B Murray (all Housing and Environment); L Simpson, G Fogg, S Hendry, S MacKenzie, K Donaldson, C Flynn, S Walker, L Brown, C Irons, D Williams, K Molley, A Taylor, A Brown, L Gowans and R Fry (all Corporate and Democratic Services); G Boland and F Mackay, Education and Children's Services; C Hendry, Perth and Kinross Health and Social Care Partnership.

Apology for Absence: Councillor I James.

Provost D Melloy, Presiding.

The Provost led the discussion for Arts. 490-497, 500 and 502-503 and the Depute Provost for Arts. 498, 499 and 501.

490. WELCOME AND APOLOGIES

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

491. DECLARATIONS OF INTEREST

Councillors C Ahern and D Illingworth declared a financial interest in Art. 501, and Councillors A Forbes, M Williamson and S McCole declared a non-financial interest in Art. 501.

492. STATEMENT BY DEPUTE PROVOST

Depute Provost Wilson informed members of the Council that he was resigning from the position of Depute Provost with immediate effect.

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Provost Melloy and members of the Council thanked Councillor Wilson for his contribution and hard work on behalf of the Council during his time as Deputy Provost.

Following a nomination by Councillor M Lyle, seconded by Councillor J Duff, the Council agreed that Councillor K Baird be appointed Deputy Provost.

IN TERMS OF STANDING ORDER 34, THE COUNCIL AGREED TO VARY THE ORDER OF BUSINESS TO CONSIDER ITEM 13 AT THIS POINT.

493. APPOINTMENTS TO COMMITTEES / OUTSIDE BODIES

Provost Melloy confirmed that in terms of Standing Orders it was his opinion that this item of business on the agenda should be considered as a matter of urgency to reflect the further recent change in political balance on the Council.

Councillor M Lyle circulated to members the following proposed motion:

MEMBERSHIP OF COMMITTEES/SUB COMMITTEES

MEMBERSHIP OF LIFELONG LEARNING COMMITTEE

| | | |
|----|-------------------------|---------------|
| 1 | Convener | Cllrs Shiers |
| 2 | Vice-Convener | Cllr J Duff |
| 3 | Administration Position | Cllr Reid |
| 4 | Administration Position | Cllr Baird |
| 5 | Administration Position | Cllr Forbes |
| 6 | Opposition Position | Cllr Simpson |
| 7 | Opposition Position | Cllr Anderson |
| 8 | Opposition Position | Cllr McDade |
| 9 | Opposition Position | Cllr McEwan |
| 10 | Opposition Position | Cllr Pover |
| 11 | Opposition Position | Cllr Purves |
| 12 | Opposition Position | Cllr Rebbeck |
| 13 | Opposition Position | Cllr Sarwar |

MEMBERSHIP OF EXEC SUB OF LIFELONG LEARNING

| | | |
|---|---------------------|--------------|
| 1 | Convener | Cllr Shiers |
| 2 | Vice-Convener | Cllr Duff |
| 3 | Opposition Position | Cllr McDade |
| 4 | Opposition Position | Cllr Rebbeck |
| 5 | Opposition Position | Cllr Sarwar |

MEMBERSHIP OF HOUSING AND COMMUNITIES COMMITTEE

| | | |
|---|-------------------------|------------------|
| 1 | Convener | Cllr Brawn |
| 2 | Vice-Convener | Cllr Ahern |
| 3 | Administration Position | Cllr Illingworth |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
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| | | |
|----|-------------------------|---------------|
| 4 | Administration Position | Cllr Jarvis |
| 5 | Administration Position | Cllr Shiers |
| 6 | Opposition Position | Cllr Barrett |
| 7 | Opposition Position | Cllr Bailey |
| 8 | Opposition Position | Cllr Drysdale |
| 9 | Opposition Position | Cllr Gray |
| 10 | Opposition Position | Cllr McCole |
| 11 | Opposition Position | Cllr McEwan |
| 12 | Opposition Position | Cllr Pover |
| 13 | Opposition Position | Cllr Watters |

MEMBERSHIP OF EXEC SUB OF HOUSING AND COMMUNITIES COMMITTEE

| | | |
|---|---------------------|--------------|
| 1 | Convener | Cllr Brawn |
| 2 | Vice-Convener | Cllr Ahern |
| 3 | Opposition Position | Cllr Barrett |
| 4 | Opposition Position | Cllr McCole |
| 5 | Opposition Position | Cllr McEwan |

MEMBERSHIP OF ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

| | | |
|----|-------------------------|-----------------|
| 1 | Convener | Cllr Forbes |
| 2 | Vice-Convener | Cllr Baird |
| 3 | Administration Position | Cllr Duff |
| 4 | Administration Position | Cllr Jarvis |
| 5 | Administration Position | Cllr McCall |
| 6 | Administration Position | Cllr Reid |
| 7 | Opposition Position | Cllr Robertson |
| 8 | Opposition Position | Cllr Bailey |
| 9 | Opposition Position | Cllr Barnacle |
| 10 | Opposition Position | Cllr Doogan |
| 11 | Opposition Position | Cllr Donaldson |
| 12 | Opposition Position | Cllr Laing |
| 13 | Opposition Position | Cllr Parrott |
| 14 | Opposition Position | Cllr Williamson |
| 15 | Opposition Position | Cllr Stewart |

MEMBERSHIP OF EXEC SUB OF ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

| | | |
|---|---------------------|--------------|
| 1 | Convener | Cllr Forbes |
| 2 | Vice-Convener | Cllr Baird |
| 3 | Opposition Position | Cllr Stewart |
| 4 | Opposition Position | Cllr Doogan |
| 5 | Opposition Position | Cllr Parrott |

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MEMBERSHIP OF PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

| | | |
|----|-------------------------|------------------|
| 1 | Convener | Cllr McCall |
| 2 | Vice-Convener | Cllr Brawn |
| 3 | Administration Position | Cllr James |
| 4 | Administration Position | Cllr Illingworth |
| 5 | Administration Position | Cllr Reid |
| 6 | Opposition Position | Cllr Wilson |
| 7 | Opposition Position | Cllr Anderson |
| 8 | Opposition Position | Cllr Band |
| 9 | Opposition Position | Cllr Barnacle |
| 10 | Opposition Position | Cllr Drysdale |
| 11 | Opposition Position | Cllr T Gray |
| 12 | Opposition Position | Cllr Watters |
| 13 | Opposition Position | Cllr Purves |

MEMBERSHIP OF LICENSING COMMITTEE

| | | |
|----|-------------------------|------------------|
| 1 | Convener | Cllr Ahern |
| 2 | Vice-Convener | Cllr Illingworth |
| 3 | Administration Position | Cllr A Coates |
| 4 | Administration Position | Cllr Baird |
| 5 | Administration Position | Cllr McCall |
| 6 | Opposition Position | Vacancy |
| 7 | Opposition Position | Cllr Brock |
| 8 | Opposition Position | Cllr Parrott |
| 9 | Opposition Position | Cllr Rebbeck |
| 10 | Opposition Position | Cllr Sarwar |
| 11 | Opposition Position | Cllr Watters |
| 12 | Opposition Position | Cllr Williamson |
| 13 | Opposition Position | Vacancy |

MEMBERSHIP OF SCRUTINY COMMITTEE

| | | |
|----|-------------------------|------------------|
| 1 | Convener | Cllr Laing |
| 2 | Vice-Convener | Cllr Parrott |
| 3 | Opposition Position | Cllr Barnacle |
| 4 | Opposition Position | Cllr Doogan |
| 5 | Opposition Position | Cllr McCole |
| 6 | Opposition Position | Cllr Mc Ewan |
| 7 | Opposition Position | Cllr Purves |
| 8 | Opposition Position | Cllr Stewart |
| 9 | Administration Position | Cllr Ahern |
| 10 | Administration Position | Cllr H Coates |
| 11 | Administration Position | Cllr Illingworth |
| 12 | Administration Position | Cllr Brawn |
| 13 | Administration Position | Cllr Reid |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
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MEMBERSHIP OF AUDIT COMMITTEE

| | | |
|---|-------------------------|------------------|
| 1 | Convener | Cllr Drysdale |
| 2 | Vice-Convener | Cllr Donaldson |
| 3 | Opposition Position | Cllr McDade |
| 4 | Opposition Position | Cllr Williamson |
| 5 | Administration Position | Cllr Illingworth |
| 6 | Administration Position | Cllr H Coates |
| 7 | Administration Position | Cllr McCall |

MEMBERSHIP OF STRATEGIC POLICY AND RESOURCES COMMITTEE

| | | |
|----|-------------------------|----------------|
| 1 | Convener | Cllr Lyle |
| 2 | Vice-Convener | Cllr Duff |
| 3 | Administration Position | Cllr Ahern |
| 4 | Administration Position | Cllr Shiers |
| 5 | Administration Position | Cllr Forbes |
| 6 | Administration Position | Cllr McCall |
| 7 | Opposition Position | Cllr Barrett |
| 8 | Opposition Position | Cllr Bailey |
| 9 | Opposition Position | Cllr Band |
| 10 | Opposition Position | Cllr Doogan |
| 11 | Opposition Position | Cllr Donaldson |
| 12 | Opposition Position | Cllr Laing |
| 13 | Opposition Position | Cllr McCole |
| 14 | Opposition Position | Cllr Parrott |
| 15 | Opposition Position | Cllr Stewart |
| 16 | Provost | Provost Melloy |

MEMBERSHIP OF EXEC SUB OF STRATEGIC POLICY AND RESOURCES COMMITTEE

| | | |
|---|---------------------|-------------|
| 1 | Convener | Cllr Lyle |
| 2 | Vice-Convener | Cllr Duff |
| 3 | Opposition Position | Cllr Doogan |
| 4 | Opposition Position | Cllr Laing |
| 5 | Opposition Position | Cllr Bailey |

MEMBERSHIP OF PROPERTY SUB COMMITTEE

| | | |
|---|-------------------------|--------------|
| 1 | Convener | Cllr Lyle |
| 2 | Vice-Convener | Cllr McCall |
| 3 | Administration Position | Cllr Shiers |
| 4 | Opposition Position | Cllr Band |
| 5 | Opposition Position | Cllr Doogan |
| 6 | Opposition Position | Cllr Laing |
| 7 | Opposition Position | Cllr Stewart |

PERTH AND KINROSS COUNCIL
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MEMBERSHIP OF PROVOST SUB COMMITTEE

| | | |
|---|-------------------------|----------------|
| 1 | Convener | Provost Melloy |
| 2 | Administration Position | Cllr Lyle |
| 3 | Opposition Position | Cllr Donaldson |
| 4 | Opposition Position | Cllr Parrot |
| 5 | Opposition Position | Cllr Bailey |

LOCAL REVIEW BODY

| | | |
|---|----------|---------------|
| 1 | Convener | Cllr Anderson |
|---|----------|---------------|

MEMBER OFICER WORKING GROUPS AND OTHER GROUPS

MEMBERSHIP OF MODERNISING GOVERNANCE MEMBER OFFICER GROUP

| | | |
|---|-------------------------|--------------|
| 1 | Administration Position | Cllr Lyle |
| 2 | Administration Position | Cllr Duff |
| 3 | Administration Position | Cllr McCall |
| 4 | Opposition Position | Cllr Doogan |
| 5 | Opposition Position | Cllr Laing |
| 6 | Opposition Position | Cllr McDade |
| 7 | Opposition Position | Cllr Stewart |

CORPORATE HEALTH, SAFETY AND WELLBEING CONSULTATIVE COMMITTEE

| | | |
|---|-------------------------|---------------|
| 1 | Opposition Position | Cllr McCole |
| 2 | Opposition Position | Cllr Drysdale |
| 3 | Administration Position | Cllr A Coates |
| 4 | Administration Position | Cllr Ahern |

CHILDREN, YOUNG PEOPLE AND FAMILIES PARTNERSHIP

| | | |
|---|--------|--------------|
| 1 | Member | Cllr Shiers |
| 2 | Member | Cllr Duff |
| 3 | Member | Cllr Rebbeck |

OUTSIDE BODIES

COSLA CONVENTION

| | |
|---|-------------|
| 1 | Cllr Lyle |
| 2 | Cllr Duff |
| 3 | Cllr Doogan |
| 4 | Cllr McDade |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
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COSLA CHILDREN AND YOUNG PEOPLE BOARD

| | |
|---|-----------|
| 1 | Cllr Duff |
|---|-----------|

Perth City Development Board

| | | |
|---|------------------------|--------------|
| 1 | Leader of the Council | Cllr Lyle |
| 2 | Member | Cllr Duff |
| 3 | Ward 10 representative | Cllr McCole |
| 4 | Ward 11 representative | Cllr Doogan |
| 5 | Ward 12 representative | Cllr Barrett |

HIGHLAND RESERVE AND CADET FORCE ASSOCIATION

| | |
|---|------------|
| 1 | Cllr Ahern |
|---|------------|

DEVELOPING THE CULTURAL OFFER PROGRAMME BOARD

| | |
|---|--------------|
| 1 | Cllr Lyle |
| 2 | Cllr Wilson |
| 3 | Cllr McCall |
| 4 | Cllr Watters |

PERTH AND KINROSS SOCIETY FOR THE BLIND – BOARD OF TRUSTEES

| | |
|---|------------|
| 1 | Cllr Ahern |
|---|------------|

CULTURE PERTH AND KINROSS

| | |
|---|--------------|
| 1 | Cllr Jarvis |
| 2 | Cllr Ahern |
| 3 | Cllr Parrott |

- Licensing Board – Remove Councillor Wilson and replace with Councillor McCall.
- Tayside Contracts Joint Committee – Remove Councillor Simpson and replace with Councillor Jarvis.
- Tayside Valuation Joint Board – Remove Councillor Simpson and replace with Councillor Jarvis.
- Perth Area Tourism Partnership – remove Councillor Robertson and replace with Councillor Duff.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 11.30AM.

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

Motion (Councillors M Lyle and J Duff):

MEMBERSHIP OF COMMITTEES/SUB COMMITTEES

MEMBERSHIP OF LIFELONG LEARNING COMMITTEE

| | | |
|----|-------------------------|---------------|
| 1 | Convener | Cllrs Shiers |
| 2 | Vice-Convener | Cllr J Duff |
| 3 | Administration Position | Cllr Reid |
| 4 | Administration Position | Cllr Baird |
| 5 | Administration Position | Cllr Forbes |
| 6 | Opposition Position | Cllr Simpson |
| 7 | Opposition Position | Cllr Anderson |
| 8 | Opposition Position | Cllr McDade |
| 9 | Opposition Position | Cllr McEwan |
| 10 | Opposition Position | Cllr Pover |
| 11 | Opposition Position | Cllr Purves |
| 12 | Opposition Position | Cllr Rebbeck |
| 13 | Opposition Position | Cllr Sarwar |

MEMBERSHIP OF EXEC SUB OF LIFELONG LEARNING

| | | |
|---|---------------------|--------------|
| 1 | Convener | Cllr Shiers |
| 2 | Vice-Convener | Cllr Duff |
| 3 | Opposition Position | Cllr McDade |
| 4 | Opposition Position | Cllr Rebbeck |
| 5 | Opposition Position | Cllr Sarwar |

MEMBERSHIP OF HOUSING AND COMMUNITIES COMMITTEE

| | | |
|----|-------------------------|------------------|
| 1 | Convener | Cllr Brawn |
| 2 | Vice-Convener | Cllr Ahern |
| 3 | Administration Position | Cllr Illingworth |
| 4 | Administration Position | Cllr Jarvis |
| 5 | Administration Position | Cllr Shiers |
| 6 | Opposition Position | Cllr Barrett |
| 7 | Opposition Position | Cllr Bailey |
| 8 | Opposition Position | Cllr Drysdale |
| 9 | Opposition Position | Cllr Gray |
| 10 | Opposition Position | Cllr McCole |
| 11 | Opposition Position | Cllr McEwan |
| 12 | Opposition Position | Cllr Pover |
| 13 | Opposition Position | Cllr Watters |

MEMBERSHIP OF EXEC SUB OF HOUSING AND COMMUNITIES COMMITTEE

| | | |
|---|---------------------|--------------|
| 1 | Convener | Cllr Brawn |
| 2 | Vice-Convener | Cllr Ahern |
| 3 | Opposition Position | Cllr Barrett |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

| | | |
|---|---------------------|-------------|
| 4 | Opposition Position | Cllr McCole |
| 5 | Opposition Position | Cllr McEwan |

MEMBERSHIP OF ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

| | | |
|----|-------------------------|-----------------|
| 1 | Convener | Cllr Forbes |
| 2 | Vice-Convener | Cllr Baird |
| 3 | Administration Position | Cllr Duff |
| 4 | Administration Position | Cllr Jarvis |
| 5 | Administration Position | Cllr McCall |
| 6 | Administration Position | Cllr Reid |
| 7 | Opposition Position | Cllr Robertson |
| 8 | Opposition Position | Cllr Bailey |
| 9 | Opposition Position | Cllr Barnacle |
| 10 | Opposition Position | Cllr Doogan |
| 11 | Opposition Position | Cllr Donaldson |
| 12 | Opposition Position | Cllr Laing |
| 13 | Opposition Position | Cllr Parrott |
| 14 | Opposition Position | Cllr Williamson |
| 15 | Opposition Position | Cllr Stewart |

MEMBERSHIP OF EXEC SUB OF ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

| | | |
|---|---------------------|--------------|
| 1 | Convener | Cllr Forbes |
| 2 | Vice-Convener | Cllr Baird |
| 3 | Opposition Position | Cllr Stewart |
| 4 | Opposition Position | Cllr Doogan |
| 5 | Opposition Position | Cllr Parrott |

MEMBERSHIP OF PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

| | | |
|----|-------------------------|------------------|
| 1 | Convener | Cllr McCall |
| 2 | Vice-Convener | Cllr Brawn |
| 3 | Administration Position | Cllr James |
| 4 | Administration Position | Cllr Illingworth |
| 5 | Administration Position | Cllr Reid |
| 6 | Opposition Position | Cllr Wilson |
| 7 | Opposition Position | Cllr Anderson |
| 8 | Opposition Position | Cllr Band |
| 9 | Opposition Position | Cllr Barnacle |
| 10 | Opposition Position | Cllr Drysdale |
| 11 | Opposition Position | Cllr T Gray |
| 12 | Opposition Position | Cllr Watters |
| 13 | Opposition Position | Cllr Purves |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

MEMBERSHIP OF LICENSING COMMITTEE

| | | |
|----|-------------------------|------------------|
| 1 | Convener | Cllr Ahern |
| 2 | Vice-Convener | Cllr Illingworth |
| 3 | Administration Position | Cllr A Coates |
| 4 | Administration Position | Cllr Baird |
| 5 | Administration Position | Cllr McCall |
| 6 | Opposition Position | Vacancy |
| 7 | Opposition Position | Cllr Brock |
| 8 | Opposition Position | Cllr Parrott |
| 9 | Opposition Position | Cllr Rebbeck |
| 10 | Opposition Position | Cllr Sarwar |
| 11 | Opposition Position | Cllr Watters |
| 12 | Opposition Position | Cllr Williamson |
| 13 | Opposition Position | Vacancy |

MEMBERSHIP OF SCRUTINY COMMITTEE

| | | |
|----|-------------------------|------------------|
| 1 | Convener | Cllr Laing |
| 2 | Vice-Convener | Cllr Parrott |
| 3 | Opposition Position | Cllr Barnacle |
| 4 | Opposition Position | Cllr Doogan |
| 5 | Opposition Position | Cllr McCole |
| 6 | Opposition Position | Cllr McEwan |
| 7 | Opposition Position | Cllr Purves |
| 8 | Opposition Position | Cllr Stewart |
| 9 | Administration Position | Cllr Ahern |
| 10 | Administration Position | Cllr H Coates |
| 11 | Administration Position | Cllr Illingworth |
| 12 | Administration Position | Vacancy |
| 13 | Administration Position | Cllr Reid |

MEMBERSHIP OF AUDIT COMMITTEE

| | | |
|---|-------------------------|------------------|
| 1 | Convener | Cllr Drysdale |
| 2 | Vice-Convener | Cllr Donaldson |
| 3 | Opposition Position | Cllr McDade |
| 4 | Opposition Position | Cllr Williamson |
| 5 | Administration Position | Cllr Illingworth |
| 6 | Administration Position | Cllr H Coates |
| 7 | Administration Position | Cllr McCall |

MEMBERSHIP OF STRATEGIC POLICY AND RESOURCES COMMITTEE

| | | |
|---|-------------------------|-------------|
| 1 | Convener | Cllr Lyle |
| 2 | Vice-Convener | Cllr Duff |
| 3 | Administration Position | Cllr Ahern |
| 4 | Administration Position | Cllr Shiers |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

| | | |
|----|-------------------------|----------------|
| 5 | Administration Position | Cllr Forbes |
| 6 | Administration Position | Cllr McCall |
| 7 | Opposition Position | Cllr Barrett |
| 8 | Opposition Position | Cllr Bailey |
| 9 | Opposition Position | Cllr Band |
| 10 | Opposition Position | Cllr Doogan |
| 11 | Opposition Position | Cllr Donaldson |
| 12 | Opposition Position | Cllr Laing |
| 13 | Opposition Position | Cllr McCole |
| 14 | Opposition Position | Cllr Parrott |
| 15 | Opposition Position | Cllr Stewart |
| 16 | Provost | Provost Melloy |

MEMBERSHIP OF EXEC SUB OF STRATEGIC POLICY AND RESOURCES COMMITTEE

| | | |
|---|---------------------|-------------|
| 1 | Convener | Cllr Lyle |
| 2 | Vice-Convener | Cllr Duff |
| 3 | Opposition Position | Cllr Doogan |
| 4 | Opposition Position | Cllr Laing |
| 5 | Opposition Position | Cllr Bailey |

MEMBERSHIP OF PROPERTY SUB COMMITTEE

| | | |
|---|-------------------------|--------------|
| 1 | Convener | Cllr Lyle |
| 2 | Vice-Convener | Cllr McCall |
| 3 | Administration Position | Cllr Shiers |
| 4 | Opposition Position | Cllr Band |
| 5 | Opposition Position | Cllr Doogan |
| 6 | Opposition Position | Cllr Laing |
| 7 | Opposition Position | Cllr Stewart |

MEMBERSHIP OF PROVOST SUB COMMITTEE

| | | |
|---|-------------------------|----------------|
| 1 | Convener | Provost Melloy |
| 2 | Administration Position | Cllr Lyle |
| 3 | Opposition Position | Cllr Donaldson |
| 4 | Opposition Position | Cllr Parrot |
| 5 | Opposition Position | Cllr Bailey |

LOCAL REVIEW BODY

| | | |
|---|----------|---------------|
| 1 | Convener | Cllr Anderson |
|---|----------|---------------|

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

MEMBER OFFICER WORKING GROUPS AND OTHER GROUPS

MEMBERSHIP OF MODERNISING GOVERNANCE MEMBER OFFICER GROUP

| | | |
|---|-------------------------|--------------|
| 1 | Administration Position | Cllr Lyle |
| 2 | Administration Position | Cllr Duff |
| 3 | Administration Position | Cllr McCall |
| 4 | Opposition Position | Cllr Doogan |
| 5 | Opposition Position | Cllr Laing |
| 6 | Opposition Position | Cllr McDade |
| 7 | Opposition Position | Cllr Stewart |

CORPORATE HEALTH, SAFETY AND WELLBEING CONSULTATIVE COMMITTEE

| | | |
|---|-------------------------|---------------|
| 1 | Opposition Position | Cllr McCole |
| 2 | Opposition Position | Cllr Drysdale |
| 3 | Administration Position | Cllr A Coates |
| 4 | Administration Position | Cllr Ahern |

CHILDREN, YOUNG PEOPLE AND FAMILIES PARTNERSHIP

| | | |
|---|--------|--------------|
| 1 | Member | Cllr Shiers |
| 2 | Member | Cllr Duff |
| 3 | Member | Cllr Rebbeck |

OUTSIDE BODIES

COSLA CONVENTION

| | |
|---|-------------|
| 1 | Cllr Lyle |
| 2 | Cllr Duff |
| 3 | Cllr Doogan |
| 4 | Cllr McDade |

COSLA CHILDREN AND YOUNG PEOPLE BOARD

| | |
|---|------------------------------------|
| 1 | Cllr Duff (substitute Cllr Sarwar) |
|---|------------------------------------|

PERTH CITY DEVELOPMENT BOARD

| | | |
|---|------------------------|--------------|
| 1 | Leader of the Council | Cllr Lyle |
| 2 | Member | Cllr Duff |
| 3 | Ward 10 representative | Cllr McCole |
| 4 | Ward 11 representative | Cllr Doogan |
| 5 | Ward 12 representative | Cllr Barrett |

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

HIGHLAND RESERVE AND CADET FORCE ASSOCIATION

| | |
|---|------------|
| 1 | Cllr Ahern |
|---|------------|

DEVELOPING THE CULTURAL OFFER PROGRAMME BOARD

| | |
|---|--------------|
| 1 | Cllr Lyle |
| 2 | Cllr Wilson |
| 3 | Cllr Stewart |
| 4 | Cllr Watters |

PERTH AND KINROSS SOCIETY FOR THE BLIND – BOARD OF TRUSTEES

| | |
|---|------------|
| 1 | Cllr Ahern |
|---|------------|

CULTURE PERTH AND KINROSS

| | |
|---|--------------|
| 1 | Cllr Jarvis |
| 2 | Cllr Ahern |
| 3 | Cllr Parrott |

- **Licensing Board – Remove Councillor Wilson and replace with Councillor McCall.**
- **Tayside Contracts Joint Committee – Remove Councillor Simpson and replace with Councillor Jarvis.**
- **Tayside Valuation Joint Board – Remove Councillor Simpson and replace with Councillor Jarvis.**
- **Perth Area Tourism Partnership – remove Councillor Robertson and replace with Councillor Duff.**

Resolved:

In accordance with the Motion.

494. MINUTE OF PREVIOUS MEETING

(i) Minute of meeting of Perth and Kinross Council of 19 June 2019

The minute of the meeting of Perth and Kinross Council of 19 June 2019 (Arts. 339-350) was submitted, approved as a correct record and authorised for signature.

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

(ii) Minute of special meeting of Perth and Kinross Council of 2 September 2019

The minute of the special meeting of Perth and Kinross Council of 2 September 2019 (Arts. 416-418) was submitted, approved as a correct record and authorised for signature.

495. MINUTES OF MEETINGS OF COMMITTEES FROM 28 MAY 2019 TO 4 SEPTEMBER 2019

The decisions recorded in Arts. 291-338, 351-415 and 419-431, copies of which had been circulated to all members of the Council, were submitted and noted.

496. PERTH AND KINROSS COUNCIL ANNUAL PERFORMANCE REPORT 2018/19

There was submitted a report by the Chief Executive (19/266) providing an overview of how the Council has performed in 2018/19 against the strategic objectives for Perth and Kinross as set out within the Council's Corporate Plan 2018-2022.

It was noted that the report had also been submitted to the Scrutiny Committee on 18 September 2019.

Resolved:

The Perth and Kinross Council's Annual Performance Report for 2018/19 be approved.

497. PERTH AND KINROSS BEST VALUE ASSURANCE REPORT 2019

There was submitted a report by the Chief Executive (19/274) (1) setting out the findings and recommendations for improvement contained in the Perth and Kinross Best Value Assurance Report 2019; and (2) providing an improvement plan that establishes a series of planned actions to deliver improvement in respect of the recommendations.

Resolved:

- (i) The audit findings and recommendations included in the Best Value Assurance Report 2019 be noted.
- (ii) The improvement actions to be taken forward by Perth and Kinross Council to address the recommendations in the report be approved.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 1.30PM.

498. LOCAL DEVELOPMENT PLAN 2 MODIFICATION AND ADOPTION

There was submitted a report by the Depute Chief Executive, Chief Operating Officer (19/275) (1) presenting the conclusions and recommended modifications arising out of the Examination of the Proposed Local Development Plan 2 noting that, in the majority of cases, the Reporter accepted the Council's position as set out

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

in the Plan, or in the responses to representations submitted for examination; (2) noting an assessment of the Strategic Environmental Assessment (SEA) implications and an update of the Habitats Regulations Appraisal Record which took into account the modifications made to the Proposed Local Development Plan; (3) recommending that the Council accepts all the recommended modifications, plus the technical and consequential changes, and proceeds to the adoption of the Plan; and (4) setting out the procedures required to modify and adopt the Plan.

Resolved:

- (i) The contents of the Examination Report on the Proposed Local Development Plan be noted.
- (ii) The findings of the Strategic Environmental Assessment and its subsequent assessment of the implications of the modifications be noted.
- (iii) The findings of the Habitats Regulations Appraisal and its subsequent assessment of the implications of the modifications be noted.
- (iv) It be agreed to make the modifications recommended in the Examination Report to the Proposed Local Development Plan 2.
- (v) The Executive Director (Housing and Environment) be remitted to make further minor technical and consequential modifications to the Plan as required to improve presentation and ensure consistency.
- (vi) The Executive Director (Housing and Environment) be remitted to notify the Scottish Ministers of the Council's intention to adopt the Proposed Local Development Plan as modified.
- (vii) The adoption of the Proposed Local Development Plan 2 following completion of the relevant pre-adoption statutory procedures be agreed.
- (viii) The Executive Director (Housing and Environment) be remitted to report to the Strategic Policy and Resources Committee in January 2019 with the updated Action Programme and the Strategic Environmental Assessment Post Adoption Statement.

Note: Councillors M Barnacle, X McDade, C Purves, W Robertson and C Stewart recorded their dissent at the decision based on their view that the current legislation should be amended to allow local authorities to be able to reject the findings of the reporter if they so wished.

499. PERTH TRANSPORT FUTURES PROJECT PHASE 2 – CROSS TAY LINK ROAD COMPULSORY PURCHASE ORDER

There was submitted a report by the Depute Chief Executive, Chief Operating Officer (19/276) seeking authority to acquire land either by negotiation or by compulsory purchase to facilitate the construction of Phase 2 of the Perth Transport Futures Project. Phase 2 is the Cross Tay Link Road.

Resolved:

- (i) The purchase of the land required for the scheme referred to in Report 19/276 by negotiation with affected landowners be agreed.
- (ii) The Head of Legal & Governance Services be instructed to initiate and, if necessary, complete the statutory procedures to acquire the land by compulsory purchase in parallel with the negotiated process.

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

- (iii) The promotion of the Perth and Kinross Council (Perth Transport Futures Project Cross Tay Link Road) Compulsory Purchase Order 2019, to acquire the land shown on the drawings reference:

119046-SWECO-LSI-000-DR-D-10011 Rev P09
119046-SWECO-LSI-000-DR-D-10012 Rev P10
119046-SWECO-LSI-000-DR-D-10013 Rev P10
119046-SWECO-LSI-000-DR-D-10014 Rev P11
119046-SWECO-LSI-000-DR-D-10015 Rev P12
119046-SWECO-LSI-000-DR-D-10016 Rev P10;

all as annexed at Appendix 2 to Report 19/276 be authorised.

500. TREASURY ACTIVITY AND COMPLIANCE REPORT 2019/20 QUARTER 1

There was submitted a report by the Head of Finance (19/277) (1) updating on the Treasury Activity for the quarter ending 30 June 2019 and reporting on compliance with the Council's Treasury Management Policy Statement, Treasury Management Practices, Investment Strategy and the Prudential Indicators for the same period; and (2) seeking approval of the proposed amendments to the Lending and Investment Policy.

Resolved:

- (i) The contents of Report 19/277, submitted in accordance with the Council's approved Treasury Management Practices, be noted.
- (ii) The revised Approved Lending and Investment Policy, as detailed at Section 6 and shown at Appendix IV to Report 19/277, be approved.

COUNCILLORS C AHERN AND D ILLINGWORTH LEFT THE MEETING AT THIS POINT.

501. REVIEW OF SCHOOL CATERING SERVICES

There was submitted a report by the Executive Director (Education and Children's Services) (19/278) outlining the potential alternative delivery models for the provision of Primary School and Early Learning and Childcare (ELC) meal provision and comparing those models against the Tay Cuisine Central Production Unit (CPU) based in Dundee as set out in Model 1 within this report. Model 1 was previously agreed, in principle, by the Lifelong Learning Committee on 30 January 2019.

Motion (Councillors M Lyle and J Duff)

- (i) The assessment of the potential service delivery models for the provision of Primary School and ELC meal provision, given the increase in demand which will flow from the implementation of the statutory expansion of ELC to 1140 hours per annum by August 2020, as detailed in Report 19/278, be noted.
- (ii) The requirement to deliver annual recurring savings of £426k as approved by Council, as part of the budget process, be noted.

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

- (iii) The collaborative option as set out in Model 1 (the development of a CPU based in Dundee and serving Perth and Kinross, Dundee City and Angus Councils) in Report 19/278 as the service delivery model for Primary School and ELC meal provision be approved.

Amendment (Councillors D Doogan and J Rebbeck)

- **Agrees recommendations one and two of Report 19/278.**
- **Deletes recommendation three of Report 19/278 and replace with; Approves Model 5 as set out in the report with the rejection of the CPU delivery model for Perth and Kinross in favour of the development of existing infrastructure and service delivery. In setting the forthcoming Revenue & Capital Budgets, commits the Council to manage the unrealised approved savings of £426,000 as set out in the report and likewise any additional revenue and capital costs of implementing Model 5 currently.**
- **Adds a further recommendation four to Report 19/278 which; Commits officers through a working group to draft a framework for continuous improvement, greater efficiency and higher uptake of school meals. This group will, as a matter of urgency, begin benchmarking across Scotland those successes delivered in other local authorities' school meal service which will form the basis of a report to the Modernising Governance Member/Officer Working Group and then back to full Council at the appropriate point.**

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 4.00PM.

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

16 members voted for the Motion as follows:

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

21 members voted for the Amendment as follows:

Councillors H Anderson, A Bailey, B Band, M Barnacle, R Brock, S Donaldson, D Doogan, E Drysdale, T Gray, G Laing, S McCole, X McDade, T McEwan, A Parrott, B Pover, C Purves, J Rebbeck, F Sarwar, C Stewart, R Watters and M Williamson.

Resolved:

In accordance with the Amendment.

COUNCILLORS C AHERN AND D ILLINGWORTH RETURNED TO THE MEETING AT THIS POINT.

COUNCILLORS G LAING AND X MCDADE LEFT THE MEETING AT THIS POINT.

502. LOCAL CHILD POVERTY ACTION REPORT

There was submitted a report by the Executive Director (Housing and Environment) (19/279) presenting the Perth & Kinross Local Child Poverty Action Report (LCPAR) 2019/20 submitted to the Scottish Government on 30 June 2019. The report was approved by the Children, Young People and Families Partnership and the Community Planning Partnership (CPP) Board on 14 June 2019.

Resolved:

- (i) The Local Child Poverty Action Report be endorsed.
- (ii) The next steps and actions outlined within the Local Child Poverty Action Report be noted.
- (iii) It be noted that the CPP Executive Officer Group will focus on delivering those recommendations within the Local Child Poverty Action Report.
- (iv) Feedback and further updates on the Local Child Poverty Action Report be brought back to the Community Planning Partnership Board and Council, along with next steps.

503. PROPOSED TIMETABLE OF MEETINGS 2020

Resolved:

The timetable of meetings for 2020 be approved with the following amendments:

- (i) Removal of additional date of meeting of the Employees Joint Consultative Committee on 1 October 2020.
- (ii) Clarification added of the October recess period from 5 to 16 October 2020.
- (iii) Change of start time for afternoon meetings on Wednesdays from 1.00pm to 1.30pm.

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PERTH AND KINROSS COUNCIL  
LICENSING COMMITTEE  
3 OCTOBER 2019

## **LICENSING COMMITTEE**

Minute of Meeting of the Licensing Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Thursday 3 October 2019 at 11.00am.

Present: Councillors C Ahern (Convener), D Illingworth, K Baird, R Brock, A Coates (up to and including Art. 508), R McCall and M Williamson.

In Attendance: PC K Chalmers and PC L Gregge (both Police Scotland); D Gilikison, M McLaren, S Michie and D Williams (all Corporate and Democratic Services).

Apologies for Absence: Councillors A Parrott, J Rebbeck, F Sarwar and R Watters.

Councillor C Ahern (Convener), Presiding.

### **504. WELCOME AND APOLOGIES**

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

### **505. DECLARATIONS OF INTEREST**

In terms of the Councillors' Code of Conduct Councillor A Coates declared a non-financial interest in Art. 509.

### **506. MINUTES**

The Minute of Meeting of the Licensing Committee of 22 August 2019 (Arts. 403-409) was submitted and approved as a correct record.

### **507. GRANT OF TAXI OPERATOR LICENCE NO. X29**

There was submitted a report by the Head of Legal and Governance Services (19/281) regarding Grant of Taxi Operator Licence No. X29.

The applicant was in attendance.

The applicant addressed the Committee and answered Members' questions.

FOLLOWING A SHORT ADJOURNMENT THE COMMITTEE RECONVENED.

#### **Resolved:**

Grant of Taxi Operator Licence No. X29, be refused.

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

PERTH AND KINROSS COUNCIL  
LICENSING COMMITTEE  
3 OCTOBER 2019

**508. SUSPENSION OF A TAXI/PRIVATE HIRE CAR DRIVER LICENCE NO. TD1247**

There was submitted a report by the Head of Legal and Governance Services (19/282) together with a letter of representation dated 16 July 2019 from Police Scotland regarding Suspension of Taxi/Private Hire Car Driver's Licence No. TD1247.

At its meeting of 22 August 2019, the Licensing Committee deferred consideration of Suspension of Taxi/Private Hire Car Driver Licence No. TD1247 to the meeting of the Licensing Committee on 3 October 2019.

The licence holder failed to attend.

**Resolved:**

Consideration of Suspension of a Taxi/Private Hire Car Driver Licence No. TD1247 be deferred to the meeting of the Licensing Committee on 14 November 2019.

HAVING PREVIOUSLY DECLARED AN INTEREST IN THE FOLLOWING ITEM, COUNCILLOR A COATES LEFT THE MEETING AT THIS POINT.

**509. RENEWAL OF TAXI/PRIVATE HIRE CAR DRIVER LICENCE NO. TD1520**

There was submitted a report by the Head of Legal and Governance Services (19/283) together with (1) a letter of objection dated 11 June 2019 from Police Scotland; (2) a letter of objection dated 22 October 2018 from Police Scotland, relating to the consideration of Suspension of Taxi/Private Hire Car Driver's Licence No TD1520 considered at the meeting Licensing Committee of 15 November 2018; and (3) a copy of the minute of the Licensing Committee of 15 November 2018, including the decision taken regarding the Suspension of Taxi/Private Hire Car Driver's Licence No TD1520.

At its meeting of 11 July 2019, the Licensing Committee deferred consideration of Suspension of Taxi/Private Hire Car Driver Licence No. TD1520 to the meeting of the Licensing Committee on 3 October 2019.

The applicant was in attendance.

The representatives of Police Scotland addressed the Committee and answered Members' questions.

**Resolved:**

Renewal of Taxi/Private Hire Car Driver Licence No. TD1520 be granted for a period of one year with effect from 13 May 2019.

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PERTH AND KINROSS LOCAL REVIEW BODY

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chamber, 2 High Street, Perth on Tuesday 15 October 2019 at 10.30am.

Present: Councillors H Anderson, I James and R McCall.

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

Also Attending: S Callan (Housing and Environment); M Terava (Corporate and Democratic Services); members of the public, including agents and applicants.

Councillor H Anderson, Convener, Presiding.

510. DECLARATIONS OF INTEREST

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

511. MINUTES

The minute of meeting of the Local Review Body of 17 September 2019 (Arts. 441-444) was submitted and noted.

512. APPLICATION FOR REVIEW

- (i) **TCP/11/16(613)**
Planning Application – 19/00272/FLL – Erection of a boathouse holiday accommodation unit and jetty, land 200 metres north of Rock House, Achianich, Acharn – Mr G Deakin

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a boathouse holiday accommodation unit and jetty, land 200 metres north of Rock House, Achianich, Acharn.

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

Decision:

Resolved by unanimous decision that:

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

Thereafter, resolved by majority decision that:

PERTH AND KINROSS COUNCIL
LOCAL REVIEW BODY
15 OCTOBER 2019

- (ii) the Review application for erection of a boathouse holiday accommodation unit and jetty, land 200 metres north of Rock House, Achianich, Acharn, **be** refused for the following reasons:
1. The proposal for an elevated building using stilts is contrary to the guidance contained within Scottish Planning Policy 2014, paragraph 263 which states “elevated buildings on structures such as stilts are unlikely to be acceptable” within an area which has an annual probability of flooding which is greater than 0.5% (1:200 years). Therefore the principle of development is unacceptable.

Note: Councillor McCall concluded that the application should be refused for the above reason, in accordance with the decision of the Appointed Officer. Whilst agreeing with the Appointed Officer’s decision and reason for refusal, Councillor Anderson considered there should be a further reason for refusal, on the basis that the proposal was contrary to Policy NE2A (a, b, d and e) of the Perth and Kinross Local Development Plan 2014, due to the prospective impact on the ancient woodland as a result of the proposed development. Councillor McCall did not support this additional reason for refusal.

Note: Councillor James dissented from the majority decision. He considered that the Appointed Officer’s decision should be overturned, and the erection of a boathouse holiday accommodation unit and jetty be granted. In his opinion, with the imposition of appropriate conditions, he considered the proposal was unlikely to be adversely affected by flooding and the impact upon ancient woodland would be negligible.

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PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
22 OCTOBER 2019

## **SPECIAL MEETING OF COUNCIL**

Minute of special meeting of Perth and Kinross Council held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Tuesday 22 October 2019 at 10.00am.

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

In Attendance: K Reid, Chief Executive; J Valentine, Depute Chief Executive; S Devlin, Executive Director (Education and Children's Services); B Renton, Executive Director (Housing and Environment); G Paterson, Chief Officer/Director – Integrated Health and Social Care; K McNamara, Depute Director (Housing and Environment); K Donaldson, L Simpson, S Hendry, C Irons, D Williams, K Molley, A Taylor and L Gowans (all Corporate and Democratic Services).

Apologies for Absence: Councillors K Baird, M Barnacle, R Brock, R McCall, C Reid and W Robertson.

Provost D Melloy, Presiding.

### **513. WELCOME AND APOLOGIES**

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

### **514. DECLARATIONS OF INTEREST**

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

### **515. APPOINTMENTS TO COMMITTEES/OUTSIDE BODIES**

Provost Melloy confirmed that in terms of Standing Orders it was his opinion that the item of business on the agenda should be considered as a matter of urgency to allow the Council to consider any proposed changes to membership of relevant committees and outside bodies following the decision by the Standards Commission for Scotland on 8 October 2019 to impose an interim suspension on Councillor Colin Stewart for a period of three months.

Motion (Councillors M Lyle and J Duff):

In light of the decision of the Standards Commission to suspend Councillor Colin Stewart, pending the outcome of an investigation, it is necessary to make the following changes to certain boards and certain outside bodies and to ensure that the Council is appropriately represented on them, further that the business of the



PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
22 OCTOBER 2019

Council can be properly transacted. Once a final decision is received from the Standards Commission in relation to this investigation these appointments can then be reviewed.

- (i) Councillor C Shiers replace Councillor C Stewart on the Developing the Cultural Offer Board.
- (ii) Councillor J Duff replace Councillor C Stewart on the Tay Cities Region Joint Committee.
- (iii) Councillor J Duff replace Councillor C Stewart on the Perth and Kinross Integration Joint Board.
- (iv) Councillor E Drysdale be appointed Chair of the Perth and Kinross Integration Joint Board.
- (v) Councillor E Drysdale replace Councillor C Stewart as the Council's nominated representative on the Board of NHS Tayside.
- (vi) Councillor J Duff replace Councillor C Stewart on the COSLA Health and Social Care Board.

**Resolved:**

- (i) In accordance with the Motion.
- (ii) It be agreed that during the period of the suspension opposition groups be able to arrange substitutes for Councillor C Stewart on Council Committees and Sub-Committees as appropriate.

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PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 23 October 2019 at 10.00am.

Present: Councillors B Brawn, I James, H Anderson, B Band, E Drysdale, T Gray, D Illingworth, C Purves, C Reid, R Watters and W Wilson.

In Attendance: K Smith, A Condliffe, J Scott, A Bennie and D Salman (all Housing and Environment); G Fogg and D Williams (both Corporate and Democratic Services).

Apologies: Councillors M Barnacle and R McCall.

Councillor B Brawn, Vice-Convener, Presiding.

516. WELCOME AND APOLOGIES

The Vice-Convener welcomed everyone present to the meeting.

517. DECLARATIONS OF INTEREST

Councillor E Drysdale declared a non-financial interest in Art. 520(2)(i).

518. MINUTES

The minute of meeting of the Planning and Development Management Committee of 24 September 2019 (Arts. 458-462) was submitted, approved as a correct record and authorised for signature.

519. DEPUTATIONS

In terms of Standing Order 72, the Committee agreed to hear deputations in relation to the following planning applications:

| Planning Application No. | Art. No. |
|---------------------------------|-----------------|
| 19/00961/FLL | 520(2)(i) |

520. APPLICATIONS FOR DETERMINATION

(1) Major Application

- (i) 19/00907/AMM – AUCHTERARDER – Formation of neighbourhood equipped area for play (NEAP) (approval of matters specified in conditions of 16/01809/IPM) Phase 3B, land north east of Stewart Milne Homes, Hunter Street, Auchterarder – Report 19/290 – Stewart Milne Homes**

Mrs Donald, agent on behalf of the applicant, answered members questions then withdrew to the public benches.

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Resolved:

Grant, subject to the following conditions and informatives:

Conditions

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

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

2. The detailed landscaping and planting scheme which is hereby approved (plan ref 19/00907/16 and 17) shall be completed within the first available planting season (October to March) after the completion or bringing into use of the Neighbourhood Equipped Area of Play, whichever is the earlier. The approved scheme shall thereafter be maintained, with any planting which fails to become established within five years being replaced in the following planting season with others of a size and species as previously approved.

Reason - In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality and in pursuance of satisfying placemaking policy criteria of the adopted LDP.

3. All trees identified for retention (19/00907/2) and any peripheral trees bounding the site, which may be affected by any element of the approved development and its associated construction, (including land within the blue site area) shall be protected in full accordance with BS 5837: 2012 'Trees in relation to design, demolition and construction'.

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

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

4. Notwithstanding the submitted play equipment specification as per plan 19/00907/10; prior to the installation of any play equipment final detailed fixing and feet details shall be submitted to, and approved in writing by, the Council as Planning Authority in consultation with the Council's Community Greenspace team. The fixing

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and feet detail as approved shall be installed in accordance with the agreed detailing prior to the equipment being brought into use.

Reason – In the interests of sustainability and longevity of the play equipment and to ensure the play area is signed off and adopted as a Council asset.

5. Prior to the commencement of development, details shall be provided to, and approved in writing by, the Council as Planning Authority, in consultation with the Council's Structures and Flooding Team, confirming that the wider drainage network can accommodate the run off rates resulting from the proposed development hardstanding elements (19/00907/7).

Reason - In the interest of ensuring appropriate surface water drainage arrangements.

Justification

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

Informatives

1. The development hereby permitted shall be commenced no later than the expiration of two years from the date of this permission or from the date of subsequent approval of matters specified in conditions, or three years from the date of planning permission in principle, whichever is the later.
2. Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under Section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 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. According to Regulation 41 the notice must be:

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- Displayed in a prominent place at or in the vicinity of the site of the development.
 - Readily visible to the public.
 - Printed on durable material.
5. The applicant is reminded that this site remains subject to a Section 75 Legal Agreement, securing Developer Contribution requirements and other matters, as secured as part of planning permission 16/02127/IPM. This permission continues to be tied by this legal agreement and the associated requirements will continue to apply. The terms of the obligation can be viewed via PKC [Public Access](#) or at the Registers of Scotland (www.ros.gov.uk).

(2) Local Applications

(i) 19/00961/FLL – PERTH – Formation of decking (in retrospect), 14 Willowgate Drive, Perth – Report 19/291 – Mr D Bald

Mr James and Mrs Carmichael, objectors, followed by Mr Bald, on behalf of the applicant, addressed the Committee, and, following their respective representations, withdrew to the public benches.

HAVING DECLARED A NON-FINANCIAL INTEREST, COUNCILLOR DRYSDALE TOOK NO PART IN THE FOLLOWING DECISION.

J Scott, Team Leader, advised members of the following updates:

- (i) Paragraph 18 should refer to 11 representations from 7 properties and not 12 representation from 7 properties; and
- (ii) Paragraph 24 should refer to Condition 1 and not Condition 2.

Motion (Councillor T Gray and W Wilson)

Refuse, as the proposed development is contrary to Local Development Plan Policies RD1, PM1A and PM1B(c), on the basis that the design is inappropriate in part due to excessive height and subsequent impact upon the amenity of neighbouring properties.

Amendment (Councillor H Anderson and B Brawn)

Grant, subject to the following conditions and informatives contained in Report 19/291.

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

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7 members voted for the Motion as follows:

Councillors B Band, T Gray, I James, C Purves, C Reid,
R Watters and W Wilson.

3 members voted for the Amendment as follows:

Councillors H Anderson, B Brawn and D Illingworth.

Resolved:

In accordance with the Motion.

- (ii) **19/01246/FLL – CRIEFF – Renewal of permission
15/01435/FLL (Erection of dwellinghouse, store, formation
of parking and bin store area), land north west of Orwell
Cottage, Academy Road, Crieff – Report 19/292 – J Brown**

Resolved:

Grant, subject to the following conditions and informatives:

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

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

2. The east and west areas of the site shall be developed concurrently and the dwellinghouse hereby approved shall not be occupied until the parking, bin store and passing place have been completed in their entirety and are available for use to the satisfaction of the Council as Planning Authority.

Reason - To ensure that the positive benefits of the scheme are realised in order to improve the character and appearance of the Crieff Conservation Area.

3. The six parking spaces & bin store (identified on drwg 15/01435/15) shall be made available to residents of Academy Road and the properties which utilise the Academy Road access onto the A85 only. Prior to occupation of the dwellinghouse hereby approved, written details of the management of the parking and bin store area shall be submitted to and approved in writing by the Council as Planning Authority. The management plan, as approved in writing, shall be fully complied with to the satisfaction of the Council as Planning Authority.

Reason - To ensure that the parking spaces result in an overall benefit to the parking and access situation on Academy Road in the interests of pedestrian and traffic safety.

4. Prior to the commencement of any development full details of any proposed boundary treatments for the bin store area and surface materials for the hardstanding areas shall be submitted to and approved in writing by the

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Planning Authority. The details, as approved, shall be implemented as part of the site development.

Reason - In order to protect the character and appearance of the Conservation Area.

5. Prior to the commencement of any development a sample of the proposed natural stone, timber cladding, and profiled metal sheet roofing shall be submitted to and approved in writing by the Planning Authority. The details, as approved, shall be implemented as part of the site development.

Reason - In order to protect the character and appearance of the Conservation Area.

6. The store building shown on the western part of the site is not approved.

Reason - In the interests of residential amenity in that the proposed store is considered to have a significant loss of residential amenity on the neighbouring property.

Justification

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

Procedural Notes

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

In the event the applicant does not either make the required payment within 28 days from the date the agent/applicant is advised of the need for the contributions, or complete a legal agreement for delayed payment within a 4 month period from the date the agent/applicant is advised of the need for the contributions the application may be refused under delegated powers without any further discussion with the applicant.

Informatives

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see Section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under Section 123(1) of that Act, which may result in enforcement action being taken.

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3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. No work shall be commenced until an application for building warrant has been submitted and approved.

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## **HOUSING AND COMMUNITIES COMMITTEE**

Minute of meeting of the Housing and Communities Committee held in the Council Chambers, 2 High Street, Perth on Wednesday 30 October 2019 at 9.30am.

Present: Councillors B Brawn, C Ahern, A Bailey, P Barrett, E Drysdale, T Gray, D Illingworth, A Jarvis, S McCole, T McEwan, B Pover, C Shiers and R Watters.

In Attendance: B Renton, Executive Director (Housing and Environment); C Mailer, M Dow, S Coyle, N Robson, J Cruickshank, B Tonner, S Watson and C Cranmer (up to and including Art. 530) (all Housing and Environment); S Hendry, A Taylor and D Stokoe (from Art. 526(ii) up to and including Art. 527) (all Corporate and Democratic Services).

Also in Attendance: Chief Superintendent A Todd, Sergeant K Thompson and Sergeant C Bryce (all Police Scotland) (all up to and including Art. 526); Area Manager G Pryde and Group Manager B McLintock (both Scottish Fire and Rescue Service) (both up to and including Art. 526); and G Low and M McLaren (Tenants' Representatives).

Councillor Brawn, Convener, Presiding.

The Convener led the discussion for Arts. 521-523, 527-528 and 530-532, and the Vice-Convener for Arts. 524-526 and 529.

### **521. WELCOME AND APOLOGIES**

The Convener welcomed all those present to the meeting. The Convener thanked Councillor P Barrett for his work and commitment as the previous Convener of the Committee. Councillor P Barrett responded by thanking the Convener, members of the committee and Council staff.

### **522. DECLARATIONS OF INTEREST**

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

### **523. MINUTE OF THE MEETING OF THE HOUSING AND COMMUNITIES COMMITTEE OF 21 AUGUST 2019 FOR APPROVAL AND SIGNATURE**

The minute of the meeting of the Housing and Communities Committee of 21 August 2019 (Arts. 385-394) was submitted, approved as a correct record and authorised for signature.

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

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

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

The Committee received and noted a joint verbal report from Area Manager G Pryde and Group Manager B McIntock of the Scottish Fire and Rescue Service (SFRS) on information which was not to be made publicly available.

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

Police Scotland had no operational update to report.

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

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

**(i) Scottish Fire and Rescue Service Quarterly Performance Report – 1 July to 30 September 2019**

There was submitted a report by Area Manager G Pryde, Scottish Fire and Rescue Service (19/295) on the performance of the SFRS against the priorities, performance indicators and targets detailed within the Local Fire and Rescue Plan for Perth and Kinross 2017-20, for the second quarter, 1 July to 30 September 2019.

Councillor Drysdale made reference to the recent fire which resulted in a loss of life at the B&M Store in the St Catherine's Retail Park, Perth and queried exactly how the Scottish Fire and Rescue Service mobilise to deal with such a large-scale fire and how support is provided from other parts of the country. In response Area Manager Pryde confirmed that at the peak of the fire fifteen appliances were in attendance, made up from appliances from Perth Fire Station, other areas of Perth and Kinross with additional appliances coming from across Scotland. He further commented that very positive multi-agency work was carried out with colleagues in Police Scotland and from the Council. Group Manager McIntock further commented that a multi-agency meeting involving all partners was quickly organised which helped bring the incident under control. He further commented that the fire was brought under control within 2-3 hours.

Councillor Barrett made reference to the recent publication of the Grenfell Tower Inquiry report and queried what communications and engagement activity the Scottish Fire and Rescue Service and the Council are planning in the immediate future in order to provide the

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correct advice to residents around the best safety advice in the event of a fire occurring in a multi-storey property.

In response Area Manager Pryde confirmed that as the Inquiry has been ongoing the Scottish Fire and Rescue Service Prevention Protection National Directorate have been monitoring the situation and will review the report and make sure any lessons required to be learned are learnt across the whole of Scotland. He further commented that they will continue to work with the Council in order to keep promoting the 'Staysafe' message. Group Manager McLintock further commented that a lot of work continues to be carried out with Perth and Kinross Council around high-rise buildings which will continue alongside the Grenfell report being analysed fully.

**Resolved:**

The performance of the Scottish Fire and Rescue Service in Perth and Kinross area for the first quarter, 1 April to 30 June 2019, as detailed in Report 19/222, be noted.

D STOKOE ENTERED THE MEETING DURING THE FOLLOWING ITEM.

**(ii) Perth and Kinross Local Policing Area – Quarterly Performance Report – 1 July to 30 September 2019**

There was submitted a report by Chief Superintendent A Todd, Police Scotland 'D' Division (Tayside) (19/296) on the performance of Police Scotland against the local policing priorities for the Perth and Kinross area as set out in the Local Policing Plan for the second quarter, 1 July to 30 September 2019.

Councillor Watters made reference to the new personal devices that have been issued to all officers and queried if these have now been rolled out to all front-line officers and whether any analysis has been carried out which shows an increase in productivity of officers. In response Chief Superintendent Todd confirmed that the devices have now been rolled out across the entirety of Tayside up to the rank of Inspector and feedback from officers has been very positive. He further commented that the devices were still in development with new features being added continually and that the roll-out across other divisions in Scotland was now underway with a built-in review period where analytical analysis of any efficiency / productivity gains will be carried out by an outside agency on the business benefits of the devices.

Councillor Drysdale made reference to the emerging issue of 'county lines' and 'cuckooing' and asked for a more details on exactly what 'county lines' is and why Perth and Kinross may be targeted for this type of criminality. In response Chief Superintendent Todd confirmed that the term 'county lines' is a term used to describe a method of the sale and supply of drugs which has been well established throughout

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the UK and other areas of Scotland which is predominately based in large urban areas where individuals are sent to effectively work as a satellite where drugs are transported to this person who then distributes these out in the area. He further commented that these methods generally prey upon vulnerable people in the community who either may host these individuals or operate on their behalf which is where the 'cuckooing' element comes from. He further commented that although it is an emerging trend in Perth and Kinross it is not yet deemed to be a problem.

Councillor Brawn made reference to recently carried out focussed patrols on the A9, A90 and A93 and queried whether these could be repeated in future on a more regular basis. In response Chief Superintendent Todd confirmed that operations that run on priority routes will be intelligence led which unfortunately comes down to accident history continually highlighting these routes as being problematic so will continue to be targeted.

Councillor Jarvis made reference to the stop and search figures detailed in the report producing a 50% positive result and queried how these figures compare against other areas in Scotland. In response Chief Superintendent Todd confirmed that it is very difficult to compare area against area due to the fact that each area can be vastly different with their own challenges. He further commented that he was content with the level of activity and success in this area and would be wary of discouraging officers from using the tactic but also would not like to encourage them to misuse it.

**Resolved:**

The performance of Police Scotland against the local policing priorities for the Perth and Kinross area as detailed in Report 19/296 be noted.

CHIEF SUPERINTENDENT A TODD, SERGEANT K THOMPSON AND SERGEANT C BRYCE, AREA MANAGER G PRYDE AND GROUP MANAGER B MCLINTOCK ALL LEFT THE MEETING AT THIS POINT.

**527. COMMUNITY PLANNING PARTNERSHIP UPDATE**

There was submitted and noted a report by the Depute Chief Executive, Chief Operating Officer (19/297) providing an update on progress with Community Planning priorities since the last update on 21 August 2019.

D STOKOE LEFT THE MEETING AT THIS POINT

**528. HOUSING AND ENVIRONMENT SIX MONTH PERFORMANCE SUMMARY 2019/20 - EXCEPTION REPORT**

There was submitted a report by the Executive Director (Housing and Environment) (19/298) reviewing the performance of Housing and Environment

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against its Business Management and Improvement (BMIP) for the period 1 April to 30 September 2019.

**Resolved:**

- (i) The Housing and Environment Six Month Performance Summary 2019/20, as detailed in Appendix 1 to Report 19/298, and pertaining to this Committee's area of responsibility, be approved.
- (ii) It be noted that Report 19/298 would be submitted to the Environment and Infrastructure Committee later today for approval pertaining to that Committee's areas of responsibility;
- (iii) It be noted that Report 19/298 would be submitted to the Scrutiny Committee on 27 November 2019 for scrutiny and comment as appropriate.

**529. EDUCATION AND CHILDREN'S SERVICES INTERIM PERFORMANCE SUMMARY 2019**

There was submitted a report by the Executive Director (Education and Children's Services) (19/299) reviewing the performance of the Education and Children's Services against its Business Management and Improvement (BMIP) for the period since 1 April 2019.

**Resolved:**

- (i) The Education and Children's Services Interim Performance Summary 2019, as detailed in Appendix 1 to Report 19/299, and pertaining to this Committee's area of responsibility, be approved.
- (ii) It be noted that Report 19/299 would be submitted to the Lifelong Learning Committee on 6 November 2019 for approval pertaining to that Committee's areas of responsibility;
- (iii) It be noted that Report 19/299 would be submitted to the Scrutiny Committee on 27 November 2019 for scrutiny and comment as appropriate.

**530. RENT ARREARS UPDATE AND THE IMPACT OF UNIVERSAL CREDIT (UC)**

There was submitted a report by the Executive Director (Housing and Environment) (19/300) providing an overview of performance in relation to rent arrears and the impacts of Universal Credit (UC) twelve months on from the introduction of full service.

**Resolved:**

- (i) The contents of Report 19/300, including the analysis of rent arrears and the benchmarking performance, be noted.
- (ii) The Executive Director (Housing and Environment) to submit a further update to Committee for performance in 2019/20, in August 2020.
- (iii) The Executive Director (Housing and Environment) to bring a further report to the next meeting on actions taken by the service to manage arrears and steps within current budgets or contained within the HRA budget for 2020/21 to mitigate the impact of universal credit.
- (iv) A briefing session to be arranged for all Councillors to provide more detail on this subject.

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C CRANMER LEFT THE MEETING AT THIS POINT.

**531. STRATEGIC HOUSING INVESTMENT PLAN**

There was submitted a report by the Executive Director (Housing and Environment) (19/301) seeking approval of the revised Perth and Kinross Council Strategic Housing Investment Plan for the period 2020 to 2024/25.

**Resolved:**

- (i) The revised Perth and Kinross Council Strategic Housing Investment Plan 2020/21 - 2024/25, as detailed in Appendix 1 to Report 19/301, be approved.
- (ii) The Executive Director (Housing and Environment) be authorised to ensure that where projects fall out of the plan, alternative projects prioritised in the same way can be substituted.

**532. ANNUAL ASSURANCE STATEMENT – SCOTTISH HOUSING REGULATOR**

There was submitted a report by the Executive Director (Housing and Environment) (19/302) providing an overview of the new requirement for Perth and Kinross Council to submit an Annual Assurance Statement to the Scottish Housing Regulator (SHR).

**Resolved:**

- (i) The new Regulatory Framework and the requirement to submit an Annual Assurance Statement to the Scottish Housing Regulator (SHR) be noted.
- (ii) The Annual Assurance Statement, as detailed in Appendix 2 to Report 19/301, be approved.

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ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

Minute of meeting of the Environment and Infrastructure Committee held in the Council Chamber, 2 High Street, Perth on 30 October 2019 at 1.00pm.

Present: Councillors A Forbes, C Ahern (substituting for K Baird), A Bailey, M Barnacle, S Donaldson, J Duff, T Gray (substituting for C Stewart), A Jarvis, G Laing, R McCall, T McEwen (substituting for W Williamson), A Parrott, C Reid, W Robertson and R Watters (substituting for D Doogan).

In Attendance: B Renton, Executive Director (Housing and Environment); K McNamara, Depute Director (Housing and Environment); M Butterworth, S Best, A Clegg, F Croft, S D'All, D Davidson, P Dickson, A Graham, C Hendry, H Hope, C Haggart, M Lees, C McQueen, L McLean, N McGill, K Smith, A Strang, R Stewart, D Stubbs and G Walker (all Housing and Environment Service); S Hendry and K Molley (Corporate and Democratic Services);

Also in Attendance: D McCann, Crieff Succeeds (for Art. 536); E Whitaker and J Robertson, Limelight Sports (for Art. 537).

Apologies: Councillors K Baird, D Doogan and M Williamson.

Councillor A Forbes, Convener, Presiding.

533. WELCOME AND APOLOGIES

Councillor A Forbes welcomed everyone to the meeting and apologies were noted above.

Councillor A Forbes and members of the Committee congratulated two Perthshire Bloom Groups (Beautiful Perth and Brig in Bloom) for achieving awards in the RHS Britain in Bloom Awards 2019.

534. DECLARATIONS OF INTEREST

In terms of Councillors' Code of Conduct:

- (i) Councillor J Duff declared a non-financial interest in Art. 543.
- (ii) Councillor R McCall declared a non-financial interest in Arts. 536 and 544.
- (iii) Councillors A Bailey and A Parrott declared a non-financial interest in Art. 547.
- (iv) Councillor A Forbes declared a financial interest in Art. 537.

Councillor A Forbes confirmed that he would leave the meeting during consideration of Art. 537. In terms of Standing Order 16, it was unanimously agreed that Councillor R McCall would chair the meeting during consideration of Art. 537.

535. MINUTE OF PREVIOUS MEETING

The minute of the meeting of the Environment and Infrastructure Committee of 21 August 2019 (Arts. 395-402) was submitted and approved as a correct record and authorised for signature.

536. EVENT FUNDING APPLICATION – CRIEFF FIRE & LIGHT FESTIVAL EVENT

There was submitted a report by the Executive Director (Housing and Environment) (19/303) (1) outlining the request received from the Crieff Succeeds Ltd Business Improvement District, to support the development of a performance event which is to be staged in Crieff in early 2020; and (2) recommending £24,900 support in line with the provision through the 2019/20 revenue budget, to support start up events in rural Perth and Kinross, based on criteria previously agreed by the Environment and Infrastructure Committee.

Resolved:

- (i) The background to the development of the Crieff Fire and Light Festival event by the Crieff Succeeds Ltd Business Improvement District, as set out in Report 19/303, be noted.
- (ii) A grant of up to £24,900 be awarded from the 2019/20 revenue budget for rural events in principle, subject to the conditions detailed in Report 19/303.

COUNCILLOR A FORBES LEFT THE MEETING AND COUNCILLOR R MCCALL TOOK THE CHAIR.

537. ETAPE CALEDONIA EVENT

There was submitted a report by the Executive Director (Housing and Environment) (19/304) (1) updating the Environment and Infrastructure Committee on the Etape Caledonia event; and (2) asking the Committee to approve the continued use of the roads network for the purposes of the Etape Caledonia event for the period 2021 to 2023 inclusive.

Resolved:

- (i) It be noted that the Etape Caledonia event will continue to be operated by Limelight Sports under licence from IMG.
- (ii) The use of the roads network for the purposes of the Etape Caledonia event by Limelight Sports on the basis of the existing approved 85 miles route (and 40 miles option) for 2021, 2022 and 2023, be approved.

COUNCILLOR A FORBES RETURNED TO THE MEETING AND TOOK THE CHAIR.

538. HOUSING AND ENVIRONMENT SIX MONTH PERFORMANCE 2019-20 – EXCEPTION REPORT

There was submitted a report by the Executive Director (Housing and Environment) (19/298) reviewing the performance of Housing and Environment

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against its Business Management and Improvement Plan (BMIP) for the period 1 April to 30 September 2019.

Resolved:

- (i) The contents of the first combined Housing and Environment six-month performance summary, attached at Appendix 1 to Report 19/298, pertaining to this Committee's areas of responsibility, be approved.
- (ii) It be noted that Report 19/289 had been approved by the Housing and Communities Committee on 30 October 2019 pertaining to that Committees areas of responsibility.
- (iii) It be noted that Report 19/289 would be submitted to the Scrutiny Committee on 27 November 2019 for scrutiny and comment as appropriate.

539. ROADS ASSET ANNUAL STATUS REPORT – 2018/19

There was submitted a report by the Executive Director (Housing and Environment) (19/305) (1) presenting a status summary of the Council's roads assets based upon the latest published Scottish local authority data as at 31 March 2019; and (2) describing the current condition of the asset; the standards achieved and providing performance indicator information to allow benchmarking of results.

Resolved:

- (i) The contents of the Roads Asset Status Report, together with the condition and performance of the Council's Road assets at 31 March 2018, as set out in Appendix 2 to Report 19/305, be endorsed.
- (ii) The Executive Director (Housing and Environment) be requested to continue to submit an annual report on the performance of, and investment in, the Council's Roads assets in accordance with the approved Asset Management Plan, including benchmarking information.

540. GREENSPACE ASSET ANNUAL STATUS REPORT

There was submitted a report by the Executive Director (Housing and Environment) (19/306) (1) presenting a status summary of the Council's Greenspace assets based upon the latest published Scottish local authority data as at 31 March 2019; and (2) describing the current condition of the asset; the standards achieved and provides performance indicator information.

Resolved:

- (i) The contents of report 19/306 be noted.
- (ii) The Executive Director (Housing and Environment) be requested to continue to submit an annual report on the performance of, and investment in, the Council's Greenspace Assets in accordance with the approved Asset Management Plan, including benchmarking information.

541. ANNUAL PLANNING ENFORCEMENT REPORT 2018/19

There was submitted a report by the Executive Director (Housing and Environment) (19/307) (1) analysing performance within the Planning and

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Enforcement function of the Planning Service for the year 2018/19; and (2) seeking Committee approval for the future reporting of performance.

Resolved:

- (i) The Annual Planning Enforcement Report 2018/19 be noted.
- (ii) The Executive Director (Housing and Environment) be requested to bring forward a further report following a publication of the annual performance statistics for 2019/20.
- (iii) Further discussion to take place at the Planning, Policy, Practice and Improvement Member/Officer Working Group on the level of detail to be provided in future committee reports on performance within this area.

542. QUEEN'S BRIDGE AND OLD PERTH BRIDGE – BRIDGE STRENGTHENING WORKS

There was submitted a report by the Executive Director (Housing and Environment) (19/308) advising the Committee on the extent and the timing of the identified bridge strengthening works to Queen's Bridge and Old Perth Bridge in Perth.

Resolved

- (i) Officers' revised scheduling of the works and the postponement of the identified 'above deck' bridge strengthening works until after the opening of the Cross Tay Link Road in light of the traffic modelling exercise which has been carried out be noted.
- (ii) It be noted that officers may be required to bring any future works forward to safeguard the travelling public should the bridge(s) condition deteriorate significantly in the interim period.

543. FLOOD PROTECTION STUDIES – PITLOCHRY AND ABERFELDY

There was submitted a report by the Executive Director (Housing and Environment) (19/309) (1) describing the Council's flood protection studies at two separate locations – Pitlochry and Aberfeldy; (2) recommending that flood protection schemes are taken forward in both areas as they are deemed to be economically viable using relevant assessment criteria; and (3) recommending that the schemes are submitted to SEPA for national prioritisation and inclusion in the next Tay Flood Risk Management Strategy and Local Flood Risk Management Plan.

Resolved:

- (i) The Completion of the Pitlochry and Aberfeldy Flood Protection Studies as required by the Tay Flood Risk Management Strategy and Local Flood Risk Management Plan be noted.
- (ii) It be noted that separate public engagement events have been held to disseminate the findings of both flood protection studies.
- (iii) The recommended proposals for flood protection schemes in Pitlochry and Aberfeldy be approved.
- (iv) It be agreed that details of the recommended flood schemes be submitted to SEPA for national prioritisation and inclusion in the next Tay Flood Risk Management Strategy, due to be published in December 2021.

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- (v) It be agreed that the recommended schemes be included in the next Tay Local Flood Risk Management Plan, due for publication in June 2022.

544. WASTE MANAGEMENT PLAN 2010-2025 – PROGRESS REPORT

There was submitted a report by the Executive Director (Housing and Environment) (19/310) (1) providing an update on progress with the Action Plan of the Perth and Kinross Council Waste Management Plan; and (2) recommending approval of the new actions 99-101 (shown in Appendix 1B) which are in line with recent national regulatory and strategic developments.

Resolved:

- (i) The annual update on progress on the Waste Management Action Plan be endorsed.
- (ii) The new actions (number 99-101) of the Waste Management Action Plan, set out in Appendix 1B of Report 19/310, be approved.
- (iii) The Executive Director (Housing and Environment) be requested to bring back a further progress report in October 2020.
- (iv) The Executive Director (Housing and Environment) to circulate a response to members of the committee for information prior to responding to the Scottish Government's Deposit and Return Scheme for Scotland Regulations prior to the closing date of the representation period on 10 December 2019.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 3.25PM.

545. PERTH AND KINROSS OUTDOOR ACCESS FORUM ANNUAL REPORT 2018-19

There was submitted a report by the Executive Director (Housing and Environment) (19/311) summarising the activities and progress of the Perth and Kinross Outdoor Access Forum over the last year and recommending the appointment of one new member to the Forum.

Resolved:

- (i) The appointment of three new members and the re-appointment of one member for a period of four years, with the members being retained in their appointments for at least a further year, as recommended in Appendix 1 to Report 19/311, be confirmed.
- (ii) The Executive Director (Housing and Environment) be delegated to fill any casual vacancy arising in this period through recruitment by Forum members as detailed within the Forum's Term of Reference.
- (iii) The activities and progress of the Perth and Kinross Outdoor Access Forum from September 2018, and ongoing commitment to maximise effective partnership working to make the best of exceptional landscapes, paths and networks and access rights for all within Perth and Kinross, be noted.

546. FREE FESTIVE PARKING 2019 AND 2020

There was submitted a report by the Executive Director (Housing and Environment) (19/312) recommending that the Free Festive Parking initiative

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operates on each weekend in December 2019 from Saturday 30 November until Sunday 29 December 2019 inclusive, and on each weekend in December 2020 from Saturday 5 December until Sunday 29 December 2020 inclusive in all Council operated car parks across the whole Perth and Kinross area.

Prior to consideration of the report, the Executive Director (Housing and Environment) advised the committee that in addition to the information contained within Report 19/312, it had been confirmed by Stagecoach East Scotland that they would be offering free bus travel within their Perth city zone boundary every Saturday and Sunday until noon from 30 November until 22 December 2019 inclusive.

Motion (Councillors A Bailey and A Parrott):

- (i) This committee agrees to offer free parking on each weekend in December from Saturday 30 November until Sunday 29 December 2019 in all Council operated car parks across the whole Perth and Kinross area, as set out in Appendix 1 of Report 19/312.
- (ii) This Committee is committed to continuing to support traders in future years by bolstering visitor numbers to the City and Town centres through the festive period. It notes however that the current incentive only applies to car users.
- (iii) Following Council's passing of a "Climate Change Emergency" motion in June 2019, and in order to support those without access to private transportation, this committee asks officers to investigate proposals for 2020 and beyond which will also incentivise and reward people who use public transport to visit our towns and city to shop in the festive period, and submit a report to the August 2020 meeting of the committee.

Resolved:

In accordance with the Motion.

547. CONSULTATION REPLY ON NATIONAL TRANSPORT STRATEGY

There was submitted a report by the Executive Director (Housing and Environment) (19/320) seeking approval of officers' reply to the Scottish Government's consultation on the draft National Transport Strategy for Scotland.

Resolved:

The response to the consultation, as set out in Appendix 1 to Report 19/320, be approved.

548. NORTH INCH GOLF COURSE ANNUAL REPORT 2018/19

There was submitted a report by the Executive Director (Housing and Environment) (19/313) bringing forward the North Inch Golf Course – Annual Report 2018/19, based on the previously approved Business Plan.

Resolved:

- (i) The North Inch Golf Course Annual Report 2018/19 be noted.

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- (ii) The Executive Director (Housing and Environment) be requested to bring the 2019/20 Annual Report to the Environment and Infrastructure Committee in November 2020.
- (iii) The Executive Director (Housing and Environment) be requested to bring a realigned and extended business plan to the Environment and Infrastructure Committee in November 2020.

549. WORKS TO PRIVATE/UNADOPTED ROADS AND FOOTWAYS

There was submitted a report by the Depute Director (Housing and Environment) (19/314) outlining a recommended list of roads to be considered for bringing to a standard where they can subsequently be adopted by Perth and Kinross Council, and for assisting residents in meeting the cost of this work.

Resolved:

- (i) The work undertaken to date, as set out in Report 19/314, be noted.
- (ii) The continuation of these works, subject to the frontage proprietor's written agreement to the sharing of costs and within the approved budget until the budget is exhausted, be approved.

550. ACTIVE TRAVEL STRATEGY – RE-DETERMINATION OF FRONT ROW, ABERARGIE – FOOTWAY FOR SHARED USE

There was submitted a report by the Depute Director (Housing and Environment) (19/315) seeking approval to commence the legal process to propose to re-determine the footway at Front Row, Aberargie (Ward 9) to shared use for pedestrians and cyclists.

Resolved:

The legal process for the promotion of a Redetermination Order, to allow the footway at Front Row, Aberargie (Appendix 1 to Report 19/315) to be converted to shared use for pedestrians and cyclists, be approved.

551. ACTIVE TRAVEL STRATEGY – RE-DETERMINATION OF FRONT ROW, AUCHTERARDER – FOOTWAY FOR SHARED USE

There was submitted a report by the Depute Director (Housing and Environment) (19/316) seeking approval to commence the legal process to re-determine the footway at Western Road, Auchterarder (Ward 7) to be shared use for pedestrians and cyclists.

Resolved:

The legal process for the promotion of a Redetermination Order, to allow the footway at Front Row, Auchterarder (Appendix 1 to Report 19/316) to be converted to shared use for pedestrians and cyclists, be approved.

552. PROPOSED 30MPH SPEED LIMIT AT DUCCESS STREET (U38), STANLEY

There was submitted a report by the Depute Director (Housing and Environment) (19/317) to introduce a 30mph speed limit at Duchess Street (U38)

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Stanley (Ward 5); and (2) recommending the start of varying the Traffic Regulation Order for the 30mph Speed Limit.

Resolved:

The promotion of a variation to the relevant Traffic Regulation Order to allow the start of the process towards the introduction of a 30mph speed limit at Stanley, as described in Report 19/317, be approved.

553. PROPOSED 30MPH AND 40MPH SPEED LIMITS AT BUTTERSTONE (A923)

There was submitted a report by the Depute Director (Housing and Environment) (19/318) detailing a proposal to introduce 30mph and 40mph speed limits at Butterstone (A923) (Ward 5); and (2) recommending the start of varying the Traffic Regulation Order for 30mph and 40mph Speed Limits.

Resolved:

The promotion of a variation to the relevant Traffic Regulation Order to allow the start of the process towards the introduction of 30mph and 40mph speed limits at Butterstone, as described in Report 19/318, be approved.

554. PROPOSED 40MPH SPEED LIMIT AT MEIGLE (A94, B954 & C22)

There was submitted a report by the Depute Director (Housing and Environment) (19/319) detailing a proposal to introduce a 40mph speed limit at Meigle (A94, B954 & C22), (Ward 2); and (2) recommending the start of varying the Traffic Regulation Order for the 40mph Speed Limit.

Resolved:

The promotion of a variation to the relevant Traffic Regulation Order to allow the start of the process towards the introduction of a 40mph speed limit at Meigle (A94, B954 and C22) as described in Report 19/319, be approved.

555. TRAVEL AMBASSADOR

The Committee thanked Councillor L Simpson for his contribution in his role as the Council's Travel Ambassador.

Resolved:

Councillor D Illingworth replace Councillor L Simpson as the Council's Travel Ambassador to promote sustainable travel across elected members and members of the community to support the Sustran project.

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## **LIFELONG LEARNING COMMITTEE**

Minute of meeting of the Lifelong Learning Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 6 November 2019 at 1.00pm.

Present: Councillors C Shiers, J Duff, H Anderson, K Baird, A Forbes, X McDade, T McEwan, B Pover, J Rebbeck, C Reid, F Sarwar and L Simpson; Mr A Charlton, Mr A Ferguson, Mrs P Giles, Mr M Gowrie and Canon T Shields.

In attendance: S Devlin, Executive Director (Education and Children's Services); J Pepper, H Robertson, G Boland, S Johnston, D Macleod, G Doogan, P Davison and L Mackay (all Education and Children's Services); C Flynn and L Brown (all Corporate and Democratic Services).

Apologies for absence: Councillor C Purves; Mr J Bell, Mrs A McAuley, Mr D McBride and Mrs C Weston.

The Convener led discussion on Arts.556-560 and 562 and Vice-Convener Duff on Arts.561 and 563.

Councillor C Shiers, Convener, Presiding.

### **556. WELCOME AND APOLOGIES**

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

### **557. DECLARATIONS OF INTEREST**

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

### **558. MINUTES**

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

The minute of meeting of the Lifelong Learning Committee of 4 September 2019 (Arts. 419-431) was submitted, approved as a correct record and authorised for signature.

#### **(ii) Executive Sub-Committee**

The minute of meeting of the Executive Sub-Committee of the Lifelong Learning Committee of 19 August 2019 was submitted and noted.  
**(Appendix I)**

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

The minute of meeting of the Joint Negotiating Committee for Teaching Staff of 18 June 2019 was submitted and noted. **(Appendix II)**

**559. MINUTE OF MEETING OF THE CHILDREN YOUNG PEOPLE AND FAMILIES PARTNERSHIP OF 1 MARCH 2019**

The minute of meeting of the Children, Young People and Families Partnership of 14 June 2019 was submitted and noted.

**560. ATTAINMENT AND PUPIL EQUITY FUNDING UPDATE 2019**

There was submitted a report by the Executive Director (Education and Children's Services) (19/322) (1) providing a progress update for 2019 on Attainment and closing the poverty-related attainment gap and the use of Pupil Equity Funding (PEF) and (2) presenting information on a range of measures designed to both improve performance and monitor progress of improvements, meeting the requirements to report on the National Improvement Framework for education.

**Resolved:**

- (i) The contents of Report 19/322 be noted.
- (ii) It be noted that Report 19/322 would also be submitted to the Scrutiny Committee on 27 November 2019 for scrutiny and comment as appropriate.

**561. EDUCATION AND CHILDREN'S SERVICES INTERIM PERFORMANCE SUMMARY 2019**

There was submitted a report by the Executive Director (Education and Children's Services) (19/299) reviewing the performance of the Education and Children's Services against its Business Management and Improvement Plan for the period since 1 April 2019.

**Resolved:**

- (i) The contents of the Education and Children's Services Interim Performance Summary 2019, as detailed in Appendix 1 to Report 19/299, be accepted.
- (ii) It be noted that Report 19/299 would also be submitted to the Scrutiny Committee on 27 November 2019 for scrutiny and comment as appropriate.

**562. CARERS STRATEGY 2019-2022 FOR YOUNG AND ADULT CARERS**

There was submitted a report by the Executive Director (Education and Children's Services) (19/323) (1) presenting the development of a Carers Strategy 2019 - 2022 for Young and Adult Carers; (2) seeking approval to implement the Strategy for Young Carers; (3) detailing how The Carers (Scotland) Act 2016 will be implemented in Perth and Kinross; and (4) highlighting the impact of providing unpaid care and reinforcing the importance of establishing an appropriate support framework for Young Carers.

**Resolved:**

- (i) The Carers Strategy 2019 – 2022, as it relates to Young Carers, and the associated action plan set out in Outcome 7 of the Strategy, be approved.
- (ii) The minor amendments to the Getting it Right for Young Carers; a Framework for Support, be noted.



**563. POLICY AND GUIDELINES FOR ADMISSIONS TO EARLY LEARNING  
AND CHILDCARE SETTINGS SESSION 2020/21**

There was submitted a report by the Executive Director (Education and Children's Services) (19/324) seeking approval of the updated Policy and Guidelines for admission to Early Learning and Childcare Settings 2020/21.

**Resolved:**

- (i) The changes to the operational procedures within the Policy and Guidelines for Admission to Nursery Schools and Classes for School Session 2019-20, as detailed in paragraphs 2.2.1 to 2.2.8 of Report 19/324, be noted.
- (ii) The updated priority admission categories of the Policy and Guidelines for Admission to Early Learning and Childcare Settings for School Session 2019-20, as outlined in Appendix 4 to Report 19/324, be approved.

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EXECUTIVE SUB-COMMITTEE OF THE LIFELONG LEARNING COMMITTEE

Minute of Meeting of the Executive Sub-Committee of the Lifelong Learning Committee held in the Council Chamber, Council Building, 2 High Street, Perth on Monday 19 August 2019 at 10.00am.

Present: Councillors C Shiers, J Duff, W Wilson, H Anderson (substituting for X McDade) and J Rebbeck.

In Attendance: S Johnston, Interim Head of Education, J Chiles, G Knox, B Scott, S Davis Acting Head Teacher, Cleish Primary School and L Verdot, Head Teacher, Fairview School Nursery, (all Education and Children's Services); L Brown, Corporate and Democratic Services.

Apology for Absence: Councillor X McDade.

Councillor C Shiers, Convener, Presiding.

1. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting. An apology for absence was noted as above.

2. DECLARATIONS OF INTEREST

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

3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Executive Sub-Committee of the Lifelong Learning Committee of 20 May 2019 was submitted, approved as a correct record and authorised for signature.

4. STANDARDS AND QUALITY IN SCHOOLS, LEARNING COMMUNITIES AND PRE-SCHOOL CENTRES/DAY CARE OF CHILDREN

There was submitted a report by the Executive Director (Education and Children's Services) (19/216), setting out the key findings following inspections of pre-school centres and schools undertaken by Education Scotland and, by exception, Care Inspectorate inspections on the day care of children since the Executive Sub-Committee of Lifelong Learning Committee on 20 May 2019.

Resolved:

The key findings of the inspection reports as appended to Report 19/216 be noted as follows:

- (i) Cleish Primary School (Appendix 1)
- (ii) Fairview School Nursery (Appendix 2)

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- (iii) Summary of Education Scotland Inspections 2016/17 to date (Appendix 3)
- (iv) Education Scotland Inspections: National and Comparator Authority Benchmarking 2016/17 to 2017/18 (Appendix 4)
- (v) Summary of Care Inspectorate Day Care of Children Inspections Financial Year 2018/19 to 2019/20 (Appendix 5)
- (vi) Care Inspectorate Day Care of Children Inspections: National and Comparator Authority Benchmarking 2016/17 to date (Appendix 6)

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**JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF**

Minute of meeting of the Joint Negotiating Committee for Teaching Staff (JNCT) held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Tuesday 18 June 2019 at 2.30pm.

**Present:**                   **Representing Perth and Kinross Council**  
Councillors J Duff, J Rebbeck and C Shiers; S Devlin,  
M Donaghy, S Hagney, R Hill, S Johnston and D MacLeod, (all  
Education and Children's Services); P Johnstone (Corporate &  
Democratic Services).

**Representing Teachers' Associations**  
E Campbell, M Laurie, C Rose, M Swan and C Weston (all  
EIS); M Mackie (SSTA) and S Topen-Cooper (NASUWT).

**In Attendance:**       A McAuley, Joint Secretary (Trade Unions); C Flynn and  
K Molley (for Joint Secretary, Management).

Councillor J Duff, Convener, Presiding.

**1.     APPOINTMENT OF CONVENER**

Nominations were sought for the appointment of Convener.

Councillor C Shiers, seconded by Councillor J Rebbeck nominated Councillor J Duff. There being no other nominations, Councillor Duff was appointed Convener for the Management side.

**2.     APPOINTMENT OF VICE-CONVENER**

Nominations were sought for the appointment of Vice-Convener.

C Weston, seconded by M Swan nominated M Laurie. There being no other nominations, M Laurie was appointed Vice-Convener for the Trade Union Representatives.

**3.     APOLOGIES**

There were no apologies.

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

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

**5. ANNUAL REVIEW OF MEMBERSHIP**

It was agreed that changes to the membership of the Teachers and Management sides would be reported to the September meeting.

**6. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Joint Negotiating Committee for Teaching Staff of 19 March 2019 was submitted and approved as a correct record.

**7. MATTERS ARISING**

**(i) Health and Wellbeing**

The new Health and Wellbeing policy was approved at the Strategic Policy and Resources Committee on 17 April 2019. The implementation plan will be shared with union representatives and training will be provided on the new policy. An implementation date for the Health and Wellbeing policy has been set for autumn.

The committee noted the position.

**8. REPORTS OF VIOLENCE AND AGGRESSION AGAINST STAFF IN PERTH AND KINROSS SCHOOLS – TERM 3, ACADEMIC SESSION 2018/19**

There was submitted a report by the Executive Director (Education & Children's Services) (G/19/90) which provided an analysis of reported incidents of violence and aggression against staff in schools during term 3 of academic year 2018/19.

C Weston stressed that staff recognise that violence and aggression levels are increasing across schools and there appears to be a normalisation of some behaviours. Services need to continue to try and reduce incidents of violence and aggression in schools.

Councillor J Rebbeck mentioned when visiting some of the schools which were listed as having 20 or more incidents by the end of term 3, he observed that there did not seem to be a hostile environment at these premises. S Topen-Cooper added that this was due to staff being able to act and handle incidents in a professional manner.

The committee noted the contents of Report G/19/90.

**9. SHORT LIFE WORKING GROUP PROGRESS REPORT**

There was submitted a report by the Head of Education (Secondary and Inclusion) (G/19/91) regarding the establishment of a short life working group focusing on the increasing numbers of reported violence and aggression incidents. S Johnson suggested that a better reporting format was needed for JNC and there was a need to analyse our current practice in how to deal with

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certain incidents including the use of calm processes especially with young children.

M Mackie expressed concern that verbal aggression and swearing had been removed under the category list, meaning that these types of incidents were no longer being recorded. S Devlin added that the short life working group will make clear how these incidents are to be recorded. M Mackie also raised the issue of the proposed title of the report given that the information was actually recording incidents of violence and aggression towards staff rather than incidents of challenging and distressing behaviour for pupils. It was agreed that these points would be discussed at the working group.

S Topen-Cooper stated that it is important to distinguish between violence and aggression and distressed behaviour incidents as they should not be recorded as the same type of incident. It is vital that children suffering with distressed behaviour are receiving support in schools. C Weston added that it is important to keep in line with the Council's Health and Safety team and make sure that distressed behaviour incidents are being treated the same across the Council.

The committee noted the contents of Report G/19/91.

#### **10. EDUCATION AND CHILDREN'S SERVICES PLAN SUMMARY**

There was submitted a report by the Head of Education (Secondary and Inclusion) (G/19/92) on the summary of the Perth and Kinross Council Education Services Plan 2019-2020.

The committee noted the position.

#### **11. WORKING TIME AGREEMENTS – MONITORING PROCESS**

There was submitted a report by C Weston, Leader of the Teachers' side (G/19/93) on proposed Working Time Agreements negotiated and set within Perth and Kinross.

S Devlin advised the committee that the management side welcome this proposal and suggested that the management side work with the Trade Union representatives and come back to committee with a suitable proposal at the next meeting in September 2019.

The Committee:

- (i) Noted the position.
- (ii) Requested the Working Time Agreements – Monitoring Process report be brought back to committee in September 2019.

**12. DRAFT CALENDARS OF SCHOOL CLOSURES/ANNUAL LEAVE FOR ACADEMIC SESSIONS 2019/20 AND 2020/21**

There was submitted a report for information by the Executive Director (Education & Children's Services) on the proposals for the school term holiday dates for 2019-2020 and 2020-21.

S Johnston advised that committee that 2 extra in-service days on the 4 October 2019 and 22 May 2020 has been added to the 2019/20 calendar. There had also been a request made to change the holiday on Monday 4 May 2020 to Friday 8 May 2020 which is to be confirmed by COSLA.

In response to a question from S Topen-Cooper regarding the itinerary of the additional in-service days, S Devlin advised that the additional in-service days in Perth and Kinross schools are going to focus on workload and additional supports needs. It is up to each local authority to decide what their school should focus on during these extra in-service days. S Johnston added that it is important for schools to feedback through management and head teachers on what the main issues are.

The committee noted the position.

**13. UPDATE ON BERTHA PARK HIGH SCHOOL**

There was a verbal update by R Hill on Bertha Park High School. He advised that teachers are currently being appointed to the school and S1 and S2 classes are being finalised. Final works are being done to the building with the school due to open on the first day of term on 21 August 2019.

The committee noted the position.

**14. ANY OTHER COMPETENT BUSINESS**

S Topen-Cooper, on behalf of the Teachers' Side, gave recognition to the payroll team at Perth and Kinross Council for the smoothness of delivering the pay rise to all teaching staff.

The Convener referred to the resignation of R Hill, Head of Secondary and Inclusion, Education and Children's Services and wished him well in his new role at Dumfries and Galloway Council.

**15. DATE OF NEXT MEETING**

17 September 2019 at 2.30pm

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PERTH AND KINROSS LOCAL REVIEW BODY

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chamber, 2 High Street, Perth on Tuesday 12 November 2019 at 10.30am.

Present: Councillors H Anderson, R Watters and W Wilson.

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

Also Attending: C Brien and K Stirton (Art. 567(i) only) (Housing and Environment); M Terava (Corporate and Democratic Services); members of the public, including an agent.

Councillor H Anderson, Convener, Presiding.

564. DECLARATIONS OF INTEREST

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

565. MINUTES

The minute of meeting of the Local Review Body of 15 October 2019 (Arts. 510-512) was submitted and noted.

566. APPLICATION FOR REVIEW

- (i) **TCP/11/16(614)
Planning Application – 19/00619/FLL – Erection of a conservatory,
Ivybank Guest House, Boat Brae, Blairgowrie – Mr G Hack and
Mr N Robinson**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a conservatory, Ivybank Guest House, Boat Brae, Blairgowrie.

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

Decision:

Resolved by unanimous decision that:

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

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Thereafter, resolved by unanimous decision that:

- (ii) the Review application for erection of conservatory, Ivybank Guest House, Boat Brae, Blairgowrie, be refused for the following reason:
 - 1. The proposal, by virtue of its standardised “projecting bay” conservatory design and its position on the principal elevation, would result in an unsympathetic and incongruous appearance which is detrimental to the visual amenity of the host building.

Accordingly, approval would be contrary to Policies PM1A, PM1B (c) and RD1 (c) of the Perth and Kinross Local Development Plan 2014, which seek to ensure that development is designed to contribute positively to the quality of the surrounding built environment in order to respect the character and amenity of the place.

Justification

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

- (ii) **TCP/11/16(615)**
Planning Application – 19/00473/IPL – Residential development (in principle), land 110 metres south east of Birkfield Park, Rumbling Bridge – Alduis Ltd

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse residential development (in principle), land 110 metres south east of Birkfield Park, Rumbling Bridge.

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

Decision:

Resolved by unanimous decision that:

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

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for residential development (in principle), land 110 metres south east of Birkfield Park, Rumbling Bridge, be refused for the following reasons:
 - 1. The proposal is contrary to Policy ED1 of the Perth and Kinross Local Development Plan 2014 and Policy 7A of the proposed Perth and Kinross Local Development Plan, which identify the site for employment uses. A residential

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- development on this site would be contrary to this allocation and has not been justified.
2. Policy EP8 (Noise Pollution) of the Perth and Kinross Local Development Plan 2014 and Policy 54 of the proposed Perth and Kinross Local Development Plan seek to locate noise sensitive uses away from sources of noise generation. A Noise Impact Assessment is required on this site. The proposal is contrary to the policies as no Noise Impact Assessment has been submitted to demonstrate that this is a suitable site for the type of development proposed.
 3. Policy NE2B, Forestry Woodland and Trees of the Perth and Kinross Local Development Plan 2014 and Policy 38B of the proposed Perth and Kinross Local Development Plan require a tree survey to be submitted where there are trees on a site. There are trees on the site and no tree survey has been submitted, to enable suitable assessment to be carried out.

Justification

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

**(iii) TCP/11/16(616)
Planning Application – 19/00620/IPL – Erection of a dwellinghouse (in principle), land 50 metres south west of Belfield, Woodlands Road, Blairgowrie – Mr M Wojtowicz**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of a dwellinghouse (in principle), land 50 metres south west of Belfield, Woodlands Road, Blairgowrie.

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

Decision:

Resolved by unanimous decision that:

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

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of a dwellinghouse (in principle), land 50 metres south west of Belfield, Woodlands Road, Blairgowrie, be refused for the following reasons:
 1. The proposal is contrary to Policy PM1A of the Perth and Kinross Local Development Plan 2014, as the erection of

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a house on the site would not respect the character and amenity of this area of Rosemount. It would erode the semi-rural character if the area and any additional development would severely limit the prospects of making a positive contribution to the quality of the surrounding built and natural environment.

2. The proposal is contrary to Policy PM1B of the Perth and Kinross Local Development Plan 2014, criterion (b), as the erection of a dwelling would not respect the wider landscape character area of the site due to the detrimental impact it would have on the amenity value of the area, particularly when viewed from the public road and designated open space area that can be accessed by the public.
3. The proposal fails to comply with Policy 14A, Existing Open Space Retention and Provision, of the Proposed Perth and Kinross Local Development Plan, as the proposal would impact on the sense of openness and semi-rural nature of the area, which is a key characteristic of Rosemount. As a consequence, development on the site would have a detrimental impact upon the open space area designation, set what could be viewed as precedent and threaten the integrity of the wider open space designation.

Justification

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

THERE FOLLOWED A 20 MINUTE RECESS

(iv) TCP/11/16(617)

Planning Application – 19/00652/FLL – Application under Section 42 of the Town and Country Planning (Scotland) Act 1997 to remove condition 3 (occupancy) of permission 10/00184/FLL (erection of dwellinghouse and agricultural shed, formation of new access road), Easter Comrie, Keltneyburn, Aberfeldy – Mr N McAdam

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse an application under Section 42 of the Town and Country Planning (Scotland) Act 1997 to remove condition 3 (occupancy) of permission 10/00184/FLL (erection of dwellinghouse and agricultural shed, formation of new access road), Easter Comrie, Keltneyburn, Aberfeldy.

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

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Decision:

Resolved by unanimous decision that:

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

Thereafter, resolved by majority decision that:

- (ii) the Review application under Section 42 of the Town and Country Planning (Scotland) Act 1997 to remove condition 3 (occupancy) of permission 10/00184/FLL (erection of dwellinghouse and agricultural shed, formation of new access road), Easter Comrie, Keltneyburn, Aberfeldy, be granted due to the following:
 - 1. The Scottish Government Circular 3/2012, on Planning Obligations in relation to occupancy conditions.
 - 2. The material change in circumstances of the associated farm holding and the applicant since the grant of permission 10/00184/FLL.
 - 3. Changes in farming practice since the grant of permission 10/00184/FLL.

Justification

Whilst accepting that the proposal was contrary to the Development Plan, members considered there was reasonable justification for departing from the Plan, for the reasons listed above.

Note: Councillor Anderson dissented from the majority decision. He considered that the Appointed Officer's decision should be upheld and the application for removal of condition be refused. In his opinion, there was not sufficient justification to overturn the Appointed Officer's decision and removal of condition should not be granted.

**(iii) TCP/11/16(618)
Planning Application – 19/01280/FLL – Erection of a shed, 10
Kinmond Drive, Perth – Mr P Dix**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of a shed, 10 Kinmond Drive, Perth.

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

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information

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was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by majority decision that:

- (ii) the Review application for the erection of a shed, 10 Kinmond Drive, Perth, be refused for the following reason:
 - 1. The proposals as submitted would result in a cramped and over-intensive development of the site and cause the loss of private amenity space, to the extent that the space around the dwellinghouse would be inadequate to serve the purposes of the existing dwellinghouse, to the detriment of the house and surrounding area. Approval of the application would therefore be contrary to Policy RD1(c) of the Perth and Kinross Local Development Plan 2014.

Justification

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

Note: Councillor Wilson dissented from the majority decision. He considered the Appointed Officer's decision should be overturned and permission for the erection of a shed be granted. In his opinion, whilst accepting that the proposed shed was of substantial size, he felt there was sufficient space within the garden and immediate surrounding area to accommodate the proposed shed.

567. DEFERRED APPLICATION FOR REVIEW

- (i) **TCP/11/16(605)
Planning Application – 19/00503/FLL – Formation of vehicular access (in retrospect), South Inchmichael Farm, Errol, Perth, PH2 7SP – Morris Leslie Ltd.**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the formation of vehicular access (in retrospect), South Inchmichael Farm, Errol, Perth, PH2 7SP.

It was noted that, at its meeting of 23 July 2019, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without; (i) the applicant be requested to submit further information on the prospective scheme of landscaping referred to in the applicant's Notice of Review submission together also with the proposed structural landscaping of the entire existing and proposed building group at South Inchmichael Farm which would be served by the proposed access; and (ii) following the receipt of all further information, the application be brought back to the Local Review Body.

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It was further noted that at when the Local Review Body reconvened at its meeting of 17 September 2019, the Local Review Body were advised that the information requested by the Local Review Body at its meeting of 23 July 2019 had been received outwith the given timescale, and had therefore not been submitted to Interested Parties, including the Council's Development Management Service, for comment. As the requested further information had been received outwith the given timescale, in line with Local Review Body regulations, the requested further information was not presented before the Local Review Body. In light of this, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without; (i) interested parties and the Council's Development Management Team be invited to comment on the further information submitted by the applicant on the prospective scheme of landscaping referred to in the applicant's Notice of Review submission together also with the proposed structural landscaping of the entire existing and proposed building group at South Inchmichael Farm which would be served by the proposed access. On 12 November 2019, with all further information having been received, the Local Review Body reconvened.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, insufficient information was before the Local Review Body to determine the matter without further procedure.
- (ii) the applicant be invited to submit further information on the construction specification for the proposed road as it would be fully constructed.
- (iii) the road construction specification and landscaping scheme to be submitted to the Council's Development Management Service and Perth and Kinross Heritage Trust.
- (iv) the applicant to carry out an archaeological survey of the land affected by the proposal, including the proposed road as would be fully constructed and prospective landscaping scheme: the terms of which, and agency for, the survey to have the prior written approval of the Council's Development Management Service, in consultation with Perth and Kinross Heritage Trust.
- (v) Any comment from the Council's Development Management Service and Perth and Kinross Heritage Trust, in light of all information received, on the proposed road as would be fully constructed.
- (vi) following the receipt of all further information and responses, the application be brought back to the Local Review Body.

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## **LICENSING COMMITTEE**

Minute of Meeting of the Licensing Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Thursday 14 November 2019 at 10.00am.

Present: Councillors C Ahern (Convener), K Baird, A Coates, A Parrott, J Rebbeck and R Watters.

In Attendance: PC C Forbes and PC K Chalmers (Police Scotland); M McLaren, S Michie, V Wisniewska and A Taylor (all Corporate and Democratic Services).

Apologies for Absence: Councillors R Brock, D Illingworth, R McCall, F Sarwar and M Williamson.

Councillor C Ahern (Convener), Presiding.

### **568. WELCOME AND APOLOGIES**

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

### **569. DECLARATIONS OF INTEREST**

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

### **570. MINUTES**

The Minute of Meeting of the Licensing Committee of 3 October 2019 (Arts. 504-509) was submitted and approved as a correct record.

### **571. CIVIC GOVERNMENT (SCOTLAND) ACT 1982 – TAXI FARE REVIEW**

There was submitted a report by the Head of Legal and Governance Services (19/325) outlining the findings of the most recent review of the scale of fares for taxis in Perth and Kinross, which took place in September 2019. The Council is required to carry out a review of the scale of fares for taxis in Perth and Kinross at intervals of not more than 18 months.

#### **Resolved:**

It be agreed that the existing scale of fares and tariffs for taxis in Perth and Kinross remain unchanged, provided that no responses are received after it has been advertised in the local press.

### **572. VARIATION OF CONDITION 7 OF STREET TRADERS LICENCE NO. ST313**

This item of business was withdrawn prior to the meeting.

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**573. APPLICATION FOR THE GRANT OF HOUSE IN MULTIPLE OCCUPANCY LICENCE NO. 14**

There was submitted a report by the Head of Legal and Governance Services (19/327), together with letters of objection received from a neighbour to the property, dated 24 September 2019 and 30 September 2019, regarding a Renewal of House in Multiple Occupancy Licence No. 14.

Mrs M Park, objector was in attendance, addressed the Committee and answered members' questions.

Mr and Mrs Wallace, the applicants were in attendance, addressed the Committee and answered members' questions.

FOLLOWING A SHORT ADJOURNMENT, THE COMMITTEE RECONVENED.

**Motion (Councillors C Ahern and K Baird) – The application for renewal of House in Multiple Occupancy Licence No. 14 be approved for a period of three years.**

Amendment (Councillor A Parrott and J Rebbeck) – The application for renewal of House in Multiple Occupancy Licence No. 14 be refused.

In terms of Standing Order 55, a roll call vote was taken.

2 Members voted for the Amendment as follows:  
Councillors A Parrott and J Rebbeck.

4 Members voted for the Motion as follows:  
Councillors C Ahern, K Baird, A Coates and R Watters.

**Resolved:**

In accordance with the Motion.

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

**574. CONTINUED SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER LICENCE NO. TD1055**

There was submitted a report by the Head of Legal and Governance Services (19/321) together with a letter of representation dated 30 September 2019 from Police Scotland regarding Suspension of Taxi/Private Hire Car Driver's Licence No. TD1055.

The applicant was in attendance.



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The representative of Police Scotland addressed the Committee. The applicant also addressed the Committee.

**Resolved:**

Suspension of Taxi/Private Hire Car Driver's Licence No. TD1055 be continued with effect from 14 November 2019 for the duration of the licence, however if the applicant is declared medically fit before that date then he can appear back before Committee to request the suspension be lifted.

**575. SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER LICENCE NO. TD1247**

There was submitted a report by the Head of Legal and Governance Services (19/328) together with a letter of representation dated 3 October 2019 from Police Scotland regarding Suspension of Taxi/Private Hire Car Driver's Licence No. TD1247.

The applicant and his representative were in attendance.

The representative of Police Scotland addressed the Committee and answered Members' questions. The applicant and his representative also addressed the Committee and answered Members' questions.

FOLLOWING A SHORT ADJOURNMENT, THE COMMITTEE RECONVENED.

The Committee had further questions for the applicant and his representative.

FOLLOWING A FURTHER ADJOURNMENT, THE COMMITTEE RECONVENED.

**Resolved:**

Taxi/Private Hire Car Driver's Licence TD1247 be suspended with effect from 14 November 2019 for the duration of the licence on the grounds that the licence holder is no longer a fit and proper person to be the holder of the licence, with any subsequent application for renewal requiring the applicant to reappear before Committee.

**576. SUSPENSION OF A TAXI/PRIVATE HIRE CAR DRIVER LICENCE NO. TD1482**

There was submitted a report by the Head of Legal and Governance Services (19/329) together with a letter of representation dated 3 October 2019 from Police Scotland regarding Suspension of Taxi/Private Hire Car Driver's Licence No. TD1482.

The applicant was in attendance.

The representative of Police Scotland addressed the Committee and answered Members' questions. The applicant also addressed the Committee and answered Members' questions.

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FOLLOWING A SHORT ADJOURNMENT, THE COMMITTEE RECONVENED.

**Resolved:**

Taxi/Private Hire Car Driver's Licence No. TD1482 be not suspended.

**577. SUSPENSION OF A TAXI/PRIVATE HIRE CAR DRIVER LICENCE NO. TD1483**

There was submitted a report by the Head of Legal and Governance Services (19/330) together with a letter of representation dated 31 July 2019 from Police Scotland regarding Suspension of Taxi/Private Hire Car Driver's Licence No. TD1483.

The applicant failed to attend.

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

**Motion (Councillors C Ahern and J Rebbeck) – Taxi/Private Hire Car Driver's Licence TD1483 be suspended with effect from 14 November 2019 on the grounds that the licence holder is no longer a fit and proper person to be the holder of the licence.**

Amendment (Councillor R Watters and K Baird) – Consideration of Suspension of Taxi/Private Hire Car Driver's Licence TD1483 be deferred to the next meeting of the Licensing Committee scheduled to take place on 9 January 2020.

In terms of Standing Order 55, a roll call vote was taken.

3 Members voted for the Amendment as follows:  
Councillors K Baird, A Coates and R Watters.

3 Members voted for the Motion as follows:  
Councillors C Ahern, A Parrott and J Rebbeck.

In terms of Standing Order 56, Councillor Ahern as Convener exercised his casting vote in favour of the Motion.

**Resolved:**

In accordance with the Motion.

**578. SUSPENSION OF A TAXI/PRIVATE HIRE CAR DRIVER LICENCE NO. TD1796**

There was submitted a report by the Head of Legal and Governance Services (19/331) together with a letter of representation dated 8 October 2019 from Police Scotland regarding Suspension of Taxi/Private Hire Car Driver's Licence No. TD1796.

The applicant was in attendance, accompanied by his employer.

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The representative of Police Scotland addressed the Committee and answered Members' questions. The applicant and his employer also addressed the Committee and answered Members' questions.

FOLLOWING A SHORT ADJOURNMENT, THE COMMITTEE RECONVENED.

**Resolved:**

Taxi/Private Hire Car Driver's Licence No. TD1796 be not suspended.

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PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 November 2019 at 10.00am.

Present: Councillors R McCall, B Brawn, H Anderson, B Band, E Drysdale, T Gray, D Illingworth, X McDade (substituting for C Purves), C Reid, R Watters and W Wilson.

In Attendance: M Lee (Housing and Environment) K Smith, A Condliffe, G Fogg and D Williams (all Corporate and Democratic Services).

Apologies: Councillors M Barnacle, I James, and C Purves.

Councillor R McCall, Convener, Presiding.

579. WELCOME AND APOLOGIES

The Vice-Convener welcomed everyone present to the meeting.

580. DECLARATIONS OF INTEREST

Councillor E Drysdale declared a non-financial interest in Art. 583(2)(i).

581. MINUTES

The minute of meeting of the Planning and Development Management Committee of 23 October 2019 (Arts. 516-520) was submitted, approved as a correct record and authorised for signature.

582. DEPUTATIONS

There were no requests for deputations received.

583. APPLICATIONS FOR DETERMINATION

(1) Local Applications

- (i) 19/00511/FLL – COTTOWN – Application under Section 42 of the Town and Country Planning (Scotland) Act 1997 to modify condition 5 (private access roads to adoptable standard) or planning permission 15/00150/FLL (erection of 4 dwellinghouses), land north of Cottown House, Cottown, Glencarse – Report 19/332 – J and C Khazaka**

Resolved:

Grant, subject to the following conditions and informatives:

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Conditions

1. The proposed development must be carried out in accordance with the approved plans, unless otherwise provided for by conditions imposed on the planning consent.
Reason - To ensure that the development is carried out in accordance with the plans approved.
2. Prior to the commencement of the development, precise details of the proposed foul drainage arrangement shall be submitted to and agreed in writing by the Council as Planning Authority. The agreed details shall thereafter be implemented in full, and prior to the occupation of each dwelling.
Reason - In order to ensure that the site is adequately drained.
3. Prior to the commencement of any development on site, precise details of the proposed SUDS system shall be submitted to and agreed in writing by the Council as Planning Authority. The agreed details shall be implemented in full prior to the first house occupation.
Reason - In order to ensure that the site is adequately drained.
4. Prior to the commencement of any development on site, a detailed landscaping and boundary treatment plan (including timescales for implementation) shall be submitted to and agreed in writing by the Council as Planning Authority. The agreed details shall be implemented in full as the development progresses.
Reason - In the interest of proper site management and to ensure that the visual amenity of the area is protected.
5. Prior to the commencement of the development, precise details of the proposed design and specification of the proposed surfacing works (including surface water drainage) to the existing private access and details of the turning areas shall be submitted to and agreed in writing by the Council as Planning Authority. The agreed details shall be implemented in full prior to the occupation of the last dwelling.
Reason - In the interests of pedestrian and traffic safety and in the interests of free traffic flow, and to ensure that works to the road do not adversely affect any existing property via flood risk.
6. For the duration of the construction phase, the existing private access shall be maintained to a standard which is comparable to the condition prior to construction works commencing. Prior to the commencement of the development, a photographic record of the condition of the existing access shall be submitted to the Council as Planning Authority. If any damage occurs during the construction phase, the developer shall remedy the

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damage within 14 days, all to the satisfaction of the Council as Planning Authority.

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

7. Prior to the commencement of any development on site, full details of the colour of the wet dash render shall be submitted to and agreed in writing by the Council as Planning Authority. The scheme as agreed shall be implemented in full prior to the occupation of each of the dwellings.

Reason - In order to protect existing residential amenity.

8. All plant or equipment associated with any air source heat pump shall be so enclosed, attenuated and/or maintained such that any noise therefrom shall not exceed Noise Rating 30 between 0700 and 2300 hours daily, or Noise Rating 20 between 2300 and 0700 hours daily, within any neighbouring residential premises, with all windows slightly open, when measured and/ or calculated and plotted on a rating curve chart.

Reason - In order to protect existing residential amenity.

9. Prior to the commencement of any development on site, an evaluation for the potential of the site to be affected by contamination by a previous use shall be undertaken and as a minimum, a Preliminary Risk Assessment (Phase 1 Desk Study) shall be submitted to and agreed in writing by the Council as Planning Authority. If the preliminary risk assessment identifies the need for further assessment, an intrusive investigation must be undertaken to identify;

- The nature, extent and type(s) of contamination on the site
- Measures to treat/remove contamination to ensure the site is fit for the use proposed
- Measures to deal with contamination during construction works
- Condition of the site on completion of decontamination measures.

Prior to the occupation of any dwelling, the agreed measures to decontaminate the site shall be fully implemented, as approved by the Council as Planning Authority. Validation that the scheme has been fully implemented shall be submitted to and agreed in writing by the Council as Planning Authority prior to the occupation of any dwelling.

Reason - In order to ensure that any land contaminates are adequately dealt.

10. Prior to the commencement of any development on site, detailed plans of the proposed works to the existing Right of Way shall be submitted to and agreed in writing by the Council as Planning Authority. The detailed plans must

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detail the route of the right of way between Dalreach (cottage) and the track south of Cottown House, the surfacing and any furniture thereon (e.g. gates), how the path links into other parts of the route to the north and south, and must show a path a minimum of 2.5m wide and of similar distance and of a similar or improved surface to that of the original path. The agreed details must be completed and made available for the public to use prior to the commencement of any other development on site.

Reason - In order to protect the existing Right of Way.

11. Prior to the commencement of the development, precise details of the proposed bin/recycling collections facilities shall be submitted to and agreed in writing by the Council as Planning Authority. The agreed details shall thereafter be implemented in full, prior to the occupation of the first dwelling.

Reason - In order to clarify the terms of this permission.

Justification

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

Informatives

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

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sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency

6. With regard to the terms of Condition 10 of this decision notice, the applicant is advised to make early contact with the Council's Access Officers regarding the Right of Way to ensure it is not adversely affected by the development proposed. For the avoidance of doubt, any changes to the alignment of the path should not be onto another owner's land. The applicant should also be aware that any temporary restrictions to public access required during the construction of the dwellinghouses must be agreed in writing (and in advance of the restriction) with the Council as Planning Authority.
7. There is a Section 75 legal obligation associated with this planning permission, which relates to Primary Education and Transport Infrastructure contributions. A copy is available to view on the Council's Public Access portal.

(ii) 19/01387/FLL – BLAIRGOWRIE – Change of use from vacant land to form a vehicle storage area (in retrospect), Piob Mhor Workshop, 14 Mitchell Square, Blairgowrie– Report 19/333 – R and N Autocentre

Motion (Councillor T Gray and D Illingworth)

Grant, subject to the conditions and informatives contained in Report 19/333.

1st Amendment (Councillor B Brawn and W Wilson)

Grant, subject to alteration of Condition 4 contained in Report 19/333– Servicing of and deliveries to the site for storage purposes shall only be carried out between 7.00am and 7.00pm, Monday to Saturday.

2nd Amendment (Councillor H Anderson and X McDade)

Grant, subject to the following conditions and informatives:

Conditions

1. **The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
Reason - To ensure the development is carried out in accordance with the approved drawings and documents.**
2. **Prior to operations re-commencing at the site, a plan detailing the proposed surface of the site and layout of the vehicle storage area that enables all vehicles to turn and exit onto the public road in a forward gear,**

shall be submitted to and approved in writing by the Council as Planning Authority. The approved plan shall be implemented prior to the re-commencement of the use and thereafter maintained to the satisfaction of the Council as Planning Authority.

Reason - In the interests of road safety; to ensure the provision of acceptable manoeuvring space within the curtilage of the site and to enable a vehicle to enter and leave the site in forward gear.

- 3. The hours of operations shall be restricted to 0700 hours to 1900 hours daily.**

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

- 4. Servicing of and deliveries to the site shall only be carried out between 0700 and 1900 hours daily.**

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

Justification

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

Informatives

- 1. 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.**

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

3 members voted for the 1st Amendment as follows:
Councillors B Brawn, C Reid and W Wilson

4 members voted for the 2nd Amendment as follows:
Councillors H Anderson, B Band, E Drysdale and X McDade.

4 members abstained as follows:
Councillors T Gray, D Illingworth, R McCall and R Watters.

The 2nd Amendment therefore became the substantive Amendment.

5 members voted for the Motion as follows:
Councillors B Brawn, T Gray, D Illingworth, R McCall and R Waters.

6 members voted for the Amendment as follows:
Councillors H Anderson, B Band, E Drysdale and X McDade and C Reid and W Wilson.

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Resolved:

In accordance with the Amendment.

(2) Proposal of Application Notice (PAN)

- (i) 19/00006/PAN – KETTINS – Erection of replacement poly tunnels, Colbeggie Farm, Kettins – Report 19/334 – Mr A Barrie**

Members noted the issues identified by the Head of Planning and Development's Report.

- (ii) 19/00007/PAN – PERTH – Erection of a replacement high school, with associated car parking, playgrounds and the relocation of existing sports pitches, Perth High School, Oakbank Road, Perth – Report 19/335 – Perth and Kinross Council**

Councillor Wilson requested that consideration be given to residential amenity, due to the proximity of the proposed development to existing low-rise domestic properties.

Councillor Wilson requested that consideration be given to parking, including during the construction phase, in addition to staff and student parking. Councillor Wilson also requested that consideration be given to road safety and speeding during the construction phase and the relationship of the staff and student drop-off in relation to pedestrian safety.

Councillor Wilson requested that consideration be given to drainage concerns at the site. Councillor Wilson also requested that consideration be given to tree/hedge landscaping, and also that consideration be given to floodlighting and noise from the proposed sports pitches, with regards to residential amenity of the neighbouring area.

Councillor Drysdale requested that particular attention is paid to safety of any possible demolition of the existing Perth High School building. Councillor Drysdale also requested that consideration be given to the scale of the proposal in relation to expected population growth.

Councillor Watters drew attention to the Climate Change Emergency motion agreed by Council on 19 June 2019, requesting that development was undertaken to the highest possible standard in relation to construction methods, materials and heating.

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## **AUDIT COMMITTEE**

Minute of meeting of the Audit Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 20 November 2019 at 1.05pm.

Present: Councillors E Drysdale, S Donaldson, D Illingworth, R McCall, S McCole (substituting for M Williamson) and X McDade.

In Attendance: J Clark, C Irons, S Mackenzie, C Robertson and L Simpson (all Corporate and Democratic Services); G Boland, J Cockburn and B Martin-Scott (Education and Children's Services) and F Crofts (Housing and Environment).

Apologies: Councillors H Coates and M Williamson.

In the absence of the Convener, the Vice-Convener took the Chair.

Councillor S Donaldson, Vice-Convener, Presiding.

The Convener led discussion on Art. 588 and the Vice-Convener led discussion on Arts. 584-587 and 588(i) and (ii).

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

The Vice-Convener welcomed everyone to the meeting. Apologies and a substitution were noted as above.

### **585. DECLARATIONS OF INTEREST**

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

### **586. MINUTE**

The minute of meeting of the Audit Committee of 18 September 2019 (Arts 445-451) was submitted and approved as a correct record and authorised for signature.

It was noted that a report on the Cultural Trusts Transformation Project would be submitted to this Committee in advance of a report to Council on 22 April 2020. (Art. 451)

Councillor S Donaldson advised that he had sent a follow-up letter to the Courts and Tribunal Service regarding a Perth Hearing Venue for welfare rights appeals following previous consideration of the matter and had no response so would contact the Ministry of Justice after the General Election on 12 December 2019. (Art 356)

**587. INTERNAL AUDIT FOLLOW UP**

There was submitted a report by the Chief Internal Auditor (19/336) presenting a summary of Internal Audit's follow up work relating to actions due for completion in July and August 2019.

It was noted that in respect of action plan 17-03 relating to the Capital Programme, that the draft Capital Programme Gateway Review Process had been considered by the Strategic Investment and Improvement Board in October 2019 and following consideration by the Executive Officer Team the Process would be rolled out in January 2020.

With regard to action plan 18-12 relating to the Management of Contracts, Councillor S McCole stated it would be good practice to align Finance and Human Resources systems to ensure that the authorised signatory database would be updated when an employee moved to a new role or left the Council.

It was noted that in respect of action plan 18-11 relating to the School Estate Strategy 2012-2017, that a new Perth and Kinross strategy was being drafted following the launch of a national strategy in September 2019 and would be submitted to the Lifelong learning Committee early next year.

**Resolved:**

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

COUNCILLOR E DRYSDALE ARRIVED DURING CONSIDERATION OF THE ABOVE ITEM AND TOOK OVER THE CHAIR.

Councillor E Drysdale, Convener, presiding.

**588. INTERNAL AUDIT UPDATE**

There was submitted a report by the Chief Internal Auditor (19/337) presenting a summary of Internal Audit's work.

**Resolved:**

The completion of assignments since the last Audit Committee on 18 September 2019, be noted.

The Committee considered the following final reports:

**(i) Corporate and Democratic Services and Education and Children's Services**

**(a) 19-01 Live Active Leisure Income Collection and Reimbursement at Campus Sites**

There was submitted a report by the Chief Internal Auditor (19/338) on an audit to ensure that (1) income due to Live Active Leisure was accurately collected and recorded at Community Campus Sites; and (2) all income belonging to Live Active Leisure was reimbursed in a complete and timely manner.

It was noted the audit covered Learning Community Campuses at Breadalbane, Aberfeldy; Strathearn, Crieff; Loch Leven, Kinross and North Inch, Perth.

The Community Campuses at Glenearn, Perth and Blairgowrie were not included as they operated separate arrangements for income collection.

J Clark stated that Education and Children's Services and Live Active Leisure (LAL) were aware of some issues prior to the audit and had been working to address these and although not all controls were yet in place there was no issues of particular concern.

J Cockburn advised the audit had galvanised the relevant staff into action and it had been acknowledged that there were weak controls, some of which had been caused by a change in staff. A Working Group had been established and held a positive meeting.

In response to a question from Councillor X McDade, J Clark confirmed that Internal Audit had been approached for advice prior to the audit.

Councillor E Drysdale stated it was important to recognise that a weak control was testament to the work of Internal Audit for bringing this to light. Councillor E Drysdale asked if there was an estimate of the uncollected debt dating back to 2014.

J Cockburn advised a figure for older debt was not available but appropriate information will be extracted from the IT system, MRM, regarding aged debt.

Councillor S McCole noted that the existence and location of the centralised campus reception finance procedures manual were unknown to staff interviewed and queried if it had since been located. J Cockburn confirmed it had but staff had been unaware of its existence due to turnover of staff.

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Councillor X McDade asked why debt recovery had not been raised under a LAL audit and J Clark advised that the audit was on the Council's systems and did not include the LAL system.

In response to a question from Councillor E Drysdale regarding the removal of the supervisor role, J Clark advised that it was Internal Audit's view that the role of the supervisor in respect of controls and oversight had not been fully re-assigned.

G Boland added that the removal of the supervisor was not fundamental as staff should have been able to undertake the duties required.

Councillor E Drysdale asked if there was a duplication of systems between the Council and LAL and G Boland advised duplication had not helped the situation, however, it had been the turnover of staff and inadequate training which had resulted in the problems.

Councillor S McCole queried if the issues were symptomatic of the procedure or were a result of organisational change across the Council and whether there was a system in place to record and advise of leavers and joiners to the Council.

G Boland stated it was isolated due to the complexity of the campus set up and that they would work to make sure that systems were adequate and effective so that this issue did not arise again.

J Cockburn assured members that the deadlines for the completion of the action points would be met as action was being taken as a matter of priority to strengthen the controls in the process.

**Resolved:**

- (i) Internal Audit's findings, as detailed in Report 19/338, be noted.
- (ii) An update be provided to the next Committee in February 2020.

**(ii) Education and Children's Services**

**(a) 19-03 Ordering and Certification and Stock Control**

There was submitted a report by the Chief Internal Auditor (19/339) on an audit to ensure that (1) controls over the ordering of goods were adequate; (2) controls over the receipting of delivery of goods were adequate and (3) controls over the safeguarding of resources were adequate.

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J Clark advised the audit had been undertaken after Internal Audit were contacted by the Service. A new Service Manager had recently been appointed and the audit looked at tightening controls; providing clarity in the processes and ensuring the assets held were safeguarded and the audit had been well received by the Service.

B Martin-Scott, Service Manager (Early Years and Primary) confirmed that action had been taken to improve the processes and the financial controls and most action points had been completed and the remaining action was near completion.

**Resolved:**

Internal Audit's findings, as detailed in Report 19/339, be noted.

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STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Strategic Policy and Resources Committee held in the Council Chamber, Council Building, 2 High Street, Perth on Wednesday 27 November 2019 at 9.30am.

Present: Councillors M Lyle, J Duff, C Ahern, A Bailey, B Band (from Art. 593), M Barnacle (substituting for C Stewart), P Barrett, S Donaldson, A Forbes, G Laing, R McCall, S McCole, T McEwan (substituting for D Doogan), Provost D Melloy and Councillors A Parrott and C Shiers.

In Attendance: K Reid, Chief Executive; J Valentine, Depute Chief Executive and Chief Operating Officer; K Donaldson, L Haxton, C Irons, S MacKenzie, C Mackie, D McPhee, F Robertson, L Simpson and S Walker (all Corporate and Democratic Services); S Devlin and G Boland (both Education and Children's Services); B Renton, F Crofts, S Merone and S Nicoll (all Housing and Environment) and J Smith (Perth and Kinross Health and Social Care Partnership).

Apologies: Councillor D Doogan.

Councillor M Lyle, Convener, Presiding.

589. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting. An apology and substitutions were noted as above.

590. DECLARATIONS OF INTEREST

Councillor C Shiers declared a non-financial interest in Art. 593 (Blairgowrie Recreation Centre – Replacement) in terms of the Councillors' Code of Conduct.

591. MINUTES OF PREVIOUS MEETINGS

(i) Strategic Policy and Resources Committee

The minute of meeting of the Strategic Policy and Resources Committee of 11 September 2019 (Arts.???) was submitted, approved as a correct record and authorised for signature.

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

The minute of meeting of the Property Sub-Committee of 19 August 2019 was submitted and noted. (**Appendix I**)

(iii) Employees Joint Consultative Committee

The minute of meeting of the Employees Joint Consultative Committee of 30 May 2019 was submitted and noted. (**Appendix II**)

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(iv) Corporate Health, Safety and Wellbeing Consultative Committee

The minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 10 June 2019 was submitted and noted.
(Appendix III)

(v) Tay Cities Region Joint Committee

The minute of meeting of the Tay Cities Region Joint Committee of 21 June 2019 was submitted and noted **(Appendix IV)**

(vi) Perth and Kinross Integration Joint Board

The minute of meeting of the Integration Joint Board of 26 June 2019 was submitted and noted. **(Appendix V)**

It was noted that there would be a standing item on future IJB agenda on strategic risk, performance and health and safety as well as discussions as the Audit and Performance Committee.

(vii) Perth and Kinross Integration Joint Board

The minute of meeting of the Integration Joint Board of 27 September 2019 was submitted and noted. **(Appendix VI)**

592. REVENUE BUDGET 2019/20 – MONITORING REPORT NUMBER 2

There was submitted a report by the Head of Finance (19/340) providing an update on (1) progress with the 2019/20 General Fund Revenue Budget based upon the August 2019 ledger, updated for any subsequent known material movements and (2) the projected financial position of the Housing Revenue Account.

Resolved:

- (i) The content of Report 19/340, be noted.
- (ii) The adjustments to the 2019/20 Management Revenue Budget detailed in Appendices 1 to 3 and section 2 and 3 of Report 19/340, be approved.
- (iii) The 2019/20 service virements, as summarised in Appendices 2 and 5 to Report 19/340, be approved.
- (iv) The Health and Social Care projected outturn, as summarised in sections 3.3 to 3.11 and Appendix 4 to Report 19/340, be noted.
- (v) The Housing Revenue Account projected outturn, as summarised in section 4 and Appendix 5 to Report 19/340, be noted.

COUNCILLOR B BAND ARRIVED AT THIS POINT IN THE MEETING.

593. COMPOSITE CAPITAL BUDGET 2019/29 AND HOUSING INVESTMENT PROGRAMME 2019/24 – MONITORING REPORT NUMBER 2

There was submitted a report by the Head of Finance (19/341), providing a summary position to date for the ten year Composite Capital Programme for 2019/20

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to 2028/29 and the five year Housing Investment Programme 2019/20 to 2023/24 and seeking approval for adjustments to the programmes.

Resolved:

- (i) The content of Report 19/341, be noted.
- (ii) The proposed budget adjustments to the ten year Composite Capital Budget 2019/20 to 2028/29, as set out in sections 2 and 3 of and summarised at Appendices I and II to Report 19/341, be approved.
- (iii) The proposed budget adjustments to the Housing Investment Programme Budget 2019/20 to 2023/24, as set out in section 4 of and summarised at Appendix III to Report 19/341, be approved.

594. COMMUNITY INVESTMENT FUND

There was submitted a report by the Depute Chief Executive (Chief Operating Officer) (19/342) setting out the recommendations made by individual ward panels for the first tranche of funding from the 2019/20 Community Investment Fund and seeking approval to release these finds.

Resolved:

- (i) The funding awards for the first tranche in 2019/20 as recommended in Report 19/342, be approved.
- (ii) The availability of funds in each ward for the second tranche, as detailed in Report 19/342, be noted.
- (iii) The change of deadline for the second tranche of funding to Wednesday 15 January 2020, be noted.

595. TRANSFORMATION PROGRAMME 2015-2020

There was submitted a report by the Depute Chief Executive (Chief Operating Officer) (19/343) providing (1) an update on phase four of the Transformation Programme; and (2) providing an overview of progress on the current projects.

It was noted that Mobile Working was to be extended to a further one hundred staff bringing the total to three hundred and that the Review of Catering Services would now be reported to the Council meeting.

Resolved:

- (i) The progress related to the Transformation Programme, as detailed in Report 19/343, be noted.
- (ii) Funding of £25,000 for a review of customer contact arrangements from the Transformation budget, be approved.
- (iii) A Commercialisation Strategy be submitted to a future meeting of this Committee.

596. COMMERCIAL PROPERTY INVESTMENT PROGRAMME

There was submitted a report by the Depute Chief Executive (Chief Operating Officer) (19/344) (1) providing an update on the Commercial Property Investment Programme and (2) seeking approval to the criteria for identifying priorities for

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Council intervention to deliver development for economic growth within the current ring-fenced programme.

Resolved:

- (i) Progress on the completed work to date with regard to the Commercial Property Investment Programme as detailed in Report 19/344, be noted.
- (ii) The current funding reallocations as set out in Appendix 2 on property development, site acquisition and site servicing, be approved.
- (iii) The prioritisation criteria for future development proposals for the Commercial Property Investment Programme as detailed in Report 19/344, be approved.

597. ARMED FORCES COVENANT – ANNUAL PROGRESS REPORT

There was submitted and noted a report by the Depute Chief Executive (Chief Operating Officer) (19/345) providing members with an annual progress report in relation to the Council's commitment under the Armed Forces Covenant.

Following conclusion of business the Chief Executive advised members of the annual review meeting held last week with the Scottish Government and the Health and Social Care Partnership.

598. HEALTH AND SOCIAL CARE PARTNERSHIP

K Reid advised that at the annual review meeting, representatives of the Scottish Government commended the Perth and Kinross Health and Social Care Partnership for outperforming many other areas in Scotland across a number of national indicators and outcome measures.

The review recognised that the recent joint inspection of the Partnership had raised concerns on the processes and arrangements in place for performance reporting and strategic planning, whereas the actual performance in delivering effective services and improved outcomes was better than the Scottish average across most indicators and reflected continuing improvement from previous years.

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## PROPERTY SUB-COMMITTEE

Minute of meeting of the Property Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Monday 19 August 2019 at 10.00am.

Present: Councillors M Lyle, P Barrett, D Doogan, G Laing, C Shiers and C Stewart.

In Attendance: M Hill and M McCaskie (both Housing and Environment); C Flynn, C Irons and A Thomson (all Corporate and Democratic Services).

Apologies: Councillor B Band.

Convener Councillor M Lyle, presiding.

### 1. WELCOME AND APOLOGIES/SUBSTITUTES

The Convener welcomed all those present to the meeting. Apologies and substitutions were noted as above.

### 2. DECLARATIONS OF INTEREST

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

### 3. MINUTE

The minute of meeting of the Property Sub-Committee of 17 June 2019 was submitted and approved as a correct record.

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

#### P1. UPDATE ON INTEREST AT THE OUTDOOR CENTRES AT KINLOCH RANNOCH AND BLACKWATER AND FUTURE DISPOSAL BY AUCTION

There was submitted a report by the Depute Director (Housing and Environment) (19/216) (1) providing an update on the progress with the Council-owned outdoor centres located at Kinloch Rannoch and Blackwater, Bridge of Cally and (2) recommending the way forward for disposal.

#### **Resolved:**

- (i) The interest expressed in the Kinloch Rannoch property be noted.
- (ii) The Outdoor Centre at Kinloch Rannoch be retained until the two expressions of interest have been fully investigated and progressed accordingly.

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- (iii) In the event that neither expression of interest progresses to conclusion, the property be sold at Auction.
- (iv) That no interest had been expressed in the Blackwater property, be noted.
- (v) The Outdoor Centre at Blackwater, Bridge of Cally be sold at Auction.

**P2. SCHEDULE OF PROPERTY MATTERS APPROVED UNDER DELEGATED POWERS**

There was submitted a report by the Depute Director (Housing and Environment) (19/217) on property transactions undertaken by the Estates and Commercial Investment Team and approved under delegated powers in the period June 2018 to June 2019.

**Resolved:**

The contents of Report 19/217 be noted.

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**PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE
EMPLOYEES JOINT CONSULTATIVE COMMITTEE**

Minute of meeting of the Employees Joint Consultative Committee, held in the Council Chamber, 2 High Street, Perth on Thursday 30 May 2019 at 10.00am.

Present: Representing Perth and Kinross Council:

Councillors A Ahern (on behalf of Councillor McCall), H Anderson; B Brawn (on behalf of Councillor M Lyle) and S McCole (all Perth and Kinross Council); K Robertson (on behalf of Executive Director (Education and Children Services)).

Present: Representing Trade Unions:

S Hope, M Dickson, T Maric and B Nichol (all UNISON) and S Robertson (Unite the Union).

In Attendance: K Donaldson (Corporate Human Resources Manager), P Johnstone, S Kinnear, and L Brown (all Corporate and Democratic Services); E McMullen and S Maclean (both Health and Social Care Partnership).

Apologies: Councillors Lyle and McCall (both Perth and Kinross Council; M Dickson (Unison); H Meldrum (GMB); and S Robertson (Unite the Union).

S Hope in the Chair

1. DECLARATIONS OF INTEREST

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

2. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Employees Joint Consultative Committee of 28 February 2019 was submitted and approved as a correct record.

3. MATTERS ARISING

(i) Health and Wellbeing (Item 5 refers)

P Johnstone advised that the Strategic Policy and Resources Committee had approved the Health and Wellbeing Framework for all Council employees at its meeting on 17 April 2019.

In response to a question from S Duff regarding what training will be provided to managers K Donaldson advised that the Council recognised the need to ensure that everyone understood the new arrangements. There was a detailed timeline for implementation of the new Framework. P Johnstone added that it will be for each Service's Senior Management team to advise what will work best in their area. It will not be a case of "one size fits all".

(ii) Ethical Care Standard (Item 6 refers)

E McMullan advised that contracts with the independent sector care providers had been running in Perth and Kinross since 2010 and in 2016 a contract strategy for care at home was approved to recommission Care at Home Services. The requirement for fair working practices was included as a contract condition to form part of the tender assessment process and ongoing contract monitoring.

Since the contracts were awarded in 2017 a number of changes have been made to ensure that organisations comply with the principles of Fair Working Practices and Ethical Care. E McMullan advised that progress and developments include:

- An annual increase in the care at home rate to ensure providers are paying the living wage to their staff.
- Providers are paid for the hours they work and not just for the time spent with clients.
- An extreme rural rate has been introduced as an aid to recruitment and to reflect additional travel time.
- Key aspects of the Ethical Care Charter are now monitored through provider performance returns.

A survey of providers was undertaken in December 2018 and in May 2019 meetings were held with individual care at home providers to discuss the key findings of the survey.

The majority of providers are providing guaranteed hours contracts which are negotiated after a probationary period of employment. Zero hours contracts continue to be used in some cases where staff opt to retain flexibility. E McMullan advised that it was proposed to explore this area further with providers. None of the providers who had been spoken to had introduced an occupational sick pay scheme. Should this be progressed there would be a need to look again at the hourly rates for care. All providers had comprehensive training and induction programmes in place.

Social work teams undertake individual assessments with clients to develop outcome focussed care plans which then determine the length of time to be allocated for each visit. Approximately 38% of the visits made by HART and Care at Home are 15 minutes in duration. Further

work is planned to look at what care is being delivered, when short visits are appropriate and where technology can be used as an alternative.

Contract Officers and Quality Management Officers work closely with providers to agree and implement action plans where issues and improvements have been identified and as part of the contract monitoring cycle feedback is received from service users and their families.

All HART employees are on permanent contracts with the majority being on 20 or 30 hour contracts, and utilising a 16 week rolling rota. They are paid travel time and sick pay and are paid above the foundation living wage.

In concluding E McMullan advised that future aims for care at home included plans to move to a more flexible model of care that allows people to be involved in the planning of their visits with providers to meet their agreed outcomes. A Flexible Working Steering Group is now investigating how partnership working with social work teams, HART and care at home providers can deliver a more flexible and person centred approach.

There is a pilot exercise in Kinross using Total Mobile which uses technology to aid scheduling of visits.

There have been some recruitment challenges for social care officers which required targeted recruitment marketing campaigns, making better use of social media, case studies and promotional videos. 38 staff had been recruited in the previous 9 months. Tailored induction provided to reflect some staff are new to care and others may have experience with other providers.

They are now looking at career progression to senior carer roles whereby staff can take on additional responsibilities. Private providers have access to all e-learning and training provided for council social care staff.

The Committee noted the position.

**(iii) EMPLOYEE JOINT CONSULTATIVE COMMITTEE (EJCC)
CONSTITUTION (Item 7 refers)**

K Donaldson advised of a proposal to review the current structures of the EJCC, the Corporate Health, Safety and Wellbeing Committee and the Joint Negotiating Committee for Teaching Staff with a view to modernising approaches, rationalising capacity and avoiding duplication of effort. This would also include a review of the

membership of the EJCC to ensure representation reflects the current council structure.

4. APPOINTMENT OF CONVENER AND VICE CONVENER

The Committee unanimously agreed that S Hope be appointed Convener of the Employee Joint Consultative Committee and Councillor Lyle be appointed Vice Convener for the next 12 months.

5. EQUALLY SAFE – ERADICATING GENDER VIOLENCE IN THE WORKPLACE

S Kinnear, Human Resources gave a presentation to the Committee on Eradicating Gender Violence in the Workplace. A copy of the presentation is attached as Appendix 1 to the minute.

6. ANY OTHER COMPETENT BUSINESS

(i) Review of Occupational Health Contract

K Donaldson referred to the current Occupational Health Contract which is due to expire and advised that input from the Trade Unions is being sought regarding the specification for the new contract.
(Post meeting note – S Hope, Unison has been involved in developing the specification and will be involved in the procurement process.)

(ii) Introduction of new Employee Benefits

K Donaldson advised it is proposed to introduce an Annual Leave Purchase Scheme later in the year. The scheme will allow employees to apply to purchase additional annual leave. If the request is granted the money will be deducted from the employee's salary in equal instalments over a 12 month period, commencing in January 2020. K Donaldson also advised of a car leasing scheme which will provide employees with the opportunity to lease low emission cars at very beneficial rates.

(iii) Employment Equalities Initiatives

S Hope requested a presentation from D McPhee on the range of employment equalities initiatives which were underway in the Council.

7. DATE OF NEXT MEETING

26 September 2019 at 10.00am.

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**PERTH AND KINROSS COUNCIL**  
**STRATEGIC POLICY AND RESOURCES COMMITTEE**  
**CORPORATE HEALTH, SAFETY AND WELLBEING**  
**CONSULTATIVE COMMITTEE**

Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Monday 10 June 2019 at 10.00am.

**Present:** **Representing Perth and Kinross Council**  
Councillor P Barrett  
Councillor R McCall (substituting for Councillor K Baird)  
Councillor E Drysdale  
G Boland (on behalf of Executive Director (Education and Children's Services))  
P Johnstone (on behalf of Corporate Human Resources Manager)  
C Flynn (on behalf of the Chief Executive)  
R Lyle, (on behalf of Executive Director (Housing and Environment Services))  
R Turner, Senior Health and Safety Advisor, Housing and Environment Service

**Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees**  
M Blacklaws (SSTA)  
M Swan (EIS)  
S Hope (Unison)

**In attendance:** S Crawford, Head of Property Services, Environment and Housing Service  
D Henderson, Quality Improvement Officer, Education and Children's Services  
L McGeorge, Property Compliance Team Leader, Environment and Housing Service  
K Molley, Professional Trainee, Corporate and Democratic Services

**Apologies:** Councillors K Baird and S McCole

*S Hope in the Chair*

**1. DECLARATIONS OF INTEREST**

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

## **2. MINUTES**

The minute of the meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 11 March 2019 was submitted and approved for signature subject to the following amendment:

Under item 5, S Crawford confirmed that there had also been recommendations for a water system at Perth High school with procedures now in place.

## **3. HEALTH AND SAFETY PERFORMANCE QUARTERLY REPORT**

There was submitted a report by the Regulatory Service Manager (Housing and Environment) (G/19/35) preparing to inform and assist the Corporate Health, Safety and Wellbeing Consultative Committee in monitoring health and safety performance across Perth and Kinross Council; and (2) asking for progress to be noted.

D Henderson advised the committee of the new Short Life Working Group which has been set up to support staff in dealing with violence and aggression incidents throughout Education and Children's Services. Violence and aggression incidents are now being reported on the online system DASH which has been well received by staff. There will be a re-launch of the guidance on the use of DASH for reporting incidents to ensure staff of its purpose and the benefit of using the system. A data forum is being established to give more analysis of information gathered and highlight what more can be done to reduce violence and aggression incidents. Recommendations arising from the use of the online system DASH shall be looked at over the school summer holidays. The working group are due to meet again in September to review progress made over the summer.

S Hope and M Blacklaws praised the work of the short life working group. They emphasised the importance of the information gathered from the online recording system and how this is then used to reduce violence and aggression incidents is critical.

In response to a question from Councillor Barrett regarding when there will be an update on the work of the Short Life Working Group, D Henderson advised that an update will be brought to the December meeting of the Corporate Health, Safety and Wellbeing Consultative Committee.

Under paragraph 2.17, S Hope raised his concern about the number of work-related stress incidents, with incidents recorded expected to be much higher. L McGeorge added that current reporting procedures need to be revised so that services understand the importance for the Health and Safety Service to be notified of any work-related stress incidents. Councillor Drysdale added that services are focusing largely on ways to reduce violence and aggression statistics and this needs to also be shown in tackling stress incidents.

In response to a question from Councillor Barrett regarding how to reinforce the need for services to report stress incidents to the Health and Safety Service, P Johnstone advised that this will be further looked at through the implementation plan of the new Health and Wellbeing Framework. She added that it is important for services to support employees in relation to mental wellbeing as incidents are not always work related and therefore do not get reported to the Health and Safety Service. It is up to the individual themselves to report these types of incidents to their line manager who should then complete and submit the necessary paperwork.

**Resolved:**

The contents of the report, be noted.

**4. FIRE SAFETY QUARTERLY REPORT**

There was submitted a report by the Health, Safety and Wellbeing Team Leader (G/19/36) informing and assisting the Corporate Health, Safety and Wellbeing Consultative Committee in monitoring fire safety performance across Perth and Kinross Council; and (2) providing the Committee with the Fire Safety Key Performance indicators for Quarter 4 of 2018/19 for noting.

In response to a question from Councillor Barrett regarding the absence of fire audits taken by the Fire and Rescue Service this quarter, R Turner advised that even though this does not happen often, it is not unusual and can depend on the Fire and Rescue Services priority of business.

Councillor Barrett showed appreciation for the completed work at Dalweem Residential Care home.

**Resolved:**

The contents of the report, be noted.

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PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE (Art. 591(v)) (Appendix IV)
27 NOVEMBER 2019

At a MEETING of the **TAY CITIES REGION JOINT COMMITTEE** held at Perth on Friday, 21st June, 2019.

Present:-

Angus Council

Councillor David FAIRWEATHER
Councillor Angus MacMillan DOUGLAS
Councillor Bill DUFF

Dundee City Council

Councillor Willie SAWERS (substitute for Councillor John ALEXANDER)
Councillor Lynne SHORT
Councillor Richard McCREADY

Fife Council

Councillor Karen MARJORAM

Perth & Kinross Council

Councillor Angus FORBES (substitute for Councillor Murray LYLE)
Councillor Colin STEWART

Non-Elected Members

Alison CARRINGTON, Skills Development Scotland (substitute for Gordon McGUINNESS)
Professor Andrew ATHERTON, Principal, University of Dundee Regional HE/FE Forum
Alison HENDERSON, Tay Cities Business Forum

Also Present

Mo SAUNDERS, Tay Cities Deal
Karen REID, Perth & Kinross Council
Greg COLGAN, Dundee City Council
Robin PRESSWOOD, Dundee City Council
Margo WILLIAMSON, Angus Council
Vivian SMITH, Angus Council
David LITTLEJOHN, Perth & Kinross Council
Alan GRAHAM, Perth & Kinross Council
Julie FARR, Third Sector
Roger MENNIE, Dundee City Council
Steve BELL, Dundee City Council

Councillor Karen MARJORAM, in the Chair.

I APOLOGIES

Apologies had been intimated from Councillors John Alexander, Dave Doogan, David Ross, Tim Brett, Murray Lyle, Mr Jim Reid, Mr Gordon McGuinness, Mr Ellis Watson, Mr David Martin, Mr Steve Grimmond and Ms Caroline Strain.

II DECLARATION OF INTEREST

No declarations of interest were made.

III MEMBERSHIP

The Joint Committee noted that in form of Clause Six of the 2017 Minute of Agreement, the Tay Cities Business Forum had appointed Ms Alison Henderson, Chair of Dundee & Angus Chamber of Commerce, as their representative on the Joint Committee.

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IV MINUTE OF MEETING OF 22ND MARCH, 2019

The minute of meeting of 22nd March, 2019 was submitted and approved.

V MATTERS ARISING

There were no matters arising.

VI TAY CITIES DEAL GOVERNANCE ARRANGEMENTS

There was submitted Report No TCRJC5-2019 by the Clerk to the Joint Committee concluding the Tay Cities Deal Governance Arrangements.

The Joint Committee agreed the proposed Scheme of Delegation of Powers to the Tay Cities Deal Management Group as detailed in Appendix 1 to the report.

VII REGIONAL TOURISM STRATEGY

There was submitted Report No TCRJC7-2019 by the Team Leader, Place Development, providing the Joint Committee Members with an update on the development of the Regional Tourism Strategy and seeking approval of the Strategy and its proposed governance structure.

The Joint Committee agreed to:-

- (i) note the content of the report;
- (ii) consider and approve the Tay Cities Region Tourism Strategy 2019-2024; and
- (iii) consider and approve the recommendation of the establishment of a Regional Tourism Thematic Board for governance purposes; and
- (iv) Update the website to show the version without formatting errors.

VIII TAY CITIES DEAL UNAUDITED ACCOUNTS

There was submitted Report No TCRJC9-2019 by Section 95 Officer providing additional commentary on the Unaudited Annual Accounts for the year ended 31st March, 2019 which were detailed in Appendix 1 to the report.

The Joint Committee agreed to:-

- (i) note the content of the covering report;
- (ii) note the Unaudited Annual Accounts; and
- (iii) note that the Treasurer would submit the Annual Accounts to the Appointed Auditor.

IX PROGRAMME MANAGEMENT OFFICE UPDATE REPORT AND UPDATE REPORT OUTLINE BUSINESS CASES (OBC'S)

There was submitted Report No TCRJC10 by the Programme Manager providing an update on the following matters:-

- Outline Business Case (OBC) progress
- Business Case Journey & Next Steps (Appendix1)
- 19/20 Revenue
- Communications
- Programme Management Office Resources
- Best Practice Sharing.

The Joint Committee noted the information contained within the report.

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X TAY CITIES DEAL GOVERNANCE ARRANGEMENTS

There was submitted Report No TCRJC8-2019 by the Programme Manager and Project Manager seeking approval for the governance that would enable the partnership to effectively deliver the next stage of key activities to achieve a full deal. This followed and reflected the Governance Options paper approved by the Management Group in April, 2019.

The Joint Committee approved the Governance Structure, as approved by the Management Group in April, 2019.

XI PARTNERS COMMUNICATION PROTOCOL

There was submitted Report No TCRJC11-2019 by the Service Manager, Communications, Dundee City Council, outlining the details of the Tay Cities Region Partners Communication Protocol as detailed in Appendix 1 to the report, and seeking its approval.

The Joint Committee approved the Partners Communication Protocol as detailed.

XII A O C B

(i) THIRD SECTOR REPRESENTATIVE

It was reported that this would be the final meeting for Julie Farr, Third Sector Representative and Jim Reid, Scottish Enterprise Representative. The Chair thanked Julie and Jim for their contribution to the Joint Committee on behalf of members.

XIII DATE OF NEXT MEETING

Friday, 20th September, 2019 at 10.00 am in Fife House, Glenrothes.

Karen MARJORAM, Chair.

PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board (IJB) held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 26 June 2019 at 2.00pm.

Present:

Voting Members

Dr R Peat, Tayside NHS Board (Chair)
Councillor C Stewart, Perth and Kinross Council (Vice-Chair)
Councillor E Drysdale, Perth and Kinross Council
Councillor X McDade, Perth and Kinross Council
Councillor C Purves, Perth and Kinross Council
Mr B Benson, Tayside NHS Board

Non-Voting Members

Mr G Paterson, Chief Officer / Director – Integrated Health & Social Care
Dr D Lowden, NHS Tayside
Ms J Smith, Chief Financial Officer

Stakeholder Members

Ms B Campbell, Carer Public Partner
Mr A Drummond, Staff Representative, NHS Tayside (until Item 9.1)
Mr S Hope, Staff Representative, Perth and Kinross Council (until Item 9.1)
Ms C Gallagher, Independent Advocacy Perth and Kinross
Ms S Auld, Service User Public Partner (substituting for Ms L Lennie)

In Attendance:

K Reid, Chief Executive, Perth and Kinross Council; S Hendry, A Taylor, C Paton, P Turner and S Watson (from Item 8.1) (all Perth and Kinross Council); C Jolly, Diane Fraser, D Mitchell, E Devine, H Dougall, D Hubbard, D Fraser, V Aitken, P Jerrard (all Perth and Kinross Health and Social Care Partnership); and L Denvir (NHS Tayside).

Apologies:

Ms L Birse-Stewart, Tayside NHS Board
Ms P Kilpatrick, Tayside NHS Board
Ms J Pepper, Chief Social Work Officer, Perth and Kinross Council
Ms L Lennie, Service User Public Partner

1. WELCOME AND APOLOGIES

Dr Peat welcomed all those present to the meeting and apologies were noted as above.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Perth and Kinross Integration Joint Board Code of Conduct.

3. MINUTE OF MEETING OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD OF 1 MAY 2019

The minute of meeting of the Perth and Kinross Integration Joint Board of 1 May 2019 was submitted and approved as a correct record.

4. ACTION POINT UPDATE

There was submitted and noted the action point update for the Perth and Kinross Integration Joint Board as at 26 June 2019 (G/19/108).

5. MATTERS ARISING

Board Membership Update (Item 6 refers)

The Chief Officer advised that a meeting has been convened with the Public Partner representatives on the Board to progress the process of electing a carer representative onto the Board.

6. BOARD MEMBERSHIP UPDATE

Resolved:

Ms Sarah Dickie, NHS Tayside, be appointed as a non-voting member to replace Mr Jim Foulis.

7. FINANCE AND GOVERNANCE

7.1 2018/19 FINANCIAL POSITION

There was submitted a report by Chief Financial Officer (G/19/67) providing an update on the year-end outturn for 2018/19.

Resolved:

- (i) The overall year-end overspend of £1.160m for Perth & Kinross IJB for 2018/19 be noted.
- (ii) It be noted that this compares to a gap of £0.920m in the IJB's approved Financial Plan for 2018/19.
- (iii) It be noted that this compares to a £4.200m forecast overspend before implementation recovery plan actions.
- (iv) It be noted that NHS Tayside and Perth & Kinross Council have allocated additional budget of £0.319m and £0.841m respectively to allow the IJB to break-even in line with the Integration Scheme.
- (v) It be noted that for core health and social care services, savings of £4.802m have been delivered against a target of £5.325m. The in year gap of £0.523m will reduce to £0.311m on a full year basis.

- (vi) It be noted that earmarked reserves of £2.470m will be carried forward to meet future year commitments in relation to a number of Scottish Government priority areas for investment.

7.2 GP PRESCRIBING AND OTHER HOSTED SERVICES BUDGET 2019/20:2021/22

There was submitted a report by the Chief Financial Officer (G/19/110) recommending settling the 2019/20 budget for GP Prescribing and Other Hosted Services and indicative budgets for 2020/21 and 2021/22 for Other Hosted Services.

Resolved:

- (i) The 2019/20 Financial Plan for GP Prescribing be approved and note the gap of £0.752m which remains, with the Chief Officer to bring forward further proposals to deliver balance in 2019/20, as well as a 3 Year Plan for consideration.
- (ii) The Other Hosted Services 2019/20 Financial Plan and the indicative 2020/21 and 2021/22 Other Hosted Services Financial Plan be approved.
- (iii) The Chief Officer to issue the necessary Direction, as attached at Appendix 4 to Report G/19/110, to NHS Tayside to implement the actions within the Financial Plan.
- (iv) It be noted that the 3 Year Financial Plan for Inpatient Mental Health Services is still under development.
- (v) The Board's opinion of the current budget position be noted as inadequate with further discussions to take place with NHS Tayside.

IT WAS AGREED TO VARY THE ORDER OF BUSINESS AT THIS POINT.

7.3 AUDIT AND PERFORMANCE COMMITTEE UPDATE

Verbal Update by Chair of Audit and Performance Committee

Councillor Purves, Chair of the Audit and Performance Committee, provided the board with an update from the recent meeting of the Audit and Performance Committee that had taken place on 18 June 2019.

[Audit & Performance Committee - 18 June 2019 - Link to Recording of Meeting](#)

K Reid suggested that there should be standing items on future IJB agendas on strategic risk, performance and health and safety as well as discussions at the Audit and Performance Committee.

The Board noted the position.

7.4 AUDIT AND PERFORMANCE COMMITTEE - ANNUAL REPORT 2018/19

There was submitted a report by the Chair of the Audit and Performance Committee (G/19/112) summarising the work of the Committee during the year 2018/19.

Resolved:

- (i) The contents of the Annual Report for the year 2018/19 be noted.
- (ii) The input provided to the Audit and Performance Committee from its members and those supporting the Committee be acknowledged.
- (iii) The Chair of the Audit and Performance Committee be instructed to provide a further Annual Report for 2019/20 in June 2020.

7.5 UNAUDITED ANNUAL ACCOUNTS 2018/19

There was submitted a report by the Chief Financial Officer (G/19/111) presenting the Integration Joint Board's (IJB) Unaudited Annual Accounts for the financial year 2018/19 in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

Resolved:

The Chief Officer be authorised to sign the Unaudited Annual Accounts as detailed in Report G/19/111.

8. DEVELOPING STRATEGIC OBJECTIVES

8.1 CHIEF OFFICER STRATEGIC UPDATE

There was submitted a report by the Chief Officer (G/19/113) updating Board members on progress with key strategic developments and on intended future action.

Resolved:

The contents of Report G/19/113 and the following strategic updates be noted:

- (i) The Development of Perth and Kinross HSCP's Strategic Commissioning Plan;
- (ii) The joint inspection of Perth and Kinross Health and Social Care Partnership (HSCP) by the Care Inspectorate and Healthcare Improvement Scotland;
- (iii) The publication of the interim report from the Independent Inquiry into Mental Health Services in Tayside;
- (iv) Perth and Kinross HSCP's self-evaluation of progress on integration in response to the Ministerial Strategic Group's national review.
- (v) A special meeting of the IJB to be arranged by the end of July to discuss the interim report from the Independent Inquiry into Mental Health Services in Tayside.

S WATSON ARRIVED DURING THE ABOVE ITEM.

THERE FOLLOWS A RECESS AND THE MEETING RECONVENED AT 3.55PM.

S HOPE AND A DRUMMOND BOTH LEFT THE MEETING AT THIS POINT.

9. STRATEGIC PROGRAMMES OF CARE

9.1 Perth and Kinross Alcohol & Drug Partnership Update Report

There was submitted a report by the Alcohol and Drug Partnership Chair (G/19/114) providing updates on (i) the new national substance use strategy; Rights, Respect & Recovery, the Alcohol Framework 2018; and (ii) the redesign of substance use services and the implementation of a Recovery Oriented System Of Care (ROSC) in Perth and Kinross.

Resolved:

- (i) Progress to date be noted.
- (ii) The DAISy Information system be endorsed.
- (iii) Host organisations be requested to implement a robust performance management system so information is available to determine the impact of services and supports for people with substance use issues in Perth and Kinross.

9.2 PROGRESS REPORT ON THE DEVELOPMENT OF JOINT CARERS' STRATEGY FOR 2019-2022

There was submitted a report by the Head of Adult Social Work and Social Care (G/19/115) (i) presenting an update on the development of the Joint Carers' Strategy 2019-2022, for Young and Adult Carers which will be presented to a later meeting for consideration and direction by the Integration Joint Board; and (ii) detailing the needs of our carers and the consultation activity undertaken to ensure that the views of carers were taken into consideration to inform the strategy.

Resolved:

- (i) The contents of Report G/19/115 regarding the development of the Carers' Strategy which will further improve outcomes for carers living and caring in Perth & Kinross be noted.
- (ii) Perth & Kinross Council and NHS Tayside be directed to make the necessary arrangements to complete the Carers' Strategy 2019 – 2022.

9.3 PROGRESS MADE BY THE CARERS PROGRAMME BOARD IN THE IMPLEMENTATION OF CARERS (SCOTLAND) ACT 2016

There was submitted a report by the Head of Adult Social Work and Social Care (G/19/116) presenting information about progress in the implementation of the Carers (Scotland) Act 2016 as part of the work which is now being undertaken by the Carers' Programme Board.

Resolved:

- (i) The progress made in implementing the Carer's (Scotland) Act 2016, as outlined at section 2 of Report G/19/116, be noted.
- (ii) Perth & Kinross Council be directed to make the necessary arrangements to continue to implement the Carer (Scotland) Act 2016, with particular regard to commissioning, community engagement and statutory services.

- (iii) NHS Tayside be directed to make the necessary arrangements to continue to implement the Carer (Scotland) Act 2016, with particular regard to activities surrounding hospital discharge planning, bereavement and Primary Care.

10. PRIMARY CARE PROGRAMME BOARD UPDATE

10.1 PRESCRIBING UPDATE REPORT

There was submitted a report by the Programme Managers, Perth and Kinross Health and Social Care Partnership (G/19/117) updating on (i) the current financial position in respect to primary care prescribing; and (ii) on progress to date in respect of the 2019/20 programme.

Resolved:

- (i) The progress to date in managing the financial position via the 2018/19 programme be noted.
- (ii) The update with respect to the 2019/20 programme be noted.

11 FOR INFORMATION

11.1 EQUALITIES OUTCOME PROGRESS REPORT

There was submitted a report by the Chief Officer (G/19/118) providing an annual update to the Equality Outcomes Report which was required to be published by all Integration Joint Boards by 30 April 2016.

Resolved:

- (i) The strong basis for continuing Joint Equalities activity be noted.
- (ii) The annual progress report in relation to the Integration Board Joint Equality Outcomes be noted.

12. FUTURE IJB MEETING DATES 2019

Friday 27 September 2019 at 9.30am
Wednesday 11 December 2019 at 1.00pm

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## PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board (IJB) held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Friday 27 September 2019 at 10.30am.

**Present:**

**Voting Members**

Councillor C Stewart, Perth and Kinross Council (Vice-Chair)  
Councillor E Drysdale, Perth and Kinross Council  
Councillor X McDade, Perth and Kinross Council (up to and including Item 3.2)  
Councillor C Purves, Perth and Kinross Council (up to Item 8.1)  
Mr B Benson, Tayside NHS Board  
Ms P Kilpatrick, Tayside NHS Board (up to Item 8.2)  
Dr N Pratt, Tayside NHS Board  
Ms J Alexander, Tayside NHS Board (substituting for Ms L Birse-Stewart) (up to Item 8.1).

**Non-Voting Members**

Mr G Paterson, Chief Officer / Director – Integrated Health & Social Care  
Ms J Pepper, Chief Social Work Officer, Perth and Kinross Council (up to and including Item 8.2)  
Ms J Smith, Chief Financial Officer (up to and including Item 8.2).

**Stakeholder Members**

Ms B Campbell, Carer Public Partner  
Mr A Drummond, Staff Representative, NHS Tayside (until Item 9.1)  
Ms S Gourlay, NHS Tayside  
Mr S Hope, Staff Representative, Perth and Kinross Council (up to and including Item 4.2)  
Ms S Watts, Third Sector Representative (substituting for Ms C Gallagher) (up to and including Item 4.2)  
Ms S Auld, Service User Public Partner (substituting for Ms L Lennie) (up to and including Item 4.2).

**In Attendance:**

K Reid, Chief Executive, Perth and Kinross Council; L Simpson, S Hendry, K Molley and S Watson (all Perth and Kinross Council); D Fraser, D Mitchell, H Dougall, D Fraser and V Aitken (all Perth and Kinross Health and Social Care Partnership); S Dickie, K Russell, P Stonebridge, and A Wood (all NHS Tayside); Dr D Strang (up to and including Item 3.1).

**Apologies:**

Ms L Birse-Stewart, Tayside NHS Board  
Ms L Lennie, Service User Public Partner  
Ms C Gallagher, Third Sector Representative

## **1. WELCOME AND APOLOGIES**

Councillor Stewart welcomed all those present to the meeting. Councillor Stewart referred to the fact that Robert Peat had recently resigned as Chair and as a member of the IJB and gave a special thanks to him for all his contribution as a member and Chair of the Integration Joint Board.

It was agreed that the Chair and Vice-Chair would discuss the future layout of IJB meetings.

Apologies and substitutions were noted as above. It was agreed that further clarification on rules for substituting for vacant positions on the Board would be highlighted in the next review of Standing Orders.

## **2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made in terms of the Perth and Kinross Integration Joint Board Code of Conduct.

## **3. MENTAL HEALTH**

### **3.1 UPDATE FROM THE INDEPENDENT INQUIRY INTO MENTAL HEALTH SERVICES IN TAYSIDE – UPDATE FROM MR DAVID STRANG**

There was a Verbal Update by Dr D Strang, Chair of the Independent Inquiry on Mental Health Services in Tayside regarding the Interim Report published in May 2019 and the status of the Independent Inquiry on Mental Health Services. Dr D Strang advised that debate was raised in parliament last summer over the lack of public confidence, clinical leadership and pressures on staff in relation to mental health services in Tayside which lead to the independent inquiry. The following five principles guided the remit of the independent inquiry:

- (i) Inquiry to be truly independent – Dr Strang was interviewed for the position of Chair by the stakeholder participation group, convened by the Health and Social Care Alliance. This group was made up of patients, carers and staff.
- (ii) Open and Transparent – Regular updates of the Inquiry provided on website.
- (iii) Include and involve staff from NHS, partner organisations and third sector organisations. Participation group formed which conducted a survey, providing vital evidence for the inquiry.
- (iv) Involve patients, families and carers who were met with regularly over the period of the inquiry.
- (v) Include a public call for evidence in the inquiry - 1,300 respondents over a wide range of different groups.

An interim report had been published in May 2019 entitled Inquiry Update and Emergent Key Themes. It was noted that the identified themes would enable the Inquiry to focus on next steps, drawing firm conclusions and making specific recommendations in due course.

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Areas of concern that were raised through the findings of the inquiry were highlighted as follows:

- Recognition that significant change is needed and can only be achieved through strong leadership and clarity of responsibility and direction. Implementation Plan to be drafted.
- Fundamental redesign required for the needs of Community/Patients.
- The importance of the level of trust and continuity of staff to provide high level quality services.
- Clear communication between Perth and Kinross Council and NHS Tayside on the quality of mental health services provided to patients.
- More focus on community services required.

In response to a question from Councillor Drysdale on whether it was being recommended that the current service redesign programme should be stopped, D Strang suggested that there should be a strategic redesign review.

In response to a question from Councillor McDade on the urgency that was highlighted at the time of the original decision in 2018 to commence with the service redesign programme, D Strang commented on the need for a wide review and major organisational change within this one area.

The Board noted the position and thanked D Strang for his attendance.

H DOUGALL LEFT THE MEETING DURING THE ABOVE ITEM.

DR D STRANG LEFT THE MEETING AT THIS POINT.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 12.05PM.

### **3.2 ADULT MENTAL HEALTH AND LEARNING DISABILITY, SERVICE REDESIGN PROGRAMME PROGRESS REPORT AND RISK REVIEW PAPER**

There was submitted a report by the Chief Officer/Director of Integrated Health and Social Care (G/19/159) updating on progress with the Mental Health and Learning Disability Service Redesign Programme.

In response to a question from K Reid regarding other Integration Joint Boards across Tayside and what they are doing in terms of strategic planning which could have an impact on Perth and Kinross, G Paterson advised that each of the Integration Joint Boards and Health and Social Care Partnerships across Tayside are committed to developing a local strategy which shows that sufficient provision is made to provide high quality mental health services to their local areas. Each area have considered the implications of the re-design programme and are working to ensure that local strategies are aligned with the strategic planning and commissioning activity of the Perth and Kinross IJB in relation to mental health services.

P Kilpatrick added that the Dundee Mental Health and Wellbeing Strategic Commissioning Plan is a positive piece of work which focuses on social prescribing



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and prevention, highlighting that a strategy is in place to cope with community mental health. G Paterson advised that a similar strategy is being developed in Perth and Kinross and would be brought to the next IJB meeting.

In response to a question from Councillor Drysdale regarding the role of the Mental Health Alliance in terms of the role of the IJB, G Paterson advised that it is important for these roles to be clarified. The Alliance is to act as an enabler across Tayside to develop service changes, redesign patient pathways and provide support to the partnership.

In relation to sections 3.1 and 3.4 of the report, A Drummond requested that it be noted that concerns were raised on behalf of staff at the time at the proposed arrangements for the relocation of staff and that it was the staff side area partnership that were not supportive of the proposals.

S HOPE AND S AULD LEFT THE MEETING AT THIS POINT.

Motion (Councillor X McDade and Councillor C Purves)

- Note the significant clinical and operational risks that the services are currently experiencing and the impact on patient safety and quality of care but consider that many of these remain regardless of the progression of the redesign;
- Further note significant delays to parts of the redesign programme that have resulted in measures that were previously suggested to be critical not being fully implemented 21 months after the programme was first agreed;
- Consider the fact that a recommendation has been made by The *Independent Inquiry into Mental Health Services in Tayside* in its interim report in advance of the final report to be significant;
- Agree that there is a clear case for a 'comprehensive review of the mental health strategy rather than simply undertaking a move of beds and sites' in order to ensure that permanent changes are not made prematurely;
- Therefore, does not endorse the continued implementation of the MHLDSRP at this time and instead agree that the redesign programme be paused until such a time as a review of the mental health strategy has been completed;
- Agree that this review should not be led by the Tayside Mental Health Alliance, any Tayside IJB, NHS Tayside or any Tayside council but should be led independently by an individual/organisation agreed by the IJB;
- Agree that this independent review should focus on existing and required community mental health infrastructure across Tayside before determining any requirements for and changes to beds and sites;
- Agree the pause does not prevent any necessary temporary actions to ensure inpatient requirements are met and environmental improvements, including anti-ligature measures, should continue to be undertaken meantime; and
- Instructs the Chief Officer to issue any necessary directions to NHS Tayside to give effect to this motion and asks him to report back to the IJB with progress on the establishment of an independent review at the earliest opportunity.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 2.33PM.

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Following advice from officers, Councillor McDade and Councillor Purves agreed to revise their Motion as follows:

Perth and Kinross IJB are asked to:

- (i) Consider the content of this report and provide constructive comment.
- (ii) Note the significant clinical and operational risks that the services are currently experiencing and the impact on patient safety and quality of care.
- (iii) Agree our full commitment to a full review of end-to-end mental health services across Tayside and endorse our participation in such a review.
- (iv) Agree the continued implementation of the approved MHLDSRP to secure current patient safety and quality of care insofar as the implementation of any changes does not prejudice the outcome of such a holistic transformation review of mental health services.
- (v) Ask the chief officer to prepare a revised programme plan with key milestones and a timeline.
- (vi) Commit the chief officer to provide regular reports on progress, risk and delivery of the MHLDSRP
- (vii) Commit the Tayside Mental Health Alliance to provide regular update reports on their ongoing work to support the IJB in shaping their strategic outcomes for the service.

P Kilpatrick proposed an amendment to agree the recommendations as set out in Report G/19/159.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 2.44PM.

Following advice from officers, P Kilpatrick withdrew the amendment.

Following suggestions by both P Kilpatrick and Councillor Drysdale, Councillor McDade and Councillor Purves agreed to further amend the revised motion.

**Resolved:**

- (i) **The contents of Report G/19/159 be noted.**
- (ii) **The significant clinical and operational risks which services are currently experiencing and the impact on patient safety and the quality of care be noted.**
- (iii) **The Perth and Kinross IJB's full commitment and participation in on-going and end to end transformation of mental health services in Tayside be agreed.**
- (iv) **The continued implementation of the approved MHLDSRP to secure current patient safety and quality of care insofar as the implementation of any changes does not prejudice the outcome of such a holistic transformation review of mental health services be agreed.**
- (v) **The Chief Officer to prepare a revised programme plan with key milestones and a timeline.**
- (vi) **As a standing item for future IJB meetings, the Chief Officer be committed to provide an update on progress, risk and delivery of the MHLDSRP.**

- (vii) **As a standing item for future IJB meetings, the Tayside Mental Health Alliance be requested to provide an update on their ongoing work to support the IJB in shaping their strategic outcomes for the service.**

COUNCILLOR MCDADE LEFT THE MEETING AT THIS POINT.

#### **4. FINANCE AND GOVERNANCE**

*IT WAS AGREED TO VARY THE ORDER OF BUSINESS AT THIS POINT*

##### **4.2 ANNUAL ACCOUNTS 2018/19**

There was submitted a report by the Chief Financial Officer (G/19/161) presenting the IJB's Audited Annual Accounts for the period to 31 March 2019.

**Resolved:**

- (i) It be noted that the Audit and Performance Committee have considered the Audited Annual Accounts, the Letter of Representation and KPMG's Annual Audit Report on 16 September 2019.
- (ii) The contents of KPMG's Annual Audit Report to Members of the Perth and Kinross IJB and the Controller of Audit on the 2018/19 Audit be noted.
- (iii) The Audited Annual Accounts for 2018/19 be approved.
- (iv) The Letter of Representation be approved for signature by the Chief Financial Officer.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 3.10PM

##### **3.3 THE MENTAL HEALTH ALLIANCE**

The Chief Officer provided a verbal update on the Mental Health Alliance which is formed of representation from the three Health and Social Care partnerships, NHS Staff and representation from third sector and advocacy organisations. The aim is to work collaboratively with partners of the alliance who are responsible for the planning, commissioning and delivery of mental health services across Tayside and by recognising current challenges to then develop a three year strategy on mental health, care and treatment. Health and Social Care standards will be core to the work of the Mental Health Alliance which will enhance innovation and flexibility. The Chief Officer advised the Board that the Memorandum of Understanding for the Mental Health Alliance would be brought to the next meeting of the IJB for approval.

B Benson and M Summers highlighted the importance of having representation from service users and carers on the Mental Health Alliance. On behalf of the third sector, S Watts raised concerns over the confusion of membership on the mental health alliance, if the member should be representing as an advocacy member or as an IJB member. She added that it is crucial for the third sector to have significant representation on the alliance for effective design of services.

G Paterson advised that work was underway to enhance the membership of the Alliance by making sure that partners voices can be easily heard and to look at

how the alliance can support the work of the partnership. He added that discussions are being held with the Third Sector Forum regarding their role on the Alliance and emphasised how important their contribution is to the enhancing the quality of Mental Health Services. G Paterson stated that there is a commitment to ensure that the Mental Health Alliance has adequate representation.

The Board noted the position.

### **3.4 INPATIENT MENTAL HEALTH BUDGET 2019/20; 2021/22**

K REID LEFT THE MEETING DURING THIS ITEM.

There was submitted a report by the Chief Financial Officer (G/19/160) recommending setting the 2019/20 budget for Inpatient Mental Health Services.

The Chief Financial Officer advised the Board of revised figures in relation to the number of savings in Appendix 2 of Report (G/19/160) as follows:

- Temporary merger GAP Rehabilitation Wards Murray Royal Hospital (MRH) Workforce redesign (No.4) – £300,000 to **£204,000**.
- General Adult Psychiatry Acute Admissions Moredun Ward (No.7) -£203,000 to **£107,000**.

#### **Resolved:**

- (i) The 2019/20 Financial Plan for Inpatient Mental Health Services be approved and the budget be set thereon noting the gap of £1.713m which remains.
- (ii) The Chief Officer to work with NHS Tayside to identify an action plan for reducing medical locum costs.
- (iii) The Chief Officer to issue the necessary Direction to NHS Tayside to implement the actions within the 2019/20 Financial plan.
- (iv) It be noted that the formal budget deficit for the IJB for 2019/20 is now £4.168m.
- (v) It be agreed that nursing savings in relation to General Adult Psychiatry Rehabilitation and Acute Admission Beds at Murray Royal Hospital be taken on a non-recurring basis only in 2019/20 pending wider discussion around investment across wider pathways of care across Tayside. Therefore the savings of £204k and £107k be agreed as non-recurring only.

### **5. MINUTE OF MEETING OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD OF 26 JUNE 2019**

The minute of meeting of the Perth and Kinross Integration Joint Board of 26 June 2019 was submitted and approved as a correct record.

### **6. ACTION POINTS UPDATE**

There was submitted and noted the action point update for the Perth and Kinross IJB as at 27 September 2019.

## **7. MATTERS ARISING**

### **Strategic Commissioning Plan (item 8.1 refers)**

The Chief Officer advised the Board that there is now a draft version of the Strategic Commissioning Plan complete. He advised that the aim is circulate the plan to IJB members for comment before the development session on 23 October 2019.

## **9. MEMBERSHIP UPDATE**

There was a verbal report by the Clerk to the Board updating the Board on the membership of both voting and non-voting members of the Board.

### **Resolved:**

- (i) It be noted that Councillor Stewart had been appointed as Chair of the Integration Joint Board from 4 October 2019.
- (ii) It be noted that Mr B Benson had been nominated as Vice-Chair of the Integration Joint Board which would be ratified by NHS Tayside Board on 31 October 2019.
- (iii) It be noted that Dr N Pratt would be appointed as an NHS Tayside voting member on the Board.
- (iv) It be noted that Ms J Alexander would replace Ms L Birse-Stewart as an NHS Tayside voting member from 1 October 2019.
- (v) It be agreed that Ms S Gourlay replace Ms S Dickie as the nurse representative on the Integration Joint Board.
- (vi) Following discussion at the Third Sector Health and Social Care Strategic Forum, it be agreed that the Third Sector representative on the Integration Joint Board be Ms S Watts, with Ms C Gallagher as the substitute member. These appointments be until 31 December 2019 with a further election process to take place in early 2020.
- (vii) It be agreed that Ms L Blair, Independent Sector Lead with Scottish Care for Perth and Kinross be appointed as an additional non-voting member of the Integration Joint Board initially for one year.

## **4.1 AUDIT AND PERFORMANCE COMMITTEE UPDATE**

### **Verbal Update by Chair of Audit and Performance Committee**

Councillor Purves, Chair of the Audit and Performance Committee, provided the board with an update from the recent meeting of the Audit and Performance Committee that had taken place on 16 September 2019.

[Audit and Performance Committee of the Perth and Kinross Integration Joint Board - 16 September 2019](#)

The Board noted the position.

## **8.1 2019/20 FINANCIAL POSITION**

K REID RETURNED TO THE MEETING DURING THIS ITEM. COUNCILLOR PURVES, J ALEXANDER AND A DRUMMOND LEFT THE MEETING DURING CONSIDERATION OF THIS ITEM.

There was submitted a report by Chief Financial Officer (G/19/163) providing an update to the Perth and Kinross Integration Joint Board on the year end financial forecast based on actual expenditure for the 4 months to 31 July 2019.

In response to a question from B Benson regarding the significant deterioration of the forecast position from July 2019, J Smith advised that this had been due to a number of unanticipated pressures relating to older people services such as care home placements and the level of significant demand of inpatient beds in Tay Ward, PRI and psychiatry of old age.

In response to a question from S Gourlay regarding timescales of a workforce plan and how this is being developed across the partnership, G Paterson emphasised the issue of staffing and how crucial it is for the challenges to be addressed, especially in regards to the psychiatric workforce. The Scottish Government have requested a workforce plan be submitted by the 31 March 2020. G Paterson advised that work is underway to look at succession planning under the care sector and how staff can be used differently in general roles. There will be an update on progress of the plan to the IJB in early 2020.

### **Resolved:**

- (i) The 2019/20 forecast year end overspend of 4,860m for the IJB be noted.
- (ii) It be noted that this compares to a gap anticipated based on the Financial Plan approved by the IJB, adjusted for IPMH Services, of £4,104m.
- (iii) The updated position regarding IJB reserves as set out in the report be noted.

## **8.2 2019/20 FINANCIAL RECOVERY PLAN**

There was submitted a report by the Chief Financial Officer (G/19/164) seeking approval from the Integration Joint Board to actions discussed with both NHS Tayside and Perth and Kinross Council to respond to the £4.1m gap in the IJB's 2019/20 Financial Plan as well as the further additional pressures that have emerged in the first 4 months of the 2019/20 Financial Year.

J Smith highlighted an error in sections 2 and 6 of the report. The final paragraph of section 2 should read that the financial recovery review plans have been discussed with both the NHS Tayside and Perth and Kinross Council Chief Executives. The second sentence of section 6 of the report should read that the actions set out have been discussed with the Executive Teams of both NHS Tayside and Perth and Kinross Council.

In response to a question from J Pepper, regarding the Alcohol and Drug Partnership and what consultation had taken place with the Children, Young People and Families Partnership as, J Smith advised there has been engagement with the Chair of the partnership, however specific discussion with the Council's Children's

Services would need to be clarified. J Pepper stressed the importance of this as pressures and demands are rising on the child protection system, with substance misuse being a key factor.

**Resolved:**

- (i) The actions identified in the report to address the forecast in-year deficit be agreed;
- (ii) The Chief Officer to bring back further proposals to the next meeting as part of a report regarding the financial position update.

J SMITH, P KILPATRICK AND J PEPPER LEFT THE MEETING AT THIS POINT.

## **10. CHIEF OFFICER UPDATES**

### **10.1 BRIDGE OF EARN GP PRACTICE**

There was submitted a report by the Chief Officer/Director of Integrated Health and Social Care (G/19/165) providing IJB members with information on the background to the closure of Bridge of Earn GP practice and the actions that the Health and Social Care Partnership, NHS Tayside and Perth and Kinross Council have taken in response.

**Resolved:**

- (i) The contents of report G/19/165 be noted.
- (ii) The current situation regarding the closure of the Bridge of Earn GP Practice as outlined in the report be noted;
- (iii) The proposed strategic approach set out in the report to encourage the re-introduction of Primary Medical Services for Bridge of Earn patients be agreed;
- (iv) The Chief Officer to work with partners to implement the necessary operational arrangements to ensure the delivery of the relevant services in Bridge of Earn.

### **10.2 JOINT INSPECTION OF THE EFFECTIVENESS OF STRATEGIC PLANNING IN PERTH AND KINROSS HEALTH AND SOCIAL CARE PARTNERSHIP**

There was submitted a report by Chief Officer/Director of Integrated Health and Social Care (G/19/166) providing IJB members with information on the Joint Inspection of the HSCP carried out by Healthcare Improvement Scotland and the Care Inspectorate and their final report which was published on the 23 September 2019; and (2) outlining the context, findings and recommendations and providing details of the action plan that the Partnership has begun work on in response.

Dr N Pratt and Councillor E Drysdale praised the partnership for their efforts and stated how encouraging it is to see the work of the partnership moving in a positive direction. In response to a question from Councillor Drysdale, regarding concerns over the collation and use of data (paragraph 3.4) and if funding had been made available for staff regarding the data collection process, K Reid advised that work on data analysis is currently underway across the Council. This would create

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better performance management information. K Reid added that the Council are currently waiting on correspondence from NHS Tayside on match funding.

**Resolved:**

- (i) The report on the Joint Inspection (G/19/166) be noted.
- (ii) The detailed findings in the full Joint Inspection Report be noted.
- (iii) The Chief Officer to produce a comprehensive improvement plan to address the areas for improvement outlined within the Joint Inspection Report and report back to the Board on early progress at the IJB Meeting on 11 December 2019.

**11. FOR INFORMATION**

**11.1 ANNUAL PERFORMANCE REPORT FOR 2018/19**

There was submitted and noted the report (G/19/167) for information.

**12. FUTURE IJB MEETING/DEVELOPMENT SESSION DATES 2019**

Wednesday 6 November 2019 at 9.30am (Agreed Additional Meeting)  
Wednesday 11 December 2019 at 2.00pm  
Wednesday 23 October 2019 at 2.00pm (Development Session)

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PERTH AND KINROSS COUNCIL
SCRUTINY COMMITTEE
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SCRUTINY COMMITTEE

Minute of meeting of the Scrutiny Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 27 November 2019 at 1.00pm.

Present: Councillors G Laing, A Parrott, C Ahern, M Barnacle, B Brawn, H Coates, E Drysdale (substituting for D Doogan), A Jarvis (from Art. 602(i)) (substituting for C Purves), D Illingworth, S McCole, T McEwan and C Reid.

In Attendance: J Valentine, Depute Chief Executive (up to and including Art. 602(i)); B Renton, Executive Director (Housing and Environment) (up to and including Art. 603); S Devlin, Executive Director (Education and Children's Services); J Pepper, Depute Director (Education and Children's Services); K Donaldson, Depute Director (Corporate and Democratic Services) (up to and including Art. 605); C Hendry (up to and including Art. 603) and M Notman (Housing and Environment); J Chiles, R Drummond and D MacLeod (up to and including Art. 606) (both Education and Children's Services); L Simpson, F Robertson, S Walker, M Terava and D Williams (all Corporate and Democratic Services); B Atkinson, Independent Chair (Perth and Kinross Child Protection Committee and Perth and Kinross Adult Protection Committee).

Apologies: Councillors D Doogan and C Purves.

Councillor G Laing, Convener, Presiding.

599. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting and apologies were noted as above.

600. DECLARATIONS OF INTEREST

Councillor H Coates declared a non-financial interest in Art. 602(i).

Councillors A Parrott and C Ahern both declared a non-financial interest in Art. 602(ii).

Councillors G Laing and T McEwan both declared a non-financial interest in Art. 602(iii).

601. MINUTE OF THE MEETING OF THE SCRUTINY COMMITTEE OF 18 SEPTEMBER 2019

The minute of meeting of the Scrutiny Committee of 18 September 2019 (Arts. 452-457) was submitted, approved as a correct record and authorised for signature.

602. UPDATE BY ARMS-LENGTH EXTERNAL ORGANISATIONS

(i) Horsecross Arts Ltd

COUNCILLOR JARVIS ENTERED THE MEETING DURING CONSIDERATION OF THIS ITEM.

F Robertson and S Walker, both Corporate and Democratic Services, delivered a slide-based presentation updating members on the financial performance and wider governance and operational challenges that they had identified within Horsecross Arts Ltd.

The Committee were advised of the appointment of a new Chief Executive for Horsecross Arts Ltd., Nick Williams, taking up post on 2 December 2019.

M Linklater, Chair, and J Elles, Board Member, Horsecross Arts Ltd, gave an update on progress from Board perspective and answered members' questions.

Members sought assurance on matters such as: the work of Horsecross Arts Ltd. in schools; youth theatre; and the wider economic benefits of cultural programmes to the area.

The Convener thanked the representatives for their attendance, and they left the meeting at this point.

J VALENTINE LEFT THE MEETING AT THIS POINT.

(ii) Culture Perth and Kinross

H Smout, Chief Executive and J Findlay QC, Board Member, Culture Perth and Kinross, gave an update on progress and answered members' questions.

Members sought assurance on matters such as: visitor numbers to Culture Perth and Kinross facilities; the work of Culture Perth and Kinross with other projects in Perth and Kinross; and means of funding.

The Convener thanked the representatives for their attendance, and they left the meeting at this point.

(iii) Live Active Leisure Ltd

Having declared a non-financial interest in this item, Councillor Laing remitted the chair to Councillor Parrott, Vice-Convener, who presided for the following item.

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P Cromwell, Chief Executive Live Active Leisure Ltd., gave an update on progress and answered members' questions.

Members sought assurance on matters such as: targets on concession visitor numbers; promotion of concessions; and engagement with groups regarding the qualification for concessions. A video was displayed to members as part of the presentation.

The Convener thanked the representatives for their attendance, and they left the meeting at this point.

603. HOUSING AND ENVIRONMENT SIX MONTH PERFORMANCE SUMMARY 2019/20 - EXCEPTION REPORT

There was submitted a report by the Executive Director (Housing and Environment) (19/298) reviewing the performance of Housing and Environment against its Business Management and Improvement Plan for the period 1 April to 30 September 2019. It was noted that Report 19/298 had been accepted by the Housing and Communities Committee and the Environment and Infrastructure Committee on 30 October 2019.

In response to a query from Councillor Drysdale regarding timing of the final signing of the Tay Cities deal. B Renton, Executive Director (Housing and Environment), advised that there had been a delay due to the forthcoming General Election, but that the expectation was that this would come early in 2020.

In response to a query from Councillor Parrott regarding rent arrears targets, B Renton advised that this was being monitored with robust measures in place, advising members that there had been some improvement in this area.

Resolved:

The contents of the Housing and Environment Six Month Performance Summary 2019/20 Exception Report for the period 1 April 2019 to 30 September 2019, as set out in Appendix 1 to Report 19/298, be accepted.

B RENTON AND C HENDRY LEFT THE MEETING AT THIS POINT.

604. EDUCATION AND CHILDREN'S SERVICES INTERIM PERFORMANCE SUMMARY 2019

There was submitted a report by the Executive Director (Education and Children's Services) (19/299) reviewing the performance of the Education and Children's Services against its Business Management and Improvement Plan for the period since 1 April 2019. It was noted that Report 19/298 had been accepted by the Housing and Communities Committee on 30 October 2019 and the Lifelong Learning Committee on 6 November 2019.

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Resolved:

The contents of the Education and Children's Services Interim Performance Summary 2019 for the period since 1 April 2019, as set out in Appendix 1 to Report 19/299, be accepted.

605. CORPORATE AND DEMOCRATIC SERVICES SIX MONTH PERFORMANCE SUMMARY 2019/20 - EXCEPTION REPORT

There was submitted a report by the Depute Chief Executive (Chief Operating Officer) (19/347) reviewing the performance of Corporate and Democratic Services against its Business Management and Improvement Plan for the period 1 April to 30 September 2019.

In response to a query from Councillor McCole regarding the availability of services online via MyPKC, K Donaldson, Depute Director (Corporate and Democratic Services), advised members that alternative means of services were available, and highlighted the importance of catering to various different needs.

Resolved:

The contents of the Corporate and Democratic Services Six Month Performance Summary 2019/20 Exception Report for the period 1 April to 30 September 2019, as set out in Appendix 1 to Report 19/347, be accepted.

K DONALDSON LEFT THE MEETING AT THIS POINT.

606. ATTAINMENT AND PUPIL EQUITY FUNDING UPDATE 2019

There was submitted a report by the Executive Director (Education and Children's Services) (19/322) (1) providing a progress update for 2019 on Attainment and closing the poverty-related attainment gap and the use of Pupil Equity Funding (PEF); and (2) presenting information on a range of measures designed to both improve performance and monitor progress of improvements, meeting the requirements to report on the National Improvement Framework for education. It was noted that Report 19/322 had been considered by the Lifelong Learning Committee on 6 November 2019.

Councillor Drysdale praised attainment in literacy and numeracy, and raised a query regarding attainment in writing. S Devlin, Executive Director (Education and Children's Services), responded that a number of processes had been tried over the years in order to raise attainment in writing, advising that nationalised measures were proving to be useful, adding that she was hoping to see an upward trend in attainment in this area.

Resolved:

The contents of Report 19/322 be accepted.

D MACLEOD LEFT THE MEETING AT THIS POINT.

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27 NOVEMBER 2019

**607. PERTH AND KINROSS CHILD PROTECTION COMMITTEE (CPC)
STANDARDS AND QUALITY REPORT 2018/2019**

There was submitted a report by the Chief Social Work Officer (19/347) (1) providing an overview of the key activities and work of the Child Protection Committee to protect children and young people from harm, abuse and exploitation; (2) identifying achievements, key strengths and areas for further improvement; and (3) setting out the Child Protection Committees programme of improvement work for the next twelve months and beyond.

In response to a query from Councillor Drysdale, J Pepper, Depute Director (Education and Children's Services), stressed the importance of raising concerns, advising members that the facility to raise concerns was available twenty-four hours a day every day of the year.

Resolved:

- (i) The Child Protection Committee Standards and Quality Report 2018/2019, as set out in Appendix 1 to Report 19/347, be accepted.
- (ii) The contents of the Child Protection Committee Improvement Plan 2018-2020 at 31 July 2019, as set out in Appendix 2 to Report 347, be accepted.
- (iii) The Child Sexual Exploitation Work Plan 2017-2020 at 31 July 2019, as set out in Appendix 3 to Report 19/347, be accepted.
- (iv) It be noted that Report 19/347 will be submitted to the next meeting of Perth and Kinross Council on 18 December 2019 for noting and endorsement.

608. ADULT SUPPORT AND PROTECTION ANNUAL REPORT 2018-19

There was submitted a report by the Chief Social Work Officer (19/348) providing an update of the work of the Perth and Kinross Adult Protection Committee and activity over the 2018-2019 information to protect adults who may be at risk of harm.

In response to a query from Councillor McCole, B Atkinson, Independent Chair (Perth and Kinross Child Protection Committee and Perth and Kinross Adult Protection Committee), advised that a lot of work had been undertaken with the care sector, with training undertaken to make those working in the care sector aware of their obligations with regards to adult protection. B Atkinson also highlighted to members the importance of reporting concerns, similar to that of Child Protection.

Resolved:

- (i) The contents of the Adult Support and Protection Annual Report, as set out in Appendix 1 to Report 19/348, be accepted.
- (ii) It be noted that Report 19/348 will be submitted to the next meeting of Perth and Kinross Council on 18 December 2019 for noting.

609. COUNCIL COMPLAINTS PERFORMANCE REPORT FOR 2018-19

There was submitted a report by the Head of Legal and Governance Services (19/349) advising of work undertaken to improve performance in relation to the Council's handling of complaints.

In response to a query from Councillor Drysdale regarding comparison with other Local Authorities, L Simpson, Corporate and Democratic Services, informed members that there were user groups on this matter with other Local Authorities, but advised that different Local Authorities had different thresholds with regards to complaints.

In response to a query from Councillor McEwan regarding a group of complaints leading to change, L Simpson advised that feedback to services from complaints was an essential part of the complaints process.

Resolved:

- (i) The contents of Report 19/349 be accepted.
- (ii) It be noted that the performance of the Complaints Handling Procedure will continue to be monitored and reviewed throughout the year.

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

610. Urgent Item of Business

The Convener confirmed that in terms of Standing Orders it was his opinion that an additional item of business be considered as a matter of urgency as set out in the Supplementary minute (Exempt from Publication).

Resolved:

As set out in the Supplementary minute (Exempt from Publication).

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## PERTH AND KINROSS COUNCIL

18 December 2019

### REVIEW OF DRAFT PERTH CITY PLAN

**Report by Depute Chief Executive (Chief Operating Officer)  
(Report No. 19/360)**

#### **PURPOSE OF REPORT**

This report outlines proposed revisions to the Perth City Plan following review by the Perth City Development Board. The revised Plan will be used to secure leadership and participation from the private sector and key stakeholders. This will help inform strategy and obtain support and funding for key activities, infrastructure and projects for the sustainable growth of the city and city region economy.

Ongoing engagement on how the key challenges that the city and area face are to be addressed will provide a basis to design future work and projects with our people, businesses and communities. This is consistent with the approach being developed as part of the Perth and Kinross Offer.

#### **1. BACKGROUND / MAIN ISSUES**

- 1.1 Following granting of city status, the Perth City Development Board (PCDB) was formed as a private sector led partnership. The Board agreed the vision “to make Perth one of Europe’s great small cities “ and to promote and accelerate the delivery of key projects to support growth of the city and its economy via the [Smart Growth for Perth City: Perth City Plan 2015 -35](#).
- 1.2 In November 2017, the Board agreed to review progress, future priorities and its role in supporting delivery in light of changes to local planning and economic development frameworks, placemaking and place promotion.
- 1.3 The review also considered a refreshed leadership approach. A sharper, more focused agenda for change was required to tackle key challenges facing the city and city region economy. The collective influence of the Board through influencing strategy, targetting resources and securing participation in substantive work streams and projects will help maximise benefits from the input of business and public sector partners.
- 1.4 An initial review in September 2018 concluded that there was a need to:
  - refresh the Perth City Plan by revising the strategic framework and priorities for action within the context of setting an agenda for change to collectively address key challenges
  - review narrative via the Perth Story and align it with revisions to the City Plan
  - enhance the effectiveness of PCDB by adopting new governance arrangements and ways of working.

## **Our Agenda for Change – Draft Perth City Plan 3**

### **1.5 The changes to the Plan include:**

- Revisions to a strategy for good growth and Perth's aspiration to become one of Europe's great small cities
- Revisions to exemplar benchmark small cities based on annual rankings of small and micro city performance
- A summary of achievements since the first Perth City Plan was published
- A review of eight key challenges facing Perth in relation to - climate change; demographics; the future of work; the changing role of city centres; travel and mobility; building new communities; being digital and striving for social justice
- Goals and targets for key priority projects and actions in relation to the environment, transport, tourism, and education through to 2040
- The PCDB's pledge to champion the plan and mobilise private sector support
- A revised framework for strategic leadership and action focusing on six priority areas for action in relation to - shaping the growth of the city; zero carbon; the connected city, revitalising the city centre; enterprise and prosperity; inclusion and social justice
- A detailed description of the vision and required activity and actions in respect of key priorities based on exemplar case studies and innovation
- Proposed changes to board governance to promote more effective, focused and diverse strategic leadership reflective of a modern dynamic Perth

### **1.6 In summary, this draft Perth City Plan:**

- Focuses more clearly on sustainability, inclusive growth and balanced communities and reflects changes in local and regional economic geographies and development frameworks
- Provides a framework for the Board to develop a strategic response to key challenges which will drive forward change integral to the Plan's vision, on areas where the Board is likely to be able to exert influence and where activity, resources and collective action can be provided to support this
- Aligns the Perth Story and the Perth City Plan in terms of narrative and graphic style

### **1.7 The Board seeks a response from the Council in relation to the revised framework and approach outlined in the draft Perth City Plan prior to final consideration, approval and publication.**

## **2. PROPOSALS**

### **2.1 The draft Perth City Plan continues to provide a long term vision for sustainable economic growth of the city and its economy. The draft Plan**



builds on the narrative developed by the Board through the Perth Story and engagement with the local business community and citizens.

- 2.2 The proposed revised framework also continues to focus on the themes of economic development and placemaking and to promote collaboration between the private and public sector. There is a greater emphasis on the need to inform and review strategy to meet key challenges given evolving governance and economic development frameworks and the need to respond to rapidly changing environmental, demographic and economic circumstances.
- 2.3 The detail of revised governance arrangements has yet to be finalised by the Board but the draft Plan emphasises the need for tighter and more focused governance, focusing on strategy review and development to drive change and secure participation from businesses, citizens and communities to support delivery.
- 2.4 New collaborative and responsive ways of working are required to support delivery. Working collaboratively with businesses, citizens, and communities will help to agree priorities, co-create and design projects and services and align public finance with private investment to target collective resources where they will best support business growth.
- 2.5 The strategy of good growth reflects national and local ambitions in relation to sustainable economic development aligned with placemaking. The revised emphasis on a more flexible collaborative framework focused on addressing key challenges is also consistent with practice to support innovation, co-design and co-creation through ongoing engagement and review to inform actions and desired outputs and outcomes. The Council is promoting such transformational change in relationships between public sector service providers, citizens, businesses, investors, visitors and public services through the development of the Perth and Kinross Offer.
- 2.6 The development of the Perth and Kinross Offer will provide a basis for the Council to respond to the proposals in the draft Plan.
- 2.7 This will require ongoing input and commitment from agencies and officers from the Council on the basis of their knowledge of planning, economic development and education frameworks and roles within their organisations. This work will build on the relationships and input fostered to develop the Plan and to deliver projects.
- 2.8 The Council should also consider opportunities for continuing community input into the delivery of the Plan and links with complementary community engagement, community led development initiatives and community support measures. This would be consistent with the national agenda to promote local inclusion, empowerment and joined up governance.
- 2.9 The Plan should also be used to support bids for future city infrastructure and investment to build on the success of those included within the Plan and now being developed in the Tay Cities Deal.

- 2.10 Finally, the Plan should be promoted through shorter executive summaries for business and public audiences and ongoing promotion of activity through an agreed communications strategy for and with PCDB, building on the Perth Story.
- 2.11 The Council should also promote specific elements of the Plan through Invest In Perth and use this as a means of highlighting more detailed proposals, business support and development opportunities as they emerge, as well as promoting success to broader audiences through other media channels.

### 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 Work by the Board and the Council has secured broad consensus on the vision and strategic priorities for investment to support the growth of Perth and it's surrounding area's economy over the longer term. The Draft Perth City Plan re-articulates a vision for growth of the city, building on the Perth Story, and focused on sustainable economic development and placemaking. Key challenges facing the city and economy are identified and collective action is proposed through strategic leadership, collaboration and engagement with business, citizens and communities consistent with the Council's own ambitions through development of new ways of working through the Perth and Kinross offer.
- 3.2 It is recommended that the Council:
- i) Endorses the amendments to the narrative and structure of the Draft Perth City Plan
  - ii) Advises the Perth City Development Board that the Council's support and communication on the finalised Plan will be developed through the Perth and Kinross Offer
  - iii) Notes that the Board is in the process of finalising revised governance arrangements and will seek a Council response to its participation on the Board once these have been finalised

#### Author

| Name         | Designation               | Contact Details                                                                |
|--------------|---------------------------|--------------------------------------------------------------------------------|
| John McCrone | Place Development Manager | <a href="mailto:JCMcCrone@pkc.gov.uk">JCMcCrone@pkc.gov.uk</a><br>01738 475385 |

#### Approved

| Name          | Designation                                      | Date             |
|---------------|--------------------------------------------------|------------------|
| Jim Valentine | Depute Chief Executive (Chief Operating Officer) | 21 November 2019 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

- 1.1 This report supports the delivery of the Perth and Kinross Community Plan / Single Outcome Agreement in terms of the following priorities:

- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (v) Creating a safe and sustainable place for future generations

#### Corporate Plan

- 1.2 This report supports the achievement of the Council's Corporate Plan Priorities:

- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (v) Creating a safe and sustainable place for future generations.

### 2. Resource Implications

#### Financial

#### Revenue

- 2.1 Costs associated with promotion of the plan and management are currently met within the existing Environment Service revenue budget. Additional

revenue resources may be required for specific activities and these will be assessed in respect of costs of activities, funding and income generation and considered through the budget process.

### Capital

- 2.2 There are no direct capital funding implications arising from the recommendations of the report. Current planned capital expenditure supporting growth of the city is contained within the capital programme. Any additional required capital resources would be assessed in respect of costs, funding and income generation and considered through the budget process

### Workforce

- 2.3 There are no immediate workforce implications arising from the proposed recommendations, although additional resources may be required in the future to support the development and delivery of priority projects in the area..

### Asset Management (land, property, IT)

- 2.4 There are no immediate asset management issues arising from the report.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allow the Council to demonstrate that it is meeting these duties.
- 3.2 The proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA

### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals
- 3.4 The proposals recommended in this paper have been considered under the Act and the pre-screening has identified that the proposal will have no environmental effects, it is therefore exempt. The reason for concluding this is that the recommendation in this report will have no direct environmental effects as they relate to a plan which reflects a collective strategy for future development which will require to be further considered via statutory planning and economic development frameworks. Any subsequent proposals or recommendations for direct investment or revisions to planning and economic

development policy will have to be fully assessed for community, environmental and economic impacts where appropriate.

#### Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the Achievement of sustainable development. In terms of the Climate Change Act. The Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.6 The proposals and recommendations in this report will not have direct impacts as they relate to a plan which reflects a collective strategy for future development which will require to be further considered via statutory planning and economic development frameworks. Any subsequent proposals or recommendations for direct investment or revisions to planning and economic development policy will have to be fully assessed for community, environmental and economic impacts where appropriate

#### Legal and Governance

- 3.7 The Head of Legal and Governance Services has been consulted and is in agreement with the contents of this report.

#### Risk

- 3.8 Risk will be assessed within the context of subsequent consideration of proposals for direct investment or revisions to planning and economic development policy.

### **4. Consultation**

#### Internal

- 4.1 The Chief Executive, the Head of Finance and the Head of Legal and Governance Services have been consulted and are in agreement with the contents of this report.

#### External

- 4.2 Perth City Development Board have been consulted in the preparation of this report.

### **5. Communication**

- 5.1 The Council currently provide support to the Perth City Development Board in relation to communication of economic development activity and projects and areas of mutual interest. Board papers, including those in respect of the Perth City Plan, are currently reported and communicated via the Enterprise and

Infrastructure Committee. The Perth City Development Board have led on the development of the Perth Story as a collective marketing and promotional resource for the city and is currently seeking additional business support and funding to assist ongoing business engagement and promotion pending approval of the Plan and future governance.

## **2. BACKGROUND PAPERS**

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

- Report to Perth And Kinross Council, 24 February 2016, Perth City Plan (Report No 16/71)

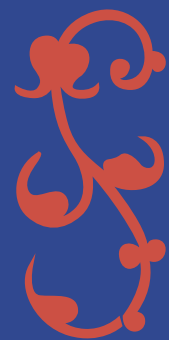
## **3. APPENDICES**

Appendix 1 – Our Agenda for Change : Draft Perth City Plan 3

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# PERTH 2040: OUR AGENDA FOR CHANGE

DRAFT



This is the third edition of the Perth City Plan. This document, which sets out an agenda for action through to 2040, has been produced by the Perth City Development Board (PCDB). PCDB is a private sector-led partnership that brings together leaders from business, civil society and the public sector. Perth City Plan 3 calls for businesses, communities, civil society and public sector bodies to work together to achieve good growth. We need to transform and modernise our city, while protecting and celebrating the qualities that make it a special place.

DRAFT

PCDB is an independent group tasked with setting out a vision for the future of Perth and championing good growth. We do not have the powers or the resources to implement the City Plan: that is the job of Perth & Kinross Council, supported by the Scottish Government, the Tay Cities Deal partners, other public sector agencies and third sector organisations (see diagram). But the private sector has a key role to play: by publishing this document, and setting out our vision for the future of Perth, we hope to inspire, enthuse and influence others to act. By playing our part – as city ambassadors and project champions, and by contributing directly to the 20-year goals – the Board will lead by example.

PCDB has recently published The Perth Story, a place marketing strategy which celebrates Perth's essential qualities and core values. It will be a valuable tool for attracting inward investment, business visitors, tourists and new residents to our beautiful city. Our agenda for action builds on The Perth Story by looking to the future and setting out a bold 20-year strategy for good growth. It is a plan for Perth City but the benefits will be shared throughout Perth & Kinross, helping to sustain a vibrant and competitive rural economy. The city is a vital source of jobs, a centre for learning and research, and a focal point for community life, shopping, leisure and culture. We are also seeking to raise the profile of our city, to make it a model of good practice for the whole of Scotland and one of the most dynamic and progressive small cities in Europe.

#### Resources and sources of funding



Funding and delivery partners





# A STRATEGY FOR GOOD GROWTH

This document sets out our 20-year strategy for good growth in Perth. It describes how smart, enterprising and creative small cities are carving out a role for themselves in the global economy. It showcases Perth's remarkable assets and the progress we have made since the first City Plan was published. It sets out the challenges that Perth – like every other city – will face in the years ahead, but it offers an optimistic vision: we believe that we are well placed to overcome those challenges and become one of Europe's great small cities. We set out an ambitious agenda for change, with a framework for action based on six key themes: placemaking, sustainability, connectivity, the city centre, enterprise and inclusion.



We need this bold and challenging City Plan. Perth has an excellent quality of life, which makes it very tempting to settle for “more of the same”. It is easy to believe that the strategies adopted in the past 20 years will be good enough for the next 20. But the Board does not agree and here are the reasons why:

- We are facing unprecedented challenges, above all from climate change. We need to acknowledge the threats and act to make Perth a more resilient city.
- Perth is a beautiful and popular place, but it is not perfect. Some aspects of the city experience are disappointing - for residents and visitors alike - and we need to set our standards even higher. We also need to ensure that everyone benefits from the opportunities the city offers, and that no one is left behind.
- Other cities are responding to these challenges by developing ambitious strategies for environmental sustainability, economic prosperity, placemaking and social justice. Perth must match the ambitious goals set by the best in class small cities.

The most successful cities will be those that prepare for change, have the flexibility to adapt and the courage, when necessary, to reinvent themselves. Cities that stay in their comfort zone and are in denial about the powerful forces shaping society will be at the mercy of events. Perth should commit wholeheartedly to the pursuit of good growth founded on sustainable development, environmental responsibility, design excellence and opportunities for all – creating a city where everyone can live life well.

# THE AGE OF THE GREAT SMALL CITY

The United Nations has said that we are living in “the century of the city”, but the policy debate focuses on the largest urban agglomerations – the so-called world cities. There has been less discussion about the role of small cities like Perth, but there is plentiful evidence from the UK, Northern Europe, Scandinavia and the Baltic that attractive and enterprising places can prosper by offering something different and distinctive. These cities thrive by developing niche roles and plugging into the global networks that drive economic growth, knowledge creation and cultural exchange. They are open to the world.

In City Plan 2 we highlighted four great small cities in Europe, all of which have served as sources of ideas and inspiration. We refer to the achievements of Exeter, Karlstad (Sweden), Umeå (Sweden) and Freiburg (Germany) in the following pages. Collectively, these star performers set the benchmark for Perth. This edition of the plan also highlights

the remarkable turnaround in the fortunes of Altrincham (Cheshire), which has become a noted food and drink destination, and the local wealth-building model being pioneered in Preston. We have also learned from benchmarking studies such as the Financial Times’ annual rankings of small and micro-cities. Using data on economic growth, human capital and quality of life, the 2018-19 rankings identified rising stars including Galway (Ireland), Coburg (Germany), Tartu (Estonia) and Nitra (Slovakia). We want to see Perth recognised in the same way in the next 5 years.



Image from perthlifelife.co.uk



# PERTH IS SPECIAL – AND WE’VE RAISED OUR GAME



This is an exciting time for Perth. Major companies such as SSE, Aviva and Stagecoach attract skilled workers to the city and provide opportunities for talented young people.

A new generation of SMEs is driving growth in key sectors including clean technology, energy, aerospace and food. Perth College is a key part of the University of the Highlands and Islands, and the Tayside Universities Forum will seek to maximise the contribution of higher education to sustainable growth. Perth’s exceptional quality of life and its beautiful environment are in demand, and the city is expanding. People want to be a part of the Perth story.

Since the first City Plan was launched Perth has raised its game dramatically, and £600m has been committed to projects in the city. Perth & Kinross Council has played a key role in shaping the Tay Cities Deal, which was launched in late 2018. The Cities Deal will provide funding for cultural and heritage projects in Perth city centre (£10m), a new building at Perth College for the Aviation Academy for Scotland (part of a £10m package), investment in Perth’s rail infrastructure (£15m) and the eco-

innovation business park at Perth West (£5m). Funding for the long-awaited Cross-Tay Link Road (£40m) has also been secured. These major investments point to an exciting future for Perth; they will be complemented by a new Regional Economic Strategy which will focus on key sectors and skills in Perth and the wider Tay Cities region.

The development of The Perth Story and the accompanying toolkit was an important milestone for the Board, creating a valuable resource for the inward investment and tourism

**SINCE THE FIRST CITY PLAN WAS LAUNCHED PERTH HAS RAISED ITS GAME DRAMATICALLY, AND £600M HAS BEEN COMMITTED PROJECTS IN THE CITY.**

promotion effort and an opportunity to revitalise the city’s Ambassador Network. In recent years the Council, cultural organisations and the private sector have worked together to stage successful events such as the Perth Winter Festival.

Perth’s cultural infrastructure is being transformed. Our outstanding Concert Hall opened in 2005, and Perth Theatre reopened in November 2017 after a £16m refurbishment programme. The



Image from perthlifelife.co.uk

internationally-renowned architects Mecanoo won the City Hall design competition: their proposals for a new heritage and cultural attraction will be complemented by investment in the Museum & Art Gallery. These developments will celebrate the city’s cultural heritage, its ancient roots and its role in the life of modern Scotland. The Board’s design champion, Wayne Hemingway, has been developing exciting proposals for the public realm, including the regeneration of the city centre’s historic vennels and St Paul’s Square.

Perth Creative Exchange – a partnership with WASPS – will open in 2019. In addition to the planned expansion of the Aviation Academy for Scotland, Perth College UHI continues to extend its teacher training programme, including a postgraduate qualification for primary school teachers developed in partnership with Perth & Kinross Council.

This is clearly a moment of opportunity for Perth. We need to capitalise by pressing ahead with a



Image from perthlifelife.co.uk

bold new strategy, providing thought leadership and championing big ideas. We need to tell a compelling story about how Perth will rise to the challenges we face, and translate the vision into ambitious and tangible actions. We need to have the courage of our convictions and take the city out of its comfort zone. When we get it right, we should celebrate and communicate our successes. We want Perth to be renowned as a leader in modern small city development.



# THE CHALLENGES WE FACE



**WE ARE POSITIVE AND OPTIMISTIC, BUT WE ALSO KNOW THAT PERTH FACES HUGE CHALLENGES TO BECOME THE PLACE WE BELIEVE IT CAN BE. THE EIGHT CHALLENGES SET OUT BELOW ARE REAL AND URGENT, AND PERTH'S FUTURE SUCCESS WILL BE DETERMINED BY HOW WE RESPOND TO THEM. OUR SKILLED WORKFORCE AND OUR ECONOMIC, ENVIRONMENTAL AND CULTURAL ASSETS MAKE PERTH THE IDEAL TEST-BED FOR INNOVATIVE APPROACHES TO CITY DEVELOPMENT. WE CAN FACE THE FUTURE WITH CONFIDENCE.**

## • CHALLENGE 1: CLIMATE CHANGE

The evidence of man-made climate change is incontrovertible, and the Intergovernmental Panel on Climate Change has warned of the potentially grave consequences. We have a responsibility as good global citizens to reduce the city's carbon footprint and lead the way towards the Scottish Government's goal of net-zero greenhouse gas emissions. Major investment will be needed to drive the

electrification and decarbonisation of the city's infrastructure. Perth has already made a significant investment in flood prevention, but we need to plan for more frequent severe weather events by enhancing the climate change resilience of the city and the wider river Tay catchment area.

## • CHALLENGE 2: AN AGEING POPULATION

The population of Perth & Kinross is projected to reach 160,000 by 2041 – an increase of 8%. The number of people aged 65 and over will increase dramatically while the number of children and working-age adults will decline. The implications of an ageing population are hugely significant, for employers needing skilled labour and for communities where the ratio of working-age adults to dependents will decrease. The city of Perth will have a key role to play in attracting and retaining young people and families and helping to maintain a sustainable demographic balance.

## • CHALLENGE 3: THE FUTURE OF WORK

Employment in Scotland is at record levels but there is plenty of evidence of job insecurity and in-work poverty, especially in the gig economy. Workers may hold multiple part-time jobs in order to make a living, and for many people wages are lower in real terms than they were before the financial crash. Household budgets have been squeezed and the feelgood factor is in short supply. Work patterns are changing, with more self-employment and home working. Artificial intelligence (AI), robotics and automation could put 30% of jobs at risk by the mid-2030s (PWC), and the least skilled and educated will be most vulnerable. Perth needs to become a resilient, knowledge-based economy.

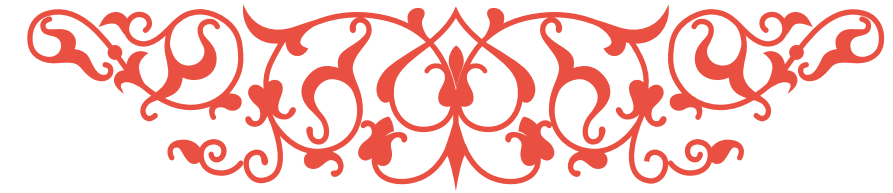


Image from perthlifelife.co.uk

## • CHALLENGE 4: THE CHANGING ROLE OF CITY CENTRES

The “crisis on the high street” has exercised policymakers for many years, with shops and high street services such as banks, estate agents and travel agents particularly hard-hit. There is a surplus of retail space throughout the UK, with many familiar brands going to the wall. We're spending more time and money on online shopping and leisure at a time when household budgets are under increasing strain. If we want people to choose the city centre as a place to live, shop, work, learn and meet, businesses need to offer their customers unique products and experiences. Perth is a handsome city in a memorable setting; it is investing in culture and heritage, and has a growing reputation as a food town. Now it needs to broaden its appeal and establish a lively evening economy.





### • CHALLENGE 5: TRAVEL AND MOBILITY

There is some evidence that Britain may have reached “peak car”. There has been a sharp drop in the number of young people holding a driving license, with people in that age group spending at home and communicating online. Not owning or driving a car is becoming the “new norm” for a generation of young adults. This is good news in terms of improving air quality and reducing carbon emissions, but we need viable transport alternatives. Rural Perth & Kinross is more car dependent than most of Scotland, but Perth is a compact city which offers real opportunities to promote walking and cycling, improve public transport services, encourage vehicle sharing schemes and promote the use of zero-emissions vehicles. New neighbourhoods should provide sustainable transport infrastructure, including electric vehicle charging points.

### • CHALLENGE 6: BUILDING NEW COMMUNITIES

By 2040 Perth will need 5,000 new homes, as well as schools, healthcare facilities and employment locations. The quality of volume housebuilding in Scottish cities is generally poor, producing anonymous dormitory suburbs rather than the socially mixed, sustainable, live-work neighbourhoods we need. Perth is an attractive market for housebuilders so we have a right to expect better than a lowest common denominator product. The quality of life in Perth’s new communities should match that in the city’s established neighbourhoods, and we should be building energy-efficient homes for the future: pioneering new construction technology, providing electric vehicle charging points, embedding digital technology, and creating beautiful and inspirational places to live.

### • CHALLENGE 7: BEING DIGITAL

Digital technologies will transform every aspect of our lives in the next 20 years. They will provide new services and amenities and, at the city level, they will promote the efficient use of resources and cut waste. The challenge for a small city like Perth is to ensure that it is not left behind when the enabling infrastructure is rolled out. The Smart Perth & Kinross Strategy (2017) is a good start, and we should set our sights even higher, with a goal to make Perth the best digitally-connected city in Scotland. This will mean speeding up the implementation of superfast broadband and 5G in every part of the city, creating a platform for a full range of smart city services including renewable energy, waste management, lighting, traffic management, health and wellbeing.

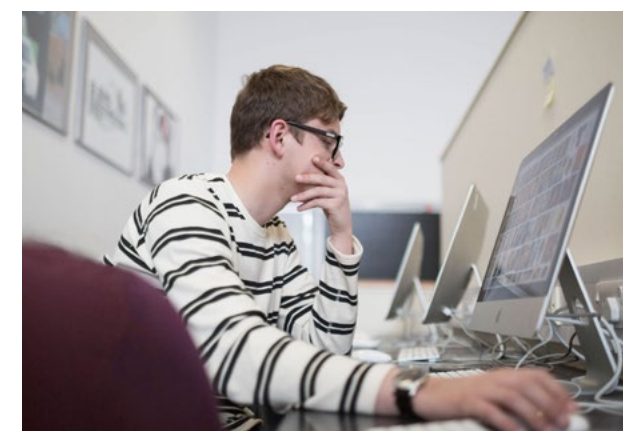


Image from perthlifewell.co.uk

### • CHALLENGE 8: STRIVING FOR SOCIAL JUSTICE

Most people in Perth enjoy a good quality of life and a decent standard of living, but there are still people living in poverty, and parts of Perth City are among the 10% most deprived areas in Scotland. The Perth & Kinross Health Inequalities Plan says that these people “may not be able to afford essential utilities such as electricity or be able to choose and cook healthy foods, to access public transport or purchase new school clothes for their children... They are unable to participate in normal social and recreational opportunities [and] ...They are excluded from most of the benefits and opportunities of wider society”. The causes of poverty and inequality are complex and systemic, and they extend beyond the scope of this plan, but the Board is particularly concerned about the effects of child poverty and the need for decisive early action to stop children in low-income households being caught in a cycle of poverty and deprivation.

# OUR GOALS FOR THE CITY OF PERTH

Over the next twenty years the population of Perth City will increase by 20%, from 50,000 to 60,000. This growth will require 5,000 new homes, but they cannot all be in new settlements on the outskirts of the city. We advocate a balanced approach, with more new houses being delivered in the heart of Perth, through densification of suburban areas and on brownfield sites.

Our goal is to grow the city economy at a rate which matches population growth, from 25,000 full-time equivalent jobs to 30,000. By focusing on knowledge-based businesses, high-performance SMEs and start-ups we will improve productivity and maximise the city's contribution to the regional and Scottish economy, increasing the city's contribution to Scotland's GVA by 30-35%.

We propose other ambitious milestone targets for the plan period:

## • BY 2025

- publication of a revised urban strategy and the design guide
- every home and business in Perth will have access to superfast broadband and 5G mobile phone services
- an action plan for making Perth a carbon-neutral city and a climate change resilience strategy
- a 25% reduction in car use and a shift to public transport and active travel
- the new Aviation Academy for Scotland building at Perth College UHI will be in use
- the area around Perth Station will have been developed as a centre for business and enterprise linked to a public transport hub
- the new cultural/heritage attractions will be open and attracting 100,000 visitors a year
- a 4/5\* city centre hotel with conference facilities will be open for business
- the first phase of a Streets for People investment programme will be complete

- completion of the Cross-Tay Road Link (CTRL)
- Perth will be included in the Financial Times' list of leading micro-cities in Europe

## • BY 2030

- Perth will be Scotland's leading city for active travel
- the rail link to Edinburgh will be upgraded: dualling the track between Perth and Ladybank will enable a faster and more frequent service
- we will be on track to achieve net-zero greenhouse gas emissions by 2040, and the city centre will be a low-emission zone
- key elements of the climate change resilience plan will have been implemented
- the volume and value of business and leisure tourism in the city will have doubled
- no part of Perth City will be among the 20% most deprived in Scotland
- Perth will have Scotland's most employable non-graduate workforce, as measured by educational and vocational qualifications and outcomes

## • BY 2040

- Perth will be a carbon-neutral city, five years ahead of the Scottish Government's target
- the climate change resilience plan will have been fully implemented.



# ACHIEVING OUR GOALS: THE PCDB PLEDGE



These are challenging, but measurable and achievable goals. PCDB encourages Perth & Kinross Council and other agencies – including the Tay Cities Deal partners – to make a commitment to work together to achieve the 5, 10 and 20 year

targets. The businesses we represent pledge to play their part, through leadership, lobbying, influencing and practical action. Through the Ambassadors Network we will enlist business and civic leaders to deliver the goals.

PCDB is not an executive body. We can exert influence but we do not control budgets or employ staff. Much of City Plan 3 will be delivered by Perth & Kinross Council and other public sector partners, but it is also intended to promote business leadership and citizen engagement. The Council has been a willing and supportive partner ever since the Board was formed, reshaping its capital programmes and revenue budgets in line with the City Plan priorities and providing regular

progress reports. We hope the Council will continue to support the City Plan by preparing detailed implementation plans, and a funding strategy with anticipated contributions from:

- Tay Cities Deal
- PKC's capital programme
- other sources of grant funding
- private investment.

The Board has a key role to play in mobilising private sector contributions to the City Plan which may include:

- joining the Ambassadors Network
- championing PCP3 priorities and leading task teams
- project/event sponsorship
- innovation and workforce development
- reducing businesses' carbon footprint
- direct investment.

## THE BOARD HAS A KEY ROLE TO PLAY IN MOBILISING PRIVATE SECTOR CONTRIBUTIONS TO THE CITY PLAN. WE EXPECT THIS WILL INCLUDE:

- CHAMPIONING PCP3 PRIORITIES AND LEADING TASK TEAMS
- PROJECT/EVENT SPONSORSHIP
- INNOVATION AND WORKFORCE DEVELOPMENT
- REDUCING BUSINESSES' CARBON FOOTPRINT
- DIRECT INVESTMENT.

# CITY PLAN 3: THE FRAMEWORK FOR ACTION

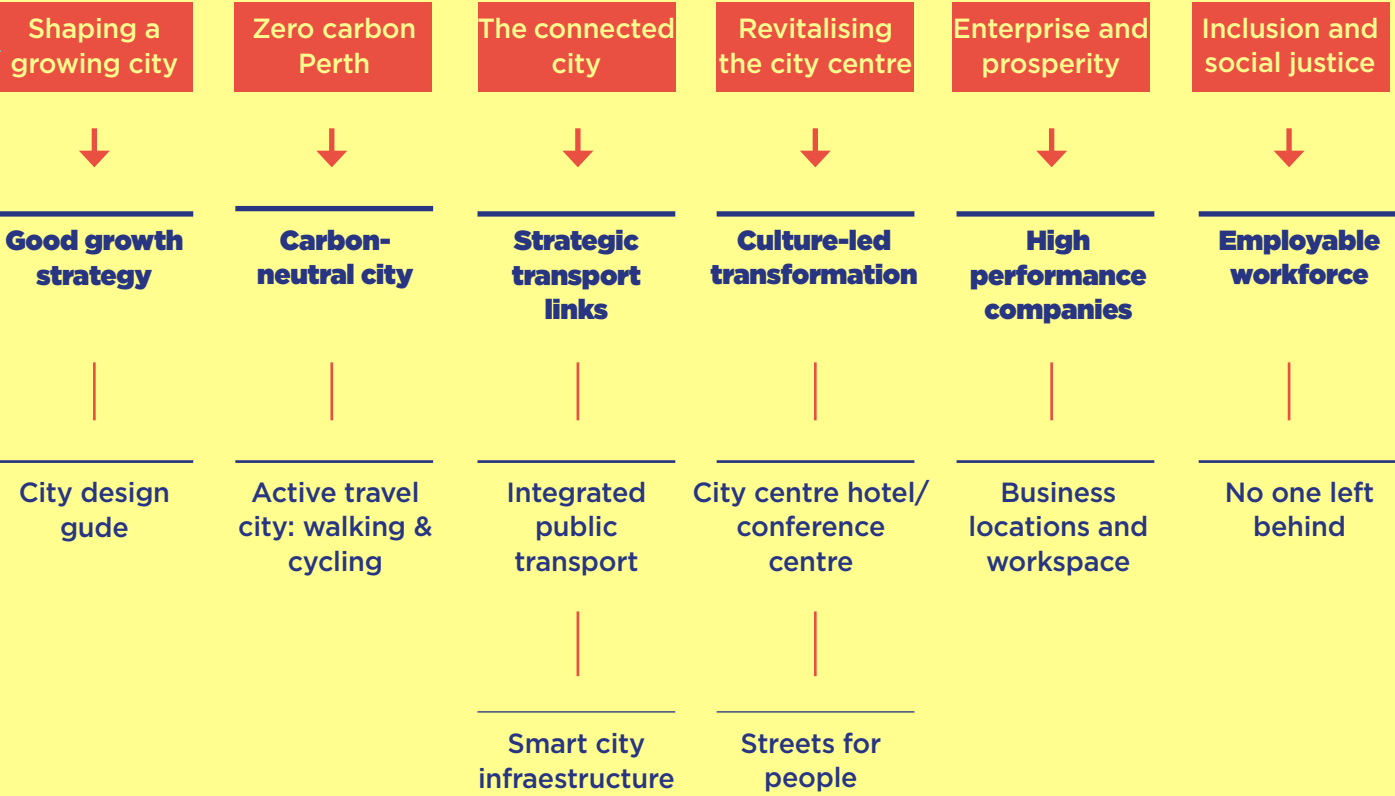
THE BOARD HAS DEVELOPED A REVISED **FRAMEWORK FOR ACTION** WHICH IS SUMMARISED IN THE DIAGRAM BELOW. OUR SIX PRIORITIES FOR ACTION ARE:

- **SHAPING A GROWING CITY**
- **RESPONDING TO CLIMATE CHANGE**
- **TRANSPORT AND DIGITAL CONNECTIONS**
- **REVITALISING THE CITY CENTRE**
- **ENTERPRISE AND PROSPERITY**
- **INCLUSION AND SOCIAL JUSTICE.**

**OUR VISION**

**MAKING PERTH ONE OF EUROPE'S  
GREAT SMALL CITIES**

Priorities for action

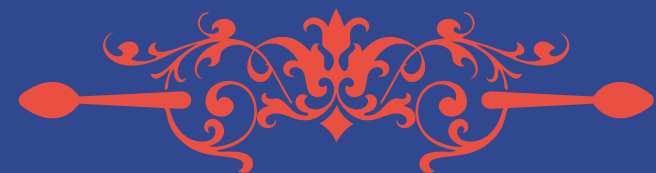




# PRIORITY ONE

## SHAPING A GROWING CITY

### – GOOD GROWTH AND PLACEMAKING



#### VISION

Perth will lead the way in Scotland by adopting a strategy for planning and development that strikes the balance between promoting economic growth, creating a beautiful and distinctive city, sustainability and climate change resilience.

#### PRIORITIES FOR ACTION

We need a 20-year Urban Strategy for Perth, to set out guiding principles for “good growth” in the city and show how they will be applied. The development of the strategy will be a significant task, building on existing planning and development guidance. It should involve intensive engagement (co-creation) with the community and local businesses, a role for experts (for example, through Architecture + Design Scotland or the Academy of Urbanism), and a review of lessons and good practice from comparator cities. PCDB’s urban design champion, Wayne Hemingway, will lead this important project, which will build on the placemaking guidance already being developed by the Council and provide the framework for statutory development planning.

Once the Urban Strategy has been adopted (by spring 2020) we recommend that a City Design Guide should be commissioned to set the standard for new development and regeneration in the city, and provide a source of ideas and inspiration for architects, urban designers and developers. We also recommend the creation of a City Design Panel with an independent chair to advise on key planning policies and proposals. Housebuilders and other prospective developers should be required to show how their proposals will conform to the design guide and contribute to the distinctiveness of Perth.

#### CASE STUDY

Umeå (Sweden) has adopted an award-winning City Masterplan. It sets out a strategy for 40 years of rapid but sustainable growth based on guiding principles including the compact city, the regeneration of established neighbourhoods, high density new

developments, public transport corridors and priority routes, investment in parks and green spaces, and involving the community in planning and placemaking.

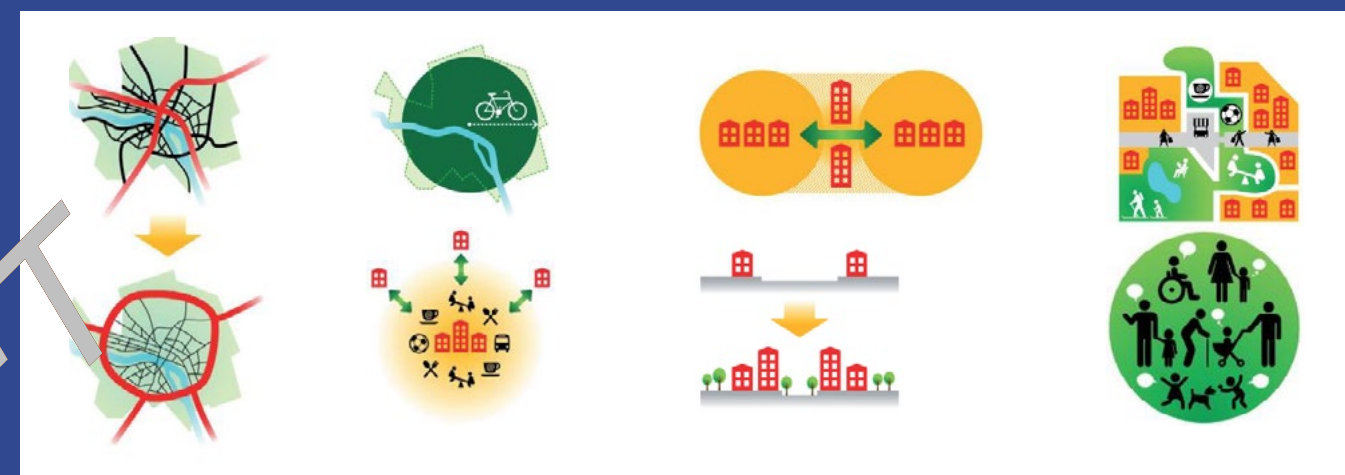


Illustration. Pictograms of the six development strategies for sustainable growth, and infrastructure overview- Umeå towards 200 000 citizens in 2050 (from Umeå's Master plan).

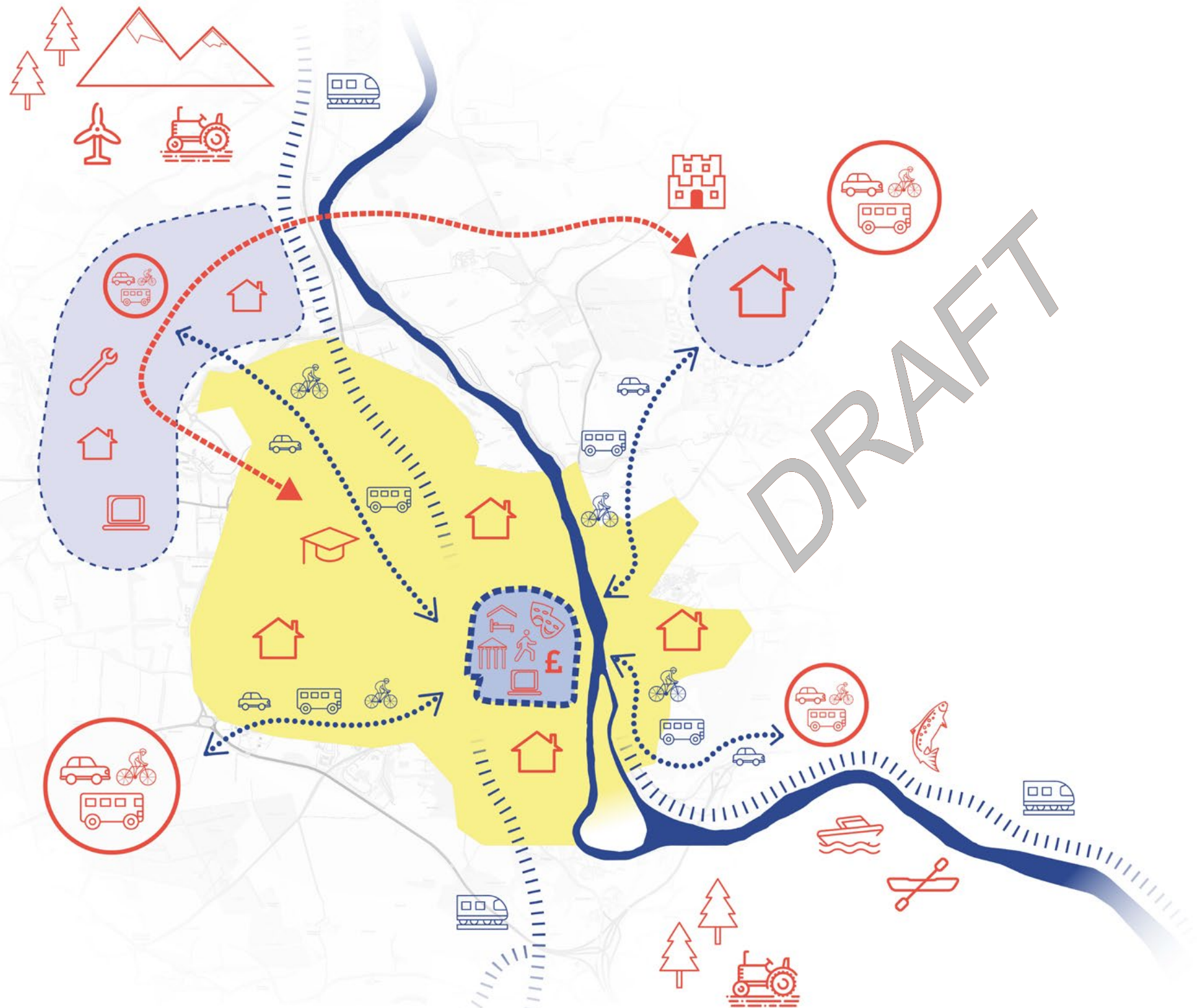


Bildmuseet, Umeå

# PRIORITY ONE

## SHAPING A GROWING CITY

### - GOOD GROWTH AND PLACEMAKING



#### CONNECTED CITIES, TOWNS AND RURAL ECONOMY

-  Tourism and cultural heritage
-  Sustainable farming and food production
-  Forestry and renewable investment and climate mitigation
-  Enhanced tourism and recreational use of river

#### CONNECTED COMMUNITIES WITHIN A GROWING CITY

-  Housing
-  New business locations and workspaces
-  Accessible higher and further education opportunities
-  Digital innovation /smart city infrastructure

#### A CONNECTED CITY - STRATEGIC TRANSPORT LINKS/INTEGRATED PUBLIC TRANSPORT

-  Car
-  Bus
-  Bike
-  Rail
-  Digital innovation/Smart city infrastructure

#### A REVITALISED PEOPLE FRIENDLY CITY CENTRE

-  Retail and commercial uses
-  Culture-led transformation
-  City centre hotels/ conference centre
-  Active travel
-  Streets for people
-  Digital innovation /smart city infrastructure



# PRIORITY TWO

## ZERO-CARBON PERTH

### – RESILIENT AND SUSTAINABLE



#### VISION

Perth will be the first city in Scotland to achieve the Government's goal of **net-zero greenhouse gas emissions**, and it will develop a comprehensive approach to mitigating the impacts of climate change.

#### PRIORITIES FOR ACTION

The Board advocates the development of an action plan to make Perth **Scotland's first net-zero carbon city** by 2040. The plan will set out short, medium and long-term performance milestones, such as the creation of a low-emissions zone in the city centre. The Board will nominate a climate change champion to work with Council officers, academic experts, government agencies, business leaders, the Scottish Cities Alliance and others to prepare the plan, which will set out specific proposals for, among others, promoting energy efficiency in new and existing residential and commercial properties; facilitating clean energy district heating systems; and reducing car dependency by increasing public transport usage and promoting zero-emission vehicles.

Another early action should be the development and publication of a **climate change resilience plan** which –

with expert input from SEPA and other agencies - will review the potential impact on the city of flooding and other extreme weather events, and propose long-term, catchment area-wide mitigation measures such as tree planting, river restoration and sustainable urban drainage systems.

Perth aims to be **Scotland's leading active travel city**. We need to translate that aspiration into reliably measurable targets for both investment in infrastructure (implementation of city-wide walking and cycling networks, signage, lighting and traffic management arrangements etc) and changes in behaviour, as measured for example by the reduction in miles travelled by car, and the increase in the proportion of trips made and distance travelled by bike and on foot.

#### CASE STUDY

Freiburg (Germany) is larger than Perth, but still a small city. Since the 1980s it has pioneered clean energy and it is now widely recognised as the world's leading Green City, aiming to be carbon-neutral by 2050. Environmental industries provide 12,000 jobs in Freiburg and are key to the city's inward investment effort. The University of Freiburg is on

course to become a carbon-neutral institution. Over half the city's demand for electricity is met by combined heat and power. The Green Industry Park (Industriegebiet Nord) will transform Freiburg's oldest and largest industrial estate into a model energy and resource-efficient business location.



Solar Settlement and business park. Source: Website plusenergiehaus.de



Cluster Green City



# PRIORITY THREE

## BEING CONNECTED - TRANSPORT AND DIGITAL



### VISION

Perth will be Scotland's best connected city: the hub of the nation's road and rail network, with fast, frequent and reliable connections to all the major cities and airports. Our digital platform will

accelerate the internationalisation of the Perth economy, support a wide range of Smart City applications and promote citizen engagement.

### PRIORITIES FOR ACTION

*The Perth Story* highlights the city's favoured location at the heart of Scotland's strategic roads network, with motorway/dual carriageway connections to Edinburgh, Glasgow, Aberdeen and Dundee and to the major international airports. City-to-city rail travel times are an important performance measure: services to Glasgow and Aberdeen have been improved through timetable changes and new trains, but services to Edinburgh and Edinburgh Airport are poor, with dated rolling stock, slow journey times and reliability issues. This is a significant gap in Perth's **strategic transport links**, and the Board will nominate a champion to lobby for the doubling of the track between Perth and Ladybank. The Board advocates a strategic partnership between PKC, Scotrail, Stagecoach and other operators to promote public transport patronage in Perth through better integration of

services and facilities, innovation and improved travel information.

PKC is committed to speeding up the delivery of digital infrastructure (superfast broadband and 5G) and promoting the **Smart City** concept. There is no "final destination" for this effort, which is being promoted by the Scottish Cities Alliance, but Perth needs to be a test-bed for smart city development, forging partnerships with technology companies and providers to pioneer the creation of a city-wide digital platform for a wide range of services. PCDB members will champion the connected city agenda, contributing skills and expertise to the proposed strategic partnerships for public transport and the smart city.

### CASE STUDY

Coburg, a city the size of Perth in the German State of Bavaria was identified by the *Financial Times* as a micro-city with outstanding growth potential. A new Smart City Atlas prepared by the Fraunhofer Institute for Experimental

Software Engineering highlights Coburg's pioneering Digital Agenda as a model of "municipal digital transformation" designed to achieve social, ecological and economically sustainable goals.

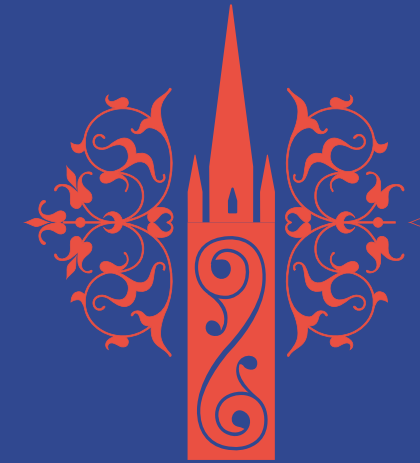


Picture of Coburg University



# PRIORITY FOUR

## REVITALISING THE CITY CENTRE – LIFE, WORK, LEISURE, CULTURE



### VISION

The city centre will be the shop window for a revitalised, confident and cosmopolitan city, the focal point of community life in Perth & Kinross, and a defining feature of the visitor

experience. Perth's fine architecture, townscape and riverside offer the ideal setting for a rich cultural offer, vibrant independent culture and the celebration of food and local produce.

### PRIORITIES FOR ACTION

The Tay Cities Deal will deliver an investment of up to £10m in **culture-led transformation**. The City Development Board will work in partnership with Culture Perth & Kinross to put its full weight behind this project, which will tell Perth's remarkable story at a modernised Perth Museum & Art Gallery and create a new space for an arts, crafts and heritage programme at City Hall. Both projects should be on site within 2-3 years, and open to the public by 2024. Together they will attract [000],000 visitors a year to Perth city centre, improving trading conditions especially for independent retailers, cafes and restaurants. Culture-led regeneration will create opportunities for private sector events sponsorship.

The Board is keen to promote plans for a new **4-5\* star hotel with conference facilities** in the city centre, and to encourage boutique hotels including

"restaurants with rooms". Together, the new cultural/heritage attractions and an improved accommodation offer should help to double the volume and value of tourism in Perth by 2029.

We recommend the appointment of a design team to prepare a 5-year Streets for People programme to create a more people-friendly city centre environment by:

- reducing cross-town car trips and reclaiming road space for pedestrians and cyclists
- creating a pedestrian-priority riverside promenade on Tay Street between the bridges reducing carriageway widths, introducing shared surfaces and tree planting
- enhancing the public realm around the City Hall and completing the first phase of the Vennels project.

### CASE STUDY

Altrincham is a medium-sized town in the Manchester commuter belt.

An established, relatively affluent community it shares some features in common with Perth, but in 2010 its high street was in deep difficulties, with a vacancy rate of 30%. Trafford Council formed a Town Centre Team, which set out a vision of Altrincham as a 21st century market town. Key actions in the past 5 years include the revitalisation of the historic market hall as a destination food and drink attraction, the creation

of a new health and wellbeing centre and a new transport interchange, a loans scheme for local businesses and an extensive programme of public realm works to make the town centre more people-friendly. The results have been spectacular: year-on-year increases in footfall, retail vacancies down to 12%, 25 new restaurants and bars, and the formation of a new public-private partnership, Altrincham Unlimited.

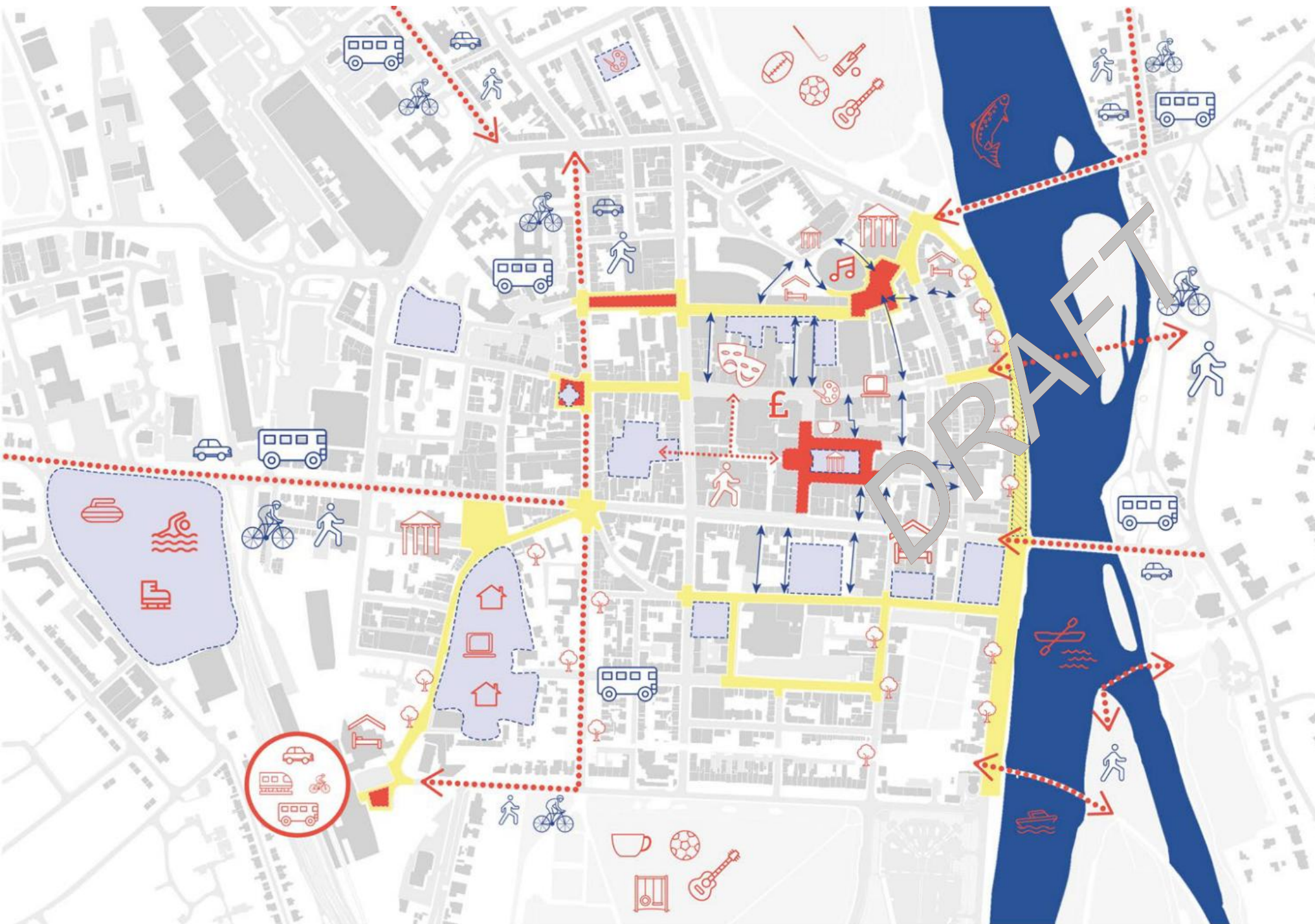


The Goose Green Summer Festival



# PRIORITY FOUR

## REVITALISING THE CITY CENTRE – LIFE, WORK, LEISURE, CULTURE





# PRIORITY FIVE ENTERPRISE AND PROSPERITY – HIGH PERFORMANCE ECONOMY



## VISION

Perth will be a vibrant, dynamic, modern city with an economy based on knowledge-intensive international businesses. Employment growth will match population growth, helping the city to attract and retain young talent and working-age families. More local

residents working in the city will swell the daytime economy and boost local expenditure. Our commitment to good growth and sustainable development will make Perth the must-have address for low-carbon, clean energy and other green businesses.

## PRIORITIES FOR ACTION

The Tay Cities partners, with private sector input, have established a regional joint committee to drive the business development effort. This is a sensible use of resources, but we need to ensure that the regional model delivers for Perth. Perth is too small to sustain sectoral strategies, but we need to ensure that our specialist strengths in food and drink, aviation, renewable energy, tourism and other sectors are recognised. Our aspiration is to establish Perth as a preferred, premium location for **high performance businesses** of all sizes and types, especially green businesses. We want to encourage the development of a business support/client management system for Perth's large employers, knowledge-based SMEs and ambitious start-ups. Activities might include:

- collaboration with Perth Creative Exchange, UHI and other Scottish

universities to make Perth the best place in Scotland to launch a creative/tech or science-based start-up business

- a best-in-class business accelerator model to enable start-ups and microbusinesses to evolve into high-performance SMEs and exporters

- a reinvigorated inward investment effort, using The Perth Story and the ambassador network to create targeted campaigns and a high-quality inquiry response service.

The Urban Strategy will identify a range of **business locations** throughout the city. The Board encourages PKC to play a proactive role in encouraging investment in new and repurposed workspace, including in city centre locations. We see the area around the railway station as a particular opportunity to provide accommodation for start-ups around a transport hub.

## CASE STUDY

Exeter is a medium-sized town. In the past 20 years, has completed the transition from historic market town to a dynamic small city, with a thriving economy and an outstanding Russell Group university. It is a beacon of economic vitality and demographic good health in a rural area otherwise characterised by low wages and productivity and an ageing population.

A number of studies have identified Exeter as one of the UK's top performing small cities. In 2003, the Met Office moved its headquarters to the city, and the regional airline, Flybe, is also based in Exeter. The city functions as the regional capital for Devon and Cornwall and has a very attractive retail, culture and food offer with a strong and distinctive local character.



Supplement Liveable Exeter - A Transformational Housing Delivery Programme



# PRIORITY SIX

## NO ONE LEFT BEHIND – INCLUSION AND SOCIAL JUSTICE

### VISION

We will break the cycle of poverty and deprivation in some parts of Perth, ensuring that this is a city that offers opportunity for all and where no one will be left behind.

### PRIORITIES FOR ACTION

PCDB members are particularly concerned about childhood poverty and the links to a cycle of low aspirations, low attainment and labour market insecurity. Many young people leave Perth aged 17-18 to go to university; some return after their studies, while others are replaced by graduates recruited by local firms. Those who stay in the city after school go into further education, take up apprenticeships or find entry level jobs. These young people have a key role to play in a wide range of roles and occupations, and we want them to have the best possible prospects for their working lives. We have set ourselves the goal of having **the most employable non-graduate young workforce in Scotland**, based on educational attainment, vocational qualifications, employment outcomes and other measures.

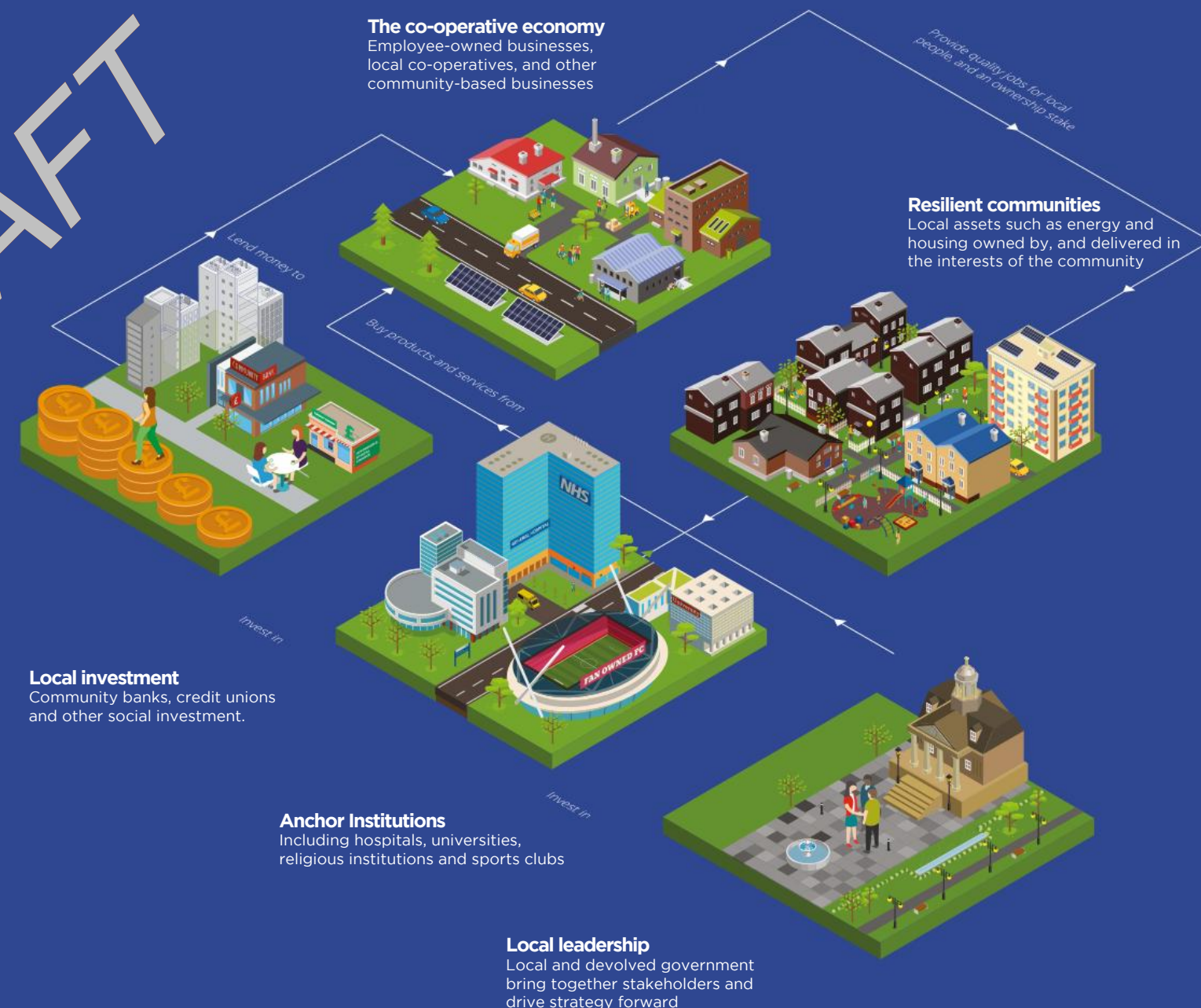
PCDB members participate in Developing the Young Workforce (DYW) Perth & Kinross, which brings together children, parents, educators and employers to guide young people through the school-to-work transition. DYW will be the principal delivery mechanism for our employability goal, but we also propose an early intervention initiative to identify and provide active support for children in the latter stages of primary education/ S1-S2 to ensure that no child is left behind. We will open a dialogue with Perth College, local schools and DYW to discuss the most cost-effective way of working with a range of services and agencies to help at-risk children to close the gap by the time they leave school and prepare themselves for a rewarding working life.

### CASE STUDY

A number of English towns and cities have adopted “local wealth building” strategies, based on a model developed by CLES. Local wealth building seeks to mobilise “anchor institutions” such as councils, hospitals, housing associations, universities and colleges to help local businesses and social enterprises to compete successfully for commercial contracts. Preston is the best developed

example of local wealth building in the UK. In 2018 the think tank Demos used a range of measures including employment, workers’ pay, house prices, transport, the environment, work-life-balance and inequality to rank 42 UK cities; it found that Preston had improved the most in its 2018 Good Growth for Cities index.

### THE COMMUNITY WEALTH MODEL





# DRIVING PROGRESS

The Action Plan set out in the following pages will require concerted action by Perth & Kinross Council and a range of other partners. As described above, the Board has a key role to play in delivering the private sector contribution which may take a variety of forms, from thought leadership to practical action and investment.

While preparing this document we have also taken the opportunity to review the governance of the Board, so that we can become a more effective and focused leadership group. We recognise the need to be more representative of the diversity of modern Perth, and to recruit more women and young entrepreneurs. We want members who will play an active part in addressing the exciting opportunities we have identified and in developing a creative response to the challenges facing Perth.

With this in mind, we plan to refresh the membership and reduce the size of the Board. We will nominate Board members to champion the priorities and projects set out below. Alongside this tighter, more action-orientated Board we plan to recruit a network of active corporate citizens to contribute their knowledge, skills and energy to the delivery of this ambitious City Plan and to support the city's Ambassadors Network.





# CONCLUSION

THIS IS AN EXCITING TIME FOR PERTH. OUR CITY HAS ALL THE ATTRIBUTES NECESSARY TO THRIVE IN THE MID-21ST CENTURY, AND ITS SKILLED WORKFORCE, ECONOMIC VITALITY AND GREEN CREDENTIALS MAKE IT THE IDEAL LOCATION FOR GOOD GROWTH. PREVIOUS EDITIONS OF THE PERTH CITY PLAN HAVE HELPED TO MOBILISE INVESTMENT AND ENERGISE LOCAL PARTNERSHIPS, AND THE SUCCESSFUL CONCLUSION OF THE TAY CITIES DEAL CREATES AN OPPORTUNITY TO MOVE THE CITY TO ANOTHER LEVEL.

THE IDEAS BEHIND PERTH CITY PLAN 3 AND THE GUIDING PRINCIPLES SET OUT IN THIS DOCUMENT ARE MORE CHALLENGING AND AMBITIOUS THAN EVER BEFORE. BECOMING ONE OF EUROPE'S GREAT SMALL CITIES IS A BIG STEP, AND WE WILL NEED TO RAISE OUR GAME ON EVERY FRONT. SECOND BEST WILL NOT DO IF WE ARE SERIOUS ABOUT MATCHING THE BEST-IN-CLASS CITIES DESCRIBED IN THESE PAGES. BUT THE PERTH CITY DEVELOPMENT BOARD IS VERY CONFIDENT THAT WE HAVE THE POTENTIAL AND THE WILL TO JOIN THEIR RANKS. IN THE PAST, A LACK OF AMBITION HAS HELD PERTH BACK, BUT THAT IS CHANGING FAST AND PERTH IS INCREASINGLY RECOGNISED AS A LEADER IN FIELDS RANGING FROM CLEAN ENERGY AND ACTIVE TRAVEL, TO CULTURE-LED REGENERATION AND THE SMART CITY.

WE HAVE BUILT A GOOD PLATFORM, THANKS TO EFFECTIVE PARTNERSHIPS BETWEEN THE COUNCIL, THE TAY CITIES PARTNERS, THE SCOTTISH GOVERNMENT AND THE PRIVATE SECTOR. THIS PLAN CHARTS A COURSE FOR THE NEXT 20 YEARS, AND THE PERTH CITY DEVELOPMENT BOARD LOOKS FORWARD TO WORKING WITH OUR PARTNERS TO DELIVER ON THE PRIORITIES FOR ACTION - AND TO PLAYING OUR PART IN MAKING IT HAPPEN.



Perth Theatre



Evening economy



Mill Street parklet



Perth College UHI

## PERTH AND KINROSS COUNCIL

18 December 2019

### PERTH AND KINROSS OFFER UPDATE

Report by the Chief Executive (Report No. 19/361)

#### PURPOSE OF REPORT

This report provides Council with an update on the implementation of the Perth and Kinross Offer programme from June – December 2019.

#### 1. BACKGROUND

- 1.1 The Perth and Kinross Offer is 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 delivered sustainably and achieve better outcomes for the people of Perth & Kinross.
- 1.2 This transformation will require a change in the traditional relationship between public services, citizens, businesses, investors and visitors. We need to move away from the relationship of provider and consumer to work collaboratively, agreeing joint priorities and designing the future we want together. We also need to agree how we align budgets with our ambitions, using our resources to maximum impact and ensuring communities have services where and when they need them.
- 1.3 This is a long term ambition for Perth & Kinross. Theory suggests that cultural change programmes in any organisation can take between two to five years to embed. For transformational change of the scale being suggested in the Perth and Kinross Offer, it could be longer. For example, Wigan Council are still adapting and improving their approach to the Wigan Deal, nine years after its introduction in 2011. However, we know by learning from other organisations, like Wigan, that we will need to work closely with our partners to realise our ambition. It is a radical approach and one which will require the commitment, enthusiasm and a “think yes” approach from everyone.
- 1.4 This report highlights areas of progress over the past six months and outlines areas of development and delivery for the year ahead.

#### 2. PROGRESS AND IMPACT TO DATE

- 2.1 The Chief Executive initially introduced the Perth and Kinross Offer to elected members and employees in early 2019. To continue momentum, develop key strategies and implement engagement activity, a Lead Officer was recruited on a secondment basis from May 2019 with responsibility for a small Perth

and Kinross Offer implementation team. Since June 2019, a number of key work streams have been supported and progressed by the P&K Offer team as follows;

## **2.2 Engagement Events**

Since June 2019, over 40 engagement opportunities have been delivered by members of the Executive Officer Team and the Perth and Kinross Offer team. An infographic which highlights our engagement over the past six months is attached as Appendix 1.

We have engaged with over 1000 participants. From this, we have started to collate and theme feedback and suggestions which will inform future collaboration and projects in our five key areas; economy & entrepreneurship; environment; equalities; education and learning; and empowerment.

It was agreed to concentrate initial efforts on internal engagement, and as over 85% of our workforce also live in the Perth & Kinross area, they have been giving their different perspectives in a number of areas. Engagement sessions have been offered to employees via team time sessions, Chief Executive listening events, wider team development days, management meetings and corporate inductions. We have also undertaken regular visits to different areas of Perth & Kinross to speak to remote front line teams who find it difficult to attend engagement sessions held during normal working hours.

Although internal engagement was the immediate priority, the Executive Officer Team have also continued to engage with our external partners and stakeholders throughout this period. This includes the Community Planning Partnership, Parent Carer Councils, PKAVS, Aerospace Kinross, Perth City Ambassadors, Perthshire Chamber of Commerce, Gannochy Trust, Perthshire Women's business network and the Rotary Club.

## **2.3 Elected Members Engagement & Steering Group**

An engagement session for local elected members was held in early June 2019. This was attended by around 20 local elected members who gave feedback and direction in a number of key areas, such as engagement with existing community groups, promoting and marketing the offer externally. It was agreed at this meeting that a Perth and Kinross Offer Steering Group be formed to include elected members and senior officers. The first meeting, in early July 2019, set out the terms of reference of the group and a further two meetings have been held since, in August and November 2019. Discussions have covered a number of areas, including the requirement for a framework for the P&K Offer, outline principles, possible values and how best to promote the Offer. It has been agreed that the Steering Group should continue into the New Year to offer direction, focus and ongoing input into the development of the Offer programme and in particular the development of our communications and engagement plan.

## 2.4 Employee Working Group

The employee Working Group was established in August 2019 to give feedback and input into key workstreams and projects arising from the Offer. This has included areas such as employee behaviours and key performance indicators, community engagement methods and shaping our future. We have held three meetings to date. While we started with around 30 members, this has grown to approximately 50 participants, through word of mouth and engagement activity. It is expected that, as we progress, group members will help support the Offer internally by acting as “ambassadors” within their own areas of influence and work. It is also proposed that members are pivotal in delivering our engagement initiatives in line with proposals for the coming year.

## 2.5 Head of Innovation Recruitment

To continue to progress the offer, maintain momentum and ensure consistency of approach, an appointment was made to the Head of Innovation post. This role has responsibility for our organisational development, communications, performance, equalities and transformation teams. Combining the strengths and synergies in these areas will ensure consistent and effective development, reporting and marketing of the Perth and Kinross Offer.

## 2.6 Research, Learning and Benchmarking

Extensive research, learning and sharing ideas has taken place with other local authority areas and partners over the past six months. Visits and discussions with Wigan, Angus, East Lothian, Dundee and East Ayrshire have been carried out in order to ensure we are sharing resources and ideas where possible. Although each local authority is unique and has different demographics and geography, there has been an appetite to share, at a national level, the different transformation projects being undertaken. Consultation has also taken place with support organisations such as the Improvement Service<sup>1</sup>, Innovation Foundation<sup>2</sup> and Project Lift<sup>3</sup>.

## 3. MOVING FORWARD 2020

- 3.1 Over the past six months, our key workstreams, as outlined in sections 2.2 to 2.6, have been launched and we will continue to build and strengthen these areas. In 2020, we will focus on five priorities to develop the Perth and Kinross Offer as follows;

### 1. Building our Perth and Kinross Offer vision

To ensure we are starting with the right identity and narrative, we are currently working with an external branding and marketing consultancy to develop the

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<sup>1</sup> [www.improvementservice.org.uk](http://www.improvementservice.org.uk)

<sup>2</sup> <https://www.nesta.org.uk>

<sup>3</sup> <https://www.projectlift.scot/>

Perth and Kinross Offer framework. This will be complete early 2020 and will be used as the basis of our engagement approach, both internally and externally.

## **2. Communication and Engagement Plan**

This plan will detail how we will engage externally with all of our stakeholders, along with elected members and all our employees. The programme will include; a clear plan for external engagement with community groups, business and citizens; agreed data set and questions which will allow for efficient and consistent collation and reporting of findings; initiatives for reaching our citizens and generating participation in the programme and timescales for delivery.

## **3. Developing our Employee Experience**

Continuing to engage with our employees is crucial and an “Employee Learning Experience” will be developed and delivered for all employees to ensure understanding and capacity to deliver key messages around the Offer. It will be delivered in a series of interactive sessions, using different technologies and methods to capture attention to embed organisational behaviours and attributes required to Think Yes and work to these principles.

## **4. Promoting “Quick Wins” / Successes**

We know that there are a number of current work streams underway in the organisation that fit within the ethos of the Perth and Kinross Offer and its five themes (paragraph 2.3). Examples include our Home First programme, Stagecoach partnership for reduced bus fares, Community Bloom Groups, Community Asset Transfer approach and Intergenerational projects with schools and communities. All of these projects are centred around involvement and collaboration with our communities where small changes can lead to better individual outcomes.

During the course of 2020, we will continue to promote and invest in these areas, sharing good practice throughout the organisation and externally, informing our partners, citizens and businesses of specific areas of interest. In addition, we have been gathering anecdotal evidence from across the organisation and we will capitalise on opportunities to showcase the Perth and Kinross Offer having a positive impact on our communities.

## **5. Digital engagement platforms**

To ensure we are reaching as many people as possible and providing opportunities for involvement, a strategy for communicating digitally as well as face to face with all of our stakeholders, is being developed. This includes plans for a microsite dedicated to progress around the offer, an employee “app” which can be used to gather feedback and views, along with survey questions for those who prefer this method of engagement.

#### 4. RESOURCES

To ensure the momentum of work on the Perth and Kinross Offer continues into 2020, prioritisation of resources in this area is essential. Work is currently underway to review the current employee structure and consider any additional requirements to deliver on the priorities outlined in this report. This will be shared with elected members once completed, as part of the budget process.

#### 5. CONCLUSION AND RECOMMENDATION

- 5.1 The Perth and Kinross Offer will transform our relationship with communities, businesses and citizens. Ensuring we have the right strategy and framework is crucial in taking this programme of work forward and engaging effectively with everyone across the Council area. In the Best Value Assurance Report of Perth and Kinross Council (published in August 2019), the Deputy Chair of the Accounts Commission described the Offer as;

*“An ambitious new way of working more closely with citizens and communities, the ‘Perth and Kinross Offer’, has the potential to achieve considerable change in how services are designed and delivered. This will require significant drive and commitment from the council to ensure they reap the full benefits of this new initiative.”*

- 5.2 While Perth and Kinross Offer is ambitious and long term, we are confident that strategies being developed now will help us achieve this successfully. Laying solid foundations, ensuring the right resources are in place and creating clear and focussed approaches for implementation over the next few years will allow us to deliver on our commitments.

- 5.3 It is recommended that the Council:

- i) notes the progress made on the Perth and Kinross Offer in the past six months;
- ii) approves the proposed key priorities for 2020; as outlined in paragraph 3.1
- iii) requests the Chief Executive to bring forward a further report, by Spring 2020, outlining the framework along with the communication and engagement plan.

#### Author(s)

| Name           | Designation        | Contact Details    |
|----------------|--------------------|--------------------|
| Charlene Guild | Head of Innovation | pkoffer@pkc.gov.uk |

#### Approved

| Name           | Designation                                   | Date     |
|----------------|-----------------------------------------------|----------|
| Barbara Renton | Executive Director<br>(Housing & Environment) | 04/12/19 |

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

All Council Services can offer a telephone translation facility.



## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan/Single Outcome Agreement

- 1.1 The update and proposals set out in this report support the delivery of all the priorities in the Perth & Kinross Community Plan / Single Outcome Agreement 2018 to 2023. Moving forward, the Perth and Kinross Offer will become the way we deliver on these priorities.

#### Corporate Plan

- 1.2 The proposals in this report will support the ongoing achievement of our corporate priorities and engagement with our communities, employees, businesses and other stakeholders will identify areas of future improvement and focus.

### 2. Resource Implications

### 3. Assessments

#### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations

between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

- 3.2 A wider Equality Impact Assessment of all work undertaken in relation to the Perth and Kinross Offer is being developed and will be made available once all engagement and consultation has been carried out and analysed.

#### Risk

- 3.6 There are no key risks associated with the contents of this report.

### **4. Consultation**

#### Internal

- 4.1 Details of internal consultation is included within Section 2 of the full report.

#### External

- 4.2 Details of external consultation is included within Section 2 of the full report.

### **5. Communication**

- 5.1 A communications and engagement plan was considered and approved for this stage of the project.

## **2. BACKGROUND PAPERS**

This section should list the documents that have been relied on in preparing the report, other than those committee reports already referenced within the main body of the report. All documents must be kept available by the author for inspection by the public for four years from the date of the meeting at which the report is presented.

Accounts Commission Perth & Kinross Best Value Audit Report – August 2019

## **3. APPENDICES**

Appendix 1 - Infographic of progress from June to December 2019 on the Perth and Kinross Offer

# Perth & Kinross Offer Update

## June to December 2019

### Highlights



Moving forward into 2020, we have five strategic priorities for progressing the Perth and Kinross Offer.

1. Building the vision
2. Communications and Engagement Plan
3. Developing our Employee Experience
4. Promoting our successes
5. Digital engagement platforms.

If you have any comments or queries about the Perth and Kinross Offer, please contact  
[PKOffer@pk.gov.uk](mailto:PKOffer@pk.gov.uk).



## PERTH AND KINROSS COUNCIL

18 December 2019

### INTERIM CLIMATE EMERGENCY REPORT AND ACTION PLAN

#### Report by Depute Chief Executive (Chief Operating Officer) (Report No. 19/362)

In June 2019 Perth & Kinross Council agreed a Motion committing the Council to lead by example in accelerating the transformational change required to address the Climate Emergency, declared by the UK and Scottish Governments.

The Interim Climate Emergency Report and Action Plan (Appendix 1) sets out an initial routemap to meeting the ambitions of the Council Motion, as well as highlighting the targets, challenges, and the action the Council is already taking to address climate change.

The report provides a basis to develop our engagement with partners and communities – giving an opportunity for the Council, partners and all citizens to play a part in designing and delivering a low carbon and climate resilient Perth & Kinross.

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 The urgency of action on climate change was brought sharply into focus in 2018 by the United Nations Intergovernmental Panel on Climate Change (IPCC), which published a report ([click here](#)) stating that we must limit global warming to 1.5°C. Even with a rise of 1.5°C, IPCC reported that there would be risks to health, livelihoods, food security, water supply, human security and economic growth. A rise of 2°C or higher would be even more catastrophic.
- 1.2 The IPCC warns that we only have a limited period left (2030) to take the decisive and serious action required to avert this crisis and avoid the worst impacts.
- 1.3 In June 2019 Perth & Kinross Council passed a Motion committing the Council to lead by example in accelerating the transformational change required to address the Climate Emergency, which had been declared by both the UK and Scottish Parliaments earlier this year. The Chief Executive was requested to set out a route map to deliver a low carbon Perth & Kinross, through co-production with citizens and other stakeholders.
- 1.4 Recent legislation ([Climate Change \(Emissions Reduction Targets\) \(Scotland\) Act 2019](#)) sets out a new target for Scotland to reach net zero greenhouse gas emissions by 2045. This means that we must reduce emissions to a level which are equal to or less than the ability of our natural ecosystems (i.e. our woodlands and peatlands) to absorb and retain these emissions. There is clear role for the Council to work with its citizens and businesses to ensure that the whole Perth & Kinross contributes to this zero carbon target by 2045 at the latest.

1.5 For several years the Council has been undertaking activities to promote sustainable development and tackle climate change. Our successes include :-

- We have attracted over £49m in external funding since 2010 for projects contributing to reducing greenhouse gas emissions
- We have reduced the total energy consumption from our buildings by 17% from 2012 levels, despite increasing the number of buildings we operate
- We have reduced the average level of general household waste collected per week by 46% since 2013
- There are over 80 Electric Vehicle Charging Points available to the public in Perth & Kinross

## 2. PROPOSALS

2.1 The Interim Climate Emergency Report and Action Plan (Appendix 1) sets out initial proposals for fulfilling the ambitions set out in the June Council Motion. It is deliberately an interim document, as it forms the basis to start the conversation with our partners and communities, to share in the design and delivery of a low carbon and climate resilient Perth & Kinross.

2.2 The Report sets out our current status, by highlighting:

- a) the size and complexity of the challenge, as it relates to the Council as an organisation, and the wider Perth and Kinross area.
- b) the increasing range of international, national and local policies, targets, and legislation; and how they will direct and influence our activities over the next decades.
- c) the extensive activity the Council and partners are already carrying out, to address climate change mitigation and adaptation; as well as short, medium, and longer-term actions, and options, which demonstrates our commitment to accelerate our climate change progress.
- d) Suggestions for taking forward comprehensive engagements on climate change as part of the emerging Perth & Kinross Offer, to develop a shared vision, strategy and actions, which will be essential for the entire Perth and Kinross area to achieve a net zero carbon future.
- e) our commitment to “just transitions”, to ensure that climate change actions progress hand in hand with fairness and equality; and that no one in a vulnerable situation is disadvantaged by climate change transformation.

- f) how we are currently organised to work together, and how that close working can evolve to ensure future climate change action remains unified, focussed and effective.
- 2.2 The Interim Report addresses both mitigation (actions to reduce our greenhouse gas emissions) and adaptation (the actions we need to take to adjust to the impacts of climate change).
  - 2.3 The Interim Report identifies that only 3% of carbon emissions in Perth and Kinross are attributable to the Council's activities. Therefore, this highlights the significant role that all our communities will need to play if we are to be successful in reaching a zero carbon Perth & Kinross. Achieving the necessary significant changes, cannot be successfully delivered without lifestyle changes on a range of key behaviours like personal travel, recycling waste and home heating.
  - 2.4 Therefore with our ambition to reduce carbon emissions to net zero, we recognise the need for the public, as citizens and consumers, to have a much larger role in shaping our collective future actions. This is consistent with the emerging work on the Perth & Kinross Offer where the Council co-produces solutions with communities and stakeholders, to support everyone in the area to live life well.
  - 2.5 We will carry out widespread engagement during February to April 2020, to develop and describe a shared vision for Perth & Kinross, identify the main actions we all can take, and start the conversation about targets for the Perth & Kinross area. We will engage with all households and businesses within Perth & Kinross, as well as other public bodies and the third sector.
  - 2.6 To ensure the ongoing commitment and involvement of all parts of the community in local climate change action, several Councils have established Climate Change Commissions, with a wide range of local representation. These Commissions bring together key organisations and advocates for change, from across the area, from local communities, as well as the public, private and third sectors.
  - 2.7 It is proposed to establish a Climate Change Commission for Perth & Kinross. The Commission will be an independent voice for the area, providing authoritative advice on steps towards a low carbon, climate resilient future, to inform our shared vision and shape the actions of local stakeholders and decision makers. It will monitor progress towards meeting the area's carbon reduction targets and recommend actions to keep the area on target, as well as advising on climate-related adaptation opportunities.
  - 2.8 Ensuring a fairer Perth & Kinross is at the heart of the Council's Corporate Plan and the Community Plan, as we seek to promote fairness and give equal opportunities for all. We need to ensure that the actions we take on climate change mitigation and adaptation are fair for all, minimise potential for inequalities, and maximise the economic and social advantages.

- 2.9 It is acknowledged in the report and action plan that the cost of responding to the climate change emergency will be significant, and there is a risk to delivery if resources are not available to deliver the changes required. An important part of our work will be to ensure that we maximise the funding opportunities which are likely to be made available, to minimise the expenditure pressures on the Council.

### **3. CONCLUSION AND RECOMMENDATIONS**

- 3.1 Climate change will have a major impact on everyone in Perth & Kinross.
- 3.2 We acknowledge the need for urgent action, and this report sets out the interim measures we are taking, as a basis for much wider engagement with our communities and partners on a shared climate change vision, and action programme.
- 3.3 It is acknowledged in the report and action plan that the cost of responding to the climate change emergency will be significant, and it will be important to maximise other funding sources, to support the delivery of these actions.
- 3.4 Working together, we can share our commitment to climate change, and protecting our area, so we can pass it on, for the enjoyment of future generations.
- 3.5 It is recommended that the Council:
- i) approves the Interim Climate Emergency Report and Action Plan (Appendix 1) as a basis for engagement with stakeholders to produce a shared vision and action programme, and to deliver a resilient and net zero carbon Perth & Kinross.
  - ii) requests the Depute Chief Executive to bring forward a report to the next Council Meeting on proposals for the establishment of a Perth & Kinross Climate Change Commission.
  - iii) requests the Depute Chief Executive to report to the Council after the 2020 summer recess with the results of the climate change engagement activity, and an updated route map for the delivery of a vision and action plan.



**Authors**

| <b>Name</b>    | <b>Designation</b>                                  | <b>Contact Details</b>                        |
|----------------|-----------------------------------------------------|-----------------------------------------------|
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**Approved**

| <b>Name</b>   | <b>Designation</b>     | <b>Date</b>     |
|---------------|------------------------|-----------------|
| Jim Valentine | Depute Chief Executive | 5 December 2019 |

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement/ Corporate Plan

- 1.1 This report contributes to the delivery of the Perth and Kinross Community Plan / Single Outcome Agreement, and Corporate Plan, 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

### 2. Resource Implications

#### Financial

- 2.1 At this stage there are no direct resource implications arising from this report. The appended report gives an indication of activities which may require additional funding. Part of our activities will be seeking alternative funding opportunities, for the actions in the interim plan.

### Workforce

- 2.2 There are no implications at this stage.

### Asset Management (land, property, IT)

- 2.3 There are no direct implications at this stage. However meeting climate change targets will require further decisions on our property portfolio, including significant enhancements to the energy management of our buildings, and considering our future property requirements.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 The proposal has been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- Assessed as relevant for the purposes of EqIA (with both positive and negative likely effects)
- 3.2 The report recognises that the most severe impacts of climate change are likely to be felt by people experiencing greater risks of poverty and disadvantage. It also recognises that by promoting future mitigation measures in the move towards zero carbon, certain groups may be disproportionately impacted. The strategy and action plan seek to create a net zero economy that is fair for all, minimises potential for inequalities, and maximises the socio-economic opportunities for all. As part of the action plan, a decision-making toolkit will be established to consider future climate change mitigation and adaptation actions, to ensure just transitions are prioritised.
- 3.3 With this in mind, a full Equality & Fairness Impact Assessment (EFIA) will be undertaken during the engagement stage of the strategy.

### Strategic Environmental Assessment

- 3.4 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. The proposal has been considered under the Environmental Assessment (Scotland) Act 2005:
- 3.5 Screening has determined that there are likely to be significant environmental effects and as a consequence an environmental assessment is necessary. At the present time a scoping report, which will determine the scope of the environmental assessment, is being prepared for submission to the Consultation Authorities.

### Sustainability

- 3.6 The proposal has been considered under the provisions of the Climate Change (Scotland) Act 2009 and it has been assessed that:
- A large number of positive climate change and sustainable development outcomes are likely as a result of this proposal being implemented, across all eleven sections of the Integrated Appraisal Toolkit. All actions proposed are likely to contribute to the provisions of the Act and will be reported as part of the annual Public Sector Climate Change Duties Reporting process. The Integrated Appraisal Toolkit report is available – [click here](#).

### Legal and Governance

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

### Risk

- 3.8 Not applicable at this stage. A risk register will be prepared as part of the implementation of these proposals.

## **4. Consultation**

### Internal

- 4.1 The Corporate Management Group, the Council's Climate Change Board and the Low Carbon Working Group (officer working groups with service representatives from across the Council) have been involved in the preparation of this report.
- 4.2 Two engagement sessions were held with Elected Members in preparing this report – on 3 September and 25 November 2019.

### External

- 4.2 The report has been informed by engagements with three Climate Café activities in, Blairgowrie, Dunkeld and Perth.
- 4.3 The Community Planning Partnership Executive Officer Group has been consulted in the preparation of this report.

## **5. Communication**

- 5.1 A communications plan will be developed as part of the wider community engagement on climate change detailed in the report.

**2. BACKGROUND PAPERS**

Motion to Council Meeting 29 June 2019 .

**3. APPENDICES**

Appendix 1: Net Zero Perth & Kinross – Interim Climate Change Emergency Report and Action Plan





# NETZERO

## PERTH AND KINROSS

Interim Climate Emergency  
Report and Action plan

*Towards a zero  
carbon and  
climate resilient  
Perth and Kinross*

December 2019

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*“My generation has failed in its responsibility to protect our planet – that must change. The climate emergency is a race we are losing, but it is a race we can win. The climate crisis is caused by us and the solutions must come from us”.*



UN Secretary-General António Guterres at the opening of the Climate Action Summit, September 2019

## **Introduction by Leader of the Council and the Chief Executive**

Overwhelming scientific evidence has prompted local and national governments to declare climate emergencies, and this urgency has been given extra impetus by emerging movements globally and locally - raising awareness of the catastrophic consequences of inaction. In June this year the Council declared our support for the Scottish Government and UK Parliaments' climate emergency statements.

We must turn this intent into practice, and this interim report sets out our next steps, outlining the initial route map to take us to a net zero carbon and climate resilient Perth & Kinross.

This report builds on the substantial work that the Council and its partners have already taken to address the climate challenge. However, we recognise the scale of this challenge, if we are to achieve the significant societal and technological shifts to move us from a carbon-based economy, to a carbon free and resilient future.

All of us in the Council need to contribute to addressing climate change locally. We recognise that we will need to tap into greater levels of innovation, including new technology, new ways of working, and new ways of engaging with our communities.

The Council's activities only account for 3% of emissions produced in Perth & Kinross. Most of the emissions come from the way we all produce and consume energy - from heating our buildings, driving our cars, buying consumer goods, and disposing our waste - so we all have a part to play.

Therefore, the Council will use its community leadership and influencing role to work with other public agencies, businesses, communities and citizens to develop a shared vision, and strategy to address the climate emergency. This will be a central part of the emerging Perth & Kinross Offer, where we will work together across all parts of our community, to identify what we can all do locally, to address this major global challenge.

We believe that a resource efficient and climate resilient area will not only be a better place to live, it will also be fairer, more competitive and better placed to ride out future climate and economic shocks.

Together we can make these vital changes. We have to - we owe it to our future generations.

Murray Lyle  
Council Leader



Karen Reid  
Chief Executive



### a) Interim Report and Action Plan - Purpose

In June 2019 Perth & Kinross Council acknowledged its responsibilities, by unanimously passing a Motion (Appendix 1), which committed the Council to lead by example in accelerating the transformational change required to address the climate emergency. The Chief Executive was tasked with setting out a route map to deliver through co-production with citizens and other stakeholders, a low carbon Perth & Kinross.

This report is the first stage in that journey. It is deliberately an interim document and forms the basis to start the conversation with our national and local elected representatives, our partners and our communities, over the next few months (as detailed in part 2 below) - giving all partners and all citizens a chance to play a part in delivering a low carbon and climate resilient Perth & Kinross. This report sets out our current status, and our current thinking, by highlighting:

- 1) the size and complexity of the challenge as it relates to the Council as an organisation, and the wider Perth and Kinross area.
- 2) the increasing range of international, national and local policies, targets, and legislation; and how they will direct and influence our activities over the next decades.
- 3) our proposals for taking forward comprehensive engagements on climate change, to develop a shared vision, strategy and actions, which will be essential for the entire Perth and Kinross area to achieve a net zero carbon future.
- 4) the extensive activity the Council and partners are already carrying out, to address climate change mitigation and adaptation; as well as detailing short, medium, and long term actions, and options, which demonstrates our commitment to accelerating progress on climate change.
- 5) our commitment to “just transitions”, to ensure that climate change actions progress hand in hand with fairness and equality; and that no one in a vulnerable situation is disadvantaged by climate change transformation.
- 6) how we are currently organised to work together, and how that close working can evolve to ensure our future climate change activities remain unified, focussed and effective.

### b) The Challenge and Our Response

#### i) *The Climate Emergency*

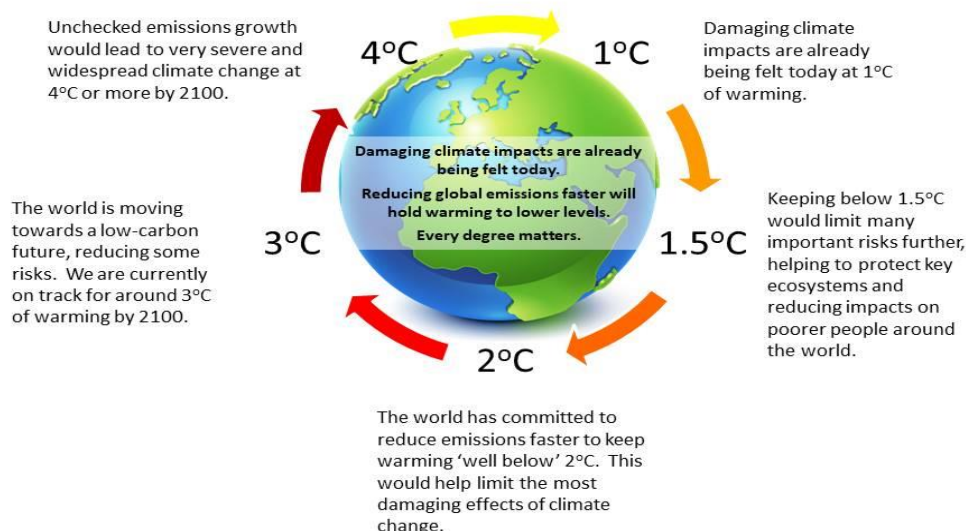
Whilst for some time, there has been almost universal recognition that climate change is one of the biggest risks facing our planet, the urgency of action was brought sharply into focus in 2018 by the [Intergovernmental Panel on Climate Change](#) (IPCC), which stated that we must limit global warming to 1.5°C. Even with a rise of 1.5°C, IPCC reported that there would be risks to health, livelihoods, food security, water supply, human security and economic growth. A rise of 2°C would be even more catastrophic (see Figure 1).

The IPCC warns that **we only have a limited period left (2030) to take the decisive and serious action** required to avert this crisis and avoid the worst impacts.

Figure 1 Impacts of Different Climate Change Scenarios

**Climate change is here today:**

- The frequency of heatwaves has increased around the world. Many extreme events are being made more likely due to climate change.
- Sensitive ecosystems such as coral reefs, are being damaged due to extreme heat.
- Animals on the land and the ocean are shifting their territories in response to climate change.



Adapted from the UK Committee on Climate Change Infographic

In May 2019 the UK Parliament declared a climate change emergency. This was followed by the Climate Change Secretary's statement to the Scottish Parliament on 14 May 2019.

*"There is a global climate emergency. The evidence is irrefutable. The science is clear. And people have been clear: they expect action. The Intergovernmental Panel on Climate Change issued a stark warning last year: the world must act now."*

## ii) **Mitigation and Adaptation**

Addressing climate change is complex and challenging. Actions centre around two main areas of work:

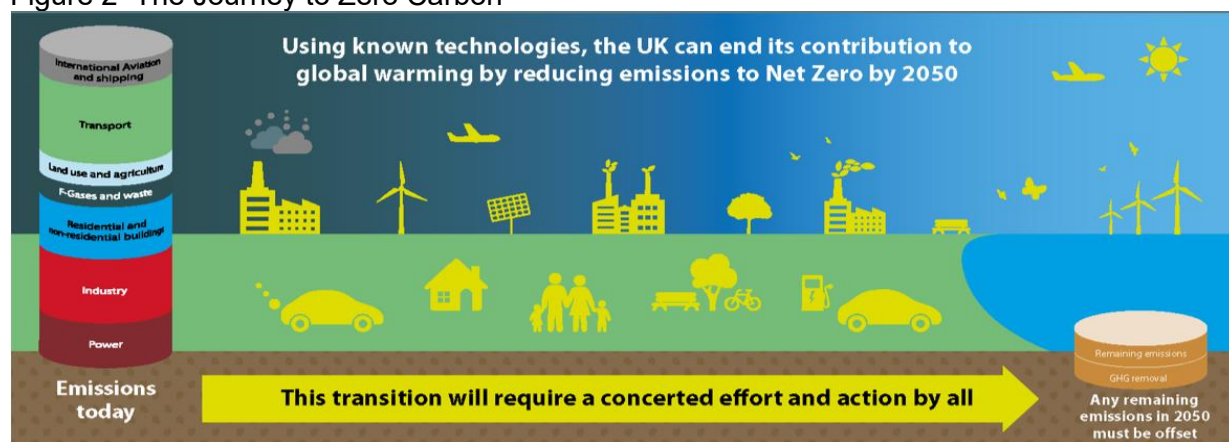
1. **Mitigation**- this is what we need to do to reduce our greenhouse gas emissions. This can be achieved by making our homes, businesses and transport more energy efficient, or switching to carbon neutral energy sources. It can also involve positive actions to enhance our ability to absorb or capture Carbon Dioxide (CO<sub>2</sub>) such as increasing our woodland cover, or the restoration of peatlands.
2. **Adaptation** - the actions we need to take to make adjustments to deal with the impacts of climate change. This could include making changes to our buildings, so they keep cool during hotter summers, or are less at risk of being flooded. It could be using scarce water resources more efficiently, or making changes to the crops we grow, or trees we plant in our forests, so that they are less vulnerable to new pests and diseases, or to storms or wild fires (see part 9 of this report).

### iii) Greenhouse Gas Emissions

Whilst much of the public attention has centred on carbon emissions, if climate change is to be mitigated, it is essential that we minimise the emissions of all greenhouse gases. The key gases vary depending on the sector - for example while the focus in the domestic sector may be carbon dioxide; for the agricultural sector, addressing methane emissions also has a prominent role.

To date the Council mitigation focus has been on reducing its own emissions. [Recent Scottish climate change legislation](#) however, gives a clear role for the Council to work with its partners, citizens and businesses to ensure that the **whole Perth & Kinross area becomes a net zero carbon place by 2045 at the latest**. This means that we must reduce the carbon emissions to a level which are equal to or less than the ability of our natural ecosystems (i.e. our woodlands and peatlands) to absorb and retain carbon.

Figure 2 The Journey to Zero Carbon



Source: UK Committee of Climate Change (based on UK target of zero carbon by 2050)

### iv) Costs and Opportunities

Delivering a low carbon future will be expensive and will require difficult decisions on spending options. This report highlights multiple occasions where we have already accessed different funding sources to make a difference (over £49 million in funding has been secured since 2013), and we need to maximise access to further funding opportunities to achieve our ambitions.

Figure 3



The UK Committee on Climate Change estimated the additional annual cost to the economy of achieving net zero emissions is 1-2% of the country's gross domestic product (currently £2 trillion) - therefore indicating that £20-40 billion needs to be spent each year on carbon reduction, by 2050.

Source: UK Committee of Climate Change

More positively, many low carbon measures will deliver energy savings with resultant lower energy bills for citizens and organisations. Fundamentally however, several key studies, most notably the [Stern Review: The Economics of Climate Change](#), have shown that delaying action will cost society much more in the longer term. This study indicated that for each tonne of CO<sub>2</sub> we emit, it causes damage worth at least \$85, but emissions can be cut, at a cost of less than \$25 a tonne.

Figure 4



While climate change brings fearsome risks it also brings huge opportunities if we get our response right. The cost of mitigating and adapting to climate change is far outweighed by the economic benefits – in terms of damage avoidance, extra growth achieved through new investment and infrastructure, prosperity boosted through innovative technology, and profits made from new business opportunities (see Figure 4).

Source: UK Committee on Climate Change

## v) Human Health and Biodiversity

A changing climate creates significant public health risks including death and injury from extreme weather, heat and flooding; increased effects from air pollution; concerns over food security; the spread of disease; the displacement of populations; and increased levels of mental ill health. Conversely climate change adaptation and mitigation measures have the potential to deliver benefits to health and wellbeing - for example, well insulated and ventilated homes, increased active travel, strong social cohesion, sustainable food systems, and a reduction in air pollution.

Some parts of Scotland's population are particularly vulnerable to the health impacts of climate change, including those with existing health conditions and our ageing population, with the greatest effects being felt in areas of high deprivation.

Regionally, the [Tayside Joint Public Health Protection Plan](#) establishes priorities for the Tayside area, taking account of the key challenges identified nationally in relation to communicable diseases, and also the area's ageing and growing population projections. Tackling climate change is one of the core principles of this Plan.

Climate change will also be catastrophic for the diversity of the planet's plant and animal species, which we all rely on for a balanced ecosystem. All public bodies in Scotland have a legal duty to further the interests of biodiversity. Enhancing biodiversity by protecting and restoring ecosystems can help us reduce the extent of climate change and cope better with its impacts. This is covered in part 7 of the report.



## vi) **Behaviours**

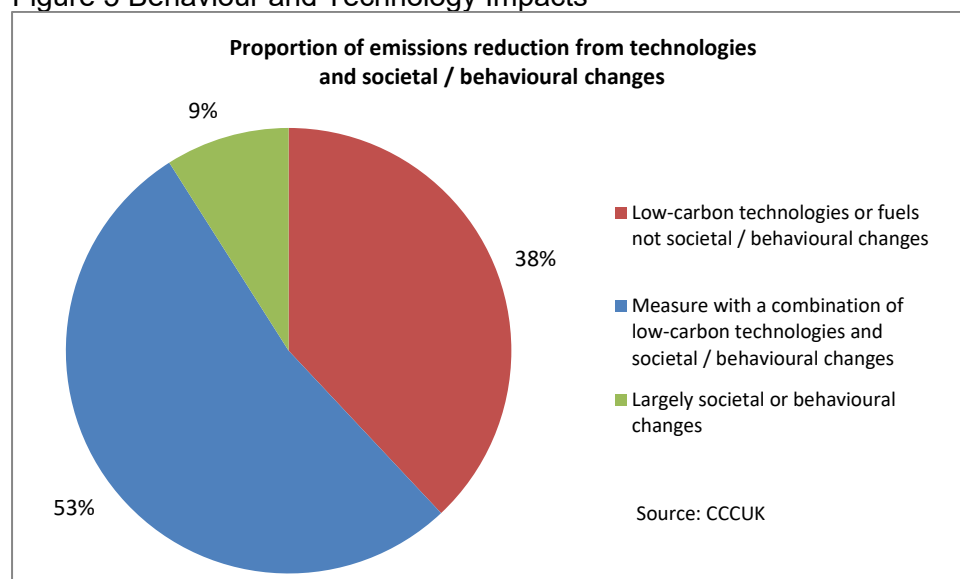
Most of the reductions in emissions in recent years have come from closing coal power stations and cleaning up heavy industry. That was the easy part. It's a lot harder to reduce emissions from transport, agriculture and buildings. That will require much greater use of renewable energy, and infrastructure (to capture and store remaining carbon emissions), and especially changes in our behaviour.

Recent analysis by the Committee on Climate Change shows that changing technology alone will be insufficient to reach a net-zero carbon target. Technology alone can only account for 38% of the required reductions in emissions.

A truly successful response to climate change requires us not just to change our technology but to change our whole way of living and of thinking. Figure 5 shows that 62% of emissions reductions have to come from societal/behavioural changes, either directly, or in combination with technology. We need a revolution in way we live. This is about much more than just cutting emissions – it's about turning our thinking on its head, to plan for a sustainable future in which we are responsible consumers and responsible custodians of the planet's future.

Behavioural change requires the involvement of our citizens and businesses. It also requires the Council and other public sector agencies to understand and, where possible, remove the barriers to behavioural change. It is only therefore, through working together that changing behaviours will be achieved.

Figure 5 Behaviour and Technology Impacts



Source: UK Committee on Climate Change

## vii) **Setting targets**

Whilst several nations and cities throughout the world have set ambitious targets which pledge to reach a carbon neutral position much earlier than national targets, many have done so without developing evidence to demonstrate how these targets might be achieved, and how much that will cost. Also, some have set targets without engaging with those partner organisations and communities, which are vital to sharing the delivery of the change.

We must engage with all our stakeholders and take a shared responsibility for setting targets which are realistic, achievable, and have the commitment of all. Therefore, we aim to jointly develop targets with our communities, taking into account different scenarios, and being realistic about the challenge and costs involved for each scenario - see part 2 of this report. (Action SA2 – Appendix 2)

## **c) Our Targets – International, National, Local**

### **i) Introduction**

International bodies and national governments have responded to the climate change emergency by setting increasingly ambitious targets. The following summarises the most significant targets for Perth and Kinross arising from international, EU, UK and Scottish sources.

### **ii) International**

The main targets are:

**Paris Agreement 2015** - sets a target to keep the global temperature rise below 2°C above pre-industrial levels and to attempt limiting the overall increase to 1.5°C. Nations are required to work towards the elimination of climate change through a number of measures under the Agreement's obligations, as well as report on emissions and implementation efforts.

**United Nations Sustainable Development Agenda 2030** - Goal 13: Climate Action - sets the requirement for nations to 'Take urgent action to combat climate change and its impacts' by 2030.

### **iii) UK Targets**

To deliver its international obligations and comply with EU legislation, the UK Government has set a target to be carbon neutral by 2050, with the introduction of the [Climate Change Act 2008](#). This includes both carbon and other greenhouse gases.

### **iv) Scottish Targets**

[Climate Change \(Emissions Reduction Targets\) \(Scotland\) Act 2019](#) – set new targets for Scotland:

- Net-zero greenhouse gas emissions by 2045
- New interim targets, to reduce greenhouse gas emissions - 56% by 2020, 75% by 2030, and 90% by 2040

**Scottish Government's Programme for Scotland 2019-20** - confirms the net zero targets for greenhouse gas emissions by 2045 and sets very ambitious targets, which may be included in future legislation. The targets for transport are:

- Phasing out new petrol and diesel cars by 2032.
- Creating the conditions to phase out the need for all new petrol and diesel vehicles in Scotland's public sector fleet by 2030.
- Phasing out the need for all petrol and diesel cars from the public sector fleet by 2025.

The Programme's targets for the energy sector are:

- Developing regulations so that all new homes from 2024 must use renewable or low carbon heat.
- Phase in renewable and low carbon heating systems for new non-domestic buildings consented from 2024.
- Reaching Energy Performance Certificate (EPC) Band C by 2040 for all Scottish homes.
- Under the new Fuel Poverty Act 2019, no more than 5% of Scottish households will be in fuel poverty, and no more than 1% will be in extreme fuel poverty by 2040.

**v) Perth & Kinross Council**

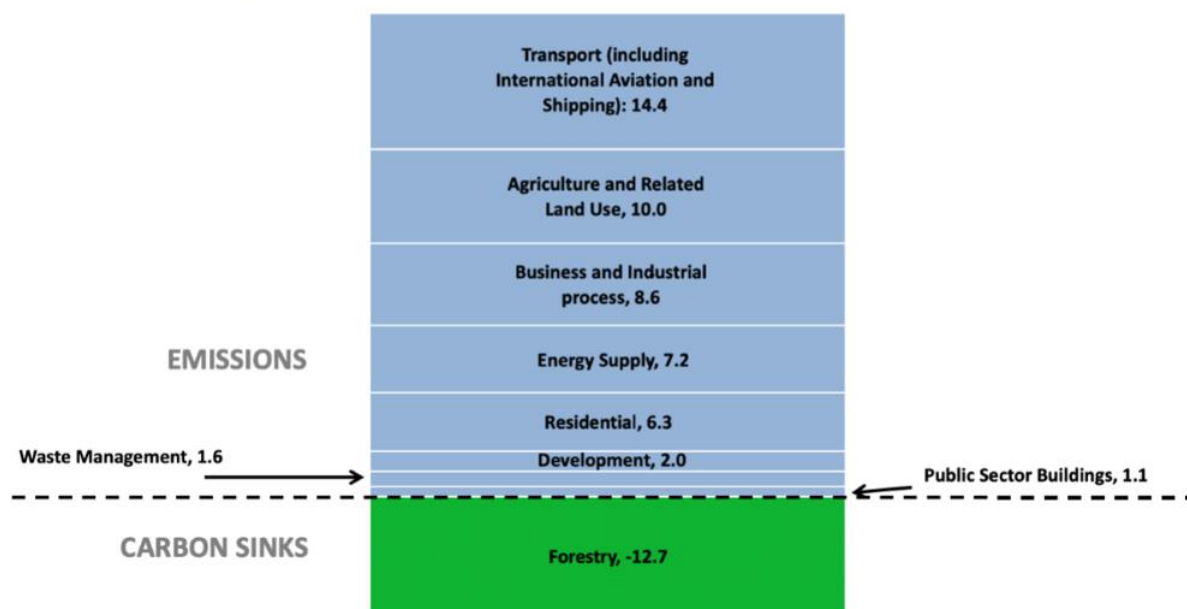
The need to address climate change is already embedded in many Council plans and strategies. Our main strategic documents - the Community Plan, the Corporate Plan and our Local Development Plan - all set out our aspirations to address climate change by reducing our emissions and by making our area more resilient towards the impacts of climate change. In some cases, targets are set however; the targets need to be refreshed to keep pace with the emerging statutory and policy targets set by UK and Scottish Governments. (Action SA2 – Appendix 2)

**d) Current Emissions in Perth & Kinross, and Greatest Opportunities for Change**

**i) Emissions in Scotland**

Figure 6 shows that across Scotland transport, agriculture and industry are the highest contributors of greenhouse gases, with forestry providing a significant capture of carbon, to offset emissions.

Figure 6 Scottish Greenhouse Gas Emissions (figures are expressed as million tonnes CO<sub>2</sub> equivalent)



Source: Scottish Greenhouse Gas Emissions- Scotland 2016

**ii) Emissions for Entire Perth & Kinross Area**

Across Perth and Kinross, there is a continued reduction in both total CO<sub>2</sub> emissions and per capita (per person) CO<sub>2</sub> emissions. This follows a trend across Scotland, although per capita



emissions in Perth and Kinross remain consistently higher than the average across Scotland, as shown by Figure 7 and 8.

Figure 7

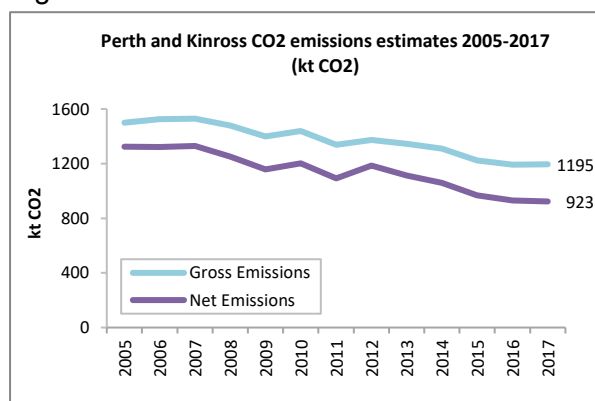
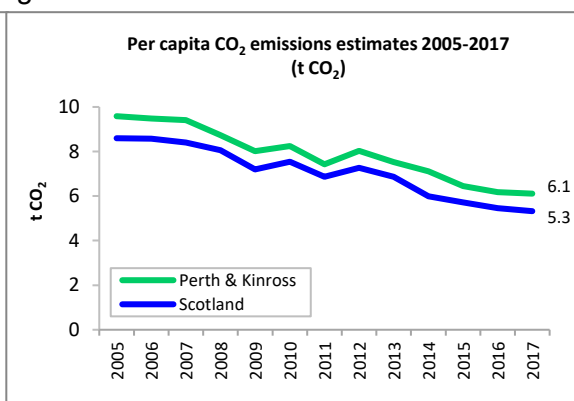


Figure 8



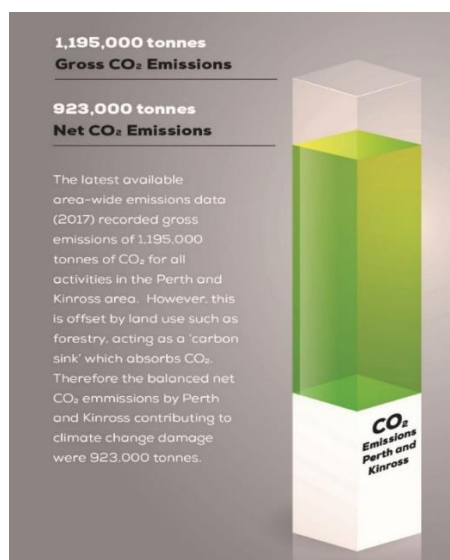
Source: Department for Business, Energy & Industrial Strategy

The latest available area-wide emissions data (2017) recorded gross emissions of 1,195,000 tonnes of carbon dioxide (CO<sub>2</sub>) for all activities in the Perth and Kinross area. However, this is offset by land use such as forestry, acting as a “carbon sink” which absorbs CO<sub>2</sub>. Therefore, the balanced **net CO<sub>2</sub> emissions by Perth and Kinross, contributing to climate change damage were 923,000 tonnes.**



Illustration of a tonne of CO<sub>2</sub> - [www.esa.org](http://www.esa.org)

Figure 9 – Perth and Kinross area-wide emissions data (2017)



The following part of the report highlights that the Council is a relatively small direct contributor to overall emissions in Perth & Kinross. To inform our future actions we need to consider those emissions which are under the Council’s direct control to reduce, those emissions that we have some influence over, and those emissions where our influence is limited.

Using transport as an illustration:

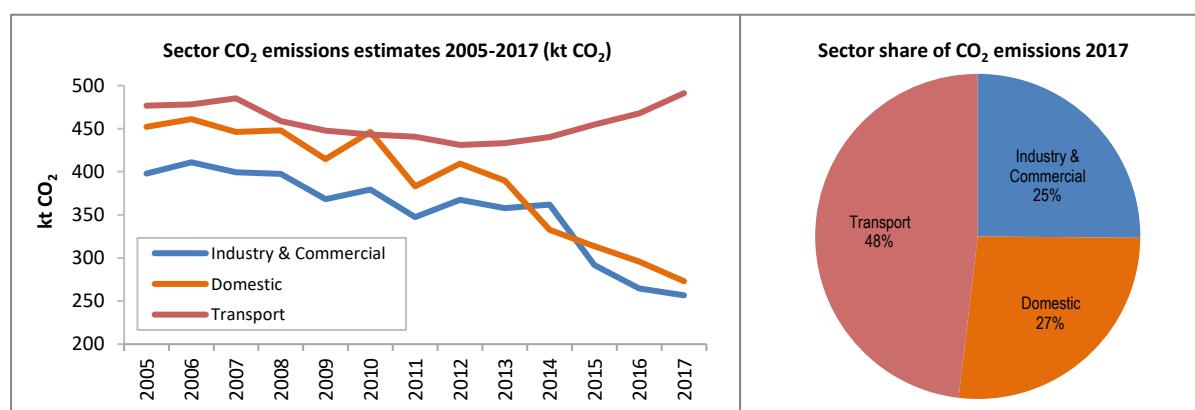
| Emissions                         | Transport Actions                                                                                                                                       |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Council has direct control        | Deciding to change Council Fleet from petrol/diesel to electric or other low carbon vehicles                                                            |
| Council has influence             | Taking measures such as parking charging policies, subsidising local bus transport, and encourage local residents to use alternative forms of transport |
| Council has very little influence | Road uses travelling on the M90/A90 or the A9 through Perth and Kinross to/from other Scottish cities                                                   |

The net area CO<sub>2</sub> emissions data for the whole Perth and Kinross area represent a combination of sources, which are either within or outwith our scope of influence, as shown below.

| Scope of influence                          | Emission source                                                                                                         |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Within Perth and Kinross Council influence  | Industry/Commercial/Domestic Gas and Electricity, Large Industrial Installations, Agriculture, A roads and Minor roads. |
| Outwith Perth and Kinross Council influence | Motorways, Trunk Roads, Railways, Large Industrial Sites and certain land-use.                                          |

In 2017, **85% of Perth and Kinross area emissions were identified as being within the scope of influence of the Council**. Of this, the Transport sector accounted for 48%, Domestic sector 27% and Industry and Commercial 25%, as shown by Figure 11 and 12.

Figures 10 and 11 - CO<sub>2</sub> emissions within the scope of influence of Perth & Kinross Council (by Sector)



Source: Department for Business, Energy & Industrial Strategy

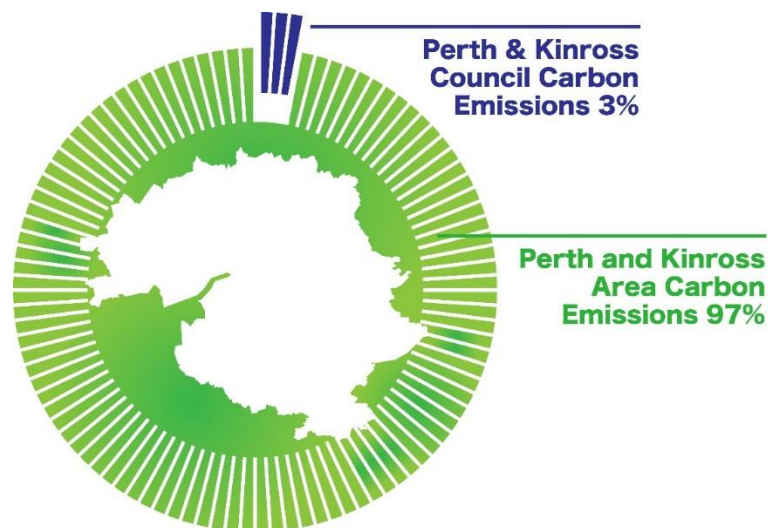
Figure 11 shows that for CO<sub>2</sub> emissions within the scope of influence of the Council, although emissions from industry, commercial and domestic sources are reducing, the transport related emissions are increasing. This also closely follows the trend across Perth and Kinross as a whole.

Therefore, this indicates that in terms of prioritisation of activity to areas of greatest impact, transport is the most significant sector to target.

### iii) **Perth & Kinross Council Emissions**

Whilst we in the Council acknowledge our responsibilities towards climate change, our emissions are only a small part of the overall emissions profile of Perth & Kinross. The direct carbon emissions from the Council account for less than 3% of the total Perth & Kinross emissions (Figure 12).

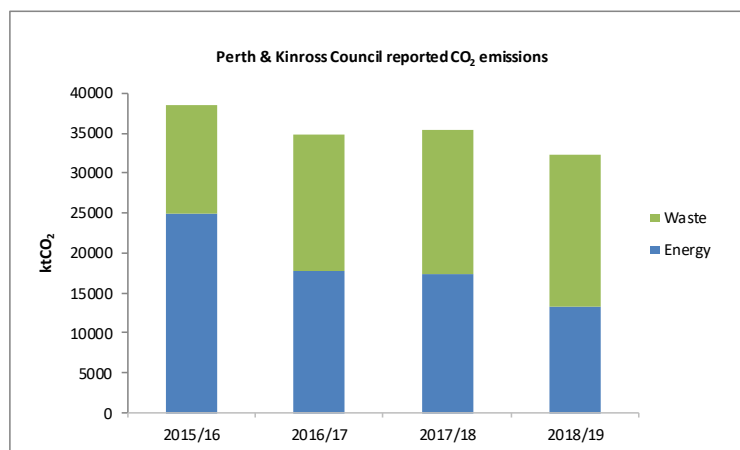
Figure 12: Comparison of Emissions (Perth & Kinross area compared to Council)



The Council reports emissions figures annually as part of the mandatory Public Sector Climate Change Reporting process (see part 11 of this report). The annual combined emissions for waste and energy is shown in figure 13 below. (vehicle fleet emissions data will be also be included in the reporting process for 2018/19, but are not included in figure 13 as no comparison is available for previous years).

The data (figure 12) shows a reducing overall level of emissions, particularly for energy - with waste now proportionately the higher contributor to emissions. These annual emissions estimates and emissions may vary year on year, for example the impact of a cold winter will significantly increase emissions.

Figure 12: Public Sector Climate Change Duties 2018 Summary Report: Perth and Kinross Council



Source: Perth & Kinross Council

As part of our joint actions on Climate Change with our Community Planning partners (see part 12 of this report) we aim to share our emissions data, to establish a true picture of our collective impact on emissions, to compare and benchmark results, and look for joint opportunities to reduce emissions. (Action M3 – Appendix 2)

#### e) Shared Vision and Route map

Our ambition is to develop a vision which is co-created with our communities and stakeholders - one in which all parties understand their contribution and are signed up to deliver upon (see part 2 of the report). Whilst the overall targets may be set by legislation, the debate on our vision centres round how quickly we chose to deliver on our ambitions, and indeed whether we want to go further or faster than legal targets dictate (Action SA2 – Appendix 2). It is also important that the vision not only sets our local targets but sets out what achieving these targets will look like.

Our short term route map to achieve our ambition over 2019 and 2020 is detailed below in Figure 14

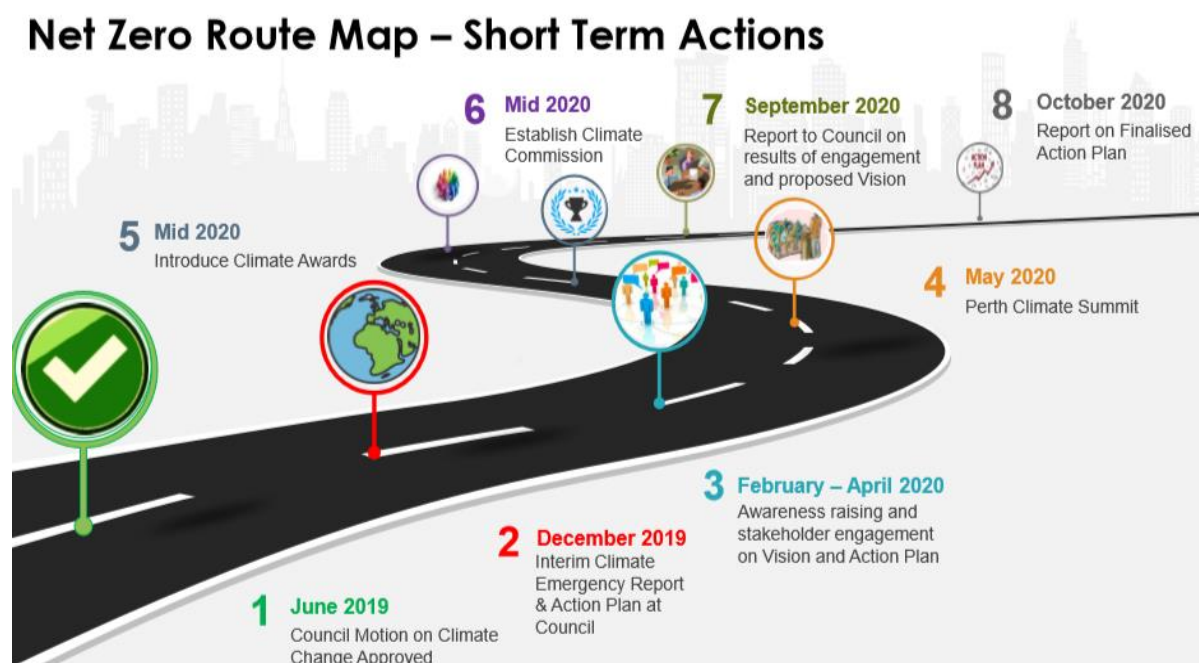


Figure 14 Short-term Route Map

## 2 Community Engagement, Empowerment and Awareness Raising

### a) *Why This is Important?*

Globally, household consumption accounts for about 72% of greenhouse gas emissions. The need for major changes in household consumption is even more pressing in high income countries such as the UK, and this applies equally to Perth & Kinross

Up to now, behaviour change and societal change around lifestyles and consumption have played a relatively minor role in meeting UK emissions reductions targets. Part 1 of the report highlighted the significant role that behaviours need to make if we are to be successful in reaching a zero carbon Perth & Kinross. Achieving the necessary radical changes, cannot be introduced or successfully implemented without public involvement, and lifestyle change on a range of key issues like diet, personal travel and home heating.

Therefore, with our ambition to reduce emissions to net zero, we recognise the need for the public, as citizens and consumers, to have a much larger role in shaping our collective future actions. This is consistent with the emerging work on the Perth & Kinross Offer where the Council co-creates solutions with communities and stakeholders, to support everyone in the area to live life well. We need to support the mobilisation of community led action, to help our area move towards net zero carbon emissions.

### b) *What Are We doing Now?*



Since the Council Motion in June 2019 (see Appendix 1) we have engaged with communities, mainly through Climate Change Café events across Perth and Kinross. These early conversations have helped to identify current activities and local initiatives, as well as informing some of the priorities and actions detailed in this report.

Blairgowrie Climate Change Café Community Engagement Event 2019

The Perth City Development Board (an independently chaired partnership of public services and business groups) has included its far-reaching ambitions in a new draft Perth City Plan. The Plan identifies climate change as a significant challenge and proposes that Perth will be the first city in Scotland to achieve the Government's goal of net zero greenhouse gas emissions and will develop a comprehensive approach to mitigating the impacts of climate change. It advocates for a 25% reduction in car use and a shift to public transport and active travel by 2025; to become Scotland's leading city for active travel by 2030; and on track to achieve net-zero greenhouse gas emissions by 2040; and for the city centre to be a low-emission zone. This ambitious vision needs further analysis to identify the extent of this challenge and how it may be achieved.



We recognise the need for conversations with communities in relation to climate change adaptation and resilience, in preparation for extreme weather conditions. For example, in preparation for floods, the Council has been working with communities and local resilience groups to deliver the awareness raising actions set out within its local flood risk management plans.

### **Case study: Adapting to Climate Change in the Carse of Gowrie**

Communities will benefit from having a more direct stake in their environment, and become more resilient to the climate changes happening around them, both locally and globally. Working in partnership, Perth & Kinross Council, Adaptation Scotland, SNIFFER and Carse of Gowrie's Sustainability Group, helped the community to map their local area to consider the likely impacts and effects of climate change – and the potential to proactively adapt to address the challenges and issues that this might bring. The community went on to develop a resilience plan for the area and continues to map the impacts for their area. [Click here for video](#).

We carry out extensive engagements with community groups and school groups on aspects of climate change such as active travel, energy management and extreme weather resilience. We recognise that to date this has tended to be via individual Services engaging on single issues, and we need a more co-ordinated programme and toolkit to raise awareness and support our communities make changes (Action E5 – Appendix 2).

#### **c) What's Next?**

##### **i) Community Engagement**

We will carry out **widespread engagement during February to April 2020** as part of the wider Perth and Kinross Offer, to develop and describe a shared vision for Perth and Kinross, identify the main actions we all can take, and start the conversation about targets for the Perth and Kinross area. We will engage with all households and businesses within Perth and Kinross, as well as other public bodies and third sector. An initial list of potential groups to engage with is provided in Appendix 3, and we will be offering a range of public engagement opportunities.

In recognition that many of the critical effects of climate change will impact most significantly beyond 2050, we will prioritise engaging with all students and secondary school pupils studying within the area.

The questions will not centre around whether we will tackle the climate emergency, but how quickly we will act. We also need to understand the willingness of individuals and businesses to change the way we all operate and live our lives. An understanding of the barriers to change is critical, as is the role of the public sector in helping to remove barriers and supporting change.

Our engagement will present a range of scenarios to address the climate emergency. The scenarios will be based on a rapid transition, medium transition and just meeting statutory targets where appropriate. For each scenario the pros and cons will be identified as will the indicative costs, where available. The engagement will also attempt to examine some of the societal changes which will be required to implement the scenarios.

The scenarios explored will focus on 4 areas

- Delivering statutory functions in a carbon neutral manner
- Ensuring Perth & Kinross is a carbon neutral area
- Reducing the carbon footprint of Perth & Kinross
- Ensuring resilience plans are in place to respond to climate change adaptation

(Action SA1 – Appendix 2)

*ii) Climate Change Commission*

To ensure the commitment of all parts of the community in local climate change action, several Councils have established Climate Change Commissions, which have a wide range of local representation.

We aim to establish a Perth & Kinross Climate Commission to help our area make positive choices on issues relating to energy, carbon, weather and climate. It should bring together key organisations and actors from across the area, and from our communities and the public, private and third sectors. (Action SA3 – Appendix 2).

The Commission will be an independent voice in the area, providing authoritative advice on steps towards a low carbon, climate resilient future, to inform our shared vision and shape the actions of local stakeholders and decision makers. It will monitor progress towards meeting the area's carbon reduction targets and recommend actions to keep the area on course to achieve its ambitions.

The Commission will also act as a forum where organisations and communities can exchange ideas, research findings, information and best practice on carbon reduction and climate resilience.

We will also work with communities and other stakeholders, and through the Climate Change Commission, to co-produce a shared action programme to the deliver emissions reduction targets for our area. (Action E1 – Appendix 2)

*iii) Engagement and Awareness Raising*

We will develop new ways to work with communities and businesses to identify further measures, to make a step change to a low carbon economy, through a range of activities and events including conferences and an annual climate change award event (Actions E1 & E2 – Appendix 2).

*iv) Staff Awareness Raising*

Recognising that our staff will be at the heart of delivering our climate change ambitions, we will develop an online training resource for all staff with modules on climate change issues and how it affects the Council and the individual, with a Service specific module, and a module on actions we can take in our personal life. This will be supplemented with drop in sessions and other Council learning opportunities. (Actions E3 – Appendix 2)

*a) On line Web Based Resource*

We will develop a dedicated community web site, shared with our Community Planning Partners, providing a local one-stop-shop on for all matters related to climate change, which all interested parties can contribute and share. (Action E4 – Appendix 2)

## 3 Climate Change Mitigation

### a) Introduction

Before engaging with our communities over the actions we all need to take, the following section highlights the significant activities that the Council has been engaged in, over a period of years, to reduce emissions. Some headlines include: -

- ✓ We have reduced the total energy consumption from our buildings by 17% from 2012 levels, despite increasing the number of operational Council buildings.
- ✓ We have improved the energy performance of our Council Housing stock from 73% in 2015 to 82% in 2019 (Energy Efficiency Standard for Social Housing)
- ✓ We have attracted over £49m in external funding since 2010 for projects contributing to reducing greenhouse gas emissions, and climate change adaptations
- ✓ We have reduced the amount of CO<sub>2</sub> emissions from our waste by 33% since 2011, through improved waste reduction, reuse and recycle
- ✓ We have over 80 Electric Vehicle Charging Points available to the public in Perth & Kinross

This does not mean we are complacent. We recognise that to make the step changes to a zero carbon and climate resilient future, we need to accelerate the scale of our activities. Some of this work is highly innovative and sector leading, such as the SMART Energy Network (see case study below)

#### **Case Study – SMART Energy Network**

Perth & Kinross Council, in collaboration with the Can Do Innovation Challenge Fund and Innovate UK, are running a phased design competition where we have challenged five teams of energy experts to design a prototype smart energy system which has the ability to generate renewable energy and trade/transfer that energy to a different council site for storage and use.

The main aim of the project is to develop a sustainable system that can be used to power buildings in the Council's estate and reduce ongoing energy costs and existing carbon footprint as part of a 'Perth Smart Energy Network'.

Although this project's scope and primary aims are to service the Council's estate, there are a number of other potential exciting future possibilities such as giving the Council a direct mechanism to help tackle fuel poverty, or the means to reduce the energy demand and costs of social housing, and passing these benefits onto vulnerable groups.

This project has the potential to completely overhaul the way in which we power our Council estate not only saving the Council money on energy costs but also opening up a potential new income generation stream.



The next parts of the report (sections 4-8) highlight some of our main activities already underway, what is currently in the pipeline, and what further actions we need to take, to make that further leap towards a net zero carbon Perth & Kinross. We focus on the following five areas:

- Transport
- Buildings and Energy
- Waste
- Land Use
- Business and Industry

Our interim plan of proposed actions is detailed in Appendix 2. This plan will change as we engage further with our partners and communities.

**a) *Why This is Important***

Emissions from transport amounts to approximately 50% of the total CO<sub>2</sub> emissions for Perth & Kinross. This represents the largest single sector and perhaps the most complex. It is also the only major sector which has been experiencing increasing emissions in recent years. The achievement of our emissions targets can only be achieved with modal shift away from petrol/diesel car use, and significant improvements in the transport sector. Simply relying on the electrification of the private car or the emergence of a hydrogen - fuelled large vehicle fleet, will be too little and too late, to meet the critical date for action by 2030.

Perth & Kinross is at the heart of the national road and rail network with a significant proportion of movements between the north / north east and the central belt of Scotland travelling through the area. A large proportion of the transport related emissions in this area - approximately 50% - are generated by national traffic using the road and rail network, and therefore outwith the Council's direct influence.

The Council can however influence the travel patterns of residents and businesses within our area, using a range of positive measures, including improved walking and cycling opportunities, working with bus operators to enhance public transport, expanding the network of Park and Ride facilities and expanding the network of Electric Vehicle (EV) Charging Points. The Council also has within its powers more deterrent measures, such as parking restrictions and parking pricing controls.

The new [Transport Act](#) provides an opportunity to support climate change action for local communities with powers including actions on workplace parking, and public transport enhancement.

Climate change and air quality are inextricably linked; air pollution often originates from the same activities that contribute to climate change. The majority of both greenhouse gases and air pollutants are produced by vehicle engines, power generation and domestic heating, and as such multiple measures aimed at reducing air pollutants often also reduce CO<sub>2</sub> emissions, for example the adoption of low emission vehicles.

**b) *What We Are Doing Now?*****i) *Active Travel***

The Active Travel Strategy co-developed by Perth and Kinross Council promotes walking, cycling and wheeling (including bikes, skateboards, scooters, wheelchair users). An action group has been established with Perth Active Travel Hub (PATH) which brings local authority representatives, members of the public and third sector organisations together to promote active travel.

We successfully bid for £6.5m funding from the Sustrans Places for Everyone Programme, for the transformation of the Dunkeld Road Corridor in Perth. This will create space for more efficient modes of transport – walking, cycling and public transport – so we can move people more efficiently across the city.

The Cycling Walking Safer Streets initiative provides an extensive network of safe walking and cycling routes enabling residents, commuters and visitors to travel actively and sustainably.

A School Exclusion Zones trial was carried out at four schools. These zones were established to encourage active travel, reduce vehicle engine idling, and make streets outside schools safer and healthier for children, parents and nearby residents. This has reduced the traffic volumes by a third in the most successful trial areas.

Reducing vehicle speeds in built up areas encourages more active travel. We are trialling 20 mph zones in 5 locations throughout the area, so people feel more confident and safer using active travel modes.

`Smarter Choices, Smarter Places` is a programme funded by Transport Scotland to support Scottish local authorities to encourage active and sustainable travel choices. Through this programme, we have promoted sustainable travel through actions such as real time bus information, cycle parking facilities and signage, installation of cycle and pedestrian counters, school workshops to promote active travel, and incentivisation of sustainable travel through [Mi rewards](#), and we are looking to extend this activity. (Action T9 – Appendix 2)

## ii) *Sustainable Travel*

The Council's Mobility Board has begun work on a Mobility Strategy, to encourage a modal shift by prioritising the travel hierarchy i.e. active travel, public transport, pool cars/car sharing, private cars. The strategy will also address the freight needs of our businesses and residents. A successful mobility strategy will ensure it supports, not constrains, the sustainable economic growth of our area. (Action SA4 – Appendix 2)

We will expand the work of the Board to involve wider stakeholders and ensure that the final strategy has shared outcomes with partners (Action T2 – Appendix 2).

To assist these discussions, we aim to commission research to explore and cost a range of options required to achieve the required modal shift and deliver a low carbon transport future of Perth & Kinross. (Action T3 – Appendix 2).

Figure 15 Mobility Strategy Themes



## ii) *Low Carbon Transport Infrastructure*

Over 80 Electric Vehicle (EV) chargers have been installed across Perth & Kinross and offer coverage in major towns and some rural locations -[click here](#) for more information. Future PKC charger installations will be introduced, based on funding, identified needs and accessibility/proximity to suitable locations.

The Tayside and Central Scotland Transport Partnership (TACTRAN) members are consulting on a strategy for innovative and extensive EV charging infrastructure throughout the region. A Regional EV Forum has been created to co-ordinate local and regional EV activities across the region, to support the uptake of EV's across all vehicle types. (Action T4 – Appendix 2)

The [Low Carbon Transport and Active Travel Hubs Project](#) is already underway. This will create an innovative travel hub located at Broxden, Perth, a strategically important site on the Scottish motorway network. The project will combine on-site generation of renewable energy and battery storage assets to support the EV charging hub.

The Council is also developing proposals for hydrogen refuelling facilities at Broxden. This would be the first Hydrogen station for zero emission hydrogen vehicles in the Perth and Kinross area. (Action T5 – Appendix 2)

#### iv) *Electric / Alternative Fuel Vehicles*

There are a growing number of Electric Vehicles (EVs) within the Council fleet - 27 to date which is 9% of the small vehicle fleet. There are currently six chargers for Council fleet vehicles to use around Perth city and three additional fleet charger locations have been confirmed for 2019/20 installations. This will support the change, as our electric fleet expands.



A fleet replacement vehicle strategy for alternative fuels is being developed, to move towards achieving Scottish Government targets for all smaller public service vehicles to be carbon free by 2025. (Action T6 – Appendix 2). The project includes a Travel Hierarchy, which has identified a requirement to change the culture of how staff approach the requirement to attend meetings, including tele / videoconferencing options (Action T7 – Appendix 2)

A car lease scheme for electric and low carbon vehicles for Council staff has been developed, which will encourage switching to more sustainable vehicles (Action T8 – Appendix 2).

#### v) *Corporate Travel Planning*

The Transport Planning team provides sustainable infrastructure for commuters to choose their mode of travel, with the following alternatives available to Council employees: - LiftShare Scheme, E-Bikes trial events, Cycle to work Scheme. (Action T9 – Appendix 2)

#### vi) *Public Transport*

The Council invests in the region of £2.1m per year in the subsidised local public transport network throughout Perth and Kinross Council area. This provides around 1.88 million miles per annum, over and above that operated by the commercial bus and coach network. A number of initiatives are underway and will be continued and expanded.

To encourage wider bus use, we are installing Real Time Passenger Information (RTPI) displays at bus stop locations and public facilities, offering cycle lockers at key bus stop locations, and are working with bus operators to upgrade to contactless payment facilities, and support discounted fares. (Action T10 – Appendix 2)

The Council has introduced Demand Responsive Transport (DRT) schemes in rural communities by replacing low frequency bus services with a more cost effective, environmentally friendly and accessible solution. Two DRT services are in place, currently covering Kinloch Rannoch and West Kinross-shire. We will explore implementing additional DRT schemes (Action T11 – Appendix 2)

There are currently 23 Community Transport (CT) schemes within Perth & Kinross. The Council supports Community Transport organisations through the Perth and Kinross Community Transport Forum and will encourage new CT operators to fulfil this vital role in the transport chain. (Action T11 – Appendix 2)

We promote the use of the park and ride as an attractive, alternative option and to encourage a significant shift from traffic on key corridors. There are three park and ride sites at Perth (Broxden), Scone and Kinross. We are exploring further park and ride options around Perth city (Action T12 – Appendix 2)

#### *vii) Land Use Planning*

The recently adopted Local Development Plan sets out a delivery strategy which focuses the majority of new development in Perth & Kinross to settlements where there is existing infrastructure and services that can be used. This enables the use of existing public transport provision and active travel links, to help reduce the need for private vehicle use.

The Transport Planning team assesses planning applications - promoting active travel by placing pedestrians and cyclists at the top of the street-user hierarchy. This can be achieved by existing infrastructure being adapted and new infrastructure being provided to support sustainable travel choices to users.

#### *viii) Air Quality*

The Council has declared Air Quality Management Areas in Perth city and Crieff, with detailed plans to tackle emissions in both areas. Each year the Council bids for Scottish Government funding to progress air quality improvement measures and to date have been successful in implementing a variety of projects including: provision of bus shelters, recruitment of an iBike officer, bike/scooter shelter installations. (Action T13 – Appendix 2)

### **c) What's Next?**

#### *i) Sustainable Travel*

The introduction of travel plans reduces reliance on single occupancy vehicles and supports a shift towards sustainable travel. In order to lead by example and create a robust corporate travel plan, the Council has undertaken a comprehensive staff travel survey. It will be present in the final Corporate Travel Plan and will be evaluated annually to establish the rate of a modal shift away from single occupancy car usage at the Council. (Action T9 – Appendix 2)

We are progressing the development of a comprehensive network of active travel routes to serve the City of Perth building phase one, the Dunkeld Road corridor. We will be considering these incentives to sustainable travel, alongside levers such as parking policies to disincentivise private vehicle use. (Action T14 & T15 – Appendix 2)

#### *ii) Low Carbon Transport Infrastructure*

The Switched on Towns and Cities Challenge (SOTC) Fund aims increase the uptake of EVs in Scotland's towns and cities by supporting local authorities with incentives and promotion of EVs. We will be applying for future SOTC funding, in order to support the

growth of high quality urban EV infrastructure, but also to focus on rural areas. (Action T6 – Appendix 2)

At present there is only one EV and one Hybrid taxi vehicle operating within Perth & Kinross. Dundee City Council have successfully encouraged taxi firms to adopt EVs across Dundee. Using Dundee as a blueprint, we will engage and support taxi companies in the transition to EV vehicles. This will include looking at enhancing the EV infrastructure to support the needs of EV taxis and all other EV users. Charging Hubs with solar power canopies and battery storage facilities are required to facilitate this transition, using grant funding available via the Scottish Government. (Action T16 – Appendix 2)

We are partnering with Transport Scotland, in the Electric A9 project, which is increasing the availability and accessibility of EV charging points on the A9 route. Electric A9 branded chargers will be installed in Auchterarder, Dunkeld and Pitlochry to be included by the end of 2019/20 with more locations to be included. (Action T17 – Appendix 2)

### *iii) Public and Community Transport*

The Council's Public Transport Unit will present their proposed Local Transport Strategy to Committee before the end of 2020 detailing actions we can take to encourage more sustainable public and community transport activities. (Actions T18 to T22 – Appendix 2).

### *iv) Air Quality*

Low Emission Zones (LEZs), or alternative vehicle access restrictions, are a legal tool which can be used to set an environmental limit on certain roads to allow access to only vehicles that are deemed to have cleanest emissions. All local authorities with an Air Quality Management Area (AQMA) (where transport is the primary pollutant) must undergo screening for such zoning in 2020 to identify how such changes could reduce emissions from transport, and in turn, contribute to greenhouse gas reduction targets. The Scottish Government has stipulated that zoning be completed by 2023 (Action T23 – Appendix 2).

There are further air quality related regulatory measures which would support climate change mitigation, introduced by the new Transport Act. We will investigate the costs options for these. (Action T24 & T25 – Appendix 2).

## 5 Mitigation – Energy and Buildings

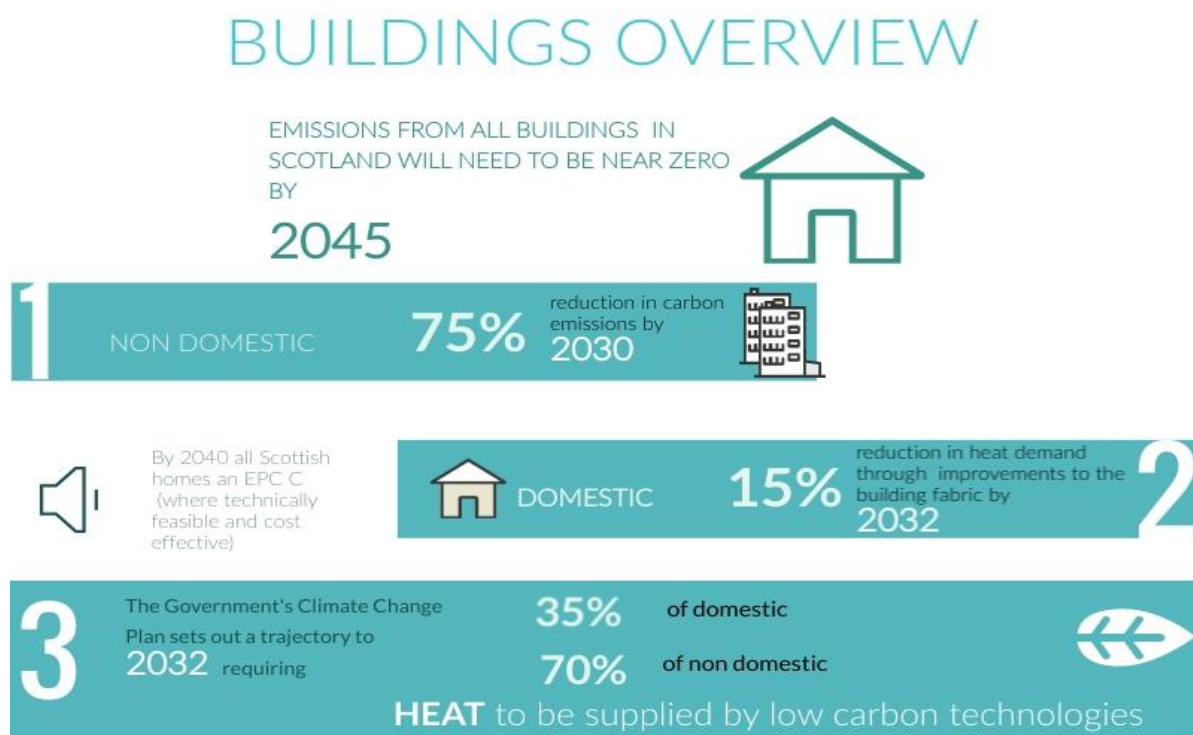
### a) *Why This is Important*

#### i) *All buildings*

The way we heat and power our buildings is a major contributor to CO<sub>2</sub> emissions. Across all of Perth & Kinross the total carbon emissions from domestic buildings is 273, 300 tonnes, and non-domestic buildings is 289,600 tonnes - predominately from space / water heating, and the equipment we use in our homes and businesses.

The ambitious and challenging Scottish Government targets for both the domestic and non-domestic sector are detailed below:

Figure 16 Key Targets for Buildings

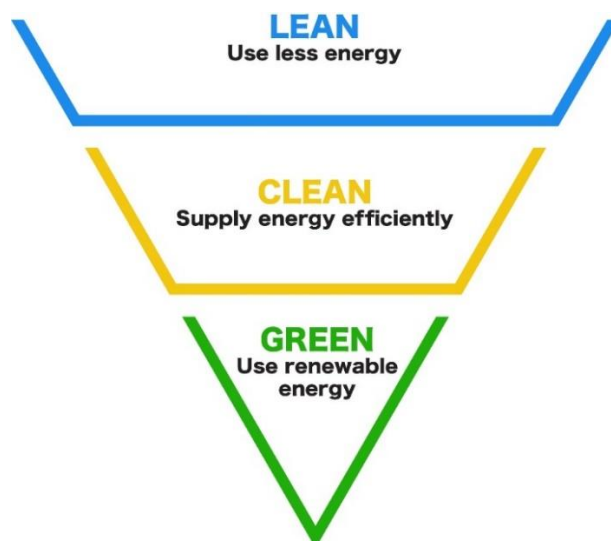


Source: Energy Efficient Scotland: route map, Scottish Government © Perth & Kinross Council

Our priority must be to minimise the amount of energy we use by ensuring our buildings are energy efficient; that the systems and equipment we use are efficient; and ensuring our future energy requirements are provided by sustainable sources. This is known as the energy hierarchy of “Lean, Clean, Green” approach to climate change – see Figure 17.



Figure 17 - “Lean, Clean, Green” approach to climate change



ii) *Domestic Sector*

[The Scottish Government Energy Efficient Scotland Route Map](#) identifies the key targets for the domestic sector, including :-

- Maximise the number of social rented homes achieving Energy Performance Certificate (EPC) B standard by 2032
- Private rented homes to achieve EPC E by 2022, to reach EPC D by 2025, and to achieve EPC C by 2030 (where technically feasible and cost effective)
- All owner occupied homes to reach EPC C by 2040 (where technically feasible and cost effective)
- All homes with households in fuel poverty to reach EPC C by 2030 and EPC B by 2040 (where technically feasible and cost effective)

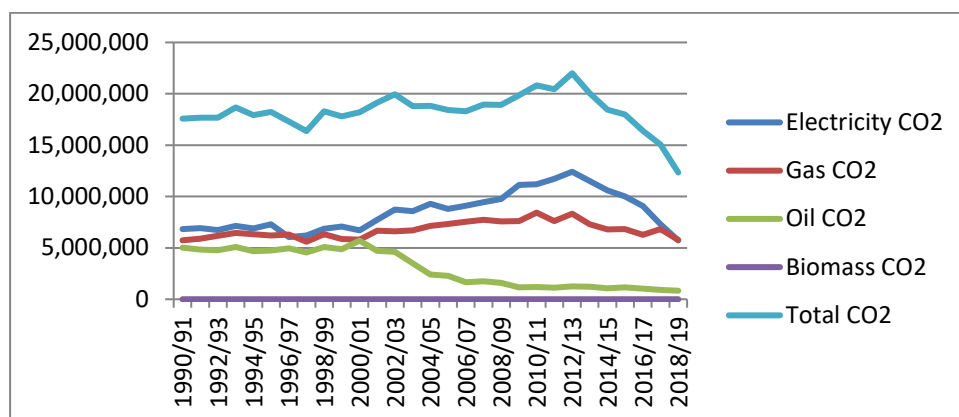
Whilst most homes will require to be EPC C by 2040, this action alone will not be enough to meet the net zero carbon target. We will also need to adopt renewable sources to meet residual heat needs, energy efficient appliances, and the knowledge and means to efficiently use the technology available. Behavioural change, such as, closing doors and windows and switching off electrical items, is essential. [Studies show](#) that 50% of energy reductions can be achieved through behavioural change.

i) *Non Domestic Buildings (Council Property Estate)*

Due to extensive proactive work, significant progress has been made in reducing our emissions, particularly since 2012-13 - see figure 18 below. Despite increasing the number of Council operated buildings, we have reduced our emissions by 17%, since 2012.



Figure 18 Annual CO<sub>2</sub> Emissions From Non-Domestic Council Buildings



Council carbon emissions from non-domestic buildings are currently 12,334 tonnes CO<sub>2</sub>e per annum. To achieve the Scottish Government 75% reduction target by 2030, will require the Council to reduce its emissions for all non-domestic buildings over the next 10 years to a level of 4,396 tCO<sub>2</sub>e. This equates to an annual reduction of around 725 tCO<sub>2</sub>e each year - which is the combined current annual carbon emissions for Pullar House and 2 High Street buildings.

## b) What Are We Doing Now?

### ii) Local Heat and Energy Efficiency Strategy (LHEES)

LHEES allow for the development of a long- term (15 -20 year) area-based delivery plan setting out approaches to reducing emissions from buildings and tackling fuel poverty, by identifying area-based solutions, as well as identifying zones suitable for the development of heat networks. LHEES is intended to form the basis for our planning and delivery of local energy systems, by identifying the technologies needed. The development by Councils of LHEES are set to become mandatory across Scotland.

Following on from the completion of the phase 1 LHEES pilot project in the Perth North area, we are carrying out additional project work alongside a number of other Councils. This work is expected to consider both how LHEES might be implemented at a practical level using a standardised approach, and the likely resources required to undertake a detailed LHEES.

We have held discussions with SSE about exploring possible options for a heat/power network in the Perth North area, encompassing a range of Council buildings as well as the SSE Headquarters at Inveralmond. This work is currently being considered in the context of the Perth City Route map project and will consider initial feasibility of low carbon energy solutions in this area of the City.

Our LHEES pilot work has so far focussed on urban settings. We will also need to consider how to tackle local heat and energy efficiency issues in rural communities, particularly areas of fuel poverty.

The experience of the pilot project has shown that we will need additional resources to deliver the formal roll-out of LHEES, including broad involvement of Council services, and a programme of engagement with a wide range of stakeholders. We will be looking for further funding support for the roll- out of LHEES, from the Scottish Government. (Action B1 – Appendix 2)

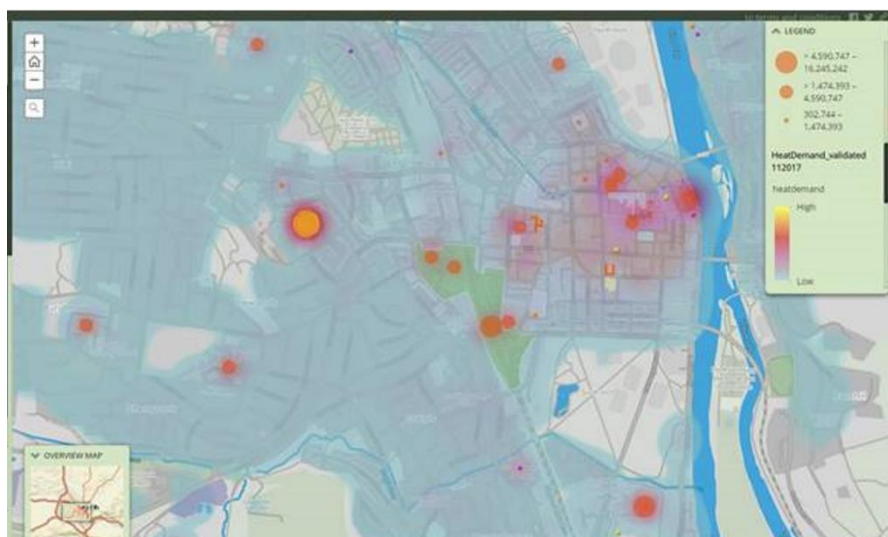
### iii) *Domestic Properties (all tenures)*

For all domestic buildings the focus is:

1. Ensuring the buildings are energy efficient, minimising our requirements for space heating, by ensuring a high standard of insulation
2. Ensuring the equipment, we use within our buildings is energy efficient i.e. energy efficient appliances and light bulbs
3. Changing our behaviour in the way we use our buildings, with an increased understanding of how energy is used i.e. smart meters, turning down thermostats and switching off lights

There is limited publicly available detailed information on emissions and energy use at an individual household level. Therefore, we are taking a strategic approach towards heat and energy transformation in the area. This includes development of a Local Energy Map which will assist in targeting areas of highest need and planning for energy demand reduction, decarbonisation of buildings and fuel poverty alleviation

Figure 19 – Example of Heat Map estimate of likely heat demand and demand density.



The Council works in partnership with [Scarf](#) to deliver the Home Energy Advice Team (HEAT) service to residents across all housing sectors in our area. This service offers free and impartial advice on any aspect of domestic energy efficiency and fuel poverty alleviation, and is therefore an important service for households in meeting Government targets for carbon reduction. Scarf have trained energy advisors who offer free energy saving advice to residents of all tenures throughout Perth & Kinross. This also supports those at risk of fuel poverty

Our Home Energy Guide is published annually and is designed to provide information for both tenants and homeowners.

We have obtained grant funding through various schemes to assist and encourage home owners to retrospectively fit additional or upgraded energy efficiency measures. These grants include:

- ▶ The Scottish Government's Home Energy Efficiency Programme for Scotland (HEEPS)
- ▶ The Energy Company Obligation (ECO)

- ▶ The Warm Homes Fund (WHF) obtained through a consortium funding bid along with SSE and Moray Council
- ▶ The Warm Homes Discount Industry Initiative (through SSE)

#### **Case Study – Housing**

*Following completion of the Warm Homes Scotland survey, it was confirmed that a household was eligible for a new condensing gas boiler; room thermostat; loft insulation; smoke alarms; central heat pipe enclosure; hot water tank jackets; and a carbon monoxide detector. The measures were installed in July 2018 and the resident was delighted with the outcome.*

*By contacting the HEAT service, the household saved £5,625 on the cost of the energy efficiency equipment and a potential lifetime fuel bill saving estimated at £14, 000.*

#### iv) *Council Houses (7,600 homes)*

We have continued to improve the energy performance of our Council Housing stock. Compliance with the Energy Efficiency Standard for Social Housing (EESH) has improved from 73% in 2015 to 82% in 2019. The average level of EESH compliance for Scottish Local Authority housing stock in 2019 is 81%. The improvements to our domestic housing estate, including :

- ▶ **Whole Building Insulation** – fitting additional insulation in lofts, to pipes & storage tanks, under floors and to exterior walls fitting double or triple glazed windows along with insulated exterior doors
- ▶ **Heating and Lighting** - fitting high efficiency heating systems with thermostatic controls, programmers and building management systems, along with low energy lighting and controls in common areas. We have also enclosed many open common areas, which helps to reduce heat loss
- ▶ **Renewable Technologies** – fitting air and ground source heat pump heating installations or supplementary energy efficiency measures, such as solar water heating and solar photovoltaic panels

#### v) *Non domestic buildings (Council Property Estate)*

Electricity consumption in Council buildings grew steadily to a peak of 23 million kilowatts in 2012/13, due to the increase in the size of the Council's property estate, along with the additional equipment requirements. However, consumption has steadily decreased by 17%, to 19 million kWh in 2018/19, due to investment in low energy technology, good housekeeping, and raising energy awareness.

The CO<sub>2</sub> emissions from electricity consumption in Council buildings has followed a similar pattern, but with an even sharper reduction since 2012/13, due to the Council's energy saving measures, and greater use of renewable electricity generation in the national grid.

Fossil fuel (gas and oil) consumption for heating and hot water has been reduced by 30% from 2012/13 levels due to the upgrading of the Building Management Systems (BMS), improved heating controls, fixed heating periods, target temperatures and increased energy awareness, along with the installation of biomass boilers.

#### vi) *Decarbonisation*

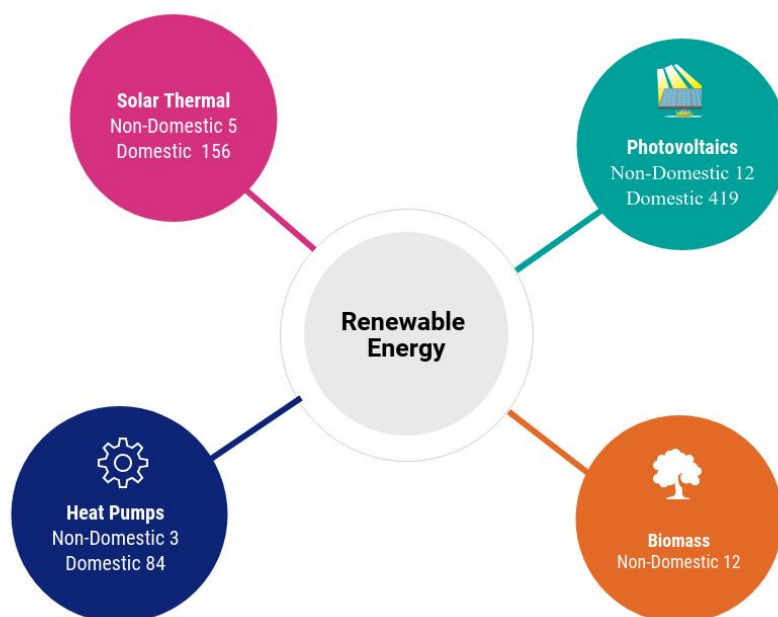
The Council has established twelve sites with biomass boilers, providing heat for buildings, leading to emissions reduction, as biomass is classed as a carbon neutral fuel.

We currently have three non-domestic buildings with Ground Source/Air source heat pumps as the primary heat source. Future works will see the installation of heat pumps being incorporated across the wider estate. We have twelve building-mounted photovoltaic systems (solar panels) generating 172,501kWh of renewable self-generated electricity annually.

Figure 20 shows that our work to decarbonise our energy requirements continues through the introduction of more renewable generation and battery technology.

Figure 20

## Perth & Kinross Council Renewable Energy



We are carrying out a range of other actions to reduce energy consumption:

- ▶ Modelling our existing building portfolio to identify improvements required for improving Energy Performance Certificate (EPC) levels and reducing energy consumption.
- ▶ Improving whole building insulation in our properties, including; loft, cavity wall, under floor, and plant room pipework and valve insulation.
- ▶ Replacing inefficient heating and hot water systems with renewable technology and assisted controls
- ▶ Investment in Building Management Systems. In 2014 we remotely controlled 62 buildings. This is now over 76 sites
- ▶ Remotely monitor the energy production in our renewable technologies (including; Photovoltaics (solar panels), heat pumps, solar thermal and biomass)
- ▶ Development of energy analytics tools to highlight energy consumption problems in our buildings, within 24 hours.
- ▶ Securing grant funding from government Salix (a fund for energy efficiency projects) for lighting and heating controls projects
- ▶ Raising energy awareness through school visits with class talks, switch off campaigns, and energy audits, with information shared with staff in charge of the buildings.

### **Case Study - Property - Madderty Primary School**

*Madderty Primary school had an Energy Performance Certificate (EPC) level G, with the potential to meet level B. The buildings actual energy performance was very poor due to it being heated by an inefficient electric storage system and the site having poor insulation. The building had two cylinders for hot water which operated 24 hours per day, 7 days per week.*

*The building was modelled using energy software which identified areas to reduce energy consumption. In 2018 wall insulation was improved.*

*In 2019 a new Air Source Heat Pump (ASHP) heating system was installed. Classrooms and staff areas are now heated by radiators and fan convectors. Hot water is now provided by one cylinder primary heated by the ASHP. The system has room by room control and a master programmer managed remotely by the Council. Solar film was installed to reduce heat build-up in the south facing conservatory during summer months.*

*The building has now achieved an EPC level B and is saving more than 70% in electricity consumption and reduced carbon emissions, by 31 tonnes of CO<sub>2</sub>e per year.*

### **c) What's Next?**

#### **i) All Buildings**

Future actions within both domestic and non-domestic buildings will involve difficult decisions, and a significant amount of investment, and partnership working, to achieve climate change targets, such as a 75% reduction in emissions from buildings by 2030 and the requirement for Council's domestic properties gaining EPC level of B or above by 2032. (Action SA5 – Appendix 2)

#### **ii) Council Housing (7636 homes)**

All new Council Houses currently under construction and future build programmes will be constructed to the EPC B level as a minimum. We will develop a programme to ensure all existing Council houses are brought up to EPC B by 2032 (Action B2 – Appendix 2)

We will investigate the potential to deliver an exemplar project potentially to [Passive House](#) standard incorporating other sustainability measures, including exploring avenues of funding for an exemplar pilot project. (Action B3 – Appendix 2). We will develop a suite of measures to assist out tenants to meet the challenges of climate change mitigation. (Action B4 – Appendix 2)

#### **iii) Housing Association Dwellings (4,000 homes)**

We will work with local Housing Associations to maximise the number of social rented homes achieving EPC B by 2032. (Action B5 – Appendix 2)

#### **iv) Private rented Housing (12,000 homes)**

Across Scotland, the energy performance of the private rented sector is considered to lag behind all other sectors, although this is based on relatively limited data. It is expected that this national position is reflected in Perth & Kinross. Indications suggest that the responsibility for monitoring and enforcing the EPC minimum requirements will rest with the Council as the Private Landlord Registration Authority, although this is not set out in legislation as yet.

Most private landlords in Perth & Kinross have only one property for rent and with approximately 6,800 active private landlords, regulating and supporting this sector

represents a significant task for the Council, particularly as the first target date is 2022. Our Private Sector Access Team will raise awareness in the private rented sector, giving private landlords adequate warning of the impending EPC targets and directing them to the technical advice required to allow them to upgrade their properties where required. (Action B6 – Appendix 2)

A significant proportion of private rented properties are in Perth city and town centres, often in tenements or other forms of multiple ownership. This can present challenges to upgrading the fabric of the building to achieve the required EPC rating, when not all owners are willing to upgrade. The Council has experience in facilitating upgrades in multi ownership blocks, and will look to assist and advise private landlords. It is likely however that the amount of work generated may exceed the capacity of the current team, and we will need to assess the potential additional demands for this service, and how this could be supported. (Action B7 – Appendix 2)

*v) Private Housing Sector (45,000 homes)*

By far the largest housing sector is private houses and flats. This sector has the least stringent targets, with all homes requiring to be EPC C level by 2040. Regardless of how this sector is regulated we must lead by example, help our residents prepare for the deadlines for compliance, and direct them to trusted sources of advice on required measures and funding options.

Our Home Energy Advice service reaches a few hundred households per year, and at the current rate of engagement, it would be well beyond 2045 before every household has been contacted. Whilst the Council does not have a statutory duty to provide an advice service, to reach overall climate change targets, we need to support homeowners meet their EPC obligations. One potential option is the provision of local and trusted one-stop-shops for energy efficient advice.

The Heat pilot project in Blairgowrie, funded by the Scottish Government, is an excellent example of a local available and trusted source of advice. We will discuss with partner organisations, the third sector and our communities, the best means of providing energy efficiency advice for the private housing sector with the aim of rolling out a programme from April 2021. (Action B8 – Appendix 2)

Fuel poverty occurs in all housing tenures, and the Scottish Government has set a target that, all homes with households in fuel poverty to reach EPC C by 2030 and EPC B by 2040 (where technically feasible and cost effective). Whilst measures are in place to address this issue across the rented sector, the scale of the problem amongst the private sector requires to be quantified at a local level. We will seek clarity from the Scottish Government over how the upgrading of private sector houses in fuel poverty will be funded. In the first instance further research is required to assess the scale of the problem, with an action plan to be developed. (Action B9 – Appendix 2)

*vi) Council property portfolio (non domestic)*

We will create the Perth Smart Energy Network (SEN) which aims to reduce the Council's energy costs, carbon emissions and develop new income streams for the Council. The aim for this network is to generate renewable energy, store that energy and trade it around the Perth smart energy network to optimise its use and maximise its value. (Action SA6 – Appendix 2)

We will develop a suite of energy efficiency and decarbonisation measures to improve our non-domestic property portfolio. (Action B10 to B25 – Appendix 2)



**a) Why This is Important**

As part 1 of the report highlighted (Figure 12), waste accounts for around 56% of the Council's reported CO<sub>2</sub> emissions. The main source of these emissions is from the decomposition of biodegrading organic materials in landfill sites, as well as emissions from haulage, and processing of waste materials.

Waste minimisation and sustainable waste management are essential in fighting climate change. The Zero Waste Scotland [2018 Household Carbon Metric Brief](#) stated that some materials have a very high carbon impact so, to maximise the climate change benefit, these carbon intensive waste materials should be our priority. The three most carbon intensive household waste materials in 2018 were identified as:

- Textiles
- Animal & mixed food waste
- Plastics waste

Waste can be managed sustainably through reducing, reusing, repairing and recycling; improving resource efficiency and helping to work towards a circular economy (where we reuse materials, rather than taking the traditional approach of making items, using them and throwing them away).

The 5 main Scottish Government targets to reduce waste generation and increase recycling rates in Scotland are:

1. The ban on biodegradable municipal waste to landfill from 2025
2. Reducing the weight of waste arisings in Scotland by 15% below 2011 levels, by 2025
3. Reducing, per capita, food waste arisings in Scotland by 33% below 2013 levels by 2025
4. Achieving a 70% recycling rate for all waste by 2025
5. Achieving a maximum landfill rate of 5% by 2025

We are taking actions to address these targets. Over the last 10 years, the average levels of general waste collected weekly from households in Perth & Kinross has decreased by 45%. In September 2019 this was 4.49kg per household, compared to March 2013 when it was 8.3kg per household.

The Council currently recycles 51.7% of household waste (as at 2018) and our equivalent 2018 carbon emissions are 140,239 TCO<sub>2</sub>e (source: SEPA). These emissions have decreased from 209,000 TCO<sub>2</sub>e in 2011 - a reduction of 33%. This has been due to the Council's proactive approach to waste recycling, composting and minimisation, education and awareness with the public, and service changes such as the reduction in size of the general waste bins available to households.

**b) What Are We Doing Now?**

Our [Waste Management Plan](#) sets out the way forward for the Council to meet national recycling and composting targets, as well as developing initiatives to control waste growth; and promoting the circular economy.

The Waste Services Team continues to promote recycling services, and recycling facilities available in communities to maintain participation and improve the quantity and quality of recyclates, thus supporting the circular economy.

Our waste education and awareness programmes support householders, schools, businesses and community groups to **Reduce, Reuse and Recycle**. This work supports the Curriculum for Excellence and the Eco-Schools Programme.

[Zero Waste Perth](#) is a partnership formed between Beautiful Perth, Perth & Kinross Council and Perth College UHI to inspire householders, businesses, schools and community groups to reduce waste. The campaign aims reduce food waste, encourage reuse & repair, promote recycling and resource efficiency, and facilitate circular economy opportunities. Since November 2017, 90 separate events have been held, to support embedding sustainable practices in our communities



The Waste Services Team promotes national campaigns such as **reducing food waste**. Food waste contributes to one third of the average general waste bin and much of this food waste is avoidable.

### c) ***What's Next?***

We aim to reduce the use of single-use items on Council premises. In order to understand the scale of use, a survey of staff and an information gathering exercise of the amounts of each single-use item purchased, have been carried out, and actions to encourage behaviour change by introducing reusable alternatives have been identified (Action W1 – Appendix 2).

From the end of January 2020 we will provide more convenient access to recycling facilities for residents in Perth City Centre, enabling more recyclable waste to be diverted from landfill.

Introducing a Deposit Return Scheme (DRS) is part of the Scottish Government's plan to develop a circular economy, by encouraging people to recycle their drinks containers through charging a deposit for the bottle or can which the drink comes in. We will keep these national developments under review to ensure they are introduced effectively in Perth & Kinross (Action W2 – Appendix 2)

We are investigating a new twin-stream recycling collection system where paper and cardboard are collected in the blue bin and metals, plastics and cartons are collected for recycling in a fourth kerbside bin. This should result in higher quality post-consumer recycling, which will support the circular economy. This project will be influenced by the introduction of the DRS plans across Scotland.

We are working with Zero Waste Perth and a local social enterprise, to establish a food sharing network in Perth city. Plans for this include a network of community fridges and community cafes, which have potential to divert huge quantities of surplus, edible food from food shops and food businesses to people who need it instead of it being disposed of. (Action W3 – Appendix 2).



We will look to use the new development at Bertha Park, as a best practice case study for householders reducing waste. This involves more extensive mini-recycling points within walking distance of homes, which capture batteries, lightbulbs, glass bottles and jars plus textiles and shoes. Also, food waste reduction will be promoted extensively in this community, ahead of the national target for 33% reduction in food waste by 2025.

**a) *Why This is Important***

Land is an essential resource to tackle climate change. In a changing climate, our trees and woodland will capture and store carbon, reduce the impacts of flooding, provide habitat for displaced species, and provide shade in a warming climate. An important factor in the effective functioning of our land is biodiversity and preserving a healthy ecosystem. The current approach to land use both across Scotland and the rest of the UK threatens biodiversity and the functions of our land itself, weakening our opportunities to mitigate and adapt to climate change.

Changing our approach to land use is therefore crucial in ensuring that we are prepared for the warming climate and its consequences to both human life and natural environment. One way of achieving this is peatland restoration. Currently, 80% of peatland habitats are estimated to be damaged. Restoration is therefore key to locking-in carbon and helping to counteract climate change. Restoring all of the currently known area of bare peat in Scotland would save the equivalent emissions produced by 755,000 flights between Edinburgh and London every year.

Restoring an area of bare peat equivalent to the size of five football pitches in the South Inch Park, would save 95 tonnes of CO<sub>2</sub> every year. This is the same as the emissions produced by 1,131 car journeys between Edinburgh and John O'Groats.

**b) *What Are We Doing Now?*****i) *Land Use Planning***

The need to address the cause and effects of climate change and the drive to help meet national targets is a common thread across the policy topics within the Council's land use planning policy framework. This suite of strategies and policy documents reflect the Scottish Government's targets on reducing greenhouse gas emissions and energy consumption. They include specific objectives, actions, policies and criteria to guide decision-making to ensure land use development incorporates climate change mitigation measures.

**ii) *Other actions***

We are also working with partners such as Scottish Forestry and private forestry companies to achieve the Scottish Government's woodland creation targets of 12,000 hectares annually. We are supporting and promoting sustainable forest management and planting the right type of woodland in the right place, to enhance the landscape and biodiversity of Perth and Kinross, as well as enhancing carbon capture and storage.

In Perth and Kinross, 1,713 hectares of private woodland has been planted with the grant aid assistance, since 2015. An additional 3,798 hectares have been approved under the same grant aid since 2015 but have not been planted, yet. These measures are vital to ensure our wildlife can adapt and move to other areas due to the changing climate.

In our school grounds, we are working with partners to plant trees to reduce the carbon footprint. At Perth Grammar School, pupils have researched what native species of trees would be best placed around the school grounds to offer attractive areas for outdoor learning, relaxing and to store carbon and improve the air quality of the area. (Action L2 – Appendix 2)

### *iii) Agricultural Technology*

Our area has long since been regarded as a world-leader in premium agricultural and horticultural produce including soft fruit, cereals and potatoes. It boasts world leading developments in agricultural, plant and crop science, which all will be impacted by climate change. At the heart of these developments is the James Hutton Institute (JHI) at Invergowrie. JHI has taken a leading role on the global stage in addressing the need to enhance agriculture technology including soil assessment and management.

At the forefront of these plans, and supported by the Tay Cities Deal, are two ambitious projects: the International Barley Hub (IBH) and the Advanced Plant Growth Centre (APGC). The IBH aims to be a global centre of excellence as future barley supply is increasingly uncertain, due to the implications of climate change, developing worldwide demand, evolving pest and disease risks and agronomic pressures. It will ensure the long-term sustainability of the UK's leading agriculture, brewing and distilling sectors. The APGC aims to provide innovative research and development around both crops grown under cover, and post-harvest storage facilities. The ambition is to reduce the cycle for crop development by up to 50% and to deliver the plant varieties required to protect the UK food and drink sector from the impact of climate change, and the risks posed by the global food supply chain.

### *iv) Biodiversity*

Biodiversity – “nature” to most people –will be affected by a changing climate and some species will require different conditions in future. Enhancing biodiversity by protecting and restoring ecosystems can help us reduce the extent of climate change and cope with its impacts. For example planting trees along rivers and burns will create shade to reduce high temperatures, reduce erosion, reduce flooding downstream and the falling leaves will increase the number of aquatic insects.

We are committed to delivering the actions of the Tayside Local Biodiversity Action Plan 2016-26, supporting and working with the Tayside Biodiversity Partnership to safeguard our habitats and species. Protecting and restoring peatlands, woodlands and other habitats will store carbon and deliver multiple benefits for biodiversity and our health and wellbeing. Through the the development management process for planning applications we can connect natural areas, using green infrastructure, and deliver active travel routes, and diverse habitat, for a range of species in a changing climate.

### **c) What's next?**

The Council is developing a Food Growing Strategy which responds to the Government's vision to become “a Good Food Nation”. This aims to improve the provision of community growing spaces across Perth and Kinross and help communities lead more sustainable lifestyles. Besides their social and health benefits, community growing spaces also contribute to mitigating and adapting to the effects of climate change through carbon reduction and sustainable design. By providing access to locally grown food, they reduce carbon emission associated with food miles and packaging.

The strategy will explore opportunities for skills development in composting, cooking and preserving seasonal produce, which alongside the work of Zero Waste Perth, will help reduce food waste. As part of this initiative, allotments, orchards and community gardens can also improve biodiversity. When linked with other greenspaces, they create important green corridors for wildlife and contribute to sustainable water management. (Action L8 – Appendix 2)

We will examine a range of actions to enhance the carbon capture potential of forestry and peatland restoration, both using Council land assets, and also with other land managers. We will also work with communities to promote woodland planting. (Action L3 to L7 – Appendix 2)

We will work with local communities and the Tayside Biodiversity Partnership to develop biodiversity action plans, supporting both biodiversity and climate change mitigation in local areas (Biodiversity Villages Project). (Action L9, L10 & L11 – Appendix 2)

Agriculture is considered as one of the major sources of greenhouse gas emissions. Although not under our direct control, we will look to influence agriculture practices and promote more sustainable farming practices. In conjunction with changes in consumer behaviours, this can reduce emissions arising from agriculture. This will be carried out by promoting healthy and local eating, through the adaptation of direct measures such as the development of our Food Growing Strategy. Awareness-raising is also crucial in changing practices. Sustainable farming practices and consumer behaviours will be promoted through our public engagement sessions. (Action L8 – Appendix 2)

When investigating ways of reducing flood risk, natural flood management techniques can potentially slow the flow of floodwater and increase the amount of time it takes rain to reach watercourses. As a result of river surveys, work was carried out as part of the investigations for the Comrie Flood Protection Scheme. We are now working with landowners in the upper catchment of Glen Artney to explore restoring an area of peatland that was drained in the 1980s. Currently the peatland is releasing carbon in the atmosphere. Using funding from the Scottish Natural Heritage fund, Peatland Action, peatland can be restored to hold water to reduce flooding risks and store significant amounts of carbon. (Actions L12– Appendix 2)

Case Study: Blairgowrie Climate Café

### **Community Woodland for Carbon Capture**

*The Community is leading a partnership with the local landowner to plant community woodland on 10 hectares of land with grant aid provided for Scottish Forestry. 1,500 trees will be planted by local volunteers and householders each year and by year 10, 15,000 trees will be planted to capture approximately 200 tonnes of carbon. The site will be selected to maximise additional ecological benefits such as creating a habitat corridor and reducing water run-off and erosion. Householders will have the option to plant additional shrubs between the trees such as hazel that will create even more wildlife habitat and food sources.*

*Community sustainability starts at home as shown here by Blairgowrie.*

## a) *Why This is Important*

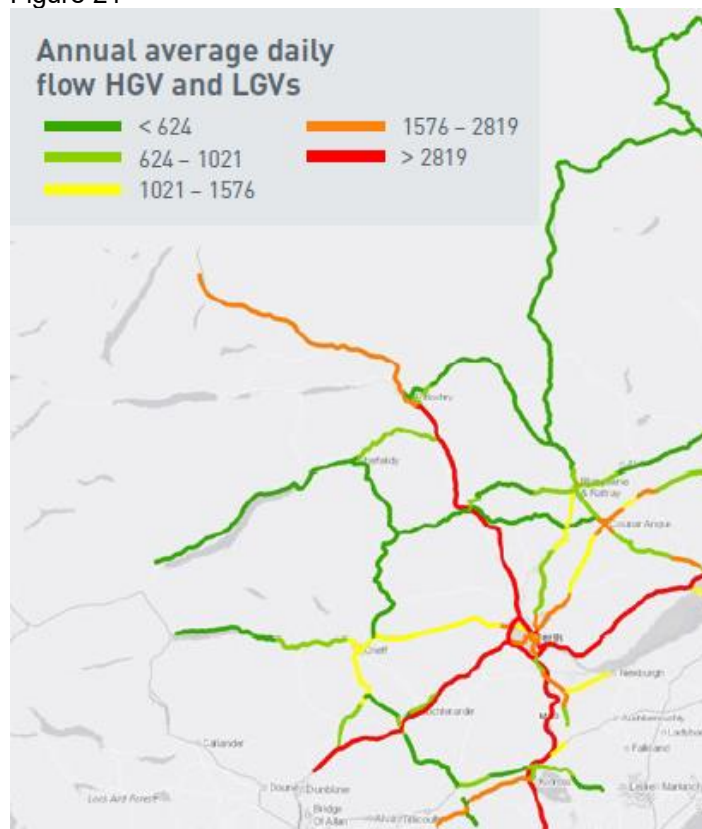
Perth and Kinross economy has more than 7,000 businesses employing more than 56,000 people.

As the main sources of carbon emissions in Perth and Kinross are transport, energy supply, and industrial processes, our business community has a key role to play in emission reduction. Agriculture and related land use is also a contributor of carbon emissions (8% in Perth and Kinross).

Individual businesses can reduce their carbon emissions and make their business more sustainable by reducing water and energy use; reducing waste including packaging, reducing fuel used, road and air miles; improving transport efficiency; encouraging employees to change behaviours and culture; redesigning processes, products and services, value chains; and increasing use of local supply chains.

For transport emissions, businesses are contributing to both commuter and transient traffic. A transport 'heat map' for light goods vehicles and heavy goods vehicles in Perth & Kinross (see Figure 21) demonstrates the relatively high volumes of traffic movements from the rural areas to Perth city which highlights an opportunity to reduce these miles through shared logistics and 'final-mile' deliveries. We will investigate with regional transport partners how many of these journeys could be offset or reduced, by consolidating journeys using low carbon vehicles. (Action SA8 – Appendix 2)

Figure 21



## **b) What Are We Doing Now?**

The Council is working with agencies and industry to develop flagship projects to support clean growth and achieve net zero carbon emissions. (Actions SA9 – Appendix 2) These initiatives are supported through the Tay Cities Deal and the Regional Economic Strategy:

- Perth West national Eco-innovation Business Park and Perth Innovation Highway including logistics and last mile delivery
- Binn Eco-Park, an innovative resource management site where new technologies are co-located to support a circular economy. Project Beacon, a flagship plastic recycling project will be developed on site aiming at recycling 80-90% of plastics and will benefit from £5.2m from Tay Cities Deal.
- Broxden Low Carbon Transport Hub will offer innovative clustering of EV charging facilities, energy storage and solar energy production.
- Food and Drink Innovation at James Hutton Institute will focus on supporting agri-tech including new ways of using barley and vertical farming.
- A Tourism Action Plan for Perthshire is currently in development. It will be underpinned by a strong sustainability message in recognition of emerging trends and following industry feedback, and with the ambition to develop further Perthshire's green destination credentials.
- A Circular Economy Tayside Action Plan has been developed with key sectoral actions in partnership with Perthshire Chamber of Commerce and other regional partners

We work with individual businesses to access support from agencies (Business Gateway, Scottish Enterprise, Zero Waste Scotland) to help them to become more sustainable. Resource Efficient Scotland <http://www.resourceefficientscotland.com/> is offering free advice and support service to help small and medium sized businesses to become more resource efficient, cutting energy and water use and reducing waste. We will look at what more support we can offer (Action I1 - Appendix 2)

The Green Tourism Business Scheme ([www.green-tourism.com](http://www.green-tourism.com)) is the national accreditation programme which assesses the efforts of businesses to adopt more sustainable practices. The award categories are internationally acknowledged as indicators of good environmental practice. In Perth & Kinross there are currently 63 businesses with this award - amongst the highest for a Scottish local authority area.

## **4 What's Next?**

Perth & Kinross Council is a Scottish Council for the Development Industry (SCDI) sponsor partner in the Clean Growth Leadership Group. The Group aims to explore economic opportunities arising from clean growth and how businesses can grow by meeting the net zero carbon challenge. There are many business and job creation opportunities from the development of new products or services to address climate change. For example, rural businesses could generate their own energy through renewable micro-generation, use it or contribute to local decentralised energy scheme. The Group plans to report in Spring 2020, and we will explore opportunities arising from this group, as well as other opportunities from clean growth. (Action SA9 – Appendix 2).

Procurement processes can influence businesses and stimulate actions in relation to climate change. Working with the Tayside Procurement Consortium, the Council has a sustainable Procurement Policy. We will review our procurement approach, to ensure we are maximising our influence around climate change, as more national targets are introduced, and new technologies evolve (Action SA10 – Appendix 2).

The local business supply chain does not always have the capacity or skills to meet the Council's requirements. There is a skills gap in relation to renewable energy technologies and energy efficient construction methods such as Passivhaus. We will work with local businesses to identify current and emerging skills gaps, to be prepared for the opportunities for business from climate change (Action I2 – Appendix 2)

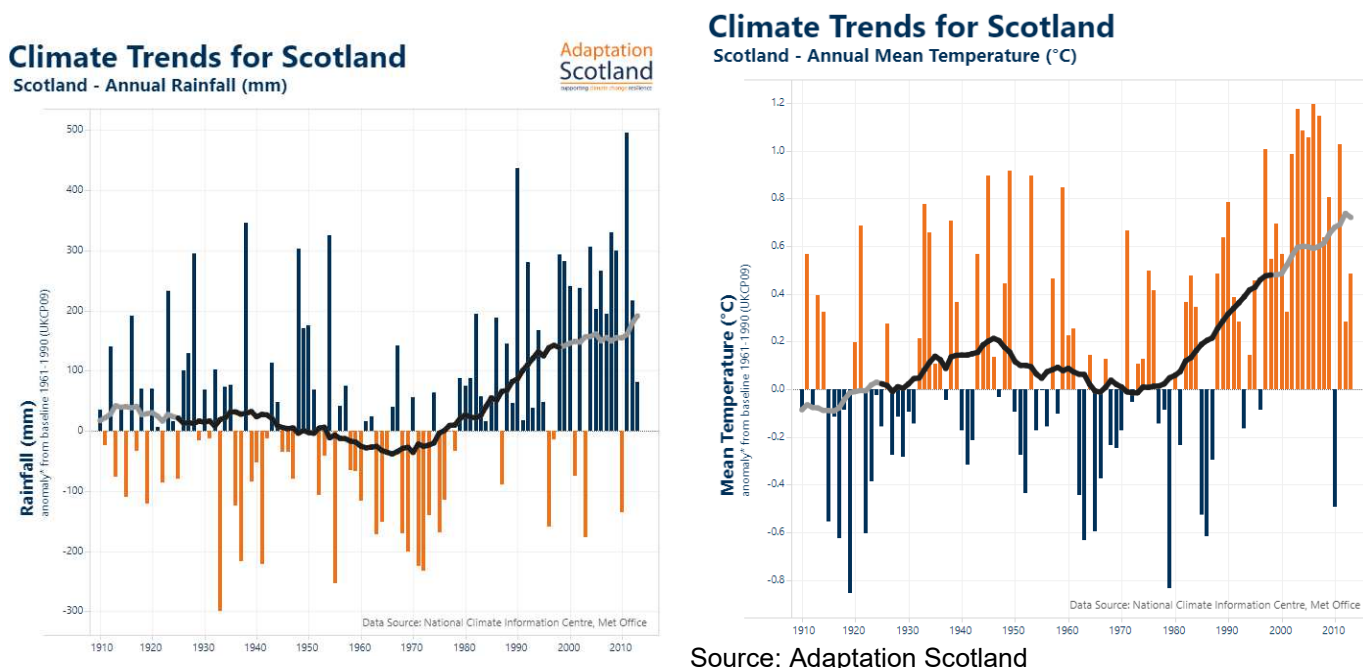
Carbon emission reduction in transport and energy will have a significant impact we will carry out further work with the private sector on transformational actions to achieving carbon reduction targets for the area. (Action I3 – Appendix 2)

a) **Why This is Important?**

i) **Our Climate Change**

The likely long-term climate change trends for Scotland include hotter and drier summers, wetter winters and increased sea levels. We may also experience extreme weather events such as drought and increased frequency of summer heatwaves, due to rising temperatures. These changes are already impacting people, places and biodiversity across Scotland - Figure 22 portrays higher average temperature and rainfall levels from 1910 to 2010. Scotland's climate is changing and we need to act.

Figure 22 Climate Trends for Rainfall and Temperature



ii) **What is adaptation?**

Adaptation is about responding to the changes that we have seen in our climate. Adjustments could include making changes to our buildings so they keep cool during hotter summers, or are less at risk of being flooded during wet periods. Adaptation Scotland has produced infographics explaining how we can change our environments to be more adaptable to climate change and weather fluctuations – [click here](#).

Despite adaptation going hand in hand with work to reduce greenhouse gas emissions, adapting to the changing climate will be necessary regardless of how much we manage to cut our carbon emissions. This is because historic emissions have already changed our climate and will continue to do so, creating new challenges for us to overcome.

The two aspects of adaptation are:

- adapting to present climate and weather; and
- making changes based on future projected changes in the climate.



### *iii) Why adapt?*

We therefore need to take early action to adapt, increase our resilience and reduce risks. Early adaptation actions can contribute towards the enhancement of both our natural and built environment, and to raise the quality of life of people within Perth and Kinross.

We also need to adapt in order to support biodiversity. By taking actions like introducing natural water management measures, which inevitably increase biodiversity habitats, we also help wildlife to adapt, too.

### **b) What Are We Doing Now?**

#### *i) Flooding*

The most evident and frequent sign of extreme weather in Perth and Kinross is flooding, with several communities having experienced the devastating impact of flooding in recent years. To respond to this challenge, we have taken the following actions:

- In June 2016 the Council published its first local flood risk management plans setting out a range of actions it will be taking along with other responsible authorities to manage and, where achievable, reduce flood risk.
- Flood protection schemes had already been implemented in Perth, Comrie, Weem, Bridge of Earn and Milnathort. A new scheme at Almondbank has recently been completed, and the Council is promoting new flood protection schemes in Comrie, Milnathort, Kinross and Scone.
- In October 2019, Committee approval was given to develop flood protection schemes for Pitlochry and Aberfeldy. Further flood studies are on-going for Perth and Blackford and will shortly commence for Dunkeld and Invergowrie, with other areas to follow.
- The Council promotes the use of property flood protection products by private householders in co-operation with the Housing Service and businesses. Information is available on the [Council's website](#) and is made available to the public at community events.

Almondbank Flood Protection Scheme



#### *ii) Climate Change Adaptation in Council Policy*

Climate Change adaptation is embedded within current Council policies and a number of projects across Perth and Kinross. Adaptation is part of both the Strategic Development Plan (TAYplan) and Local Development Plan, along with the associated statutory guidance.

Many policy measures are in place for assessing risk, including supplementary planning guidance for: Flood Risk and Flood Risk Assessments; Forest & Woodland Strategy; Zero Carbon and Sustainable Construction; Green Infrastructure and Zero Waste.

All relevant Council plans, programmes and strategies continue to undergo screening for Strategic Environmental Assessment (SEA) to assess their environmental impact (including climate change adaptation risk and opportunities).

*iii) Adaptation Assessment*

We have recently undertaken an adaptation assessment, using Adaptation Scotland's benchmarking tool. This has allowed us to track our progress in relation to adaptation measures while also identifying gaps and potential areas for future progress.

*iv) Resilience*

We engage closely with many rural communities to support local resilience, which prepares them to be ready for extreme weather, flooding, power outages, or any other disruption to normal activities. Participation has reached the highest level - 24 community groups now have resilience plans in place, and tailored support has been provided to other groups to enhance their local capability.

**c) What's Next?**

We need to keep climate change adaptation at the forefront of our plans, by preparing for, reducing, and as far as possible, negating future changes in our weather. This will include taking action on flooding to reduce the vulnerability of communities, and building infrastructure that is designed to be resilient to the more extreme weather we know is coming. While we do need more flood defences and more resilient infrastructure, we need most of all to work with, rather than against, nature and to build places and communities which are naturally resilient to a changing climate.

We will develop a climate change adaptation strategy and risk assessment, taking into account the learning from our adaptation assessment work (Action SA12 – Appendix 2).

We need to work with partners to ensure the comprehensiveness of our response to adaptation, for example working with Health and Social Care to develop actions to tackle the health effects of prolonged exposure to hot weather amongst vulnerable people.

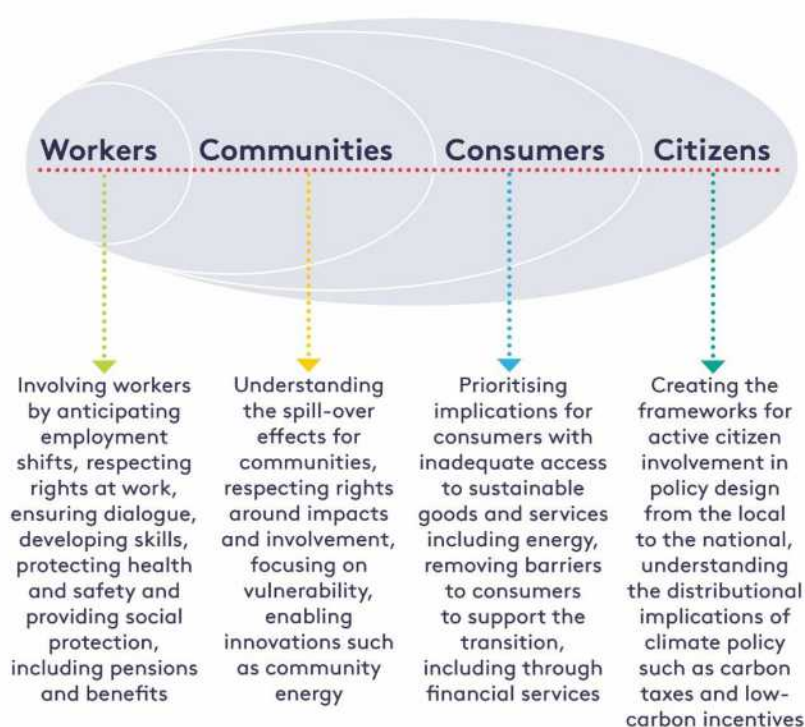
Ensuring a fairer Perth & Kinross is at the heart of the Council's Corporate Plan and the Community Plan, as we seek to promote fairness and give equal opportunities for all. This is embodied in the Perth & Kinross Fairer Futures report, the Tay Cities Deal Report and more recently, the Council's Child Poverty Action Plan.

The impacts of climate change will affect us all, however the most severe impacts are likely to be felt by people experiencing greater risks of poverty and disadvantage, and this gives us a further incentive to take urgent action.



The transition to a zero carbon Perth & Kinross can have a wide range of impacts on fairness and equality. This is summarised in figure 23.

Figure 23 Human dimensions of the just transition



We have to ensure that in making this shift, we create a net zero economy that is fair for all, minimises potential for inequalities, and maximises the opportunities for all.

The move to zero carbon will involve difficult choices. It is vital that engagement with our communities will help determine the priorities. Part of our responsibility in developing our engagement plans, is to ensure as wide a representation as possible is involved in shaping our zero carbon future.

We need to guard against initiatives which, although designed to mitigate climate change, may disproportionately impact on vulnerable groups. For example, raising city centre car parking charges could act as a lever to encourage more sustainable travel, but that may also act as a barrier to lower income families, who may live in rural locations, with no access to public transport.

Our climate change actions provide an opportunity to take positive action towards fairness. For example, 30% of households in Perth & Kinross currently experience fuel poverty, and the Scottish Government has set ambitious targets to reduce fuel poverty (see part 1 c) of this report. Improved domestic insulation, renewable energy sources and district heat systems can confer the dual benefits of addressing climate change and tackling fuel poverty.

The importance of Just Transition principles have recently been recognised through inclusion in the new [Scottish Climate Change Act](#).

A Scottish Just Transition Commission has recently been set up to give advice to Scottish Ministers on practical, realistic and affordable recommendations for action, and we will take guidance from their findings. However, in the interim, we should ensure that the actions we take on climate change mitigation and adaptation are fair for all, minimise potential for inequalities, and maximise economic and social advantages (Action JT1 – Appendix 2).

## a) Introduction

Successfully taking on this challenge will require everyone - the Council, our partners and our communities - to work closely together. Working together occurs at different levels, with different approaches, but we need to be aware about how our activities all fit together, so we know how we can best contribute to this challenge, and avoid duplication or gaps in our activities.

This part of the report explains how we are currently organised, and suggests how we can be better organised, and work better together, in three areas:

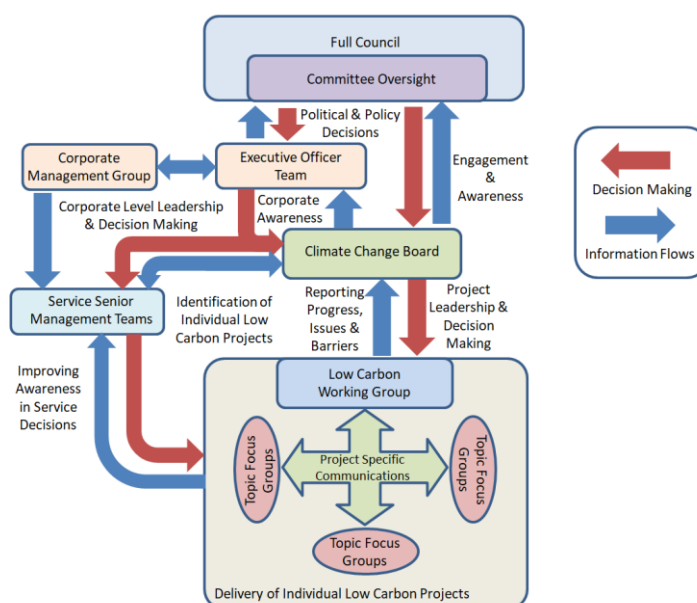
- The Council
- The Community Planning Partnership of local public services
- Other important partnerships

## b) The Council

Figure 24 set out how the Council is organised to deliver on its climate change responsibilities.

Currently, leadership in the Council for many aspects of climate change sits with the Environment and Infrastructure Committee, which has responsibility for Land Use Planning, Public Transport Roads and Traffic, Parks and Open Spaces, Flood Risk Management, Waste Management Sustainable Development and Environmental Policy. With the increasing significance of climate change to all activities of the Council, we will review the most appropriate future Committee governance and reporting arrangements for the climate change agenda (Action WT1 – Appendix 2).

Figure 24 – Reporting and Governance for Climate Change



A cross-service Low Carbon Working Group was established in 2016. The group has a wide agenda including: heat mapping, district heating, renewables and the development of a Perth and Kinross wide Energy/Low Carbon Strategy.

In September 2017, Committee agreed to the establishment of a cross-service project Board to develop and co-ordinate a framework to ensure the alignment of all relevant plans, programmes and policies relating to climate change, low carbon, energy planning, air quality, transport planning and land use planning. This Board is the officer level forum for delivering the Council's climate change activities, with the Depute Chief Executive as Executive Sponsor.

Individual Council Services contribute to the climate change agenda through their Business Management and Improvement Plans (BMIPs), which set out how each Service supports the aims of the Community and Corporate Plans.

### **c) Community Planning Partnership**

[The Perth and Kinross Community Plan](#) sets out the shared approach between the main public services in Perth & Kinross area. The Plan recognises that climate change is a multi-issue, interconnected subject, which has connections and implications across all five strategic objectives.

Since 2018, the Community Planning Partnership's Environment and Public Realm Outcome Delivery Group, has taken the lead on climate change. This group has representation from Perth & Kinross Council, PKAVS, SEPA, NHS Tayside, Police Scotland, Scottish Fire and Rescue Service, Forestry Commission and SNH. In September 2019, the Community Planning Partnership Board identified climate change as a major issue that should be considered directly by the Board.

The need to create a step change in our approach to climate change is something that should be echoed amongst the Community Planning Partnership, as collectively we impact on emissions locally, and are key influencers of behaviours amongst our employees, as well as individuals and organisations that we engage with. We need to work with our Community Planning partners to ensure that we are collectively meeting the targets set for each of our organisations, and that we are sharing good practice, and learning from each other (Action WT2 – Appendix 2).

### **d) Other Important Partnerships**

Throughout this report we have highlighted a wide range of partnerships we are engaged in to tackle climate change. Our partnership work ranges from national groups such as CoSLA, the Society of Local Authority Chief Executives and the Scottish Cities Alliance, through to local climate change action groups. We are mapping the partnerships which we are involved in, to ensure there are no overlaps, and to identify gaps.

We will also work with the Council's Arms Length Organisations (Horsecross, Live Active Leisure and Culture Perth and Kinross) to ensure they meet their climate change obligations and maximise available opportunities. We collectively work with our neighbouring local authorities on several climate related issues, such as transport planning and land use planning, and we are keen to expand on this work.

One key area for future development at this stage relates to research and technology development. Climate change will require innovative approaches with leading edge technology, and we have an opportunity to develop links with local universities, including Perth College UHI, as well as other Tayside Universities and beyond, to give the Council access best practice in this area (Action WT3 – Appendix 2).

**a) How will we know we are making the difference?**

Since 2015/16, the Council, along with other Community Planning Partners, has been required under the Climate Change (Scotland) Act to annually monitor and report its climate change progress to the Scottish Government. Previous annual reports can be found [here](#). The annual report provides performance information on the following:

- Governance, Management and Strategy
- Emissions, Targets and Projects
- Adaptation
- Procurement.

We recognise that this reporting format does not fulfil all our data requirements to build a comprehensive picture of climate change in Perth & Kinross, which would in turn inform our priority actions, and help establish realistic targets. We will carry out a gap analysis to identify and fill out information requirements. (Action M1 – Appendix 2).

Monitoring of our progress and performance will be an essential part of our governance. We recommend reporting on our progress on an annual basis to the full Council, to give Elected Members the opportunity to challenge, scrutinise and support our work. (Action M2 – Appendix 2).

As part of the shared Perth & Kinross' wide approach to tackling climate change, we will also look to share data, and report on progress and performance information, within the proposed Climate Change Commission (Action M3 – Appendix 2).



Climate change will have a major impact on everyone in Perth & Kinross.

We acknowledge the need for urgent action, and this report sets out the interim measures we are taking, as a basis for much wider engagement with our communities and partners, on shared future climate change mitigation and adaptation actions.

Our proposed actions on climate change support many other wider benefits such as better health; air quality improvements; fuel poverty; child poverty and sustainable economic growth.

We recognise that there are going to be difficult decisions ahead but, by working together, we can share our commitment to tackling climate change and protecting our area so we can pass it on, for the enjoyment of future generations.

**December 2019**

## Glossary of Terms and Jargon Buster

**Climate change terms can be difficult to understand especially for people with less day to day contact with the topic. Below is a list of terms and acronyms commonly used.**

**Active Travel Hub Project:** is a travel hub set up as a focal point for active travel facilities and as a hub/connecting point for cycle/walking routes, and could include, for example private bike storage, bike hire facilities, public transport information, changing facilities, etc.

**Air Quality Management Area:** An area where the air quality has been assessed and the levels of nitrogen dioxide and/or particulate matter and/or sulphur dioxide, exceed the National Air Quality Objectives.

**Carbon capture and storage:** A technology that captures carbon dioxide emitted from fossil fuel emissions.

**Carbon neutrality:** carbon neutrality means annual zero net anthropogenic (human caused or influenced) CO<sub>2</sub> emissions by a certain date. To achieve carbon neutrality every tonne of anthropogenic CO<sub>2</sub> emitted is compensated with an equivalent amount of CO<sub>2</sub> removed (e.g. by carbon capture)

**Carbon offsetting:** a “carbon” offset is a unit of carbon dioxide equivalent (CO<sub>2</sub>e) that is reduced, avoided, or sequestered to compensate for emissions occurring elsewhere. These offset credits, measured in tonnes, are used as an alternative to making reductions in greenhouse gas emissions. In some cases, organisations can buy offset credits from projects located in sectors or countries not legally required to reduce their emissions.

**Council Fleet:** The vehicles used by Perth and Kinross Council to carry out duties and activities within our local communities. Types of vehicles may include pool cars, minibuses, vans, side-load vans, and HGVs (Heavy Goods Vehicles).

**Co-production:** can be described as, “co-creating services, involving service recipients in different stages of the process, including planning, design, delivery, and audit of a public service.” Co-production is more than just consulting or informing people about decisions. It means including and enabling their involvement.

**Circular economy:** A system where resources are kept in use for as long as possible, with the aim to extract maximum value, then to recover and regenerate products and materials at the end of their useful life.

**CO<sub>2</sub>e** - is the shorthand for carbon dioxide equivalents. It is the standard unit in carbon accounting to quantify greenhouse gas emissions, emissions reductions and carbon credits. It is expressed in tonnes and written as **tCO<sub>2</sub>e**

**Community transport schemes:** community led transport services to meet unmet local transport needs, which operate for a social purpose and not for profit.

**Corporate Travel Plan:** A package of measures developed by an employer to encourage their staff to travel to work using sustainable modes of transport; walking, cycling, public transport or car sharing.

**Cycling Walking Safer Streets:** is a Scottish Government fund to allow local authorities to invest in creating a network of safer streets, with cycle lanes and paths, which enables people to become more active by walking, cycling and wheeling on a regular basis.

**Decarbonisation:** decreasing the ratio of carbon dioxide (CO<sub>2</sub>) or all greenhouse gas emissions related to primary energy production. Full decarbonisation means zero unabated CO<sub>2</sub> emissions from energy generation and industrial processes (i.e. not captured by carbon sequestration or storage).

**Demand Responsive Transport (DRT):** public transport which operates on demand from passengers to pick up and drop off passengers in accordance with their needs as opposed to a set timetabled local bus service.

**Deposit Return Scheme (DRS):** Deposit return schemes are used across the world as a way of encouraging more people to recycle drinks containers, such as bottles and cans. They work by charging anyone who buys a drink a small deposit for the bottle or can that it comes in. They get this money back when they return the bottle or can to a collection point to be recycled.

**E-Bike:** An electric bicycle, is a bike with an electric motor which assists when cycling, but still needs to be manually propelled by the cyclist.

**Electric Vehicle:** Vehicle that uses electricity for propulsion.

**Energy Company Obligation (ECO):** ECO is a government backed energy efficiency scheme to help reduce carbon emissions and tackle fuel poverty. It is designed to offset emissions created by energy company power stations. The scheme is administered by Ofgem and delivered by energy companies, through an obligation that is placed on them to make homes in Britain more energy efficient and cheaper to heat. The latest version of the scheme is called ECO 3.

The current scheme has been designed to focus on providing support to low income, vulnerable and fuel poor households.

15% of measures are to be delivered to rural homes and an increased proportion of the scheme (25%) can be delivered under local authority flexible eligibility (Perth & Kinross Council has published a Statement of Intent which relates to ECO eligibility)

**Fluorinated greenhouse gases:** Fluorinated gases are man-made gases that can stay in the atmosphere for centuries and contribute to a global greenhouse effect. There are four types: hydrofluorocarbons, perfluorocarbons, sulphur hexafluoride and nitrogen trifluoride.

**Fuel poverty:** a household is in fuel poverty if the fuel costs necessary for the home, are more than 10% of the household's net income

**Greenhouse gas (GHG):** Gases that contribute to the greenhouse effect by absorbing infrared radiation.

**Home Energy Efficiency Programme for Scotland area based schemes (HEEPS – ABS):** The Scottish Government funds local authorities to develop and deliver energy efficiency programmes (mainly solid wall insulation) in areas with high levels of fuel poverty. This funding is blended with Energy Company Obligation funding, owners' contributions, and

funding from registered social landlords, who may choose to insulate their homes at the same time.

The area-based schemes are designed and delivered by councils with local delivery partners. They target fuel-poor areas to provide energy efficiency measures to a large number of Scottish homes while delivering emission savings and helping reduce fuel poverty.

**LiftShare Scheme:** A car share business and brand, established in 2000 and is one of the largest car-sharing communities in the UK. A digital platform where users can find people in an area to car share with.

**Local Heat and Energy Efficiency Strategies (LHEES):** a proposed statutory duty to be undertaken by local authorities to establish area-based plans and priorities to link long term targets and national policies with delivery of energy efficiency and heat decarbonisation, in local areas.

**Low Carbon:** low carbon is a relative term. It is not specific in the way 'zero carbon' is, and so is not beneficial term when describing anything other than general principles. If a technology is low carbon, it causes or results in only a relatively small release of carbon dioxide into the atmosphere.

**Low Carbon Transport Hub Project:** is a transport hub consisting of low carbon refuelling facilities such as Electric Vehicle charging infrastructure and/or hydrogen refuelling infrastructure

**Low Emission Zone (LEZ):** Zones which set an environmental limit on certain roads to allow access to only vehicles that are deemed to have cleanest emissions

**Net zero carbon:** net Zero carbon emissions is considered a synonym for carbon neutrality. The overall CO<sub>2</sub> emissions produced are equalled by the emissions captured, creating a net zero effect.

**Net-zero GHG emissions:** this can be confused with net zero carbon emissions, but when accurately used, means all greenhouse gas emissions decline to zero, as opposed to just carbon dioxide. (source – World Resources institute)

**Paris Agreement 2015:** This is a treaty built upon the 1992 United Nations Framework Convention on Climate Change. The Agreement brings all nations into a common cause to take action in order to combat climate change and adapt to its effects, by also providing assistance to developing countries to do so. The Agreement sets a target to keep the global temperature rise below 2 degrees Celsius above pre-industrial levels and to attempt limiting the increase even further to 1.5 degrees Celsius. It requires nations to work towards the elimination of climate change through nationally determined contributions (NDCs).

**Perth Active Travel Hub (PATH):** An organisation focused on working with the Council to help deliver the active travel strategy and raise awareness on the benefits of active travel.

**Smarter Choices, Smarter Places:** Transport Scotland Grant administered by Paths for All since 2015. The grant is allocated to Local Authorities “*to encourage more people to reduce their car use in favour of more sustainable alternatives such as walking, cycling and public transport.*” (Transport Scotland)

**Sustrans Places for Everyone Programme:** an investment programme funded by Transport Scotland/Scottish Government, which is targeting transformational change in street design to help facilitate a modal shift to walking and cycling across Scotland.

**Switched on Towns and Cities Challenge (SOTC) Fund:** A fund to facilitate an increase in the uptake of electric vehicles (EV) in Scotland's towns and cities by supporting local authorities with incentives and promotion of EVs. The SOTC challenge fund initiative will operate as a competitive capital fund with an annual call for bids.

**TACTRAN:** "Tayside and Central Scotland Transport Partnership" is a partnership with Angus, Dundee City, Perth & Kinross and Stirling Councils.

**Tayside Biodiversity Partnership:** Perth and Kinross Council has a legal duty to conserve and enhance biodiversity. Working together across all our services, we are developing the best ways to do this and, at the same time, contributing to other policies and initiatives. The Partnership covers the local authority areas of Angus and Perth and Kinross. The partnership is made up of statutory bodies, local authorities, non-government organisations and individuals.

**Tayside Local Biodiversity Action Plan 2016-26:** The Tayside Biodiversity Partnership has produced a local Biodiversity Action Plan to ensure that locally and nationally important species and habitats are conserved and enhanced through focused local action. The Action Plan charts the way ahead in protecting the multitude of flora and fauna that flourish across the county, as well as their habitats, bringing together organisations, communities and individuals by providing more than 140 projects.

**Transport Act 2019:** Enacted in November 2019, the Act makes provisions for low emissions zones; for powers of local transport authorities to operate local bus services in their areas; arrangements for people to be entitled to travel on local bus and other transport services; to prohibit the parking of vehicles on pavements and prohibit double parking;

**Warm Homes Fund (WHF):** The fund is designed to support local authorities and those organisations working with them to address fuel poverty. National Grid is working with Ofgem to decide how best to use this sum to benefit energy consumers.

The fund is primarily designed to incentivise the installation of affordable heating solutions in fuel poor households who do not use mains gas as their primary fuel.

**Warm Homes Discount Industry Initiative (through SSE):** larger energy suppliers deliver support to people living in fuel poverty or who are at risk of fuel poverty. Energy Suppliers can choose to deliver some of this support through Industry Initiatives.

The scheme that has been developed for Perth and Kinross with SSE, will help to provide energy advice, benefits checks and tariff checks through our Energy Advice Project through our delivery partner - Scarf. We can also help to fund energy efficiency measures such as insulation and heating improvements through the scheme. £100,000 has been pledged by SSE to fund the project in 2019/20.

## Appendix 1 Council Motion, June 2019:

As a Council we wish to play our part in accelerating this transformational change, understand the implications for climate change in everything we do, and lead by example. This Council requests the Chief Executive to set out a route map to deliver, through co-production with citizens and other stakeholders, a low carbon Perth & Kinross, specifically to:-

1. Under the auspices of the Perth and Kinross Offer, establish a forum with our Community Planning Partners to scope out the required vision and transformational change necessary for climate change.
2. Report back to the Council before end of March 2020 with details of
  - A baseline report on where we are now both as a Council and the wider Perth and Kinross CPP Area
  - An analysis of our current plans and strategies and their compatibility with the need for transformational change
  - A route map and the identification of the resources required for delivery
  - Arrangements to ensure that the consideration of climate change is embedded in our decision making processes
  - Measures to ensure the Council is seen as an exemplar in reducing its carbon footprint, including measures which can be implemented immediately

## Appendix 2 Action Plan

### Interim Action Plan

This Appendix contains a summary of the initial actions discussed in the Interim Climate Emergency Report. The Action are divided into Strategic Actions and actions related to the specific sectors discussed in the report. The list of actions concentrates on new actions, or actions where the work is likely to expand in the short term. It does not contain all Council activities which contribute to the Climate Change agenda.

#### Note 1:

We have set out our actions in the report using the following timeframe and colour coding:

|  |             |                                                                                   |
|--|-------------|-----------------------------------------------------------------------------------|
|  | Short Term  | Within the next year                                                              |
|  | Medium Term | 1-3 years                                                                         |
|  | Long Term   | 3 years and greater (where we can estimate the time period we have added this in) |

#### Note 2:

We have indicated the status of resources required for each action using the following colour coding

|  |                                                                                                                        |
|--|------------------------------------------------------------------------------------------------------------------------|
|  | Achievable within existing resources, or realistic prospect of additional resources (such as ongoing external funding) |
|  | Reasonable likelihood of resource availability (eg potential new external funding)                                     |
|  | Future resourcing required to implement                                                                                |

For projects which include preparatory work (i.e. feasibility studies) and can be accommodated within existing resources but where the resources have not been identified to deliver the outcomes of the feasibility work, this is indicated with a \* in the appropriate box



| Action No                        | Reference to report section | Strategic Action                                                                                                                                                                                                                                      | Lead                                  | Timescale (see note 1 above) | Resources (see note 2 above) |
|----------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------|------------------------------|
| <b>Setting Out the Challenge</b> |                             |                                                                                                                                                                                                                                                       |                                       |                              |                              |
| SA1                              | 2                           | Develop a co-ordinated community engagement programme and toolkit to raise awareness and support our communities in making changes to move to a more sustainable way of living.                                                                       | Depute Director Housing & Environment |                              |                              |
| SA2                              | 1                           | Develop ambitious, clearly defined and achievable carbon reduction targets for the Perth and Kinross area jointly with our partners and communities, which are based on evidence.                                                                     | Depute Director Housing & Environment |                              |                              |
| SA3                              | 2 c)                        | Establish a Climate Change Commission for Perth & Kinross                                                                                                                                                                                             | Depute Director Housing & Environment |                              |                              |
| SA4                              | 4 c)                        | Develop a comprehensive Mobility Strategy for Perth & Kinross through co-production with partners and stakeholders.                                                                                                                                   | Head of Planning & Development        |                              |                              |
| SA5                              | 5 c)                        | Set clearly defined and achievable <b>annual carbon reduction targets for the domestic and non-domestic property portfolio</b> for each area of the Council. This information will be shared with the wider community and industry.                   | Head of Property Services             |                              |                              |
| SA6                              | 5 b)                        | Establish the <b>SMART Energy Network</b> for Council properties.                                                                                                                                                                                     | Head of Planning & Development        |                              | *                            |
| SA7                              | 6 c)                        | Conduct a more detailed <b>greenhouse gas assessment of the Waste projects and activities</b> , to prioritise future climate change activities.                                                                                                       | Waste Services Manager                |                              |                              |
| SA8                              | 8 b)                        | Investigate options and costs in connection with the creation of a <b>freight consolidation centre</b> , which would reduce the emissions from large vehicles having to enter Perth City centre, with 'last mile' deliveries via low carbon vehicles. | Planning & Housing Strategy Manager   |                              |                              |
| SA9                              | 8 b)                        | Deliver flagship economic development projects to promote innovation and capture <b>clean growth economic opportunities</b> , as part of the Tay Cities Deal.                                                                                         | Head of Planning & Development        |                              |                              |
| SA10                             | 8 c)                        | Review the Council's sustainable <b>procurement policy</b> to ensure most up to date climate change considerations are included                                                                                                                       | Corporate Procurement Manager         |                              |                              |
| SA11                             | 5 c)                        | Work with private sector to develop a <b>decentralised energy generation and distribution network</b> in Perth City.                                                                                                                                  | Head of Planning & Development        |                              |                              |
| SA12                             | 9 c)                        | Develop a Climate Change Adaptation Strategy, with the engagement of Council services, Community Planning partners and our communities.                                                                                                               | Planning & Housing Strategy Manager   |                              |                              |
| <b>Setting Out the Challenge</b> |                             |                                                                                                                                                                                                                                                       |                                       |                              |                              |
| C1                               | 1 d)                        | Develop shared emissions data information with Community Planning partners to identify collective contribution to emissions in Perth and Kinross.                                                                                                     | Depute Director Housing & Environment |                              |                              |



|                                                        |      |                                                                                                                                                                                                                                         |                                                      |  |  |
|--------------------------------------------------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--|--|
|                                                        |      |                                                                                                                                                                                                                                         |                                                      |  |  |
| <b>Community Engagement, Empowerment and Awareness</b> |      |                                                                                                                                                                                                                                         |                                                      |  |  |
| E1                                                     | 2 c) | Work with communities and businesses to identify shared measures to make a step change to a low carbon economy.                                                                                                                         | Depute Director Housing & Environment                |  |  |
| E2                                                     | 2 c) | Organise with our partners a Climate Change Summit in May 2020 to showcase local best practices and stimulate engagement with key stakeholders leading to the United Nations "COP 26" Summit in Glasgow.                                | Head of Planning & Development                       |  |  |
| E3                                                     | 2 c) | Develop an online training resource for all staff with modules on the Climate Change issues and how it affects the Council and the individual, a service specific module, and a module on actions they can take in their personal life. | Planning & Housing Strategy Manager                  |  |  |
| E4                                                     | 2 c) | Develop dedicated web site, providing a local one-stop-shop on for all matters related to climate change.                                                                                                                               | Planning & Housing Strategy Manager                  |  |  |
| E5                                                     | 2 b) | Establish an education/awareness resource pack for schools/communities with information across all aspects of climate change                                                                                                            | Planning & Housing Strategy Manager                  |  |  |
| <b>Climate Change Mitigation</b>                       |      |                                                                                                                                                                                                                                         |                                                      |  |  |
| <b>Transport</b>                                       |      |                                                                                                                                                                                                                                         |                                                      |  |  |
| T1                                                     | 4 b) | Maximise the potential utilisation of Smarter Choices, Smarter Places (SCSP) fund to deliver sustainable and active travel.                                                                                                             | Planning & Housing Strategy Manager                  |  |  |
| T2                                                     | 4 b) | Extend the representation of the Mobility Board to ensure co-production of the Mobility Strategy with partners and stakeholders.                                                                                                        | Head of Planning & Development                       |  |  |
| T3                                                     | 4 b) | Carry out research into modal shift requirements, to inform the development of the Mobility Strategy.                                                                                                                                   | Head of Planning & Development                       |  |  |
| T4                                                     | 4 b) | Develop a strategy for the expansion of EV charging infrastructure                                                                                                                                                                      | Planning & Housing Strategy Manager                  |  |  |
| T5                                                     | 4 b) | Develop the low carbon and active travel hub's project                                                                                                                                                                                  | Head of Planning & Development                       |  |  |
| T6                                                     | 4 b) | Develop a strategy to transform the Council's fleet to electric and alternative fuel vehicles                                                                                                                                           | Fleet Manager                                        |  |  |
| T7                                                     | 4 b) | Raise awareness of alternative approaches to attending meetings across Council employees; including tele/video conferencing and provide training on using ICT equipment to reduce transport emissions                                   | Head of Corporate IT                                 |  |  |
| T8                                                     | 4 b) | Publish and promote to Council employees the car lease scheme currently being developed for electric vehicles.                                                                                                                          | Head of Finance/ Planning & Housing Strategy Manager |  |  |
| T9                                                     | 4 b) | Develop a revised Corporate Travel Plan for Perth and Kinross                                                                                                                                                                           | Head of Environmental                                |  |  |

|     |      |                                                                                                                                                               |                                                           |  |   |
|-----|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|--|---|
|     |      |                                                                                                                                                               | & Consumer Services                                       |  |   |
| T10 | 4 c) | Bid for Smarter Choices, Smarter Places (SCSP) funding to support discounted bus fare initiatives targeting young people.                                     | Parking, Public Transport and Civil Contingencies Manager |  |   |
| T11 | 4 c) | Expand the potential demand for responsive transport and community transport schemes                                                                          | Parking, Public Transport and Civil Contingencies Manager |  |   |
| T12 | 4 c) | Investigate options and develop plans for future park + ride sites at Luncarty, Walnut Grove and Bridge of Earn.                                              | Planning & Housing Strategy Manager                       |  | * |
| T13 | 4 c) | Apply for Scottish Government funding for air quality projects in 2020/21 which include cross service projects to tackle air quality and climate change.      | Regulatory Services Manager                               |  |   |
| T14 | 4 c) | Develop active travel routes in the Dunkeld Road Corridor                                                                                                     | Head of Planning & Development                            |  |   |
| T15 | 4 c) | Expand the network of active travel routes to provide a comprehensive network around Perth                                                                    | Head of Planning & Development                            |  |   |
| T16 | 4 c) | Work with Taxi Operators to accelerate the transition to electric vehicles                                                                                    | Planning & Housing Strategy Manager                       |  |   |
| T17 | 4 c) | Work with Transport Scotland to deliver the Electric A9 project                                                                                               | Planning & Housing Strategy Manager                       |  |   |
| T18 | 4 c) | Engage with Scottish Government to include sustainable transport and active travel in the school curriculum.                                                  | Planning & Housing Strategy Manager                       |  |   |
| T19 | 4 c) | Identify options and costs to establish an annual "Bus Day" as an incentive to raise the profile of public transport by bus and promote public transport.     | Parking, Public Transport and Civil Contingencies Manager |  | * |
| T20 | 4 c) | Explore operating registered school buses within Perth City for non entitled pupils attending their catchment secondary school to reduce school run journeys. | Parking, Public Transport and Civil Contingencies Manager |  | * |
| T21 | 4 c) | Prepare Impact Analysis and costings to identify funding for improving bus stop infrastructure.                                                               | Parking, Public Transport and Civil Contingencies Manager |  | * |

|                             |      |                                                                                                                                                                                                                                                                                         |                                             |            |   |
|-----------------------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------|---|
| T22                         | 4 c) | Improve bus priority measure at junctions managed by traffic lights using new technology and providing new bus lanes on key corridors.                                                                                                                                                  | Traffic and Network Manager                 |            | * |
| T23                         | 4 c) | Undertake screening of the Perth City and Crieff AQMAs in 2020 to identify if the creation of Low Emission Zones (LEZs) or alternative vehicle access restrictions could reduce emissions.                                                                                              | Regulatory Services Manager                 |            |   |
| T24                         | 4 c) | Investigate options for further air quality related regulatory measures which support climate change mitigation.                                                                                                                                                                        | Regulatory Services Manager                 |            |   |
| T25                         | 4 c) | Review options for workplace parking (including workplace parking levy), as a means to support more sustainable transport choices to disincentivise use of cars.                                                                                                                        | Head of Planning & Development              |            |   |
| <b>Energy and Buildings</b> |      |                                                                                                                                                                                                                                                                                         |                                             |            |   |
| B.1                         | 5 b) | Prepare a costed programme and seek funding to complete the Local Heat and Energy Efficiency Strategy LHEES, as the basis for future planning and delivery of local energy systems in Perth & Kinross                                                                                   | Service Manager Planning & Housing Strategy |            |   |
| B2                          | 5 b) | Develop a programme to ensure all existing Council houses are brought up to EPC B by 2032                                                                                                                                                                                               | Head of Housing                             |            | * |
| B3                          | 5 c) | Investigate the potential to deliver an exemplar project potentially to Passive House standard incorporating other sustainability measures including potential avenues for funding.                                                                                                     | Planning & Housing Strategy Manager         |            | * |
| B4                          | 5 c) | Develop a comprehensive suite of measures for inclusion in the review of the Local Housing Strategy to assist our tenants contribute to meet the challenges of climate change mitigation                                                                                                | Planning & Housing Strategy Manager         |            |   |
| B5                          | 5 c) | Work with local Housing Associations to maximise the number of social rented homes achieving EPC B by 2032                                                                                                                                                                              | Head of Housing                             |            |   |
| B6                          | 5 c) | Carry out a comprehensive awareness raising programme, giving private landlords notice of impending EPC targets and directing them to the technical advice required, to allow them to upgrade their properties where required.                                                          | Private Sector Access Manager               | March 2020 |   |
| B7                          | 5 c) | a) Develop support for private landlords to work towards the required housing energy standards where there are issues with the co-ordination of multi owners.<br>b) Monitor likely demand and consider options for resourcing this service including charging on a cost recovery basis. | Private Sector Access Manager               |            |   |
| B8                          | 5 c) | Introduce a programme of home energy efficiency advice, co-designed with partner organisations, the third sector and the public a programme from April 2021.                                                                                                                            | Planning & Housing Strategy Manager         |            |   |
| B9                          | 5 c) | Commission research in 2020-21 into fuel poverty in the private sector, to assess the scale of the problem and develop an action plan to tackle the issue.                                                                                                                              | Planning & Housing Strategy Manager         |            |   |
| B10                         | 5 c) | Carry out an updated local Housing survey programme, similar to the one being carried out by Property Services to refresh information                                                                                                                                                   | Head of Housing                             |            |   |

|     |      |                                                                                                                                                                                                                                                                                                                                                                                                        |                                         |  |   |
|-----|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--|---|
|     |      | about the condition of the non-domestic estate portfolio.                                                                                                                                                                                                                                                                                                                                              |                                         |  |   |
| B11 | 5 c) | Develop options, costs and funding avenues for all new Council buildings to be Net Zero Carbon from 2025 in line with Scottish Government targets.                                                                                                                                                                                                                                                     | Head of Property Services               |  | * |
| B12 | 5 c) | All buildings under refurbishment must have improved EPC rating, energy efficiency and reduce "in use energy" consumption to a level set in Property Services updated energy policy.                                                                                                                                                                                                                   | Head of Property Services               |  |   |
| B13 | 5 c) | Develop and cost investment opportunities to improve existing building stock to upgrade building fabric and glazing to include triple glazing as standard.                                                                                                                                                                                                                                             | Head of Property Services               |  | * |
| B14 | 5 c) | Develop and cost alternative fuel sources such as; hydrogen and bio fuels for heating.                                                                                                                                                                                                                                                                                                                 | Head of Property Services               |  | * |
| B15 | 5 c) | Develop and invest in local district heat/electric network schemes where cost effective and achievable, for Council properties                                                                                                                                                                                                                                                                         | Head of Property Services               |  |   |
| B16 | 5 c) | Expand programme of renewable heat sources such as air and ground source heat pumps, for Council properties                                                                                                                                                                                                                                                                                            | Head of Property Services               |  |   |
| B17 | 5 c) | A. Accelerate existing programmes of work which are already funded to invest in our estate portfolio. The works will include upgrading building fabric, glazing, installation of LED lighting and replacing inefficient heating systems with renewable technologies.                                                                                                                                   | Head of Property Services               |  |   |
| B18 | 5 c) | B. Explore and secure alternative funding streams to assist the transition to zero carbon and meet Scottish Government Climate change targets.                                                                                                                                                                                                                                                         | Depute Director (Housing & Environment) |  | * |
| B19 | 5 c) | C. Review the property portfolio and reduce emissions through a combination of maximising the use of buildings and disposing of surplus properties (corporate property asset management review).                                                                                                                                                                                                       | Head of Property Services               |  |   |
| B20 | 5 c) | D. Develop partnership working with other Public sector bodies to share buildings and resources to achieve net zero by 2045.                                                                                                                                                                                                                                                                           | Head of Property Services               |  |   |
| B21 | 5 c) | Investigate options and costs for Passivhaus construction methods to achieve energy efficiency and quality such as planned housing projects and Learning Estate Projects.<br><br>E. (A more detailed explanation of Passivhaus can be explained using the following link.<br><a href="http://passivhaustrust.org.uk/what_is_passivhaus.php">http://passivhaustrust.org.uk/what_is_passivhaus.php</a> ) | Head of Property Services               |  | * |
| B22 | 5 c) | Area-wide assessment of existing energy resource including demand for heat and transport; energy storage potential; building stock (domestic and non-domestic).                                                                                                                                                                                                                                        | Head of Property Services               |  |   |

|                 |      |                                                                                                                                                                                                                                          |                                     |  |                          |
|-----------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--|--------------------------|
| B23             | 5 c) | Area-wide setting of future local energy targets for demand reduction and decarbonisation; and supply diversification and storage.                                                                                                       | Head of Property Services           |  |                          |
| v24             | 5 c) | Investigate working in collaboration with Scottish Water on district heating projects for School Estate and potential to include new social housing as part of this work.                                                                | Head of Property Services           |  |                          |
| B25             | 5 c) | Investigate and cost options for a dedicated water management resource to reduce water consumption across the estate, reducing Council's costs and assist Scottish Water to reduce carbon emissions.                                     | Head of Property Services           |  |                          |
| <b>Waste</b>    |      |                                                                                                                                                                                                                                          |                                     |  |                          |
| W1              | 6 b) | Explore initiatives to reduce the quantity of single use items used by the Council                                                                                                                                                       | Waste Services Manager              |  |                          |
| W2              | 6 c) | Review how the national Deposit Return Scheme (DRS) and other take-back schemes can be introduced effectively in Perth and Kinross.                                                                                                      | Waste Services Manager              |  |                          |
| W3              | 6 c) | Explore the trial introduction of drop-off points for food waste.                                                                                                                                                                        | Waste Services Manager              |  |                          |
| W4              | 6 c) | Review our waste reduction, reuse and recycling to maximise emission reductions                                                                                                                                                          | Waste Services Manager              |  |                          |
| <b>Land Use</b> |      |                                                                                                                                                                                                                                          |                                     |  |                          |
| L1              | 7 b) | Identify measures to support private landowners to facilitate and encourage forestation and peatland restoration.                                                                                                                        | Planning & Housing Strategy Manager |  | Peatland Action SNH Fund |
| L2              | 7 c) | Expand tree planting project in Perth Grammar, to more school grounds in Perth and Kinross to reduce their carbon footprint, improve the area and enhance Eco-Schools status.                                                            | Community Greenspace Manager        |  | *                        |
| L3              | 7 c) | Investigate planting our 92 parks (38 hectares) with native trees that will capture greater tonnes of carbon dioxide each year.                                                                                                          | Community Greenspace Manager        |  | *                        |
| L4              | 7 c) | Investigate increasing the overall coverage of woodland in maintained open space from current level of 22% (220 hectares) that will capture increased tonnes of carbon dioxide each year and reduce emissions of grass mowing machinery. | Community Greenspace Manager        |  | *                        |
| L5              | 7 c) | Explore the creation of 'Climate Parks' with local communities to become carbon stores and more resilient in a changing climate.                                                                                                         | Planning & Housing Strategy Manager |  | *                        |
| L6              | 7 c) | Encourage communities and schools to enhance climate change mitigation, in their local school grounds and greenspaces using the Council funded Community Investment Fund.                                                                | Community Greenspace Manager        |  |                          |
| L7              | 7 c) | Review the grassland management policy to support wildflower meadows cut once a year. This will reduce emissions from grass mowing machinery cutting areas and enhance biodiversity.                                                     | Community Greenspace Manager        |  |                          |
| L8              | 7 c) | Develop a Food Growing Strategy                                                                                                                                                                                                          | Community Greenspace Manager        |  | *                        |

|                                                  |       |                                                                                                                                                                                                  |                                       |  |  |
|--------------------------------------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--|--|
| L9                                               | 7 c)  | Work across the Council to maximise opportunities for the Council to achieve actions set out in the Tayside Local Biodiversity Action Plan 2016-26.                                              | Planning & Housing Strategy Manager   |  |  |
| L10                                              | 7 c)  | Work with local communities and Tayside Biodiversity Partnership to develop biodiversity action plans supporting both biodiversity and climate change mitigation (Biodiversity Villages Project) | Planning & Housing Strategy Manager   |  |  |
| L11                                              | 7 c)  | Explore the use of planning agreements to secure biodiversity actions to offset damage to sites caused by large scale development.                                                               | Planning & Housing Strategy Manager   |  |  |
| L12                                              | 7 c)  | Explore options to work with partners to create a monitoring strategy for peatland restoration to understand the benefits in a local context to encourage participation with local landowners.   | Planning & Housing Strategy Manager   |  |  |
| <b>Business and Industry</b>                     |       |                                                                                                                                                                                                  |                                       |  |  |
| I1                                               | 8 b)  | Identify how we can work further with agencies and industry bodies to provide advice and support to individual businesses to maximise their response to climate change.                          | Head of Planning & Development,       |  |  |
| I2                                               | 8 c)  | Stimulate local business supply chain and support skills development, in targeted areas.                                                                                                         | Head of Planning & Development        |  |  |
| I3                                               | 8 c)  | Work with large employers to encourage employees to shift to public transport and active travel.                                                                                                 | Team Leader – Transport Planning      |  |  |
| <b>Just Transitions</b>                          |       |                                                                                                                                                                                                  |                                       |  |  |
| JT1                                              | 10    | Establish a toolkit of factors to consider when making decisions on climate change mitigation and adaptation actions, to ensure just transitions are prioritised                                 | Planning & Housing Strategy Manager   |  |  |
| <b>Working Together to Tackle Climate Change</b> |       |                                                                                                                                                                                                  |                                       |  |  |
| WT1                                              | 11 b) | Review the most appropriate Committee to be the reporting body for Council's climate change activity.                                                                                            | Depute Director Housing & Environment |  |  |
| WT2                                              | 11 c) | Develop shared Community Planning Partnership actions to tackle climate change mitigation and adaptation.                                                                                        | Depute Director Housing & Environment |  |  |
| WT3                                              | 11 d) | Develop a forum for engagement with universities, to explore technological opportunities for climate change.                                                                                     | Head of Planning & Development        |  |  |
| <b>Measuring and Monitoring</b>                  |       |                                                                                                                                                                                                  |                                       |  |  |
| M1                                               | 12    | Undertake a gap analysis of existing climate change related data, to highlight further information needed to set SMART targets and indicators for progress.                                      | Planning & Housing Strategy Manager   |  |  |
| M2                                               | 12    | Compile an annual report of our progress and performance in tackling climate change.                                                                                                             | Planning & Housing Strategy Manager   |  |  |
| M3                                               | 12    | Establish a working group as part of the future Climate Change Commission to develop, collect and share key performance data to assist with progress monitoring.                                 | Depute Director Housing & Environment |  |  |

### Appendix 3 Engagement Partners for Climate Change - Community Groups and Partners (indicative List of Potential Engagement Partners)

- Carse of Gowrie Sustainability Group
- Dunkeld Climate Café
- Blairgowrie Climate Café
- Aberfeldy Climate Cafe
- Pitlochry Climate Café
- Letham Sustainability Group
- Muthil Community Energy Group
- Comrie Development Trust
- Highland Perthshire Development Trust
- The Glens Community Development Trust
- The HEAT Project
- Zero Waste Perth
- Tay Landscape Partnership
- Friends of the Ochils
- Rannoch Community Trust
- Tay Rivers Trust
- Citizens Advice Bureau

Other partners will be added to this list, as part of the engagement activity detailed in the report.





# PERTH AND KINROSS COUNCIL

18 December 2019

## TREASURY ACTIVITY AND COMPLIANCE REPORT 2019/20 QUARTER 2

Report by the Head of Finance (Report No. 19/363)

### PURPOSE OF REPORT

The purpose of this report is to update the Council on Treasury Activity for the quarter ending 30th September 2019 and to report on compliance with the Council's Treasury Management Policy Statement (TMPS); Treasury Management Practices (TMPs); the Investment Strategy and the Prudential Indicators for the same period. The report also covers the annual review of the Treasury Management Systems Document.

### 1. BACKGROUND / MAIN ISSUES

- 1.1 Treasury Management Practice 6 (TMP 6 - Reporting Requirements & Management Information Arrangements) requires that Loans Fund borrowing and investment activities are reported quarterly to the Council. This report covers the second quarter of the financial year for the period from 1 July to 30 September 2019. TMP 6 also requires that compliance with the approved TMPs, Treasury Policies and Investment Strategy are reported quarterly and this report also covers compliance for the period. The Prudential Indicators are monitored throughout the year and reported as part of the quarterly Treasury Activity and Compliance report.

### 2. ECONOMIC BACKGROUND

- 2.1 The Bank of England Monetary Policy Committee (MPC) made no change to the Bank Base Rate of 0.75% or the quantitative easing (QE) programme of £435bn during the quarter. UK Gross Domestic Product (GDP) contracted by 0.2% in the quarter to June, followed by growth of 0.3% in the quarter to September. Growth in the service sector slowed to its weakest rate in 3 years, and there were also reductions in the production and construction sectors.
- 2.2 During the quarter, UK unemployment remained at around the lowest levels since the 1970's whilst UK CPI inflation fell from 2.1% in July to 1.7% in August and September 2019, and 1.5% in October 2019. At the same time, average earnings continued to grow and remained above the rate of inflation. Retail sales fell in comparison to the previous year, whilst business investment and the housing market also slowed.
- 2.3 Internationally, Eurozone GDP growth was 0.2% in the quarter to June 2019, whilst inflation fell to 1.0% in August 2019 due to a fall in energy costs. EU unemployment was 6.3% in July 2019, which was unchanged from the previous month.

- 2.4 In the US, the Federal Reserve interest rate was reduced to between 1.75% and 2.00% in September. This was the second rate cut this year as inflation remains subdued and with concerns about the economic outlook and ongoing trade tensions with China. The US economy grew by 2.0% annually to June 2019. The forecasts for future growth were also reduced, whilst the global outlook for economic growth remained subdued.
- 2.5 The Public Works Loan Board's (PWLB) Certainty fixed interest rates for the quarter, which are based on yields on UK gilts, are shown in the graph at Appendix I. Uncertainty around Brexit continued with political developments within parliament intensifying which, together with other global economic and political tensions, gave rise to significant volatility in the financial markets. Consequently, there were large movements in the PWLB rates over the quarter. This included rates falling to new historic low points on several occasions over the quarter, with 10 year rates falling as low as 1.13% and 50 year rates falling to 1.57% at the beginning of September.
- 2.6 As a result of increased borrowing activity by local authorities throughout the UK, on the 9 October 2019 the UK Treasury issued amended lending arrangements with immediate effect. From this date, all PWLB borrowing is 1% higher than it was under the previous lending arrangements. Whilst this has had an impact on the Council's estimated borrowing costs and Loan Charges in future years, current PWLB rates are still around their recent average over the last 10 years. Further, any impact on the Council's approved Capital Programme can be contained by the ongoing use of the Capital Fund in the medium term. Alternative lenders are also currently being evaluated, as their own rates may now be more competitive in comparison to the PWLB.

### 3 CURRENT BORROWING REQUIREMENTS

- 3.1 The Council has a significant need for borrowing over the next few years to fund the approved Capital Programme. The Council's borrowing requirement for the current year is estimated at £85M. The borrowing requirement for next year is £72M, with a further £110M in 2021/22 and £102M in 2022/23. Thereafter, the borrowing requirement averages around £24M over the period of the current Capital programme up to 2028/29.
- 3.2 PWLB rates reduced to unprecedented low levels over the quarter, and remain below recent levels. The table below illustrates the level of rates available during the quarter in comparison to the average rates over the current calendar year and the last 10 years:

| PWLB Loan Period | Low Point During Quarter | Average During Quarter | Average in 2018 | Average over last 10 years |
|------------------|--------------------------|------------------------|-----------------|----------------------------|
|                  |                          |                        |                 |                            |
| 10 Years         | 1.13%                    | 1.42%                  | 1.76%           | 2.78%                      |
| 50 Years         | 1.57%                    | 1.89%                  | 2.18%           | 3.45%                      |

- 3.3 Given the significant borrowing requirement and the unprecedented low interest rates available from the PWLB, the Council undertook extensive borrowing over

the quarter. As detailed at Section 4.2 below, £115M was borrowed in the quarter, at an average rate of 1.79% and average term of 47 years. Total PWLB borrowing for the financial year to date amounts to £130M. This includes £45M which will be applied in funding the 2020/21 Capital programme.

- 3.4 The increased level of borrowing in the current year has increased the estimated interest charges for the current year, however, it has resulted in interest savings in future years. As much of the borrowing was in advance of immediate requirements, the level of investments in the quarter also increased, as detailed in Section 4 below, resulting in increased interest earned. However, with investment returns being below long term borrowing rates, there is a resulting “cost of carry” (ie the difference between borrowing and investment rates).
- 3.5 The cost of carry incurred by the Council by borrowing in advance has been estimated at £715,000 over the next 12 months, however subsequent annual savings in interest charges on the borrowing is estimated at £1.8M per annum, based on forecast PWLB rates for next year when the borrowing is required. Over the 50 year life of the new borrowing, this equates to a net saving of £83M in cash terms (£51M at Net Present Value).
- 3.6 The borrowing activity in the current quarter can be evidenced to be cost effective, and will generate significant savings in interest charges over the next 50 years. This is particularly the case given the change introduced at the start of October 2019 by the PWLB in how they set their interest rates, as described at Section 2.6 above. Further, the low borrowing rates achieved will assist in supporting the Capital Programme over the current budget period.

#### 4. TREASURY ACTIVITY

- 4.1 A summary of the Council's treasury position and transactions is shown at Appendix II. The main activities are detailed below.
- 4.2 As outlined at Section 3.3 above, a total of £115M was borrowed from the PWLB in the quarter, consisting of nine loans at an average interest rate of 1.79% and average term of 47 years. These loans are detailed below:

| Date              | Amount              | Term            | Interest     |
|-------------------|---------------------|-----------------|--------------|
| 5 July 2019       | £10,000,000         | 50 years        | 2.01%        |
| 29 July 2019      | £5,000,000          | 9.5 years       | 1.49%        |
| 29 July 2019      | £5,000,000          | 50 years        | 2.03%        |
| 6 August 2019     | £20,000,000         | 50 years        | 1.99%        |
| 9 August 2019     | £5,000,000          | 17 years        | 1.72%        |
| 9 August 2019     | £20,000,000         | 50 years        | 1.84%        |
| 19 August 2019    | £20,000,000         | 50 years        | 1.73%        |
| 5 September 2019  | £20,000,000         | 50 years        | 1.59%        |
| 27 September 2019 | £10,000,000         | 50 years        | 1.62%        |
| <b>Total</b>      | <b>£115,000,000</b> | <b>47 years</b> | <b>1.79%</b> |

- 4.3 All of the borrowing undertaken during the quarter is required for, and committed to funding, the Council's approved Capital Programme over the next 2 financial years.
- 4.4 There were no PWLB loans maturing in the quarter, however there was one instalment paid of £28,445 on the interest-free loan from Salix Finance. Therefore, the Council's total long-term debt increased by £115M from £399M to £514M over the quarter. The average interest rate on the Council's loan portfolio with the PWLB at the end of the quarter fell from 2.99% to 2.69%, whilst the average interest rate on all long term debt fell from 3.16% to 2.85%.
- 4.5 There was no short term temporary borrowing in the quarter. Common Good and Charitable Funds held on fixed deposit within the Loans Fund remained unchanged at £2.1M and the average interest rate paid on these funds was 1.03%. Funds held from associated bodies and organisations increased to £2.3M over the quarter, in line with their own cash flow requirements, whilst the average rate paid on these funds increased from 0.10% to 0.18%, in accordance with the approved Temporary Loan policy.
- 4.6 As a result of the significant long term borrowing undertaken, including amounts not required until next year, there was also significant investment activity in the quarter. The revised Investment Policy approved by the Council at its meeting on 25 September 2019 (report 19/277 refers) was applied in managing this investment as detailed below.
- 4.7 Consequently, there were significant short term cashflow surpluses which were invested in a mixture of fixed term deposits, instant access accounts, notice accounts and money market funds. All investments were made in accordance with the approved Investment Strategy and Permitted Investments.

#### Fixed Term Deposits

- 4.8 Cashflow surpluses which arise during the year and which are not immediately required are invested in fixed term deposits for periods up to 12 months. As a result of cashflow requirements and the level of new long term borrowing over the quarter, the number and average amount of fixed deposits undertaken increased significantly. With some of the borrowing in the current quarter being applied to next year's capital programme, many of the fixed deposits were placed for 12 months, both to match the Council's financing requirements and to attract higher investment returns. Consequently, there were 20 fixed deposits made in the quarter, at an average amount of £6.2M, compared to 11 deposits averaging £3.7M in the previous quarter. The average period of the deposits is 325 days, which has increased from 162 days in the previous quarter. The average rate achieved also increased to 1.09% in the quarter (0.96% in the previous quarter), reflecting the longer duration of the deposits.

#### Investments for Daily Cashflow Requirements

- 4.9 Cashflow surpluses which arise during the year but which are required for more immediate needs, usually within the next 3 months, are invested with the Council's instant access, notice deposit accounts and money market funds. The

daily average amount of such investments held over the quarter increased from £4.4M in the last quarter to £4.7M in the current quarter. The average interest rate achieved on these accounts over the quarter fell from 0.81% to 0.78%. The fall in the interest rate achieved reflects the market rates for short term investments during the quarter which in general reduced.

4.10 All of the above investment activities are consistent with the Council's current investment strategy and cashflow requirements.

4.11 The total amount of investments outstanding at the end of the quarter increased, closing at £184.9M compared to £71.9M at the end of the last quarter. The overall average rate of interest earned on the investments outstanding at the end of the quarter increased to 1.07% from 1.06% in the previous quarter. Total investment income generated over the quarter was £1,333,089, up from the previous quarter of £247,562. The increase in investment income reflects the increase in the number of fixed deposits made in the quarter as described above.

## **5. COMPLIANCE**

5.1 For the quarter ending 30 September 2019, the approved investment limits in place at the time were temporarily exceeded due to the high level of PWLB borrowing and resultant investment activity. All investments were, however, made with low risk Council-approved counterparties. This position was corrected at the earliest opportunity with a revised Lending & Investment Policy submitted to and approved by the Council at its meeting on 25 September 2019 (Report No 19/277 refers). This includes new lending and investment limits based on the relative size of the Council's investment portfolio.

5.2 The increased level of investments has meant that higher levels of deposits have been made by the Council with individual banks. However, these are only with the highest-rated banks with very strong balance sheets, and who have passed all recent stress-tests undertaken by the Bank of England and European Central Bank. Further, whilst the new policy allows up to 40% of investments to be with any individual counterparty meeting the investment criteria, exposure to each has been limited to around 25% to 30% in practice, and with a large level of diversity being maintained within the portfolio to spread any risks, and meet ongoing cashflow requirements. In addition, suggested duration limits have been extended up to 12 months where an individual bank's credit rating is supportive of such a term and any perceived increased risk is negligible.

5.3 TMP4 also requires that a working list of specific approved counterparties (including lending limits) is maintained by the Head of Finance and continuously reviewed and updated for any movements in credit ratings, Credit Default Swap (CDS) prices and other factors including press coverage or emerging issues. The Council's Treasury advisor's (Link Asset Services) suggested maximum lending period for each counterparty is also included within the Council's approved lending policy, where appropriate. Appendix III shows the list of approved counterparties, based on the current lending policy, as at November 2019.

- 5.4 A further requirement of TMP4 is to measure cashflow performance, which is expressed as the average closing cleared bank balance for the period. For the quarter ending 30 September 2019 the average closing cleared bank balance was £9,725.33 in credit. This is within the set target range of £50,000 (debit or credit).

## **6. INVESTMENT STRATEGY COMPLIANCE AND PERFORMANCE**

- 6.1 The Treasury Investment Strategy for 2019/20 approved by the Council at its meeting on 27 February 2019 (Report No. 19/59 refers) sought to ensure security over principal sums invested, whilst obtaining optimum returns consistent with this approach. Therefore, the only Permitted Investments are in low risk organisations. The limits for each Permitted Investment and individual counterparty ensure a spread of investments, thereby also spreading any risk. The Council needs to ensure sufficient liquidity at all times to meet its obligations as they fall due and consequently investments must be made in accordance with cashflow requirements. The approved Strategy was based on the assumption that the level of investments would increase in the first half of the year, however, they were not expected to exceed £80,000,000 unless new borrowing was undertaken early in the year.
- 6.2 As stated above, the level of investments in the quarter increased significantly and peaked at £195.875M on 18 September 2019. This balance reflects the PWLB borrowing undertaken over the quarter and will reduce over the next 2 years in line with delivery of the Council's Capital Programme. The average daily investment balance over the quarter was £138.1M, which increased from an average of £67.7M in the previous quarter, and increased from £56.7M in the same quarter of last year.
- 6.3 The Investment Strategy was applied in full over the quarter, with liquidity being maintained by the use of instant access accounts, notice accounts and money market funds as detailed in Section 3.8 above. There were no other risks identified in the quarter.
- 6.4 The Investment Strategy also incorporates investments held by the Common Good Funds. All such investments during the quarter were with the Council's Loans Fund, in line with the approved Strategy. The only Council funds held by external fund managers relate to Council administered Charitable Trusts and are, therefore, not covered by this Investment Strategy.
- 6.5 The Annual Property Investment Strategy for 2019/20 was also approved by the Council at its meeting on the 27 February 2019 and has been complied with in full, with no breaches in compliance with Permitted Investment limits.
- 6.6 The budgeted income for 2019/20 for Commercial Property investments was originally projected to be £1,836,000 and has subsequently been increased to £1,922,000. Projections for 2019/20 have been obtained from the Council's Corporate Property system.

- 6.7 There were neither additional risks identified nor new property investments entered into during the quarter. The Strategy action plan for the rationalisation of the commercial property portfolio remains on programme.

## **7. REVIEW OF THE TREASURY MANAGEMENT SYSTEMS DOCUMENT.**

- 7.1 The CIPFA Code of Practice for Treasury Management 2017 ("the code"), which has been fully adopted by Perth & Kinross Council, requires the Council to prepare 12 Treasury Management Practices (TMP'S). The TMPs detail the Council's treasury policies, procedures and guidelines and are required to be reviewed annually. The TMP's and the Treasury Management Policy Statement form part of the Treasury Management Systems Document (TMSD). The approved Treasury Policy also requires that the TMSD is reviewed annually and reported to the Council.
- 7.2 All changes to the Treasury policies approved during the year have been reflected in the revised TMSD. The only other changes made to the TMSD are updates to reflect current operational practices, which have no other significant effect on the content of the Systems Document.
- 7.3 The revised TMSD is available on the Councillor's SharePoint site (CHIP). A hard copy is also available upon request from the author of this report.

## **8. PRUDENTIAL INDICATORS**

- 8.1 The Council approved Prudential Indicators for 2019/20 to 2028/29 as part of the Treasury & Investment Strategy (Report No. 19/59 refers). These indicators are based on the approved Composite Capital Budget and the Housing Investment Programme.
- 8.2 The latest estimates of the Prudential Indicators, in line with the Council's current approved Capital Budget and Capital Financing (borrowing) Requirements, are shown at Appendix IV.
- 8.3 The indicator for Financing Costs remains at a relatively low level as a result of continuing low interest rates and pro-active treasury management and only fluctuates each year within a narrow range, reflecting a stable budgetary position. However, they are on a gradually increasing trend as interest rates are anticipated to rise over the coming years, and with the estimates now also including the increased interest rates offered by the PWLB. The movements in estimated Capital Expenditure and the Capital Financing Requirement reflect movements on the Composite Capital and Housing Investment programmes approved by the Strategic Policy & Resources Committee.
- 8.4 All Indicators remain within their current and projected estimates and limits, and accordingly all Prudential Limits were complied with throughout the period. Overall, the Council's plans remain affordable, prudent and sustainable over the medium term.

## 9. CONCLUSION AND RECOMMENDATIONS

- 9.1 UK GDP grew by 0.3% in the 3 months to September following a 0.2% contraction in the three months to June, whilst CPI inflation fell to 1.5%. Unemployment levels remained low, whilst average earnings remained above inflation for the quarter. The Bank of England's Monetary Policy Committee made no change to the Bank Base Rate of 0.75%. There was significant uncertainty and volatility in the financial markets over the quarter, as Brexit developments and other global economic uncertainties continued, resulting in significant reductions in PWLB interest rates over the quarter.
- 9.2 Activities in the quarter included an increased amount of new long-term PWLB borrowing. Consequently, investment activity also increased significantly, particularly for fixed deposit investments for periods up to 12 months. Overall, these activities will generate significant savings in interest charges in future years. Instant access, notice accounts and money market funds were used to meet short term liquidity requirements. The level of investments increased over the quarter in line with expectations.
- 9.3 As a result of the increased level of investment, the Council's revised Lending & Investment Policy was applied over the quarter. The treasury activities throughout the quarter were in line with the Council's approved Investment Strategy.
- 9.4 It is recommended that the Council:
- (i) Notes the content of this report, which is submitted in accordance with the Council's approved Treasury Management Practices,
  - (ii) Notes the annual review of the Treasury Management Systems Document as detailed in Section 7 of this report

### Author(s)

| Name          | Designation       | Contact Details                                                  |
|---------------|-------------------|------------------------------------------------------------------|
| John Jennings | Senior Accountant | <a href="mailto:CHXFinance@pkc.gov.uk">CHXFinance@pkc.gov.uk</a> |

### Approved

| Name              | Designation                                         | Date            |
|-------------------|-----------------------------------------------------|-----------------|
| Stewart MacKenzie | Head of Finance                                     | 5 December 2019 |
| Jim Valentine     | Depute Chief Executive<br>(Chief Operating Officer) |                 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Corporate Plan

- 1.1 The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

- 1.2 This report relates to all of these objectives.

### 2. Resource Implications

#### Financial

- 2.1 There are no direct financial implications arising from this report other than those reported within the body of the main report.

#### Workforce

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

### Asset Management (land, property, IT)

- 2.3 There are no direct asset management implications arising from this report other than those reported within the body of the main report.

## **3 Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

### Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.6 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

## **4. Consultation**

- 4.1 The Chief Executive, and the Council's Treasury advisors, Link Asset Services, have been consulted in the preparation of this report.

## **2. BACKGROUND PAPERS**

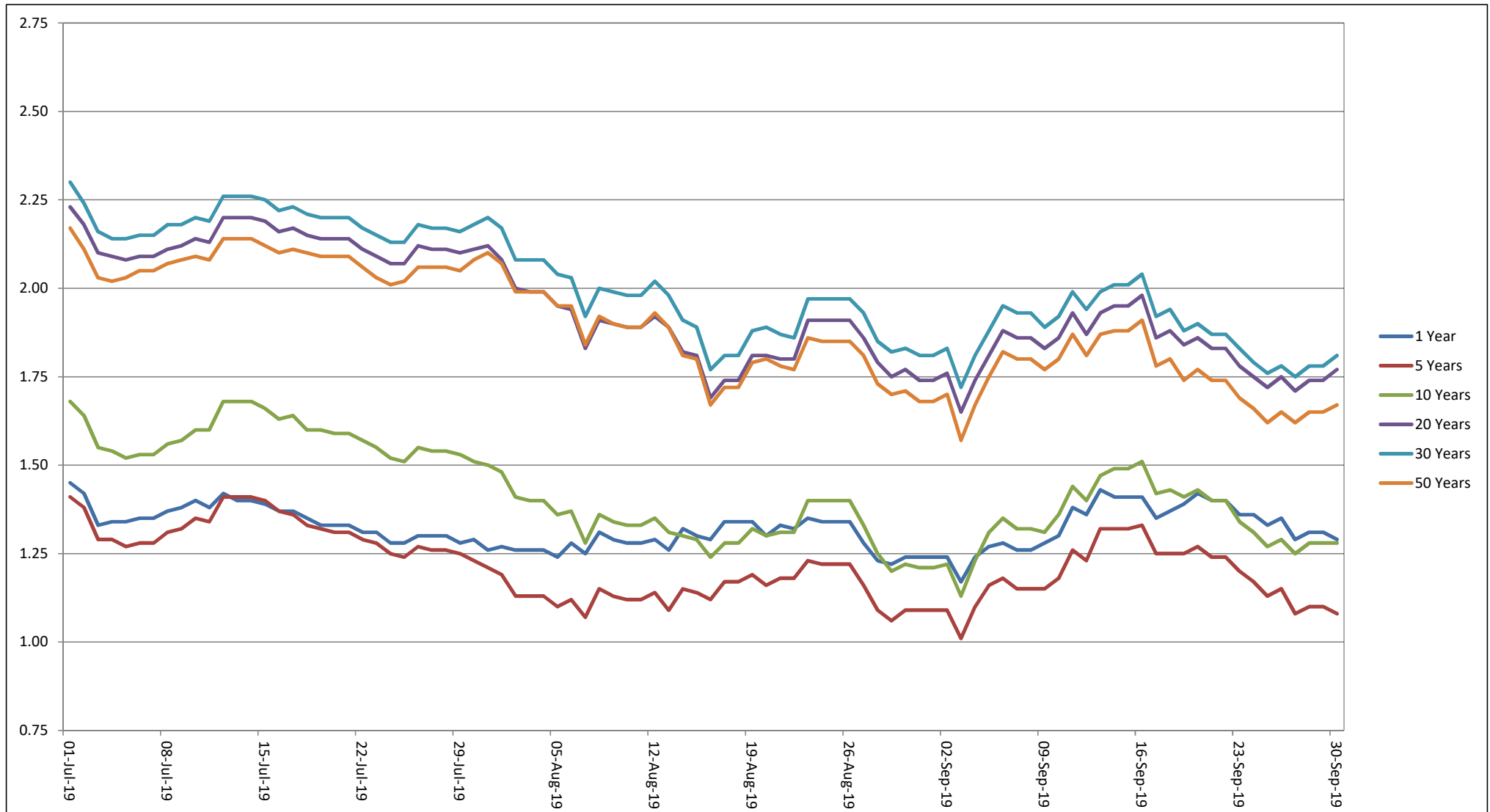
- 2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

### **3. APPENDICES**

- Appendix I – PWLB Fixed Maturity Interest Rates from 1 July to 30 September 2019.
- Appendix II – Summary of the Treasury Position and Transactions from 1 July to 30 September 2019.
- Appendix III – Approved Investment Counterparty List
- Appendix IV – Monitoring of Prudential Indicators – Quarter-ending 30 September 2019



**PWLB Fixed Maturity Interest Rates  
From 1st July to 30th September 2019  
(Certainty Rate)**





**SUMMARY OF THE TREASURY POSITION AND TRANSACTIONS  
FROM 1 JULY TO 30 SEPTEMBER 2019**

**APPENDIX II**

**9**

**1 LONG TERM BORROWING**

**(a) Long Term Borrowing 1st July to 30th September 2019**

|                       | No. | Average<br>Rate (%) | Average<br>Life (years) | Amount<br>(£) |
|-----------------------|-----|---------------------|-------------------------|---------------|
| PWLB - Maturity Loans | 9   | 1.79%               | 46.8                    | 115,000,000   |
|                       | 9   | 1.79%               | 46.8                    | 115,000,000   |

**(b) Long Term Debt Repayments 1st July to 30th September 2019**

|                                         | No. | Average<br>Rate (%) | Amount<br>(£) |
|-----------------------------------------|-----|---------------------|---------------|
| Salix Finance Ltd -Scheduled Repayments | 1   | 0.00%               | 28,445        |
|                                         | 1   | 0.00%               | 28,445        |

**(c) Long Term Debt Outstanding**

|                             | Outstanding<br>30-Jun-19<br>£ | Average<br>Rate | Outstanding<br>30-Sep-19<br>£ | Average<br>Rate |
|-----------------------------|-------------------------------|-----------------|-------------------------------|-----------------|
| Public Works Loan Board     | 355,000,000                   | 2.99%           | 470,000,000                   | 2.69%           |
| Money Market Loans (LOBO's) | 43,200,000                    | 4.59%           | 43,200,000                    | 4.59%           |
| Other Long Term Debt        | 435,334                       | 0.00%           | 406,890                       | 0.00%           |
| TOTAL                       | 398,635,334                   | 3.16%           | 513,606,890                   | 2.85%           |

**2 SHORT TERM BORROWING**

**(a) Short Term Market Borrowing - 1st July to 30th September 2019**

|      | No. | Average<br>Amount (£) | Average<br>Rate (%) | Average<br>Term (Days) | Interest<br>(£) |
|------|-----|-----------------------|---------------------|------------------------|-----------------|
| None | 0   | 0                     | 0.00%               | 0                      | 0.00            |
|      | 0   | 0                     | 0.00%               | 0                      | 0.00            |

**(b) Short Term Borrowing Outstanding**

|                                  | Outstanding<br>30-Jun-19<br>£ | Average<br>Rate | Outstanding<br>30-Sep-19<br>£ | Average<br>Rate |
|----------------------------------|-------------------------------|-----------------|-------------------------------|-----------------|
| Common Good and Charitable Funds | 2,123,841                     | 1.04%           | 2,123,841                     | 1.03%           |
| Local Trusts & Investors         | 2,153,662                     | 0.10%           | 2,347,762                     | 0.18%           |
| TOTAL                            | 4,277,503                     | 0.57%           | 4,471,603                     | 0.58%           |

**SUMMARY OF THE TREASURY POSITION AND TRANSACTIONS**      **APPENDIX II**  
**FROM 1 JULY TO 30 SEPTEMBER 2019**

**3 INVESTMENTS**

**(a) Investment Transactions - 1st July to 30th September 2019**

| <u>Fixed Deposits &amp; Investments</u> | <u>No.</u> | <u>Average<br/>Amount (£)</u> | <u>Average<br/>Rate (%)</u> | <u>Average<br/>Term (Days)</u> | <u>Total<br/>Interest (£)</u> |
|-----------------------------------------|------------|-------------------------------|-----------------------------|--------------------------------|-------------------------------|
| Banks                                   | 15         | 6,966,667                     | 1.13%                       | 339                            | 1,118,621.78                  |
| Foreign Banks and Institutions          | 5          | 3,900,000                     | 0.88%                       | 245                            | 119,861.92                    |
|                                         | <u>20</u>  | <u>6,200,000</u>              | <u>1.09%</u>                | <u>325</u>                     | <u>1,238,483.70</u>           |

| <u>Instant/Notice Accounts &amp; Money Market Funds</u> | <u>Average<br/>Amount (£)</u> | <u>Average<br/>Rate (%)</u> | <u>Total<br/>Interest (£)</u> |
|---------------------------------------------------------|-------------------------------|-----------------------------|-------------------------------|
| Instant Access/Notice accounts                          | 2,672,922                     | 0.94%                       | 72,433.30                     |
| Money Market Funds                                      | 5,272,059                     | 0.73%                       | 22,172.05                     |
|                                                         | <u>4,661,262</u>              | <u>0.78%</u>                | <u>94,605.36</u>              |

**(b) Investments Outstanding**

|                                     | <u>Outstanding<br/>30-Jun-19<br/>£</u> | <u>Average<br/>Rate</u> | <u>Outstanding<br/>30-Sep-19<br/>£</u> | <u>Average<br/>Rate</u> |
|-------------------------------------|----------------------------------------|-------------------------|----------------------------------------|-------------------------|
| Banks                               | 54,752,925                             | 1.10%                   | 152,981,810                            | 1.11%                   |
| Foreign Banks and Institutions      | 12,000,000                             | 0.95%                   | 29,500,000                             | 0.89%                   |
| Money Market Funds                  | 1,150,000                              | 0.76%                   | 2,375,000                              | 0.73%                   |
| Building Societies/Subsidiary Banks | 1,016,417                              | 0.91%                   | 0                                      | 0.00%                   |
| Other Local Authorities             | 3,000,000                              | 0.78%                   | 0                                      | 0.00%                   |
| <b>TOTAL</b>                        | <u>71,919,342</u>                      | <u>1.06%</u>            | <u>184,856,810</u>                     | <u>1.07%</u>            |



## APPROVED INVESTMENT COUNTERPARTY LIST

|                                                                                                             | <u>Country</u> | <u>Fitch Credit Rating</u> | <u>CDS Range</u> | <u>Maximum Lending</u> | <u>Note (2)</u>        |
|-------------------------------------------------------------------------------------------------------------|----------------|----------------------------|------------------|------------------------|------------------------|
| <b>Category 1 - Principal UK Clearing Banks - 40% Investment total (or £20M per Counterparty if higher)</b> |                |                            |                  |                        |                        |
| (Minimum rating required Fitch A, F1)                                                                       |                |                            |                  |                        |                        |
| Bank of Scotland (RFB) (5)                                                                                  | UK             | A+, F1                     | In range         | 12 months              | £80million Group limit |
| Barclays Bank plc (NRFB) (5)                                                                                | UK             | A+, F1                     | No data          | 6 months               |                        |
| Barclays Bank plc (RFB) (5)                                                                                 | UK             | A+, F1                     | In range         | 6 months               |                        |
| Close Brothers                                                                                              | UK             | A, F1                      | No data          | 6 months               |                        |
| Goldman Sachs International Bank                                                                            | UK             | A, F1                      | In range         | 12 months              |                        |
| Handelsbanken plc                                                                                           | UK             | AA, F1+                    | No data          | 12 months              |                        |
| HSBC Bank plc (NRFB)                                                                                        | UK             | AA-, F1+                   | In range         | 12 months              |                        |
| HSBC Bank plc (RFB)                                                                                         | UK             | AA-, F1+                   | No data          | 12 months              |                        |
| Lloyds Bank Corporate Markets Plc (NRFB)                                                                    | UK             | A, F1                      | No data          | 6 months               | £80million Group limit |
| Lloyds Banking Group plc (RFB)                                                                              | UK             | A+, F1                     | In range         | 12 months              | £80million Group limit |
| NatWest Markets Plc (NRFB)                                                                                  | UK             | A, F1                      | In range         | 12 months              |                        |
| Royal Bank of Scotland plc (RFB) (inc Nat West) (3) (4)                                                     | UK             | A+, F1                     | Nationalised     | 12 months              | Sovereign Rating AA    |
| Santander UK plc (inc Cater Allen)                                                                          | UK             | A+, F1                     | No data          | 12 months              |                        |
| Standard Chartered Bank                                                                                     | UK             | A+, F1                     | In range         | 6 months               |                        |
| Sumitomo Mitsui Banking Corporation Europe Ltd                                                              | UK             | A, F1                      | In range         | 6 months               |                        |

**Category 2 - Foreign Banks & Institutions - 25% Investment total (or £10M per Counterparty if higher)**

(Minimum rating required Fitch A, F1)

|                                                   |             |           |          |           |                      |
|---------------------------------------------------|-------------|-----------|----------|-----------|----------------------|
| Australia and New Zealand (ANZ) Banking Group Ltd | Aus         | AA-, F1+  | In range | 12 months |                      |
| Commonwealth Bank of Australia                    | Aus         | AA-, F1+  | In range | 12 months |                      |
| Macquarie Bank Ltd                                | Aus         | A, F1     | No data  | 6 months  |                      |
| National Australia Bank Ltd                       | Aus         | AA-, F1+  | In range | 12 months |                      |
| Westpac Banking Corporation                       | Aus         | AA-, F1+  | In range | 12 months |                      |
| BNP Paribas Fortis Bank                           | Belgium     | A+, F1    | No data  | 1 month   | Sovereign Rating AA- |
| KBC Bank                                          | Belgium     | A+, F1    | No data  | 1 month   | Sovereign Rating AA- |
| Bank of Montreal                                  | Can         | AA-, F1+  | No data  | 12 months |                      |
| Bank of Nova Scotia                               | Can         | AA-, F1+  | No data  | 12 months |                      |
| Canadian Imperial Bank of Commerce                | Can         | AA-, F1+  | No data  | 12 months |                      |
| National Bank of Canada                           | Can         | A+, F1    | No data  | 6 months  |                      |
| Royal Bank of Canada                              | Can         | AA, F1+   | No data  | 12 months |                      |
| Toronto Dominion Bank                             | Can         | AA-, F1+  | No data  | 12 months |                      |
| Danske Bank                                       | Denmark     | A, F1     | In range | 6 months  |                      |
| Nordea Bank Finland plc                           | Finland     | AA-, F1+  | No data  | 1 month   | Sovereign Rating AA+ |
| OP Corporate Bank (formerly Pohjola) (1)          | Finland     | AA-, A-1+ | No data  | 1 month   | Sovereign Rating AA+ |
| BNP Paribas                                       | France      | A+, F1    | In range | 1 month   | Sovereign Rating AA  |
| Credit Agricole Corporate and Investment Bank     | France      | A+, F1    | In range | 1 month   | Sovereign Rating AA  |
| Credit Agricole SA                                | France      | A+, F1    | In range | 1 month   | Sovereign Rating AA  |
| Credit Industriel et Commercial                   | France      | A+, F1    | No data  | 1 month   | Sovereign Rating AA  |
| Societe Generale                                  | France      | A, F1     | In range | 1 month   | Sovereign Rating AA  |
| DZ Bank AG                                        | Germany     | AA-, F1+  | No data  | 12 months |                      |
| Landesbank Hessen-Thuringen Girozentral (Helaba)  | Germany     | A+, F1+   | In range | 12 months |                      |
| Landwirtschaftliche Rentenbank                    | Germany     | AAA, F1+  | No data  | 24 months |                      |
| NRW Bank                                          | Germany     | AAA, F1+  | No data  | 24 months |                      |
| ABN AMRO Bank                                     | Netherlands | A+, F1    | No data  | 6 months  |                      |
| Bank Nederlandse Gemeenten                        | Netherlands | AAA, F1+  | No data  | 24 months |                      |
| Cooperatieve Rabobank                             | Netherlands | AA-, F1+  | In range | 12 Months |                      |
| ING Bank                                          | Netherlands | AA-, F1+  | In range | 12 Months |                      |
| Nederlandse Waterschapsbank NV (1)                | Netherlands | AAA, A-1+ | No data  | 24 Months |                      |
| DBS Bank Limited                                  | Singapore   | AA-, F1+  | No data  | 12 months |                      |
| Oversea Chinese Banking Corp Ltd                  | Singapore   | AA-, F1+  | No data  | 12 months |                      |
| United Overseas Bank Ltd                          | Singapore   | AA-, F1+  | No data  | 12 months |                      |
| Skandinaviska Enskilda Banken AB                  | Sweden      | AA-, F1+  | No data  | 12 months |                      |
| Svenska Handelsbanken AB                          | Sweden      | AA, F1+   | No data  | 12 months |                      |
| Swedbank AB                                       | Sweden      | AA-, F1+  | No data  | 12 months |                      |
| Credit Suisse                                     | Switzerland | A, F1     | In range | 6 months  |                      |
| UBS AG                                            | Switzerland | AA-, F1+  | In range | 12 months |                      |
| Bank of America, NA                               | USA         | AA-, F1+  | No data  | 12 months |                      |
| Bank of New York Mellon                           | USA         | AA, F1+   | No data  | 24 months |                      |
| Citibank, NA                                      | USA         | A+, F1    | In range | 12 months |                      |
| JP Morgan Chase Bank, NA                          | USA         | AA, F1+   | No data  | 12 months |                      |
| Wells Fargo Bank, NA                              | USA         | AA-, F1+  | In range | 12 months |                      |

## APPROVED INVESTMENT COUNTERPARTY LIST

| <u>Country</u> | <u>Fitch Credit<br/>Rating</u> | <u>CDS<br/>Range</u> | <u>Maximum<br/>Lending</u> | <u>Note (2)</u> |
|----------------|--------------------------------|----------------------|----------------------------|-----------------|
|----------------|--------------------------------|----------------------|----------------------------|-----------------|

**Category 3 - Subsidiary Banks & Building Societies - 15% of Investment total (or £10M per Counterparty if higher)**

(Minimum rating required Fitch A, F1)

(parent bank shown in brackets)

**Subsidiary Banks**

None

**Building Societies**

|                             |    |       |         |          |
|-----------------------------|----|-------|---------|----------|
| Nationwide Building Society | UK | A, F1 | No data | 6 months |
|-----------------------------|----|-------|---------|----------|

**Category 4 - Other Local Authorities - 20% of Investment total (or £20M per Counterparty if higher)**

As arranged

**Category 5 Money Market Funds - 10% of Investment Total (or £10M per Counterparty if higher)**

(Minimum rating required Fitch AAA)

|                                             |    |     |
|---------------------------------------------|----|-----|
| Aberdeen Standard Investments               | UK | AAA |
| Aviva Investors Liquidity Fund              | UK | AAA |
| Federated Sterling Liquidity Fund (Class 3) | UK | AAA |
| Insight Sterling Liquidity Fund (Class 5)   | UK | AAA |
| Deutsche Bank Sterling Fund                 | UK | AAA |
| BNP Paribas                                 | UK | AAA |

**Note:**

- (1) - Standard & Poor's credit ratings shown, as no Fitch credit rating available
- (2) - All Sovereign credit ratings for above Countries are AAA, unless stated otherwise.
- (3) - Banks are part/majority owned by the UK government
- (4) - UK Sovereign Rating is AA (Fitch and Standard & Poor's)
- (5) - NRFB = Non Ring Fenced Bank, RFB = Ring Fenced B

Last Updated: 25-Nov-19

## 1 Financing Costs:Net Revenue Stream

The ratio of Capital Financing Costs (Loan Charges) to the Council's net revenue stream shall not exceed the following limits, which are based on historic levels, and allow some headroom for movement in interest rates. The estimated Financing Costs below are based on the latest monitoring figures.

|                                               | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 |
|-----------------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Prudential Limit - General Fund               | 15.00%  | 15.00%  | 15.00%  | 15.00%  | 15.00%  | 15.00%  | 15.00%  | 15.00%  | 15.00%  | 15.00%  |
| Estimated Ratio of Financing Costs to Revenue | 8.21%   | 8.63%   | 8.94%   | 9.86%   | 10.47%  | 10.08%  | 10.03%  | 10.08%  | 9.96%   | 9.86%   |
| Prudential Limit - HRA                        | 30.00%  | 30.00%  | 30.00%  | 30.00%  | 30.00%  | 30.00%  | 30.00%  | 30.00%  | 30.00%  | 30.00%  |
| Estimated Ratio of Financing Costs to Revenue | 26.83%  | 24.29%  | 24.47%  | 24.13%  | 25.05%  | 25.55%  | 24.52%  | 24.18%  | 24.56%  | 25.98%  |

## 2 Gross & Net Borrowing and Capital Financing Requirements

For prudence, net external borrowing must not exceed the total capital financing requirement, thus ensuring that over the medium term, borrowing is only undertaken for capital purposes. The estimated total net borrowing and Capital Financing Requirement at the end of each of the years are as follows:

|                               | Actual as at<br>30-Sep-19 | Projected<br>31-Mar-20 | Projected<br>31-Mar-21 | Projected<br>31-Mar-22 | Projected<br>31-Mar-23 | Projected<br>31-Mar-24 | Projected<br>31-Mar-25 | Projected<br>31-Mar-26 | Projected<br>31-Mar-27 | Projected<br>31-Mar-28 | Projected<br>31-Mar-29 |
|-------------------------------|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Net External Borrowing*       | 439,913,000               | 542,696,000            | 609,329,000            | 695,990,000            | 787,252,000            | 826,513,000            | 833,529,000            | 838,685,000            | 848,841,000            | 848,998,000            | 856,654,000            |
| Gross External Borrowing*     | 624,770,000               | 662,696,000            | 689,329,000            | 730,990,000            | 807,252,000            | 846,513,000            | 853,529,000            | 858,685,000            | 868,841,000            | 868,998,000            | 876,654,000            |
| Capital Financing Requirement | 552,593,000               | 593,289,000            | 652,677,000            | 744,678,000            | 833,129,000            | 867,156,000            | 876,286,000            | 883,924,000            | 889,283,000            | 893,407,000            | 898,953,000            |

\*For the purpose of this indicator, Borrowing includes the outstanding liability under PPP/PFI contracts.

## 3 Estimates of Capital Expenditure

The total estimated Capital Expenditure contained within the Council's Budgets for each year is as follows, based on updated monitoring figures.

| Composite Programme                                | 2019/20     | 2020/21      | 2021/22     | 2022/23     | 2023/24    | 2024/25    | 2025/26    | 2026/27    | 2027/28    | 2028/29    |
|----------------------------------------------------|-------------|--------------|-------------|-------------|------------|------------|------------|------------|------------|------------|
| Current estimate                                   | 71,424,000  | 112,448,000  | 155,295,000 | 117,993,000 | 48,373,000 | 31,798,000 | 31,658,000 | 28,772,000 | 26,643,000 | 27,893,000 |
| Original Budget Estimate (including Budget Motion) | 76,371,000  | 123,274,000  | 134,383,000 | 114,218,000 | 49,193,000 | 29,760,000 | 29,402,000 | 29,039,000 | 27,194,000 | 28,333,000 |
| Movement in Estimated Capital Expenditure          | (4,947,000) | (10,826,000) | 20,912,000  | 3,775,000   | (820,000)  | 2,038,000  | 2,256,000  | (267,000)  | (551,000)  | (440,000)  |

The Original Budget Estimates are those per the 2019/20 to 2028/29 Composite Capital Budget Report on 20th February 2019, including budget motion. The latest estimates for Capital Expenditure are based on 2019/20 SP&R Monitoring Report No.2 on 27th November 2019.

| HRA Programme                             | 2019/20    | 2020/21    | 2021/22     | 2022/23     | 2023/24     | 2024/25    | 2025/26    | 2026/27    | 2027/28    | 2028/29    |
|-------------------------------------------|------------|------------|-------------|-------------|-------------|------------|------------|------------|------------|------------|
| Current estimate                          | 14,003,000 | 16,944,000 | 5,933,000   | 8,917,000   | 23,690,000  | 15,000,000 | 15,000,000 | 15,000,000 | 15,000,000 | 15,000,000 |
| Original Budget Estimate                  | 12,555,000 | 9,552,000  | 7,148,000   | 10,321,000  | 28,256,000  | 15,000,000 | 15,000,000 | 15,000,000 | 15,000,000 | 15,000,000 |
| Movement in Estimated Capital Expenditure | 1,448,000  | 7,392,000  | (1,215,000) | (1,404,000) | (4,566,000) | 0          | 0          | 0          | 0          | 0          |

The Original Budget Estimates are those per the 2019/20 Housing & Communities Budget Report on 23rd January 2019. The latest estimates for Capital Expenditure are based on 2019/20 SP&R Monitoring Report No.2 on 27th November 2019.

Expenditure on the new school at Bertha Park has been included in the PPP figures in 2019/20. There is no further capital expenditure anticipated on the PPP Programme.

**4 Estimate of Capital Financing Requirement**

The estimate (as at November 2019) of the Capital Financing Requirement (ie new borrowing requirement for Capital Expenditure) for each year based on these plans is as follows:

| Composite Programme                                 | 2019/20     | 2020/21      | 2021/22     | 2022/23    | 2023/24    | 2024/25    | 2025/26    | 2026/27    | 2027/28   | 2028/29   |
|-----------------------------------------------------|-------------|--------------|-------------|------------|------------|------------|------------|------------|-----------|-----------|
| Current Estimated Capital Financing Requirement     | 56,441,000  | 60,478,000   | 103,785,000 | 98,203,000 | 29,228,000 | 12,948,000 | 12,808,000 | 9,922,000  | 7,793,000 | 9,043,000 |
| Original Budget Estimate (including Budget Motion)  | 65,030,000  | 71,760,000   | 83,077,000  | 94,343,000 | 30,048,000 | 10,910,000 | 10,552,000 | 10,189,000 | 8,344,000 | 9,483,000 |
| Movement in Estimated Capital Financing Requirement | (8,589,000) | (11,282,000) | 20,708,000  | 3,860,000  | (820,000)  | 2,038,000  | 2,256,000  | (267,000)  | (551,000) | (440,000) |

The Original Budget Estimates are those per the 2019/20 to 2028/29 Composite Capital Budget Report on 20th February 2019, including budget motion.  
The latest estimates for Capital Expenditure are based on 2019/20 SP&R Monitoring Report No.2 on 27th November 2019.

| HRA Programme                                       | 2019/20    | 2020/21    | 2021/22     | 2022/23     | 2023/24     | 2024/25    | 2025/26    | 2026/27    | 2027/28    | 2028/29    |
|-----------------------------------------------------|------------|------------|-------------|-------------|-------------|------------|------------|------------|------------|------------|
| Current Estimated Capital Financing Requirement     | 12,046,000 | 14,057,000 | 2,849,000   | 5,450,000   | 20,173,000  | 11,500,000 | 11,500,000 | 11,500,000 | 11,500,000 | 11,500,000 |
| Original Budget Estimate                            | 10,121,000 | 6,545,000  | 3,918,000   | 6,854,000   | 24,739,000  | 11,500,000 | 11,500,000 | 11,500,000 | 11,500,000 | 11,500,000 |
| Movement in Estimated Capital Financing Requirement | 1,925,000  | 7,512,000  | (1,069,000) | (1,404,000) | (4,566,000) | 0          | 0          | 0          | 0          | 0          |

The Original Budget Estimates are those per the 2019/20 Housing & Communities Budget Report on 23rd January 2019.  
The latest estimates for Capital Expenditure are based on 2019/20 SP&R Monitoring Report No.2 on 27th November 2019.

**5 External Debt (Gross and Net)**

| External Borrowing               | As at<br>30-Sep-19 | Projected<br>31-Mar-20 | Projected<br>31-Mar-21 | Projected<br>31-Mar-22 | Projected<br>31-Mar-23 | Projected<br>31-Mar-24 | Projected<br>31-Mar-25 | Projected<br>31-Mar-26 | Projected<br>31-Mar-27 | Projected<br>31-Mar-28 | Projected<br>31-Mar-29 |
|----------------------------------|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Public Works Loan Board          | 470,000,000        | 478,000,000            | 510,500,000            | 558,000,000            | 640,000,000            | 685,000,000            | 697,000,000            | 707,000,000            | 722,000,000            | 727,000,000            | 739,500,000            |
| Market Bonds                     | 43,200,000         | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             |
| Special Loans                    | 2,123,841          | 2,123,841              | 2,123,841              | 2,123,841              | 2,123,841              | 2,123,841              | 2,123,841              | 2,123,841              | 2,123,841              | 2,123,841              | 2,123,841              |
| Project Borrowing                | 406,890            | 168,444                | 140,000                | 140,000                | 140,000                | 140,000                | 0                      | 0                      | 0                      | 0                      | 0                      |
| Temporary Loans/Other Borrowing  | 2,347,762          | 2,000,000              | 1,700,000              | 1,400,000              | 1,200,000              | 1,000,000              | 1,000,000              | 1,000,000              | 1,000,000              | 1,000,000              | 1,000,000              |
| Other Long Term Liabilities      | 106,691,500        | 137,204,000            | 131,665,250            | 126,126,500            | 120,587,750            | 115,049,000            | 110,205,200            | 105,361,400            | 100,517,600            | 95,673,800             | 90,830,000             |
| <b>Total Gross External Debt</b> | <b>624,769,992</b> | <b>662,696,285</b>     | <b>689,329,091</b>     | <b>730,990,341</b>     | <b>807,251,591</b>     | <b>846,512,841</b>     | <b>853,529,041</b>     | <b>858,685,241</b>     | <b>868,841,441</b>     | <b>868,997,641</b>     | <b>876,653,841</b>     |
| Short Term Investments           | (184,856,810)      | (120,000,000)          | (80,000,000)           | (35,000,000)           | (20,000,000)           | (20,000,000)           | (20,000,000)           | (20,000,000)           | (20,000,000)           | (20,000,000)           | (20,000,000)           |
| Long Term Investments            | 0                  | 0                      | 0                      | 0                      | 0                      | 0                      | 0                      | 0                      | 0                      | 0                      | 0                      |
| <b>Total Net External Debt</b>   | <b>439,913,182</b> | <b>542,696,285</b>     | <b>609,329,091</b>     | <b>695,990,341</b>     | <b>787,251,591</b>     | <b>826,512,841</b>     | <b>833,529,041</b>     | <b>838,685,241</b>     | <b>848,841,441</b>     | <b>848,997,641</b>     | <b>856,653,841</b>     |
| <b>Note:</b>                     |                    |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |
| Operational Boundary             | 625,000,000        | 663,000,000            | 689,000,000            | 731,000,000            | 807,000,000            | 847,000,000            | 854,000,000            | 859,000,000            | 869,000,000            | 869,000,000            | 877,000,000            |
| Authorised Limit                 | 900,000,000        | 900,000,000            | 900,000,000            | 900,000,000            | 900,000,000            | 900,000,000            | 900,000,000            | 900,000,000            | 900,000,000            | 900,000,000            | 900,000,000            |

The Operational Boundary and Authorised Limit are based on Gross External Debt.

**6 Principal Sums Invested Longer Than 365 Days**

The Upper Limit for sums invested for over 1 year up to 3 years is £10million. There were no sums invested which were outstanding for such periods as at the end of the quarter.

**7 MATURITY STRUCTURE**

The lower and upper limit for the proportion of the Council's total-long term debt which matures in each of the time bandings below, and is therefore subject to refinancing at the prevailing market rates, is as follows:

| Fixed Rate Borrowing Maturity  | Lower Limit | Upper Limit | Estimated |
|--------------------------------|-------------|-------------|-----------|
| Under 12 months                | 0%          | 35%         | 2.3%      |
| over 12 months and < 24 months | 0%          | 35%         | 2.0%      |
| over 2 years and < 5 years     | 0%          | 50%         | 6.5%      |
| over 5 years and < 10 years    | 0%          | 75%         | 11.4%     |
| over 10 years                  | 10%         | 95%         | 77.8%     |

The maturity profile for the Council's current long-term portfolio as at 30 September 2019, measured from the start of the financial year, is as follows:

|                   | Less 1 Year       | 1 - 2 Years       | 2 - 5 Years       | 5 - 10 Years      | 10 - 20 Years     | 20 - 30 Years     | 30 - 40 Years     | 40 - 50 Years      | Over 50 Years |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|---------------|
| PWLB              | 12,000,000        | 7,500,000         | 25,500,000        | 50,500,000        | 5,000,000         | 0                 | 24,500,000        | 345,000,000        | 0             |
| LOBOs             | 0                 | 0                 | 0                 | 0                 | 0                 | 13,000,000        | 25,200,000        | 5,000,000          | 0             |
| PPP Liability     | 2,533,500         | 5,538,750         | 16,616,250        | 24,219,000        | 63,663,000        | 27,167,000        | 0                 | 0                  | 0             |
| Other             | 238,446           | 28,444            | 140,000           | 0                 | 0                 | 0                 | 0                 | 0                  | 0             |
| <b>Total</b>      | <b>14,771,946</b> | <b>13,067,194</b> | <b>42,256,250</b> | <b>74,719,000</b> | <b>68,663,000</b> | <b>40,167,000</b> | <b>49,700,000</b> | <b>350,000,000</b> | <b>0</b>      |
| <b>Percentage</b> | <b>2.26%</b>      | <b>2.00%</b>      | <b>6.47%</b>      | <b>11.44%</b>     | <b>10.51%</b>     | <b>6.15%</b>      | <b>7.61%</b>      | <b>53.57%</b>      | <b>0.00%</b>  |



## PERTH AND KINROSS COUNCIL

18 December 2019

### EQUALITIES PERFORMANCE REPORT 2018/19

Report by Executive Director (Housing and Environment) (Report No. 364)

#### PURPOSE OF REPORT

This report seeks approval for the Equalities Performance Report 2018/19.

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 Under the Public Sector Equality Duty within the Equality Act (2010), a local authority is required to publish a report evidencing work undertaken to achieve its equality outcomes every 2 years. It was agreed, as good practice, to introduce an annual Equalities Performance (Report No. 18/414 refers).
- 1.2 This is the second Equalities Performance Report and sets out our progress in delivering our agreed Equality Outcomes across Council services and, where applicable, as an Education Authority and Licensing Board. This is to ensure we are continuing to fulfil our statutory obligations in relation to both the services we provide and as an employer. The report outlines a broad programme of work delivered across the Council, and with partner organisations, which has taken place during 2018/19.
- 1.3 The content of this report was collated by the Council's Equalities Operational Group. This has representation from officers across Council services to provide evidence to support the delivery of the Equality Outcomes, mainstream equalities work and measure performance. This group is chaired by the Council's Equalities Team Leader and continues to meet every two months.
- 1.4 The agreed Equality Outcomes are:
  - the Council will ensure its services are *accessible* to all individuals and community groups, with due regard to the breadth of circumstances which impact on people's experience of equality;
  - employees in Perth & Kinross Council will have opportunities to achieve their full potential in an *equal opportunity workplace*;
  - all individuals and community groups in Perth and Kinross regardless, will experience *inclusive opportunities* to participate in, and influence, Council decisions;
  - all individuals and community groups in Perth and Kinross will have opportunities to be involved in *inclusive community activities and events* in the area, in a *safe and welcoming environment*.

## 2. PROPOSALS

- 2.1 Where possible, the report includes links to existing reports on work undertaken which contributes to the delivery of the Equality Outcomes. This is to avoid duplication and to evidence clearly how our equalities work is mainstreamed across all areas of the Council.
- 2.2 The Equalities Performance Report will continue to be located on both the Equality and Diversity section of the Council's website and intranet site to ensure ease of access internally and externally. A summarised version in Plain English, Easy Read and British Sign Language (BSL) can also be arranged following its approval.
- 2.3 Appendix 1 contains the full Equalities Performance Report.

## 3. CONCLUSION AND RECOMMENDATION

- 3.1 This report provides an overview of our equalities work as an employer and a service provider, demonstrating our commitment to equality of opportunity and how our Equality Outcomes have been achieved.
- 3.2 It is recommended that Council approves the contents of this report.

### Author(s)

| Name         | Designation            | Contact Details                                                                        |
|--------------|------------------------|----------------------------------------------------------------------------------------|
| David McPhee | Equalities Team Leader | <a href="mailto:equalities@pkc.gov.uk">equalities@pkc.gov.uk</a><br>Tel : 01738 475000 |

### Approved

| Name           | Designation                                     | Date            |
|----------------|-------------------------------------------------|-----------------|
| Barbara Renton | Executive Director<br>(Housing and Environment) | 9 December 2019 |

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

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

All Council Services can offer a telephone translation facility.



## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

1.1 This report supports all outcomes in the Community Plan:

- (i) Giving every child the best start in life
- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (v) Creating a safe and sustainable place for future generations

#### Corporate Plan

1.2 This report supports all outcomes in the Corporate Plan:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (i) Creating a safe and sustainable place for future generations.

## 2. Resource Implications

### Financial

- 2.1 There are no additional financial implications arising directly as a result of this report at this time. Ongoing work is managed within existing budgets and any new developments which arise in the future will be subject to budget approval as appropriate.

### Workforce

- 2.2 There are no additional workforce implications arising directly as a result of this report at this time. Ongoing work is managed within existing officer workloads.

### Asset Management (land, property, IT)

- 2.3 There are no additional Asset Management implications arising as a result of this report at this time. Any new proposed developments which arise in the future will be subject to the relevant approval process at that time.

## 3. Assessments

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This section should reflect that the proposals have been considered under the Corporate Equalities and Fairness Impact Assessment process (EFIA) with the following outcome.
- 3.3 A screening assessment using the Integrated Appraisal Toolkit has determined that the proposal is **not relevant** for the purposes of EFIA

*n.b. Although this report relates to Equalities Performance, it will be the individual work within the report which is subject to assessment rather than this report itself.*

### Strategic Environmental Assessment

- 3.4 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.5 The proposal recommended in this paper has been considered under the Act and the pre-screening has identified that the proposal will have no environmental effects, it is therefore exempt. The reason for concluding this is that the recommendation in this report will have no direct environmental effects.

### Sustainability

- 3.6 Under the provisions of the Local Government in Scotland Act 2003, the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.7 No steps are required to be taken in this area.

### Legal and Governance

- 3.8 The Head of Legal and Governance has been consulted during the development of this Strategy.

### Risk

- 3.9 Any risks associated will be mitigated by the monitoring and reporting procedures which have been put in place for the work concerned.

## **4. Consultation**

### Internal

- 4.1 This report has been developed across services within the Council.

### External

- 4.2 The report contains reference to work with strategic partners and will be shared with them when approved.

## **5. Communication**

- 5.1 It is proposed that the report is made available internally and externally when approved.

## **2. BACKGROUND PAPERS**

No other background papers were referred to in the preparation of this report.

## **3. APPENDICES**

Appendix 1: Equalities Performance Report 2018/19





# **Perth & Kinross Council**

## **Equalities Performance Report 2018/19**

## Contents

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## 1. Introduction

This report sets out our progress, for the period April 2018 to March 2019, in delivering our agreed Equality Outcomes across Council services and where applicable, as an Education Authority and Licensing Board. This is to ensure we are fulfilling our statutory obligations in relation to the services we provide and as an employer. This is the 2<sup>nd</sup> annual report in this format, so where possible comparisons have been made to 2017/18 figures.

In addition to our statutory duties to promote equalities, there is an increasing focus on tackling inequalities at national government level through the Fairer Scotland Action Plan and, at a local level, through the publication of the Fairness Commission's [Fairer Futures Report](#) in 2017. Although there is a degree of crossover, a separate reporting process remains in place through the Community Planning Partnership.

As an employer, the Council has been driving forward the Fair Work agenda to ensure that fairness is at the heart of all the Council's employment practices. We are committed to promoting equality and diversity across our workforce.

Workforce data for 2018/19 is published on the Council's website: [Human Resources Management Information](#).

### Relevant Principles of Partnership Working within the Local Outcomes Improvement Plan (Community Plan) 2017-2027:

**Promoting Equalities** – requires us to work to eliminate discrimination, advance equality of opportunity and foster good relations between communities through the delivery of our services and as an employer in relation to the equality-protected characteristics.

**Tackling Inequalities** – requires us to work collectively to support individuals and communities to reduce local inequalities. Issues such as health, income, gender identity, employment status or housing circumstance can impact on people's life chances and should be considered when tackling inequalities but will also crossover with the equality protected characteristics.



## 2. Our Equalities Policy Statement (revised in April 2017)

Perth & Kinross Council is committed to equality of opportunity both as a service provider and as an employer. The Council values the diversity of communities in the area and endeavours to provide services in ways which are inclusive and accessible. The Council recognises that social inclusion and promoting equality of opportunity and good relations between different groups is best achieved by incorporating equalities into the planning, implementation and monitoring processes for all our Council services.

The Equality Act 2010 legally obliges this Council, with all other Scottish public authorities, to pay 'due regard' to the need to: eliminate unlawful discrimination, victimisation and harassment; to advance equality of opportunity; and to foster good relations between those people who share a protected characteristic and those who do not.

By working in partnership to promote equality, we believe we will make better use of all available resources, and ensure mutually positive experience for service users and providers. This, in turn, can lead to increased satisfaction by service users and service providers.

We recognise that discrimination, victimisation and harassment are unlawful and unacceptable and we will take action to prevent this occurring. If this does occur, we will take agreed and appropriate action to deal with it.

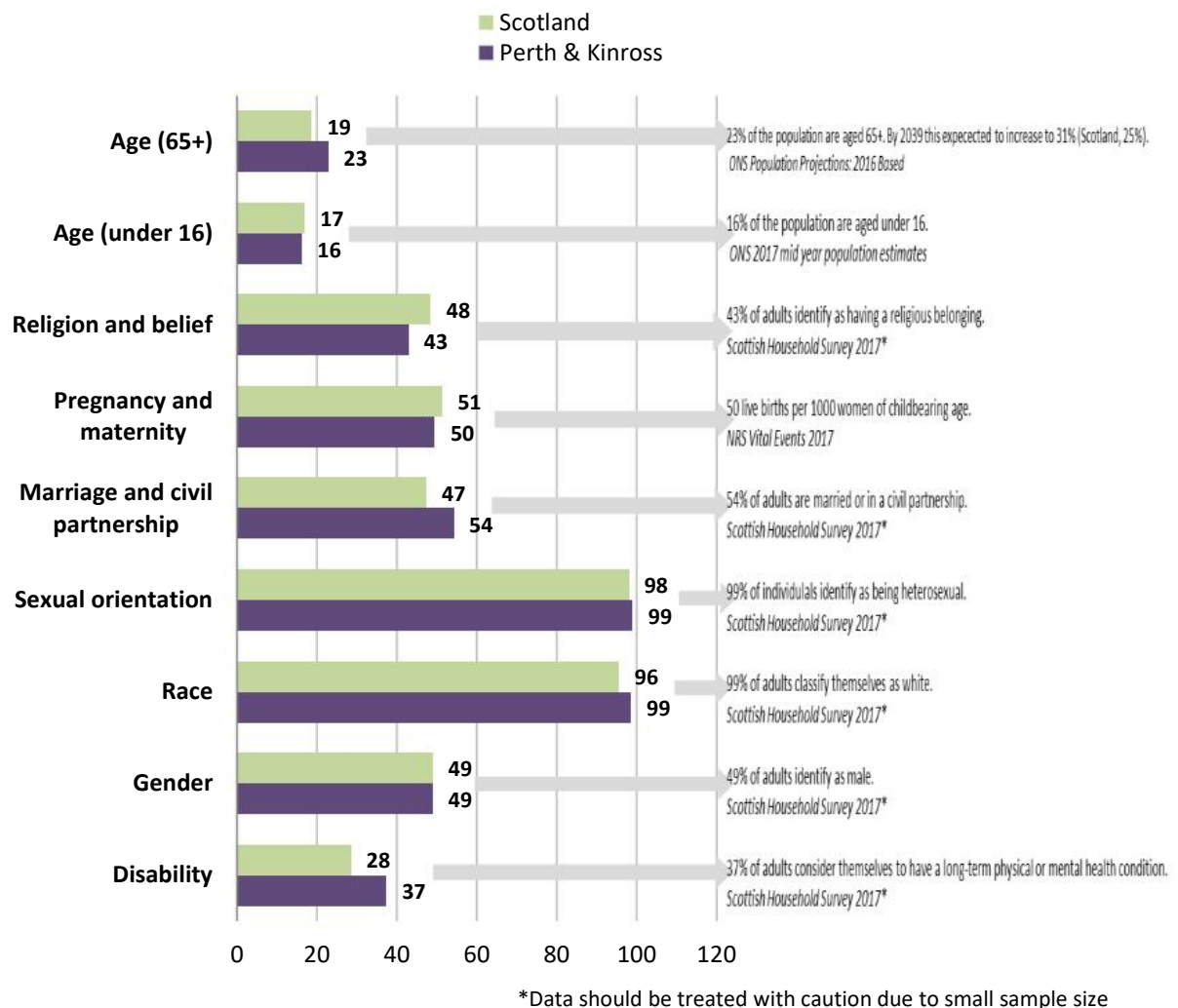
The Council also recognises that, when used legally and appropriately, positive action strategies can help to counteract the adverse impact of past discrimination or other causes of disadvantage. We will therefore implement positive action strategies to make our services more inclusive. The Equality Act 2010 requires this, and the Council must have due regard to the need to:

- remove or minimise disadvantage suffered by people due to their protected characteristics.
- take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people.
- encourage people with certain protected characteristics to participate in public life or in other activities, where their participation is disproportionately low.

### 3. The Equality Protected Characteristics in Our Area

There are nine protected characteristics in the Equality Act and these are disability, sex, race, sexual orientation, gender reassignment, age, marriage and civil partnership, pregnancy and maternity, and religion and belief.

The [Scottish Government Equality Evidence Finder](#) is updated twice a year with data surrounding equality evidence from a wide range of policy areas. Some notable local statistics associated with the protected characteristics include:



**Gender reassignment** - The Registrar General maintains a Gender Recognition Register where the birth of a transgender person whose acquired gender has been legally recognised is registered showing any new name(s) and the acquired gender, enabling the transgender person to apply for a new birth certificate. The Gender Recognition Register is not open to public scrutiny. Local information is not available. (NRS Registration Division 2016)

#### 4. Assessing Our Equalities Work

Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Under Part 1 of the Act 'The Fairer Scotland Duty', the Council is required to actively consider how it can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions.

The [Integrated Appraisal Toolkit](#) (IAT) was developed within the Council to assess all proposals against criteria for reducing poverty and socio-economic disadvantage, eliminating discrimination, advancing equality of opportunity and fostering good relations between equality groups.

The IAT should first be used at the initial stages of proposal development to screen the proposal for any likely negative or adverse effects in relation to poverty and human rights. After completing the IAT, it should be evident if the proposal is likely (or not) to have significant implications for reducing poverty and socio-economic advantage; eliminating discrimination; advancing equality of opportunity; and fostering good relations between equality groups. If the screening process identifies that there are implications then a full Equality and Fairness Impact Assessment should be undertaken. The Equality and Fairness Impact Assessment Process was revised in 2018/19 and a series of learning sessions for managers was held prior to the budget setting process in late 2018 to update them of the changes. 33 senior staff attended over the 4 sessions which were held, with further briefings given to Extended Management Teams; Equalities Strategic Forum members and Arm's Length Partner Organisations.

#### 5. Governance of Our Equalities Work

The content of this report was collated by the Council's **Equalities Operational Group** made up of officers across council services, to provide evidence to support the delivery of the Equality Outcomes, mainstream equalities work and measure performance. The Council's Equalities Team Leader leads the group.

This group is part of a formalised Equalities Governance structure that was put in place in 2017 to ensure that the needs of all our local communities are understood by the Council and its key partners.

The other two main groups, which form part of this structure, are the Equalities Strategic Forum and the Community Equalities Advisory Group (CEAG). Both of these are chaired by our local Elected Member Equalities Lead, who also provides the link to the Community Planning Partnership Fairer Futures Leads.

The **Equalities Strategic Forum** - was established in January 2018 to provide a platform to ensure that some local equality protected communities of interest, such as minority ethnic communities, LGBT+ communities and disability groups, are still able to effectively influence discussions at a locality level despite not necessarily having a visible or large presence in specific localities. This group meets every two months.

The **Community Equalities Advisory Group (CEAG)** – although a long-standing group, the purpose of the CEAG was reviewed in 2017 to ensure that the agenda is driven by community organisations who work with local people from equality protected groups. This group meets three times per year and is for public, third sector and community groups to share their knowledge and experience in relation to equalities. Attendance at the group has increased following the review and has increased networking opportunities available.

A diagram illustrating this Equalities Governance structure is available on the [intranet](#)

**Outcome - The Council will ensure its services are *accessible* to all individuals and community groups, with due regard to the breadth of circumstances which impact on people's experience of equality.**

In October 2018, we introduced our first British Sign Language (BSL) Plan and accompanying dedicated BSL page on the Council website

There continues to be a provision of a digital inclusion service for housing tenants and we comply with Gypsy/Traveller [Minimum Site Standards - Scottish Government](#).

In our schools, we have had the first full year of Pupil Equity Funding to support the Raising Attainment Strategy.

**Outcome - Employees in Perth & Kinross Council will have opportunities to achieve their full potential in an equal opportunity workplace.**

We have established a DisABILITY Staff Network to join our existing LGBTi+ Staff Network.

We produce an Equality and Diversity in Employment Report every year.

We offer a range of equalities learning opportunities to staff in the Council and partner organisations.

**Outcome - All individuals and community groups in Perth and Kinross will have opportunities to be involved in inclusive community activities and events in the area, in a safe and welcoming environment.**

Keep Safe (Safe Place) Scheme.

Multi-cultural events programme.

Show Racism the Red Card programme.

LGBT History month and Perthshire Pride

Annual Care Home Go 4 Gold event

**Outcome - All individuals and community groups in Perth and Kinross regardless will experience inclusive opportunities to participate in, and influence Council decisions.**

Our Equalities Strategic Forum and Community Equalities Advisory Group continue to provide a governance and engagement route for equalities in Perth and Kinross.

We provided increased opportunities for the public to respond to the annual budget consultation, developed Youth Voice and supported the first year of the Community Investment Fund.

## 7. Outcomes

Perth & Kinross Council is working towards four main outcomes to promote equalities and tackle inequalities across our area.

These four outcomes are:

1. The Council will ensure its services are *accessible* to all individuals and community groups, with due regard to the breadth of circumstances which impact on people's experience of equality.
2. Employees in Perth & Kinross Council will have opportunities to achieve their full potential in an *equal opportunity* workplace.
3. All individuals and community groups in Perth and Kinross regardless, will experience *inclusive opportunities* to participate in, and influence Council decisions.
4. All individuals and community groups in Perth and Kinross will have opportunities to be involved in *inclusive* community activities and events in the area, in a *safe and welcoming environment*.

These outcomes will be outlined on the next pages.

A dedicated equalities summary is now also included in the Council's [Annual Performance Report](#)

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## Outcome

The Council will ensure its services are *accessible* to all individuals and community groups, with due regard to the breadth of circumstances which impact on people's experience of equality.

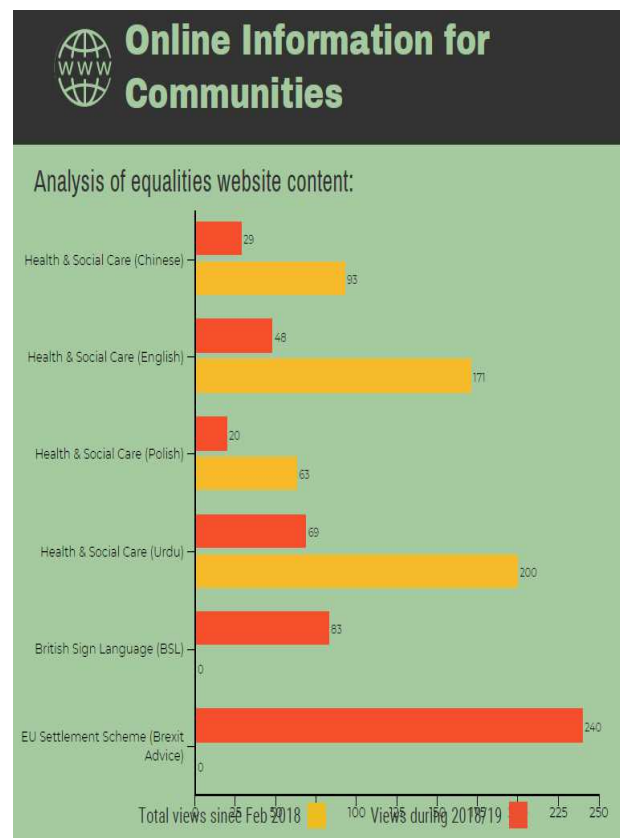
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The critical aspect of this outcome is accessibility. We aim to make the customer experience as positive as possible for our diverse local population from their first point of contact with the Council, whether that is face-to-face or through the use of technology.

### Information for Communities

We continue to provide updated [equalities content on pkc website](#) which has had average monthly views of 64 for 2018/19 (63 in 2017/18). Our Community Plan [Stories of Place](#) microsite also has a specific equalities section and the content of this will be reviewed during 2019/20.

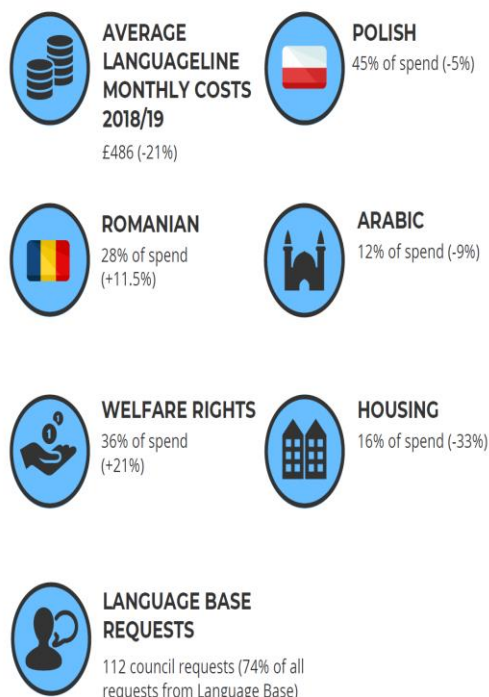
We also have 1<sup>st</sup> Language film clips to improve understanding about accessing our health and social care services. Following the introduction of the British Sign Language (BSL) Plan in October 2018, we now have a dedicated [BSL](#) section on the Council's website containing the Plan itself and information about all Council services translated into BSL. In preparation for the potential impact of Brexit locally, we have also developed a dedicated [page](#) on our website offering signposting information and advice to EU citizens and local businesses, in particular around the EU Settlement Scheme.



### Interpreting and Translating

Some of our customers may require support from interpreters to access the services they need. This is usually via a telephone interpreting and translation service (Language Line) or via face-to-face interpreting support (Language Base – a local social enterprise).

## INTERPRETING AND TRANSLATION



We also continue to implement the Council's Gaelic Language Plan. 2,156 adult literacies and languages sessions have been held during 2018/19, with 6,009 attendances offering a range of informal and accredited learning, relevant to the needs of individuals.

As well as being the main users of interpreting and translation support within the Council, both Housing and Welfare Rights provide services which place equalities firmly at the heart of what they do. For example, within Housing there are specific equalities indicators within the Annual Scottish Social Housing Charter submission, evidenced by services such as:

- a continued digital inclusion service for housing tenants;
- self-assessment of the Gypsy Traveller [Minimum Site Standards - Scottish](#)

[Government](#) with an Improvement Action Plan implemented and;

- continued overview of the Syrian Refugee Integration Programme (Home Office Resettlement Scheme), with a contract now in place with Scottish Refugee Council for support.

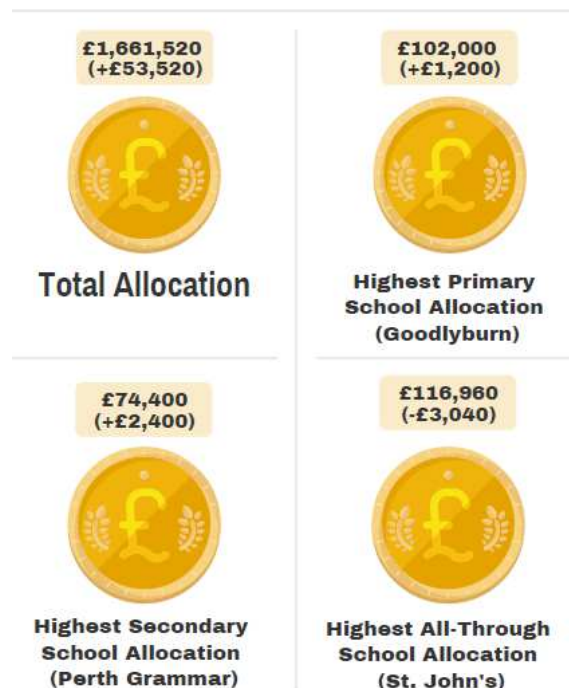
Welfare Rights continue to make a range of their [information](#) publically available.

Other parts of the Council also demonstrate through their Annual Service Performance Reports how their work on a daily basis contributes to this particular outcome.

### Pupil Equity Fund

Within Education and Children's Services, 2018/2019 was the second year of the Pupil Equity Fund allocated directly to schools and targeted at closing the poverty related gap. Spending on resources continues to mainly target aspects of early vocabulary and language, literacy, numeracy and health and wellbeing.

## PUPIL EQUITY FUND





Schools track improvements using a range of qualitative and quantitative data. Secondary schools have been working on interventions such as self-regulation and improving partnerships with parents. Primary schools have been developing effective early interventions for gaps in core areas spelling, vocabulary, writing, numeracy and reading.

Specific resources directed at supporting identified pupils with their learning in these areas have been purchased. Additional support staff and teaching staff hours have been engaged with funding to support the interventions with small groups and individuals. This is the second year of the allocation of Pupil Equity Fund and impact will be measured on an ongoing basis alongside the Council's Raising Attainment Strategy 2019-2022, which will be rolled out next session.

In 2018/19, the service has also led the support for the arrival of Unaccompanied Asylum Seeking young people through the National Transfer Scheme.

#### Supporting Communities: A Partnership Approach



Teams across Housing and Environment have a key role in giving every child the best start in life and in helping to develop responsible and informed citizens. The Service continues to work with all partners to achieve positive outcomes and deliver the Fairer Futures ambition to give every child a strong start and equal footing in life in respect of chances, choice and confidence. Overcrowding, homelessness, dampness, fuel poverty, poor neighbourhood condition and negative aspects of place and community can have a detrimental impact on our children and young people's developmental milestones, educational attainment, emotional wellbeing and wider outcomes in life. Our contribution includes preventing and responding to homelessness by ensuring that families have

immediate access to good quality housing. We recognise that good quality affordable housing, of the right size and close to family networks, employment and education can positively impact on children and young people. Through our Common Housing Register and Housing Options approach, we aim to meet the housing needs of households in our communities. We recognise the significant challenge faced by all services and communities in tackling and mitigating the impact of child poverty. We are supporting the development of the Child Poverty Action plan and have a key contribution to make in mitigating and addressing child poverty in the area through a focus on: ■ maximising our tenants incomes, reducing households costs and maintaining rents at affordable levels; minimising fuel poverty; supporting the availability of affordable public transport; supporting digital connectivity within rural areas; the delivery of employability initiatives and investment in a range of activities to sustain and grow our economy. Open spaces allow children and young people to be physically active and challenge themselves so they sleep and eat well, and form healthy habits. We know that children and young people who play outdoors often have better social networks, are more confident and are more involved in their local communities than those who are outside less often. We recognise that communities value opportunities that enable children to play outdoors including green space, parks and in their local streets. Our contribution is significant. Our Community Greenspace team ensures the provision and maintenance of 142 high quality play parks, paths and open spaces, along with a range of activity programmes and educational events that encourage family activity and sport. Our local spaces are well designed, maintained and free to use, so all children and young people can get involved – regardless of their background, gender, age, stage or ability. The service also leads on the provision of Employability Support projects in partnership via

European Social Funding with the age, gender and ethnicity of all clients recorded.

We introduced a revised [Gypsy/Traveller Strategy 2018-21](#) this year and will be reporting annually on its progress.

This outcome cannot be achieved without a range of work with partner organisations and, to this end, the Council budget setting process mainstreamed the previously commissioned three-year funded equality-related projects totalling £180,000 from the third sector. These organisations provide regular monitoring information and ‘community intelligence’, which help us plan our services accordingly. Specific [procurement equalities guidance](#) for prospective tenderers and suppliers remains in place.

| The facts behind the headlines                                                                   |                                                                                                                                 |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Perth & Kinross Council Gaelic Language Plan 2018-2023.                                          | <br>PKC_Gaelic_Languag<br>e_Plan_2018_to_202 |
| Perth & Kinross Council Education and Children’s Services Raising Attainment Strategy 2016-2019. | <br>RAS.pdf                                  |

## Outcome

Employees in Perth & Kinross Council will have opportunities to achieve their full potential in an *equal opportunity* workplace.

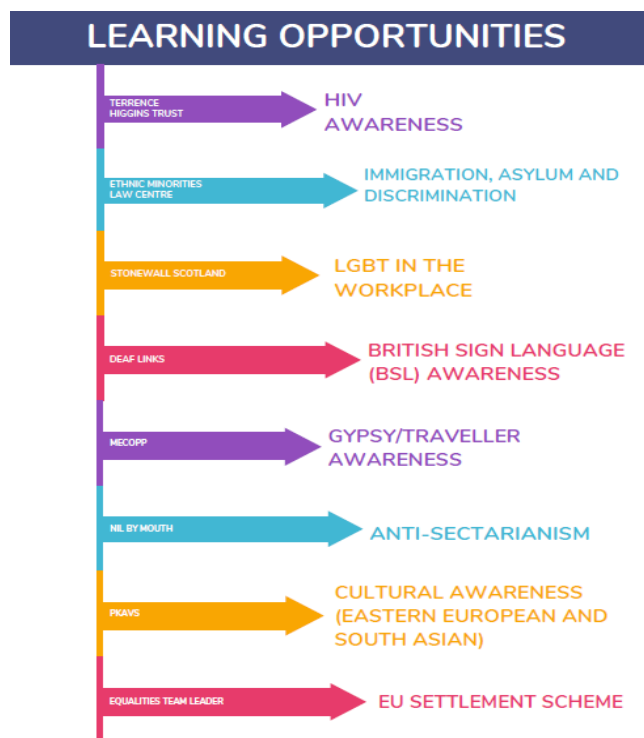
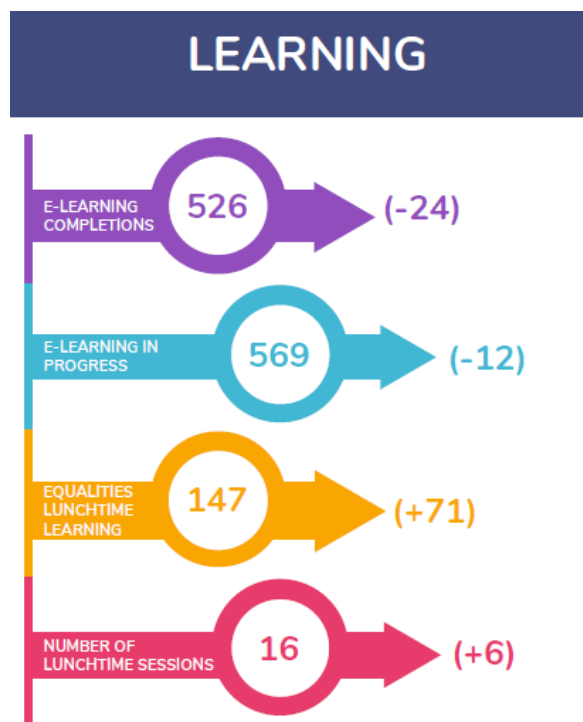
The critical aspect of this outcome is that our employees and workforce should reflect the community we serve. We produce our [Annual Equality and Diversity in Employment Report](#) and make it publicly available

### Employment Support

The Council also provides an employment support service (Employment Support Team) which assists people with learning disabilities, autism, acquired brain injury, or mental ill health to access employment opportunities. Nine people (12.3 % of the total number in paid employment on their caseload) have become paid Council employees. 30 people (62.5% of the total number of people supported in voluntary/work experience on their caseload) are in a voluntary position within the Council including 14 in projects directly supported by the service such as Working Roots and Green2Go.

### Learning

We ensure that equality issues are a key element of our staff learning and development programme. A total of 673 staff (a slight increase of 7.5% from 2017/18) have completed some form of equalities learning this year.



### Diversity and Wellbeing

We also continue to commit to important partnership workplace initiatives including the See Me in Work programme and the Stonewall Diversity Champions programme; the latter has seen the continuation of LGBTi Staff Network first established in 2017/18. A Disability Staff Network was also established in January 2019.

### Brexit Impact

Like many other employers, we remain conscious of the potential impacts of Brexit on our workforce and to that end have established a Brexit advice page on the staff [intranet](#). We arranged for the Ethnic Minorities Law Centre to offer advice surgeries for any staff who may be affected directly by Brexit commencing in April 2018. 6 sessions were held during 2018/19 and 26 individual staff attended appointments.

We also remain vigilant to the effect of Brexit on externally commissioned sectors, such as care sector recruitment and staff retention and this is monitored as part of the health and social care commissioning returns.

## The facts behind the headlines

Perth & Kinross  
Council - See Me In  
Work Action Plan



SEE ME IN WORK  
ACTION PLAN july18

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## Outcome

All individuals and community groups in Perth and Kinross regardless, will experience *inclusive opportunities* to participate in, and influence Council decisions.

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The critical aspect of this outcome is inclusion. We want people to be able to participate as fully as they wish in public life and in decisions which may affect them.

### Working Together on Equality

As outlined above, the Equalities Governance Structure originally established in 2017/18 is now embedded. Both the Equalities Strategic Forum and the Community Equalities Advisory Group (CEAG), are chaired by the elected member equalities lead, who also provides the link to the Community Planning Partnership Fairer Futures Leads. Membership reaches across partner organisations, working with all equality protected characteristic groups.

### Community Participation

We have also increased the opportunities for participation and engagement with equality protected characteristic groups for example, hosting 2 visits to the Norie-Miller Winter Lights by members of the BSL community and Perthshire Pride committee members and volunteers; by arranging a fully inclusive accessible Halloween History Tour with BSL interpreting support and being represented at a number of events during Perthshire Pride and LGBT History month, as well as delivering information sessions to International community members participating in the PKAVSActive Citizens Programme.

*Making Where We Live Better* (Us and the Housing) continue to meet 11 times a year on the last Thursday of every month at St. Mathews Church in Perth. This is for anyone living in Perth and Kinross with learning disabilities. Following changes to the Services for Young People team in Autumn 2018, the Youth Voice

forum underwent a revamp with changes in supporting staff and methods of engagement. A focus has been made on a smaller selection of groups, representing young people who are often marginalised and under-represented through other means. The Youth Voice Group have been holding monthly meetings building toward their Gathering event in September 2019.

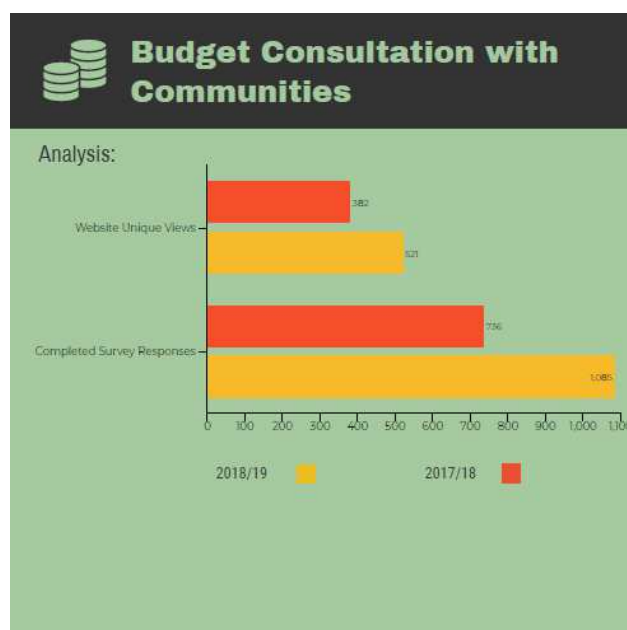
In terms of Corporate Parenting, a new post was created in 2017 to support FYI (Fun Young Individuals) care experienced young people and an annual report is available on their work. This acknowledged that the Council offers a guaranteed employment interview for all care experienced young people. Current care group strategies for mental health and wellbeing, physical disabilities and sensory impairment, carers, older people and learning disabilities are in the process of developing into commissioning plans. These will be finalised following publication of the Strategic Commissioning Plan in late 2019. The plans are being developed in partnership with a range of stakeholders with third sector and independent sector partners being central, alongside Third Sector Interface (TSI) engagement and service user / community engagement. Cross cutting themes including housing (including supported accommodation), addressing inequalities, our ageing population, workforce challenges in our rural areas, access to affordable public transport and challenges in access to services will be considered as core parts of each commissioning plan.

We continue to provide an adult learning service, which works with marginalised individuals providing them with confidence to participate in the community, enhance family

relationships, improve employment prospects, widen social networks and reduce social isolation.



#### Support Local Outcomes and Partnerships

In 2018/19, the Council ran the first year of the Community Investment Fund (CIF). CIF gave £50,000 to each electoral ward for local groups to bid into. Local residents and elected members formed “ward panels” to recommend which applications to support and final approval was given by Committee in March 2019. The first CIF was very successful, with over 100 projects supported, drawing down just under £600,000 in funding.



The Equalities Strategic Forum was consulted as part of the Equality and Fairness Impact Assessment of the Council budget. The output from this session was shared with elected members following the meeting.

It is also important, that we learn from any complaints which are made specifically relating to equalities matters. Any such complaints are recorded separately within the Annual Complaints Report.

| The facts behind the headlines                                         |                                                                                                                                     |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Perth & Kinross Council – Complaints Report – equalities extracts      | <br>2017-18 Stage 1<br>Complaints - Equalities |
| Perth & Kinross Council – Care Experienced Young People 2018/19 report | <br>LCTCBAAnnualReportingCOMPLETE 2019.docx    |

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## Outcome

All individuals and community groups in Perth and Kinross will have opportunities to be involved in *inclusive* community activities and events in the area, in a *safe and welcoming environment*.

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The new *DESIGNing Futures Together* Awards continues to have a category for **Tackling Inequalities and Improving Health** – our Gold Award Winner for 2018/19 work was Woodland Activity Session for Early Stage Dementia

The critical aspects of this outcome are inclusion and safety. We want anyone who lives, works or visits Perth and Kinross to feel safe, welcome and included.

### Celebrating Diversity

We continue to arrange delivery of an extensive and popular multi-cultural events and community lunch club programme with our communities and partner organisations in the third sector.



The Community Lunch club programme in partnership with PKAVS Minority Communities Hub continues throughout the year. During 2018/19, we also co-ordinated or supported a number of other events to recognise other equality dates in the calendar. A second Holocaust Memorial Exhibition was held in Perth and Kinross (recognising the sacrifice of Gypsy/Roma/Travellers) at AK Bell Library. In addition, a programme of community events was independently evaluated as the [most successful](#) LGBT History month in Scotland in February for the second year in succession.

The first standalone Perthshire Pride Event was held in August 2018.

A major International Year of the The Young Person Event (the Diverse CiTay Festival) was held in Perth in June 2018. An event was also held to mark Disabled Access Day in March 2019.

### Providing Safety and Inclusion

We also continue to provide English as an Additional Language (EAL) service in schools, which supports EAL children, age 3 – 18 and sees community bilingual staff (Polish Community Link and Community Learning Assistant (Urdu) offer support to families. There are over 1,400 EAL pupils in local schools and nurseries, with over 250 being supported by the EAL service.

Within Education & Children's Services, we have an Anti-bullying Strategy which informs our

schools own strategy, which takes account of the equality-protected groups. The strategy is currently being updated in-line with Respect for All and is being reviewed by Respectme. A review of Inclusion Services continues to provide an opportunity to review areas of practice for improvement in session 2019/20.

Young people from the LGBT+ community continue to receive support through the G.L.O.W. group partnership with LGBT Youth Scotland. This is held @Scott St which is working towards the LGBT Youth Scotland Chartermark. Four Secondary schools have LGBT pupil groups.

Young people in schools have also continued to benefit from Show Racism the Red Card Educational Workshops. 2018/19 was the 11th year of our partnership agreement (the longest running local authority agreement in Scotland marked by a Civic Ceremony hosted by the Provost in August 2018). In addition our Equalities Team Leader was invited to join the judging panel for the National Show Racism the Red Card Creative Arts Competition.

People with disabilities have the opportunity to sign up to the Keep Safe Scheme, which also has our own local Safe Place branding. Within the wider community, we work with partner

agencies to ensure that our Community Safety programme is delivered and reported on. 118 older care home residents /service users (+ 1 from 2017/8) also took part in the popular Annual Care Home Go 4 Gold Activity Event held on 5 June 2018 formed into 40 Teams (+ 1 from 2017/18). There are also active Football and Golf Memories Groups for older adults with Dementia.

Our Licensing Board also ensures that equality issues are given consideration in its decision-making process and Equality Impact assessments are undertaken for all reports that go to Licensing Board. The Licensing Board did prepare and agree a new Licensing Policy Statement which came into place in November 2018. There is reference to Equalities in the Statement. A new paragraph was added to the previous Statement. It is:

*Applicants and existing premises licence holders are specifically reminded of their duty to make reasonable adjustments to their premises to allow access for disabled persons.*

In amongst all the characteristics, the Board wanted to emphasise the adjustment duty.

## The facts behind the headlines

Perth and Kinross Council – Education and Children’s Services  
Anti-Bullying Strategy.



Antibullying\_Strategy\_1\_.pdf



## 8. Equalities is at the Heart of What We Do



## Tackling Inequalities and Improving Health 2018/19

This category reflects the key role that the Council and our partners have in tackling inequalities and improving health and wellbeing.



**GOLD WINNER – Woodland Activity Sessions - for People with Early-Stage Dementia** - These outdoor sessions are designed for people who want to take part in a programme of woodland activities ranging from walks, creating habitats and bush craft, to environmental art and learning about trees and birds. The sessions have social benefits for both the attendees and their relatives/ carers, bringing people with common interests together and building relationships which continue outwith the activity sessions.

**SILVER WINNER - ‘Care About Walking’ Care Home Resource Pack -** Residents of care homes across Perth and Kinross are on a mission to walk around the world. The ‘Care About Walking’ resource pack has been developed with input from residents of Parkdale Care Home, to help them on their way. The results are already impressive with residents reporting weight loss, withdrawal of some medications, improved confidence and new social connections.

**SILVER WINNER - Splashtots** - Low incomes and a lack of confidence in the water, decreases the likelihood of parents taking their little ones to the pool. Splashtots provides families with a 6-week programme of swimming classes, building confidence for parents and their children by sharing this fun and healthy activity.

**SILVER WINNER - Work Experience Opportunities for School Pupils with Additional Support Needs (Pilot)** - Moving on from education to employment can be challenging and can be particularly difficult for individuals facing additional barriers such as illness or disability. Giving pupils the opportunity for supported work experience, the Green2Go recycling initiative provided pupils with a 6-day placement.

## 10. Community Voices

*The Equalities team has played a massive role in empowering our Community Group - with their support we have celebrated many events like Eid, Diwali, Pakistani Independence Day and are planning future events. We are fortunate to have support from PKC equalities - they listen and try to help achieve positive outcomes for minority ethnic people.*

Member Millan Community Group  
(formerly Pakistani Welfare Society)

*The approach taken by the Equalities team to support our group is very much appreciated by all involved. There are challenges for carers and group members who are both vulnerable dealing with a situation they may not have encountered previously. Whilst the activity is Important, an additional major benefit is the opportunity for social interaction. The Equalities team have taken steps to address issues that carers and group members mention and signpost to support and assistance that is available. The approach adopted by the Equalities team is one others Councils could learn from.*

Volunteer Co-ordinator Perth Golf  
Memories Group

*Seeing a city, I grew up in completely transformed into a welcoming, supportive and inclusive place with the involvement from so many wonderful charities and organisations - amazing job!*

Participant Perthshire Pride



**For any other information, please contact  
David McPhee, Corporate Equalities Team Leader –  
[DFMcPhee@pkc.gov.uk](mailto:DFMcPhee@pkc.gov.uk).**

## PERTH AND KINROSS COUNCIL

18 December 2019

### CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2018/19

Report by Chief Social Work Officer (Report No. 19/365)

#### PURPOSE OF REPORT

This report provides the Chief Social Work Officer's overview of social work services in Perth and Kinross during the financial year 2018/19. It sets out how social care and social work services are being delivered and the key challenges in planning and delivering statutory social work functions. The report also details the arrangements to enable the Chief Social Work Officer to fulfil the responsibilities outlined in Section 5 (1) of the Social Work (Scotland) Act 1968 (as amended).

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 The Social Work (Scotland) Act 1968 requires every Local Authority to appoint a single Chief Social Work Officer (CSWO).
- 1.2 In July 2016, Scottish Ministers published statutory guidance on the role of the CSWO. This guidance is for local authorities and partnerships to which local authorities have delegated certain social work functions. It provides an overview of the CSWO role, outlining the responsibility for values and standards, decision making and leadership, accountability and reporting arrangements. The CSWO role was established to ensure the provision of appropriate professional advice in the discharge of the full range of the local authority's statutory functions and the updated guidance sets out the importance of the CSWO role in the Integrated Joint Boards.
- 1.3 The CSWO is accountable to elected members of the Council and must be:
  - A qualified social worker, registered with the Scottish Social Services Council;
  - Designated as a 'proper officer' of the local authority;
  - Of sufficient seniority and experience in both the operational and strategic management of social work services; and
  - A non-voting member of the integration authority.
- 1.4 The CSWO is a role and function, rather than a specific job description and is therefore distinct from the postholder's operational management responsibilities and from the role of the Chief Officer of the integration authority. It is for the CSWO to use their authority to challenge and intervene when proposals may have a detrimental impact on vulnerable citizens or to the workforce on whom they depend. In leading the social care and social work profession, the CSWO provides:

- Professional independent advice to the Chief Executive and elected members in relation to the discharge of the local authority's statutory functions as outlined in the Social Work (Scotland) Act 1968;
- Strategic and professional leadership in the delivery of social work services;
- Assistance to local authorities and their partners in understanding the complexities and cross-cutting nature of social work services and the key role they play in meeting local and national outcomes; and
- Support for performance management and the management of corporate risk.

1.5 Both CSWOs and elected members have duties to oversee effective, professional and high-quality social work and that social care services are delivered to professional standards. The annual CSWO report, and its consideration by Perth and Kinross Council and the Perth and Kinross Integrated Joint Board, is one important way to accomplish this. The CSWO annual report is an opportunity to gauge the quality of performance of social work and social care services and to identify the challenges for continuing to meet the needs of local people and communities into the future.

1.6 Over 2018/19 the CSWO role was carried out by Jacqueline Pepper alongside her responsibilities as Deputy Director (Education and Children's Services). The Head of Adult Social Work and the Head of Services for Children, Young People and Families deputise and provide cover when required.

## **2. PROPOSALS**

2.1 The Office of the Chief Social Work Adviser (CSWA) uses all 32 CSWO Reports to produce a national summary report and this provides an opportunity to set our local social care and social work services in the wider national context.

2.2 The report considers how social work and social care services have been delivered over the last financial year (1 April 2018 to 31 March 2019). It identifies challenges which will arise in the following year and how these will be addressed. The Council has a well-developed performance management framework reported via individual Business Management and Improvement Plans and the Council's Annual Performance Report. The Lifelong Learning Executive Sub-Committee receives regular reports on the findings of independent inspections of care services for children and young people. The Integrated Joint Board (IJB) receives annual reports on progress against the Health and Social Care Partnerships Strategic Commissioning Plan and on the quality of regulated care services for adults. This annual CSWO report draws this together in an appraisal of performance and progress.

2.3 The report illustrates how social care and social work services are responding to new demands and have delivered outcomes for service users over 2018/19 against a backdrop of increasing demand and budget pressures. These include:

- Perth and Kinross is ranked first out of 32 local authorities in achieving a balance of care for children who are looked after in the community at 96% in 2019.
- The successful implementation of REACH as a new intensive service providing support for young people on the edges of care and their families has contributed to a significant drop in the numbers of young people becoming looked after away from home in residential care.
- Continued good practice in promoting and supporting Kinship Care and successful efforts to expand the availability of foster care and family based care.
- The numbers of young people over the age of 16 who are supported to remain in the care placement up to the age of 18 and to take up the option of Continuing Care, continues to increase.
- Sustained strong performance in reconvictions rates for adult offenders against national comparisons.
- Continued upward trend in the numbers of people opting for Self- Directed Support and as a percentage of total social work spending on adults aged 18 or over.
- Care services continue to provide high quality care to local people with the vast majority of quality themes evaluated as good or very good. In 2018/19, 87.8% of care services were rated good or better by the Care Inspectorate which is higher than the national figure of 82%.
- Three social workers successfully completed the Mental Health Officer Award in 2019 adding to our capacity to respond to people who may need compulsory measures of care and treatment.

2.4 The report sets out how key priorities for the last year have been taken forward within a context of integration and multi-agency partnership working. This includes the actions to address demand pressures across a number of key areas. Considerable progress has been made in taking forward transformational change towards earlier intervention and new sustainable models of service delivery which better meet the needs of our communities.

2.5 The Perth and Kinross Community Justice Partnership was established with the aim of preventing and reducing offending and to support those who have committed offences to integrate into their local community. Progress against the Community Justice Outcomes Improvement Plan for 2017 – 2020 demonstrates a strong contribution by criminal justice social work services to improving outcomes for people in the justice system.

2.6 The integration of health and social care continues to take hold. In 2018/19 the Care Inspectorate and Health Improvement Scotland carried out a joint inspection of strategic planning within the Health and Social Care Partnership. The report of the findings concluded that there was a need to strengthen strategic commissioning, governance and planning structures, workforce planning, and put in place an integrated performance management structure. An updated Strategic Commissioning Plan for 2019-22 has been prepared which is clearly underpinned by the National Care Standards and national outcomes for health and social care.

- 2.7 Strategic planning for children's services is outlined within the jointly produced Tayside Plan for Children and Young People 2017-2020. There have been significant developments over the last year in relation to the collaborative approach to planning and delivering improvements around five key priorities. The CSWO has led on the Tayside priority for safeguarding and child protection which serves to harness the resources and capacity across three child protection committees to deliver continuous improvement. The potential for joint strategic commissioning in social work and social care continues to be an area for further development.
- 2.8 The key challenges that face social care and social work services over the next few years are highlighted in the report and include:
- Financial pressures and increasing demands within adult social care;
  - Developing new models of support for adults with complex needs and to improve transitions from children to adult services;
  - Continued development of technology enabled care;
  - Workforce pressures within the social care sector and in particular, care at home services;
  - The increased demand in relation to adults with incapacity or mental disorder;
  - The increase in the numbers of children and young people for whom there is a concern for their welfare or who need protection;
  - The need for a continued focus on supporting children to remain within their extended families in kinship placements for children when they are no longer able to live with their parents; and
  - To learn from successful transformation projects in children's services such as REACH and to identify new areas for service redesign.

### **3. CONCLUSION AND RECOMMENDATION**

- 3.1 The CSWO's assessment of performance over the last year is that overall performance in securing high quality experiences for people who use social work and social care services has remained good despite major challenges. There is evidence over the last year that the robust approaches to performance management and self-evaluation within children's services are being maintained. The continued improvements in outcomes for children and young people in need of care and protection are demonstrated within this report. Within adult services, the strong partnership approach that exists at team and practitioner level is evident. Determined and committed staff are continuing to deliver a high quality of service to our citizens and 95% of people who responded to the adult social care survey report that they are treated with compassion and understanding.

That is a huge achievement and demonstration of the contribution our social care and social work staff can make to the experience of our most vulnerable citizens.

- 3.2 The CSWO will work with the Health and Social Care Partnership and the Integrated Joint Board to take forward the recommendations of external



scrutiny to improve approaches to performance management and to drive continuous improvement in social work and social care services.

3.3 This report provides examples of social work and social care professionals leading the redesign of services towards prevention, earlier intervention and personalisation. This innovation and investment in new ways of working are now making significant inroads to addressing longstanding pressures in areas such as residential care for young people. Continued investment in a skilled, adaptable and digitally aware workforce which is supported by a more advanced IT system from 2020 will be key over the next few years.

3.4 Key strategic priorities for 2019/20 include:

- Procurement and implementation of a new fit for purpose social work and social care IT system and associated staff development;
- Responding to the areas for improvement highlighted in the Joint Inspection of Services for Adults;
- Pressing ahead with review and transformation in areas where there are demand pressures to secure earlier intervention and prevention, including new models of support for adults with complex needs and transitions from children to adult services;
- Continuing to explore areas for collaboration and jointly commissioning services with partners;
- Examining the demand pressures across sectors and identifying solutions and capacity gaps;
- Responding to workforce pressures and recruitment challenges in social care services;
- Implementation of the Joint Carers Strategy 2019-2022 to support carers;
- Developing and implementing new workforce development programmes in public protection and disseminating learning from case reviews;
- Preparing for inspection of Adult Support and Protection arrangements and Criminal Justice Social Work services focusing on Community Payback Orders;
- Building on the positive evaluation of OWLS to develop new models for supporting men in the justice system; and
- Continuing to meet our corporate parenting responsibilities and responding to the recommendations of the Independent Care Review when it reports in early 2020, which will seek whole-systems change for care experienced children and young people.

3.5 It is recommended that Council:

- (i) Approves the CSWO Annual Report as set out in Appendix 1.

**Author(s)**

| <b>Name</b>       | <b>Designation</b>        | <b>Contact Details</b>                                                                 |
|-------------------|---------------------------|----------------------------------------------------------------------------------------|
| Jacqueline Pepper | Chief Social Work Officer | <a href="mailto:ECSCCommittee@pkc.gov.uk">ECSCCommittee@pkc.gov.uk</a><br>01738 475000 |

**Approved**

| <b>Name</b>          | <b>Designation</b>                                                    | <b>Date</b>             |
|----------------------|-----------------------------------------------------------------------|-------------------------|
| <b>Sheena Devlin</b> | <b>Executive Director<br/>(Education and<br/>Children's Services)</b> | <b>09 December 2019</b> |

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan/Single Outcome Agreement

- 1.1 This section sets 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
- (v) Creating a safe and sustainable place for future generations

This report relates to Objective No (i), (ii), (iv) and (v).

#### Corporate Plan

- 1.2 This section sets out how the proposals relate to the achievement of the Council's Corporate Plan 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 No (i), (ii), (iv) and (v).

1.3 N/A

## 2. Resource Implications

### Financial

2.1 None

### Workforce

2.2 Any future workforce implications will be reported via individual service reports.

### Asset Management (land, property, IT)

2.3 None

## 3. Assessments

### Equality Impact Assessment

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

The consultation exercise presented in this report was considered under the Corporate Equalities Impact Assessment process (Eq1A) with the following outcome:

(i) Assessed as **not relevant** for the purposes of EqIA

### Strategic Environmental Assessment

3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

However, no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

### Sustainability

3.3 Not applicable

### Legal and Governance

3.4 Not applicable

3.5 Not applicable

### Risk

3.6 Not applicable

## **4. Consultation**

### Internal

4.1 Head of Service Adult Social work and Head of Services for Children, Young People and Families have contributed to this report.

### External

4.2 Not applicable

## **5. Communication**

5.1 Not applicable

## **2. BACKGROUND PAPERS**

2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

## **3. APPENDICES**

Appendix 1 - Chief Social Work Officer Annual Report 2018/19



## Appendix 1



**Perth & Kinross Council**

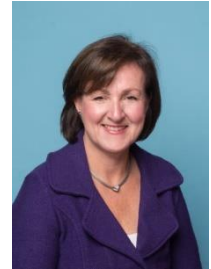
**Chief Social Work Officer  
Annual Report**

**2018/19**



# 1 Introduction

The profile of our communities is changing, and we are experiencing the challenges of an ageing population giving rise to pressures on health and social care services and the need for a sufficient and skilled workforce. Our expectations for children to have the best outcomes are high at a time we are experiencing increasing numbers who are in need of care and protection. Locally, we are also seeing more people experiencing mental ill-health and requiring treatment.



The social work role is complex and spans the protection of the public through the management of risk, managing the restriction of liberty for some, to decision-making about vulnerable people who are not able to protect themselves. The role is also about empowering people to make positive change in their lives and providing care for those who need it.

A strong social work service is therefore pivotal in the promotion of social justice and tackling inequalities. Social work is all about people and at its core is the importance of human worth and relationships. It is my view that the social work profession is fundamental to modelling the values and behaviours which are essential for addressing the inequalities faced by the communities we serve. This report contains many positive examples of placing the thoughts, views and ideas of people who use services at the heart of change and improvement. In January 2019, the CSWO hosted a conference for frontline practitioners on the theme of Transforming Lives with Passion and Compassion. The day gave prominence to hearing about the lived experiences of people in touch with social work services and gave staff an opportunity to explore the National Health and Social Care Standards in every day practice.

Our services have people's experience at the heart, and we are committed to measuring outcomes by evaluating the extent to which each person receives responsive care and support and is treated with dignity, respect and compassion. Social work and social care staff have much to contribute to the development of the Perth and Kinross Offer over the next year or so, both in terms of ensuring that the voice of our most vulnerable voices are central to the offer, and in modelling how strong and trusting relationships and getting alongside people can make a difference.

This Chief Social Work Officer Annual Report provides an overview of social work and social care delivery, statutory social work functions as well as local achievements and challenges. We continue to face significant increased demand and increasing complexity of needs across social work services in Perth and Kinross. The Council has, over the last decade, protected these vital services in a time of reducing resources. This report demonstrates how the workforce continues to respond positively to these challenges and illustrates the ways in which our skilled and highly committed staff go above and beyond every day to improve the quality of people's lives. There are many examples of successful collaboration which demonstrate the willingness of social work staff to work in close co-operation with multi-agency teams to achieve better outcomes for our citizens.

Jacquie Pepper  
Chief Social Work Officer



## 2 Awards and Good Practice



Our social care and social work teams continue to develop innovative practice and this is recognised in the Council's Designing the Future Awards 2019:

- **Expansion of Family Based Care** (Gold: Service Innovation and Improvement)  
This transformational change programme focussed on increasing the number of local foster carers and supported lodgings providers to increase family care options for looked after children and young people. This project achieved the targets set for recruiting foster carers enabling children to be placed locally within our communities and at the same time resulted in significant financial savings.
- **EmployabiliTAY** (Gold: Achieving better outcomes in partnership)  
This is the first regional employability programme in Scotland in collaboration with Dundee City Council and Angus Council and is a new approach to aligning public services (first programme with active input from third sector and local employers). 55 people from Perth and Kinross have completed the programme in 2018/19 with 37 finding employment. This job outcome rate of 67% far exceeds the national standard for employability programmes (55%) highlighting the benefits that a truly person-centred and holistic approach can provide.
- **Woodland Activity Session** (Gold: Tackling inequalities and improving health)  
For People with Early Stage Dementia, this outreach project promotes health and well-being through mentally stimulating and meaningful activity on a premier greenspace site.
- **Care About Walking Resource Pack**  
The project created a walking resource suitable for older frailer people residing in long term care. Vital to its success has been the enormous contribution of the residents in co-creating, designing and producing an interactive resource. Older adults experiencing care may spend 80-90% of their day seated or lying down either by choice, frailty, multiple co-morbidity or lack of opportunity. This project contributed to the national Care About Physical Activity (CAPA) Improvement Programme. The outcomes are being disseminated nationally and Paths for All has secured funding to develop further new ideas with ten care homes in Perth and Kinross over the next 2 years.
- **Changing Lives Care Opportunities – Recruitment Forum**  
This project has been raising the profile of a career in care and focussed on supporting care at home providers with recruitment of students from Perth College UHI. The project provided a spotlight for Care at Home as a career and culminated in 100 students engaging a forum with 8 care at home providers. The recruitment forum will improve perceptions of a career in social care and increase the number of well-trained carers.
- **Big January Get Together.**  
The Big January Get Together project brought together Health and Social Care, a local youth organisation, community organisations and the Communities Team to plan, promote and deliver a series of community “get togethers” to address social isolation, poor mental health and food poverty. A total of 17 community events were organised across the area of the Eastern Perthshire Action Partnership.

## The Provost's Award

The Provost's Award was awarded to the Fun Young Individuals Group (FYI) of care experienced young people for their work on Milestones, a film which was co-produced with a filmmaker, There's Yer Dinner. They wrote, acted, and produced a moving film about the challenges and stigma of growing up in care. Engagement with over 1500 staff has brought about a change in perception and understanding of issues faced by care experienced young people. FYI are now well respected nationally and at the heart of our corporate parenting work.



## Scottish Association of Social Work Awards 2018

The SASW awards ceremony took place on World Social Work Day on 19 March 2019 and the Family Change team won Team of the Year for their work to establish a consultation service. Family Change is a specialist therapeutic social work service to support children and their families who have experienced significant trauma.



### **3 Governance and Delivery of Statutory Social Work Functions**

#### **Discharging the requirements of the Chief Social Work Officer**

The role of Chief Social Work Officer (CSWO) includes providing professional governance, leadership and accountability for the delivery of social work and social care services. The CSWO reports to the Chief Executive, Elected Members and Integration Joint Board. Alongside the role of CSWO, the current CSWO is also the Depute Director of Education and Children's Services.

The CSWO has direct access to Elected Members, the Chief Executive, Chief Officer of the Integration Joint Board, Executive Directors, Heads of Service, managers and front line practitioners both within the Council and Health and Social Care Partnership, and with partner agencies in relation to professional social work issues. During 2018/19 the CSWO discharged the requirements of the role as follows:

- Reporting to a range of Perth and Kinross Council committees
- Member of the Council's Executive Officer Team and Corporate Management Group
- Access to elected members, Chief Executive and Chief Officers as required
- Member of the Community Planning Partnership delivery groups for Children, Young People and Families and Community Justice
- Member of the Perth and Kinross Chief Officers Group for Public Protection
- Member of the Adult and Child Protection Committees (including chairing the Multi-agency Practice Review Group and providing advice and challenge in relation to case review)
- Close links with key partnerships such as Violence Against Women Partnership and Alcohol and Drug Partnerships and is linked to the Multi-Agency Public Protection Arrangements (MAPPA) Strategic Oversight Group for Tayside;
- Non-voting member and professional advisor to the Perth and Kinross Integrated Joint Board (IJB)
- Non-voting member and professional advisor to the Perth and Kinross Integrated Joint Board's Audit and Performance Committee
- Co-chair of the Health and Social Care Partnership's Care and Professional Governance Forum
- Member of the NHS Tayside Clinical Quality Forum alongside the CSWO for Angus and Dundee

The CSWO takes part in the budget review process across all relevant services ensuring that the needs of vulnerable and at risk groups leads are highlighted and considered. The CSWO also leads the Council's panel for safe recruitment ensuring proportionate decision-making to protect service-users and the public and at the same time ensuring that the Council is an inclusive employer. The CSWO is the lead signatory for the Scottish Social Services Council as the regulator of the social care workforce ensuring that the codes of practice are adhered to and acting as a point of contact when there are concerns about an employee's fitness to practice.

The Heads of Service for Adult Social Work and Services for Children, Young People and Families as senior social work leaders support the CSWO to have oversight of key local, regional and national developments and considering the most appropriate local response.

The CSWO has continued to provide visible leadership over the last year by meeting with staff teams across Perth & Kinross to learn first-hand of the issues faced by the workforce in social work services and to encourage good practice and innovation. This has included visits to day care centres, care homes, out of hours services, practice teams, the two prisons and opportunities to engage with staff and people who use services.

In support of the Tayside Children's Services Collaborative the CSWO chairs Priority Group 5 of the Tayside Children's Services Plan which is taking forward a collaborative approach across the three Child Protection Committees to improve practices and standards in child protection and safeguarding.

Nationally, the CSWO takes part in bi-monthly meetings of all 32 CSWO supported by Social Work Scotland.

## Organisational Governance

Social work services in Perth and Kinross operate within the context of the following governance structures.

### Perth and Kinross Community Planning Partnership

The 2017-2027 Community Plan/Local Outcomes Improvement Plan for Perth and Kinross provides the overarching vision and key objectives for all services. The plan aims for positive outcomes for everyone in the area and to tackle stubborn and persistent inequalities which can reduce life chances and opportunities. The Plan is about improving the lives and experiences of everyone who lives, works and visits here and its delivery is overseen by the Community Planning Partnership (CPP). This Community Plan is about positive outcomes for everyone in Perth and Kinross; prioritising preventive approaches; and tackling stubborn inequalities where they exist and the vision is ***about creating a confident, ambitious and fairer Perth and Kinross, for all who live and work here.***

The joint Tayside Children's Services Plan (CSP) for 2017-20 sets out a shared and compelling vision that ***"Our children and young people will have the best start in life and Tayside will be the best place in Scotland to grow up"***. Collaboration across local authorities has been promoted and supported by the activity of the Tayside Regional Improvement Collaborative (TRIC). The joint plan for serves to meet our requirements in relation to integrated planning for children's services and to raise attainment through the Tayside Regional Improvement Collaborative (TRIC). A collaborative approach to delivering the aims of the CSP has been developed and over the last 12 months, 5 multi-agency regional Priority Groups have continued to focus on the delivery of action plans which aim to build and make best use of available capacity across the three areas. There have been significant developments over the last year in relation to five key priorities. Progress is reported to the Children, Young People and Families Partnership and Lifelong Learning Committee.

A new model for community justice came in to effect on 1st April 2017. As part of this, a new national agency (Community Justice Scotland) was established to provide assurance to Scottish Ministers on the collective achievement of community justice outcomes across Scotland. At a local level, strategic planning and service delivery became the responsibility of local community justice partners. The statutory partners are required to produce a local plan for community justice, known as a Community Justice Outcomes and Improvement Plan (CJOIP). The statutory partners are required to engage and involve the Third Sector in the planning, delivery and reporting of services and improved outcomes and report on progress against the CJOIP annually.

The Perth and Kinross Community Justice Partnership was established in April 2017 and is working towards the outcomes set in its 3-year CJOIP.

### **Perth and Kinross Council**

Social work services for children, young people and families are managed within the Council's Education and Children's Services and the Head of Services for Children, Young People and Families leads this. Service priorities include keeping children and young people safe and protected; high quality experiences and outcomes for children and young people who are looked after; and keeping children and young people within their own families communities wherever possible. Leadership of criminal justice social work services was integrated into Education and Children's Services in April 2018 and now managed by the Depute Director (Education and Children's Services) who is also the CSWO.

### **Perth and Kinross Integrated Joint Board and the Health and Social Care Partnership**

Social work and social care services for adults are managed within the Health and Social Care Partnership and the Head of Adult Social Work and Social Care Services. Locality teams provide support for older people, adults with mental ill-health, adults with a learning difficulty or disability and addictions services.

The CSWO retains responsibility for the professional leadership and standards of Mental Health Officers in order to avoid a conflict of interest when social work staff make decisions about a person's capacity and the need for detention.

## **4 Key Challenges**

In 2018/19 we are seeing a continuing trend of increasing demand for social work services. The numbers of people being referred for a service continue to rise across children and adult services and there are genuine pressures being experienced within the frontline access and duty teams to respond timeously and effectively. These referrals for assistance are leading to the need for additional support and/or statutory intervention. This report shows a rise in the numbers of people with incapacity or mental disorder requiring assessment and increasing numbers of people and children for whom there is a concern for their welfare or in need of protection. This is linked to our drive to intervene early and take a preventative approach to prevent difficulties escalating. There is evidence that staff are responding to this increased volume and managing risk very effectively within existing resources at present. However, there is a need to examine alternative models of service delivery and resourcing in order to maintain current standards of service should this trend continue.

There are examples of very successful approaches to service redesign and in particular to the positive impact of REACH in reducing the need for and reliance on residential care for children and young people. In the year since the Council approved the closure of its residential unit at the cottages and to invest in the creation of a multi-disciplinary intensive support team the numbers of children in residential care has reduced to almost a third of previous levels. The REACH team is working intensively with over 50 young people on the edge of care and retaining them within their own families, schools and communities. There is a challenge to learn from this success and to use this to inform new areas for transformation across the social work and social care landscape.

The Health and Social Care Partnership is experiencing financial pressures in relation to meeting the requirements of an ageing population and increasing numbers of adults with complex health and disabilities. This is mainly as a result of people living longer with increasingly complex needs and some inward migration. A transformation programme board has been established to redesign models of support and for adults with complex



needs and this will include joint work to address transitions from children to adult services for young adults with disabilities.

The integration of health and social care continues to take hold and in 2018/19 the Care Inspectorate and Health Improvement Scotland carried out a joint inspection of strategic planning within the Health and Social Care Partnership. The report of the findings concluded that there was a need to strengthen key areas including strategic commissioning, governance and planning structures, workforce planning, and an integrated performance management structure. The CSWO will work with the Health and Social Care Partnership and the Integrated Joint Board to take forward the recommendations of external scrutiny to improve performance management and drive continuous improvement in social work and social care services. An updated Strategic Commissioning plan for 2019-22 has been prepared which is clearly underpinned by the National Care Standards and national outcomes for health and social care.

## **5 Performance, Service Quality and Improvements**

### **5.1 Public Protection**

The Perth and Kinross Chief Officer's Group (COG) has oversight of all public protection matters including the work of the Child Protection Committee; the Adult Protection Committee; the Violence Against Women Partnership; the Multi-Agency Public Protection Arrangements Strategic Oversight Group (MAPPA SOG), Violence Against Women Partnership and the Alcohol and Drugs Partnership. The CSWO is a key member of these groups with a role to ensure connectivity between the respective agendas of these committees and in the identification of and mitigation of key risks. Over 2019/20 the COG will further strengthen its oversight and strategic direction of public protection with a programme of meetings with themed agendas.

The Adult and Child Protection Committees are chaired independently bringing support and challenge to these strategic arrangements. Both committees now report annually to Perth and Kinross Council and the Integrated Joint Board on standards and quality in child and adult protection. Over the last year the Adult Protection and Child Protection Committees have continued to strengthen their connections, working together on a whole family approach unless there is a particular reason to work separately, culminating in a Joint Development Day in May 2019, which is an important step towards a coherent public protection strategy.

An independent chair for the Tayside MAPPA SOG has also been appointed recently working across the three local authority areas with the assistance of a MAPPA coordinator. An annual report on MAPPA activity is presented to the Community Justice Partnership and Chief Officers Group.

In April 2019, the Chief Executive and the Chief Social Work Officer hosted a joint leadership event which brought together Chief Officers and members of CPCs across Angus, Dundee and Perth and Kinross. The revised national guidance for Chief Officers Groups was examined and a commitment was made to further explore collaborative leadership for public protection and support the implementation of best practice for multi-agency case reviews across Tayside. This has been advanced locally by commissioning a researcher with UK expertise to identify a profile of the children and families subject to case review in Tayside; themes and areas for practice improvement and policy implications. This work will also examine the effectiveness of our work to embed improvement. It is anticipated that this work will be completed by December 2019 and inform a workforce development plan for child and public protection.

The Care Inspectorate is taking forward two key inspection programmes focusing on public protection.

- In 2020, a programme of inspection of adult support and protection arrangements will commence for 27 local authority areas over a 2 year period. The Chief Officers Group and the Perth and Kinross Adult Protection Committee are therefore anticipating that there will be an inspection within 2020 and will take forward the necessary preparations along with the Health and Social Care Partnership.
- A programme of inspection of children in need of care and protection is underway which takes a closer look at services for looked after children and children subject to child protection processes. At this point it is not anticipated that Perth and Kinross will be highlighted as an area with identified risks in these services and unlikely to receive an inspection within the next two years.

### 5.1.1 Adult Protection

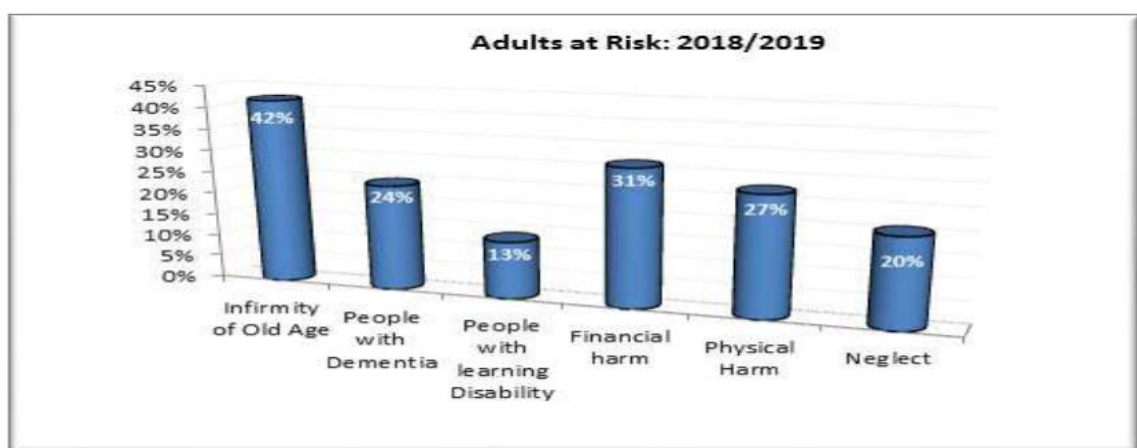
Under section 42 of the Adult Support and Protection (Scotland) Act 2007 each council must establish an Adult Protection Committee. The membership of APCs is multi-agency and includes representatives of the council, the relevant NHS Board, the police and other organisations who have a role to play in adult protection. The Perth and Kinross Adult Protection Committee (APC) is committed to continuous improvement keeping adults at risk of harm safe and oversees the multi-agency work to achieve continuous improvement of services for adults at risk of harm. APCs have a central role to play in taking an overview of adult protection activity in each council area. The Council must make inquiries about a person's well-being, property or financial affairs if it knows or believes that they are at risk and may need to intervene to protect the person's well-being, property or financial affairs.

Over 2018/19, there were 1446 referrals that comprised of 1155 Vulnerable Person Reports (VPR) from Police Scotland and 291 Adult Protection (AP) concerns from other sources. There had been a continuing reduction in the number of VPR over the past few years but although the number has increased by 37% over the last year, it is still below the level experienced in 2014/15.

|                    | 2014-15     | 2015-16     | 2016-17     | 2017-18     | 2018-19     |
|--------------------|-------------|-------------|-------------|-------------|-------------|
| <b>VPR</b>         | 1523        | 803         | 651         | 838         | 1155        |
| <b>AP concerns</b> | 536         | 424         | 553         | 421         | 291         |
| <b>Total</b>       | <b>2068</b> | <b>1227</b> | <b>1204</b> | <b>1259</b> | <b>1446</b> |

96% of all referrals were screened within 24 hours and 186 proceeded to an adult protection inquiry. In 2018/19, 83% of people who had been at risk of abuse felt safer as a result of intervention.

The profile of adults at risk is showing that 71% of all adults at risk are over the age of 65 with 39% over 80. The majority of people identified who may be at risk of abuse and harm were already receiving a care service indicating their high levels of dependency and vulnerability. The main forms of abuse experienced by vulnerable adults are financial harm (31%), physical harm (27%) and neglect (20%). Dementia and frailty are the key risk factors for people in need of protection from abuse. The proportion of people with a learning disability who were the subject of an adult protection investigation fell from 22% in 2017/18 to 8% in the last year.



Historically, the number of large scale investigations (LSI) where more than one person is identified as being at risk has been high in Perth and Kinross. There have been measures put in place to reduce the number of LSI which has included awareness raising; early identification of concerns; and support from the Care Inspectorate where appropriate. The number of LSI has steadily reduced over the last five years from 22 in 2014/15 to 4 in 2018/19.

The Adult Protection Committee (APC) has continued to develop greater oversight of adult protection and identified a number of key priorities for development over the next year. These include continued development of management information; continued improvement in the quality of chronologies of significant events to assist in the identification of risks; promoting the take-up of independent advocacy; engagement with minority groups and people with learning disabilities. These areas are included within an improvement plan for 2019-20.

### 5.1.2 Child Protection

The Child Protection Committee (CPC) is the key local body for developing, implementing and improving multi-agency child protection arrangements. The CPC membership is expected to jointly identify and manage risk to children and young people, monitor and improve performance and promote the ethos that *"It's everyone's job to make sure I'm alright"*.

Elected Members and Chief Officers of the public, private and third sectors in Perth and Kinross continue to discharge their individual and collective responsibility for children's services, in particular, child protection services, through annual reporting to Council and to quarterly meetings of the Perth and Kinross Children, Young People and Families Partnership (CYPFP).

Over 2018/19, work to Address Neglect and Enhance Wellbeing (ANEW) has continued in partnership with the Centre for Excellence for Looked After Children in Scotland (CELCIS) to improve the effectiveness of support for pregnant women and their partners and in the first year of the child's life. This work entitled Getting it Right in Perth and Kinross; Pre-Birth and into the First Year of Life has led to a transformation zone in Strathearn and a part of Perth City will see NHS Tayside Maternity and Health Visiting services, Parenting and Family Learning Team and child and family social work services work together to achieve sustainable preventative practices using implementation science.

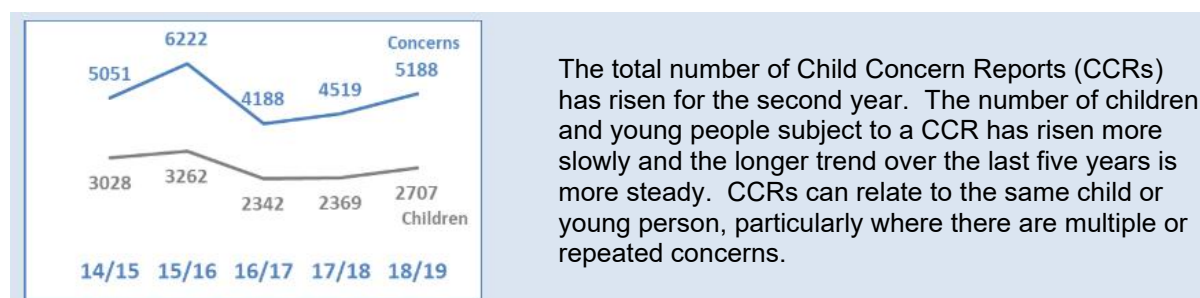


The Tayside-wide group driving improvement and collaboration in safeguarding and child protection is led by the Perth and Kinross CSWO coordinated via the Tayside Plan for Children, Young People and Families 2017 - 2020. The initial focus of PG5 was to ensure incremental improvements to result in consistent high-quality child protection practices across the collaborative and to provide a more solid foundation for larger scale change and integrated models of delivery over the life time of the plan. Very good progress has been made in relation to the original identified actions particularly in relation to the development of shared key processes and guidance for staff in chronologies, IRDs, medical examination protocol and for unborn baby concerns. These are now disseminated across the collaborative.

With the aim of raising practitioner awareness and understanding on tackling neglect and enhancing wellbeing a Tayside Conference *Connect with Neglect* was held in Dundee in November 2018. The conference was introduced by Maree Todd, Minister for Children and Young People and attended by 160 practitioners across health, education and early years, social work, youth services, police and the third sector. Evaluations were very positive with 4 out of 5 attendees agreeing that as a result of the conference they were more confident and assessing the impact of neglect and responding to families in which childhood neglect is a factor.

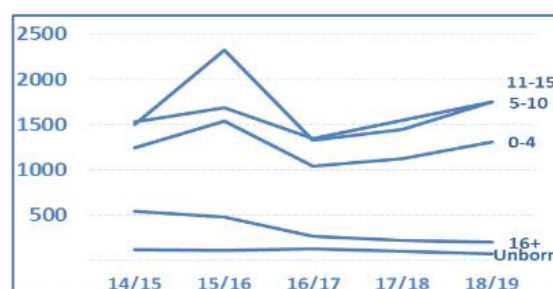
The CPC continues to monitor trends and the effectiveness of practices across Perth and Kinross to keep children and young people safe. The following key highlights demonstrate the level of activity and the contribution of social work services as a core child protection agency.

- **Child Concern Reports**

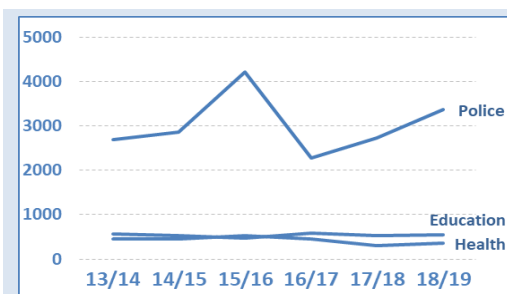


- **Child Concern Reports by age of Child**

The number of children and young people with a CCR in each age group has remained relatively steady; with the number in the 5-10 and 11-15 age groups again being the largest.



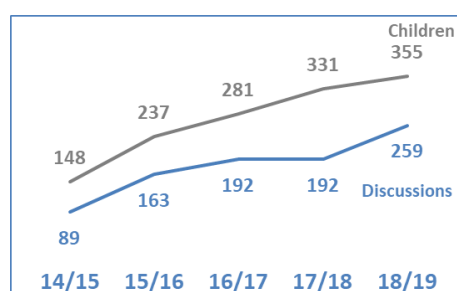
- **Child Concern Reports by Source**



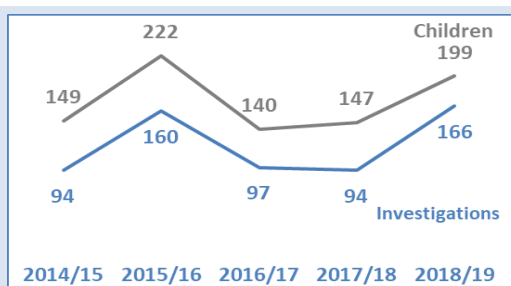
The main source of CCRs continues to be Police Scotland, followed by Education Services and Health Services. Overall, these account for 80% of all CCRs submitted. The number of CCRs submitted by Police Scotland has remained lower than the high level in 2015/16 which is attributed to their improved quality assurance measures.

- **Inter-Agency Referral Discussions (IRDs)**

The number of children and young people subject to Inter-Agency Referral Discussions (IRD) continues to rise. IRDs are recognised as good multi-agency working practice. IRDs can consider more than one child and can also be repeated. This increase reflects our commitment to improved practice consistency and recording practices for IRDs.



- **Child Protection Investigations**

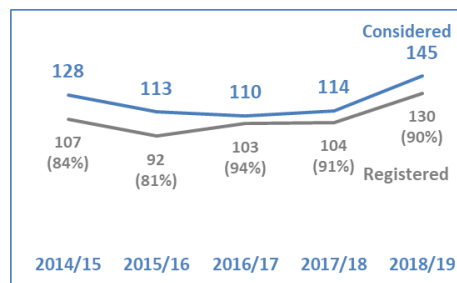


The number of Child Protection Investigations and the number of children and young people subject to an investigation have risen over the last two years; although the longer-term trend is more level. The conversion rate from Child Protection Investigation to Initial Child Protection Case Conference was 73%.

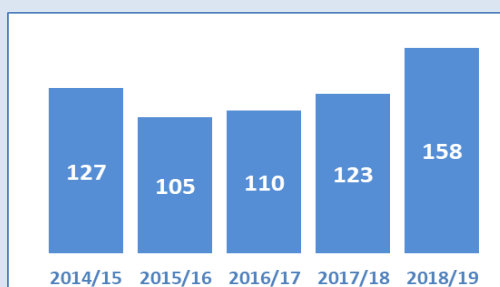
- **Children considered at Initial Child Protection Case Conferences (ICPCC)**

The number of children and young people considered at ICPCC shows a general increase over the last three years.

The proportion of ICPCCs that result in a child or young person's name being placed on the Child Protection Register remains high at 90%, indicating that the right children and young people are being considered at ICPCCs.



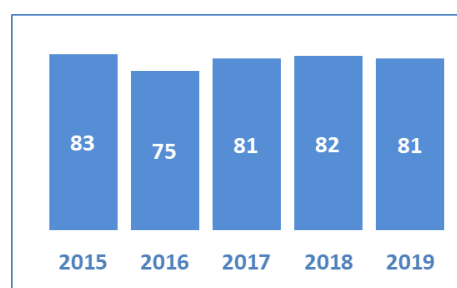
- **New Registrations on the Child Protection Register (CPR)**



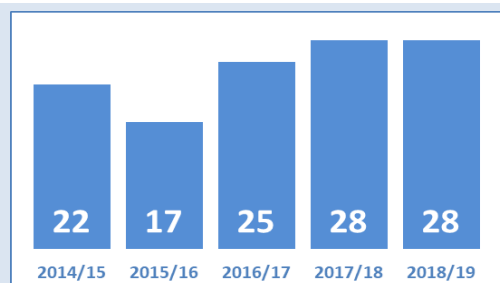
The number of new registrations on the Child Protection Register (CPR) during the last year has risen; and has been generally increasing over the last 4 years. This figure includes a number of large sibling groups and temporary registrations (for children and young people who move into the Perth and Kinross Council area for a limited period). All children and young people whose names are placed on the CPR are subject of a multi-agency child protection plan for which a social worker is the lead professional.

- **Children on the Child Protection Register as at 31 July**

Although the number of registrations continues to increase; the number of children and young people on the CPR at 31 July has remained relatively steady over the last 5 years. These figures include sibling groups.



- **Children placed on Child Protection Orders during the year**

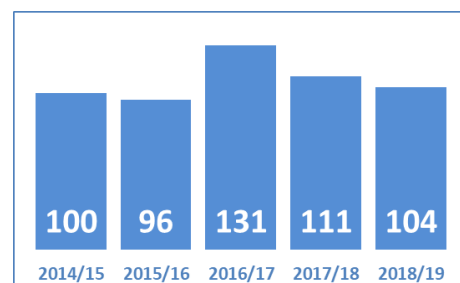


The number of children and young people placed on Child Protection Orders has been generally increasing over the last five years. These figures include a number of large sibling groups.

These figures continue to be above the national average and higher than other comparator local authority areas. These figures are being closely monitored.

- **Unborn Baby Referrals**

The number of Unborn Baby Referrals has reduced to previous levels after a large increase in 2016/2017. The pathway for vulnerable pregnant women entitled Getting it Right in Perth and Kinross Pre-Birth and into the First Year of Life will continue to support prevention and earlier intervention.



The data shows that although the number of children on the register has remained steady, the level of activity required by social work staff within Services for Children, Young People and Families to screen child concerns; lead Inter-Agency Referral Discussions; carry out child protection investigations; complete assessments of risk and provide reports to Initial

Child Protection Case Conferences and to take the lead professional role for children subject to a child protection plan has increased over the last year.

Staffing resources have been realigned to ensure that the Child Protection and Duty Team is equipped to meet the additional demands and this will require continual monitoring in the year ahead.

A key aspect of the CPC's joint self-evaluation of child protection in practice is the annual multi-agency case review. In 2018/19, a review of practice was carried out in relation to 15 children aged between 6 months and 18 months whose name had been added to the CPR between January 2017 and January 2019. Key practice strengths were identified showing:

- strong evidence of staff working hard to build and maintain honest, trusting and supportive relationships with families;
- staff are alert to non-engaging families and disguised compliance and work persistently to secure positive engagement;
- a multi-agency approach and intensive support services are securing change and improvement in lifestyles and enhancing parenting capacity;
- good information sharing and communication;
- robust evidence-based assessments are used effectively to identify and address risks and needs;
- the use of chronologies is improving and being used to identify emerging patterns and escalating risks;
- comprehensive child's plans are helping to keep children safe; and
- effective core groups and case conferences are monitoring improvement and outcomes of plans.

In terms of areas for improvement there was room to:

- improve the identification of vulnerability in pregnancy at an earlier stage;
- achieve greater consistency of recording family views and feedback;
- increase the level of engagement and involvement of fathers; and
- provide clearer definitions of outcomes within child's plans.

In 2016/2017, Services for Children, Young People and Families seconded a fixed term (up to 18 months), Improvement Officer tasked with chairing, quality assuring and improving the overall performance management of Child Protection Case Conferences (CPCC) and improving the experience of children, young people and their families attending CPCCs. This appointment represented a significant investment and the impact was reported in 2017/18. Although the post has now ended, the drive to sustain improvements has continued. This has included the establishment of a Peer Review Group for the Chairs of CPCCs which meets regularly to promote quality and consistency for the role and in decision-making. The group completed a quality assurance exercise early 2019 which included peer observation and shared learning. In addition there have been improvements in the electronic invitation system and the sharing of reports 48 hours in advance of each CPCC. Increasing numbers of staff are taking time to respond to a post-CPCC survey providing useful feedback about the quality and effectiveness of CPCC meetings.

### **5.1.3 Multi-agency Public Protection Arrangements**

The Tayside Strategic Oversight Group meets quarterly to monitor the work of Multi-Agency Public Protection Arrangements (MAPPA) and directs local approaches towards the management of high-risk offenders. The most recent annual report shows that the process for assessing and managing high risk of harm continues to work well across Tayside. This is evidenced by the positive partnership working and high rate of offender compliance. Overall,

the number of offenders managed through MAPPA reduced in 2017/18. A programme of quality assurance audits continues to monitor performance closely.

Crime trends change over time and an increasing part of the management of offenders is the supervision and monitoring of offenders who have committed 'cybercrime' or computer oriented crime. 44% of the offender's subject to statutory supervision have committed cybercrime or computer-oriented crime having been found in possession of indecent imagery of children.

The structures and processes that contribute to the operation of MAPPA have continued throughout the past year with the following notable areas of work.

- The management of over 450 offenders (includes community and custody figures) through all levels of MAPPA arrangements
- The continued development of the MAPPA Operational Group
- Implementation of the Risk Assessment & Risk Management Plans for all
- Level 2 offenders
- The audit of MAPPA meetings across the three local authority areas
- Carry out an agreed programme of quality assurance audits
- Examine and action any recommendations from reviews of practice and self-evaluation
- Continued effort to increase the usage of the ViSOR database by all relevant agencies

The last annual report indicated that there were 364 Registered Sex Offenders managed in the community in Tayside, an increase of 3 offenders on the previous year. Of these, 131 (36%) were subject to a statutory supervision order with Community Justice Social Work and managed jointly with Police Scotland Offender Management officers. The number of offenders managed in Perth and Kinross was 111.

#### 5.1.4 The Alcohol & Drug Partnership

The Alcohol & Drug Partnership is a strategic group which oversees issues focusing on the use of Drugs & Alcohol within Perth & Kinross. Actives of the ADP include the governance around drugs and alcohol, the implementation of Government policies, implementation of local strategies and performance management, engaging with stakeholders and communicating with partners and the public.

The partnerships continues to develop a **Recovery Oriented System of Care (ROSC)**, the recovery pipeline has been produced to help individuals and their families with their recovery journeys, which helps to sign-post to community resources as well as complementary or stand-alone support.

The ADP has developed a workforce development plan to provide guidance regarding the level of skill/knowledge expected for the different roles of the pipeline, this work has been underpinned by the National Trauma Training

Framework and the ADP is working alongside the Scottish Government to support the development of a similar framework for Substance Use and Recovery.



A weekly “multi-agency assessment clinic” was established in 2018, the clinic is staffed by both statutory and third sector workers. The clinic is the first within Perth and Kinross with similar clinics opening in other parts of Perth & Kinross within 2019. The Social Work Drug & Alcohol Team is also working with Scottish prison Service staff to introduce a similar model within HMP Perth and Castle Huntly. These developments aim to improve outcomes for people and families in line with the Quality principles for Care and Support in Drug & Alcohol Services.

## 5.2 Criminal Justice Social Work

Leadership of criminal justice social work was integrated into Education and Children’s Services in April 2018 and now managed by the Depute Director (Education and Children’s Services) who is also the CSWO. The service includes two prison based social work teams contracted under a Service Level Agreement with the Scottish Prison Service (SPS) at HMP Castle Huntly (the national open estate) and HMP Perth; the Public Protection Team managing offenders within the community and the One Stop Women’s Learning Service (OWLS); coordination and support for the local Community Justice Partnership; and close links with community safety and unpaid work teams.

Criminal Justice Social Work continues to perform well against the national for:

- providing assessments and reports to court to assist sentencing decisions;
- supervising people on orders from the court to tackle and reduce offending behaviour and those who are required to perform unpaid, useful work for the benefit of the community;
- prison-based social work services to those serving custodial sentences and their families;
- preparing reports of the Parole Board to assist decisions about release from prison; and
- through care services including parole, supervised release and other prison aftercare orders to ensure public safety; and
- supporting those who have experienced crime and their families.

The overall trend for Perth and Kinross since 2007-08 is one of a decreasing and then stabilising rate of reconviction. The low reconviction rate for adult offenders against national comparators has been sustained in 2018/19. Key performance highlights include a prompt response to people within the justice system. Just under 75% of people who received a new Community Payback Order were seen by a social worker within 24 hours and 80% were seen within 5 working days.

The number of Community Payback Orders has decreased in Perth in Kinross over the last 3 years and this is in line with the national trend.

|                                                               | 1 April 16 to<br>31 March 17 | 1 April 17 to<br>31 March 18 | 1 April 18 to<br>31 March 19 |
|---------------------------------------------------------------|------------------------------|------------------------------|------------------------------|
| Total number of new Community Payback Orders                  | 465                          | 391                          | 346                          |
| Total number of individuals with new Community Payback Orders | 359                          | 336                          | 301                          |

The Criminal Justice Social Work Service remains focussed on improving outcomes for people in the justice system. Robust performance information is key to understanding how well interventions are managed and to support continuous improvement. The recent extension of the presumption against short term prison sentences from 3 months to 12 months is expected to result in an increased use of community sentences across Scotland. It is therefore anticipated that the recent trend of falling numbers of CPOs is likely to be reversed. A range of workforce planning scenarios have been developed by the Public Protection and Unpaid Work teams to ensure that they have sufficient capacity to manage any increase in CPO numbers. Recent analysis suggests that any rise will not have a significant impact on the overall numbers of CPOs managed in Perth and Kinross.

Perth and Kinross Council bid successfully along with Dundee City Council to obtain national funding to implement the Caledonian System which is a highly evaluated programme to tackle and reduce the incidence and impact of domestic violence. From April 2019 this will be operational and working alongside partners and the local courts, men, women and children will begin to benefit from a structured programme of support. Staff are seconded temporarily to train and provide the programme therefore building capacity across the service to learn from and sustain this good practice.

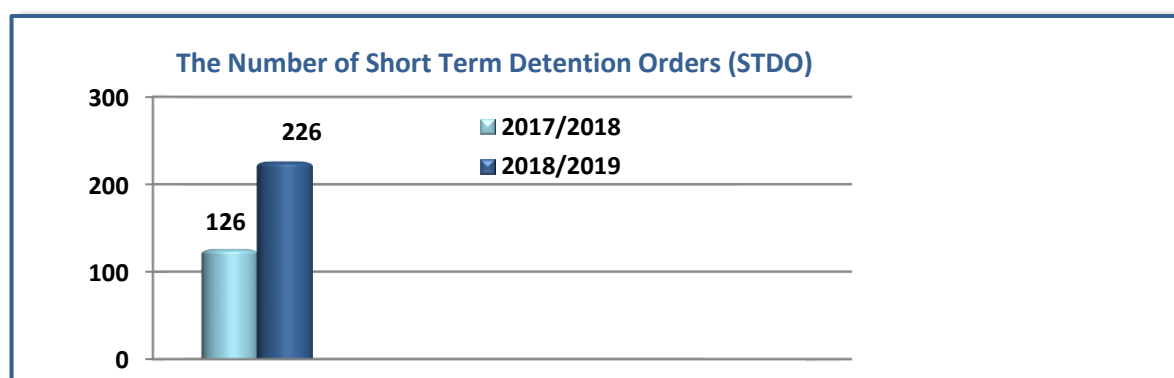
### 5.3 Mental Health

The CSWO retains responsibility for the professional leadership and standards of Mental Health Officers in order to avoid a conflict of interest when social work staff make decisions about a person's capacity and the need for detention.

There has been a rise in the use of detention for people experiencing mental disorder in Tayside and it is acknowledged that the proportion of people with mental ill-health requiring in-patient treatment in NHS Tayside is higher than in other parts of Scotland. This places pressures on the MHO to meet their statutory responsibilities and fixed, defined timelines. There was a 47% increase from 2017/18 to 2018/19 in the number of assessments where detention was a consideration and a 17% increase in the number of Emergency Detention Certificates.

The number of **Short Term Detention Orders** (STDO) over the period has risen from 126 to 226 (a 79% increase) and this has had a resulting increase in the number of Social Circumstance Reports completed. The MHO team has achieved 100% completion rate for Social Circumstance Reports within the 21-day timeframe, compared to the National average of 36%.

In 2018/2019, 83 people moved to a **Compulsory Treatment Order** which is up 24% from 2017/2018.

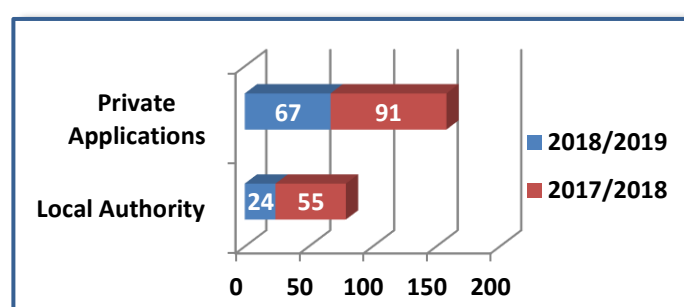




### 5.3.1 Welfare Guardianships (Adults with Incapacity)

In the Adults with Incapacity (Scotland) Act 2000 (the Act), welfare guardianship provides the means to protect people who lack capacity to make particular decisions or take particular actions for themselves. The local authority functions under the Act are through the CSWO to act as the welfare guardian in respect of an adult where necessary to supervise the private welfare guardian in the exercise of their functions; to make an application for welfare (and financial) guardianship where necessary and appropriate; to provide mental health officer reports to accompany application on the general appropriateness of the order and the suitability of the proposed guardian; to visit the adult and guardian within the first 3 months of an order being granted.

There has been a sharp drop 37% in the number of Welfare Guardianship applications in 2018/19 against a general increase of 5% per annum over the last few years.



Section 13 ZA of the Social Work Scotland Act was commenced in 2007 and last year we experienced a 69% increase in its use as the legal framework to provide support and care for someone who has lost the capacity to make informed decisions and when there is no guardianship in place. The reasons for this shift is that services are getting better at identifying incapacity at a much earlier stage and are able to better inform people of the benefits to Welfare Guardianship as a legal means for them to safeguard their relatives.

The increased use of 13Za is evidence of how complex decisions to safeguard adults without capacity within a multi-agency context. The Mental Health Officer team (MHO) is able to respond promptly to all requests for Local Authority applications or Private Welfare Guardianships without any waiting lists.

## 5.4 Health and Social Care Partnership

Social work and Social Care for adults is delegated to the Perth and Kinross Integration Joint Board (IJB) and delivered via the Health and Social care Partnership (HSCP). The HSCP is responsible for co-ordinating delivery of health & social care services and shifting the balance of care from acute and hospital care to community support through more responsive and sustainable models. The aim is to make sure that services and supports are tailored to meet the particular needs of individuals and local communities, to enable people to lead, happy, healthy and independent lives and to deliver on 9 Health and Wellbeing Outcomes (see Appendix 1). On average, each week in Perth and Kinross....

More than 1200 people over 65 are provided with

12000 hours of care to support them living at home.

200 people over age 65 per week are supported by Home Assessment Recovery Team 44% require no further support at the end of the process.

We receive over 24 reports about adult protection concerns. 96.5% of Adult Support & Protection concerns are responded to within 24 hours.

We enable a Carers' Support Telephone Service which makes over 90 phone calls each week providing one-to-one support to reduce isolation.



The 2016/2019 Strategic Commissioning Plan emphasised the HSCP's ambition to design, deliver and arrange services that supported people to live safely and independently at home for as long as possible and to reduce ill health and address health and social inequalities. A new 2020/25 Strategic Commissioning Plan has been prepared to take account of local developments and to take forward areas for improvement identified by the Joint Inspection of Services for Adults in Perth and Kinross which was published in August 2019.

The Ministerial Strategic Group for Health and Community Care (MSG) agreed a suite of indicators to be used by IJBs to measure progress via integration. A table of local performance over the last three years which shows that 4 out of 5 available MSG indicators are moving in the right direction. The exception is A & E attendance which has gone up by just over 1% from 2017/18 to 2018/19 although this is not translated into an increase in emergency hospital admissions. The number of emergency bed days required has gone down by 7% since 2016/17 and performance this year is better than the Scottish average, demonstrating the success of efforts to support people to return home as soon as they are well enough to leave hospital.

| MSG Indicator | MSG Description                                                             | Perth and Kinross 2016/17 | Perth and Kinross 2017/18 | Perth and Kinross 2018/19 | Movement in our performance last year |
|---------------|-----------------------------------------------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------------------|
| 1a            | Emergency Admissions                                                        | 15,128                    | 15,021                    | 14,592                    | ↓ 429 (2.9%)                          |
| 1b            | Unscheduled Hospital Bed Days                                               | 111,324                   | 102,451                   | 96,867                    | ↓ 5,584 (5.7%)                        |
| 1c            | A&E Attendances                                                             | 31,825                    | 32,506                    | 32,888                    | ↑ 382 (1.17%)                         |
| 4.1           | Delayed Discharge Bed Days*                                                 | 19,176                    | 16,785                    | 14,203                    | ↓ 2,582 (18.17%)                      |
| 5.1           | Proportion of last 6 months of life spent at home or in a community setting | 88.27%                    | 89.64%                    | 89.68%                    | ↑ 0.04%                               |
| 6.1           | Percentage of population at home unsupported                                | 97.97%                    | 98.00%                    | Not yet available**       | Not yet available                     |

| ID    | Indicator                                                                                                                                                                 | 2015/16<br>Perth and<br>Kinross | 2016/17<br>Perth and<br>Kinross | 2017/18<br>Perth and<br>Kinross | 2018/19<br>Perth and<br>Kinross | What is our<br>trend over<br>last four<br>years | Scotland<br>2018/19 | How we<br>compared to<br>Scotland |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-------------------------------------------------|---------------------|-----------------------------------|
| NI 06 | % of people with positive experience of care at their GP practice. (Source: <a href="#">HACE</a> )*                                                                       | 91%                             | n/a                             | 88%                             | n/a                             | ↓ 3%                                            | 83%                 | 5% better                         |
| NI 07 | % of adults supported at home who agree that their services and support had an impact in improving or maintaining their quality of life. (Source: <a href="#">HACE</a> )* | 84%                             | n/a                             | 81%                             | n/a                             | ↓ 3%                                            | 80%                 | 1% better                         |
| NI 08 | % of carers who feel supported to continue in their caring role (Source: <a href="#">HACE</a> )*                                                                          | 40%                             | n/a                             | 41%                             | n/a                             | ↑ 1%                                            | 37%                 | 4% better                         |
| NI 19 | Number of days people aged 75+ spend in hospital when they are ready to be discharged per 1,000 population**                                                              | 1,005                           | 866                             | 658                             | 598                             | ↓ 407 (40.5%)                                   | 793                 | 32% better                        |
| ISD   | Number of bed days lost to delayed discharge (excluding complex cases)                                                                                                    | 17,029                          | 15,429                          | 15,078                          | 11,446                          | ↓ 5,583 (32.7%)                                 | n/a                 | n/a                               |
| ISD   | Number of people delayed in hospital for more than 14 days                                                                                                                | 191                             | 198                             | 239                             | 157                             | ↓ 34 (17.8%)                                    | n/a                 | n/a                               |

**Notes on Performance Indicators:**

\*NI 06, NI 07 and NI 08: HACE survey is undertaken every two years therefore information is not available for 2018/19. Scotland Value is based on 2017/18.

\*\*NI 19: Data is based on performance from April to December 2018.

The Perth and Kinross Adult Social Work Survey for 2018/19 was sent out to a sample of 1000 service users across the three localities. The majority of people who replied indicated that the services they received was of a high quality, reliable and supported them effectively. Importantly 95% of people reported that they were being treated with compassion and understanding.


Overall satisfaction with the services provided increased slightly to 89% from a figure of 88.2% the previous year. However, focussed attention is needed in order to improve the extent to which people are able to be part of their local community. The results of this survey will inform the Health and Social Care Partnerships Strategic Plan in order to improve community connectedness.

### Perth and Kinross Adult Social Work Survey 2018/19

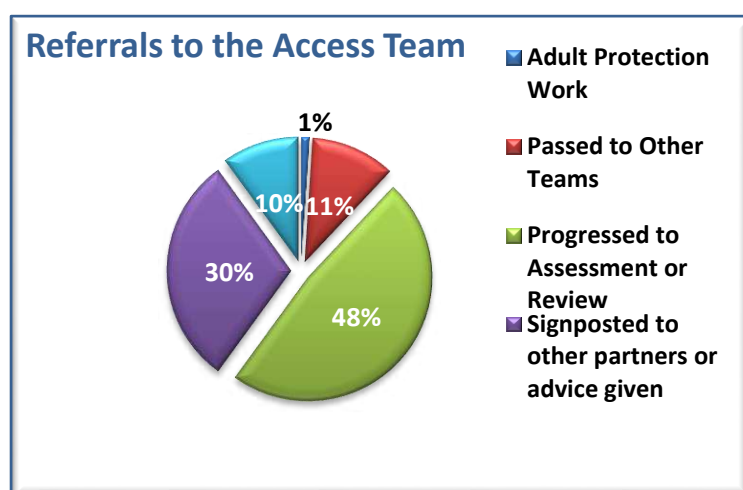
| Perth and Kinross Social Care Survey Results                                              | 2016/17 | 2017/18 | 2018/19 | Difference compared to previous year |
|-------------------------------------------------------------------------------------------|---------|---------|---------|--------------------------------------|
| I received a <b>high-quality</b> service                                                  | 89.7%   | 91.1%   | 89%     | ↓ 2.1%                               |
| I can <b>rely on the services</b> I receive                                               | 86.8%   | 85.7%   | 88%     | ↑ 2.3%                               |
| I am supported to <b>live as independently</b> as possible                                | 89.9%   | 91.7%   | 91%     | ↓ 0.7%                               |
| The help, care or support I received <b>helps me feel safer</b> home and in the community | 87.9%   | 82.4%   | 86%     | ↑ 3.6%                               |
| I was treated with compassion and understanding                                           | 91.7%   | 88.7%   | 95%     | ↑ 6.3%                               |
| The services I have received have helped me to <b>feel part of my local community</b>     | 64.9%   | 72.3%   | 58%     | ↓ 14.3%                              |
| I get a <b>good response</b> from social work services when I contact them during the day | 72.6%   | 88.5%   | 87.5%   | ↓ 1%                                 |

 Performance has remained the same or is better than the previous year.

 Performance has declined compared to the previous year, difference is less than 3%.

 Performance has declined compared to the previous year, difference is more than 3%.

## 5.4.1 Access Team



The Access Team is the first point of contact for all adult social work and social care enquiries. A streamlined duty process has enabled the team to respond to increasing demand more effectively. The team experienced an increase of 10% in new referrals from 2017/18 to 2018/19. Analysis of referrals shows that just under half required assessment. One in ten referrals related to a Vulnerable Person Report from Police Scotland and 1%

of all work required adult protection response. The Access Team has managed to retain an effective, high quality service despite increased demand. They have focused on team development, upskilling staff and maintaining a broad skill level in the team. During 2018/19 a Mental Health Nurse Practitioner was appointed to complement the expertise within the Access team to respond holistically to people with mental health needs in line with the Mental Health and Wellbeing Strategy.

Over 2018/19 Carer Support Workers were part of the Access Team and were key contributors to the rolling out of the duties of the Carers (Scotland) Act 2016 and our local pathway.

#### **Good Practice: Carer Support Plan**

A joint piece of work was undertaken with a Carer Support Worker from PKAVS and Community Care Assistant from the Access Team to complete an Adult Carer Support Plan. The plan needed to address sensitively cultural issues in relation to caring within a minority ethnic community. The carer was in need of respite and staff worked jointly to devise a care package under Self Directed Support (SDS) Option 1 which has provided much needed respite for the carer and met the expectations of the cared for person.

The Access Team is the largest referrer to the Social Prescribing service and now Social Prescribers work closely with the Access Team and are included in the duty rota. This has helped to find creative ideas and solutions to reduce the reliance on statutory services.

### **5.4.2 Home Assessment and Recovery Team and Discharge Hub**

The transformation of the Reablement service to the Home Assessment and Recovery Team (HART) takes a step forward in the aim to support people to retain as much independence as possible. A key outcome is the number of people who are able to live independently and safely at home. The number of people requiring no further support after reablement is down slightly by 4% from last year. 43% of people in receipt of reablement via HART were able to re-establish independence over 2018/19

The number of bed days lost due to patients waiting for a care at home package has dramatically reduced. Over the last 12 months the average time spent as a delay in hospital reduced from 13 days to 7 days.

At a time of great challenge in social care recruitment the team received 114 applications and recruited 38 staff. Induction and training for new staff has helped retain staff and develop confident carers. HART was inspected by the Care Inspectorate over the last year and awarded in Very Good gradings for both Quality of Care and Support and Staffing. People using the service reported that they were respected as individuals and treated with dignity and respect. They were positive about the encouragement they receive to have control over their own support and to be as independent as possible

The introduction of a Community Support Officer has meant that it is possible to have more regular review of progress from hospital to homes and to be more responsive to changing circumstances. A Project Lead is taking forward a Total Mobile solution to improve working practices and efficiency in ways which can also support carer consistency.

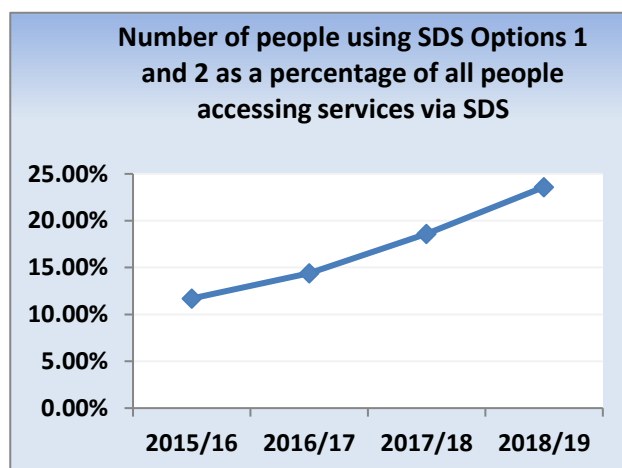
There has been a renewed focus on quality of care delivered by the HART team through a 7-day review and gathering feedback from service users. The survey reflects the key principles within the Health and Social Care Standards and 124 respondents in 2018/19 provided the following feedback:

- **99%** agreed they were treated with dignity and respect (Dignity and Respect)
- **99%** agreed that members of staff ask and care about how you feel (Compassion)
- **95%** of staff agreed that staff ask about how people wanted support delivered (Included)

- **98%** agreed that staff are flexible in their approach and listen to changing needs (Responsive Care and Support)
- **97%** agreed they were encouraged to reach their full potential (Wellbeing)

### 5.4.3 Self Directed Support

There has been a continuous and strong upward trend in the numbers of people accessing SDS Options 1 and 2 as a percent of all people accessing services via Self Directed Support. Over the last four years figures for SDS Options 1 and 2 has doubled from 11.9% in 2015/16 to 23.6% in 2018/19.



Over the next year there will be a greater focus on raising awareness of the opportunities provided by SDS. Outside the Box and the local Care and Wellbeing Co-op received Scottish Government SDS Innovations funding to develop new community based approaches to supporting people with support needs in Highland Perthshire.

Learning Disability Services have embraced the SDS approach to give more choice, flexibility and control over how care is provided, which supports people to live an independent and fulfilling life in their community. This has proven to be of significant benefit to 101 people aged 18 – 68 years in 2018/19 to access day opportunities.

### 5.4.4 Technology Enabled Care

Technology Enabled Care (TEC) aims to increase people's choice and control over the support that is offered and enable individuals to self-manage their own health and wellbeing, allowing them to stay safe and independent for longer.

Over 2018/19 the steady increase in the implementation of TEC products into people's homes has continued and the number of people with Telecare equipment installed increased from 1416 in 2017/18 to 1558 in 2018/19. The number of Community Alarm users has increased by 31% over the last 2 years from 2864 in 2016/17 to 3771 in 2018/19.

Although this is a positive picture, more needs to be done to make TEC the cornerstone of the approach to keeping people at home safely for longer. The HSCOP is currently developing a comprehensive TEC strategy and planning to invest more in our TEC to ensure local citizens can achieve the maximum benefit from it.

During 2018/19 the TEC Team delivered the digital pilot participating in the Scottish Government analogue to digital changeover. The Digital Inclusion project working with LEAD Scotland brought the My Home Reach app to almost 80 people in Perth & Kinross. This project focused on reducing social isolation and teaching skills and confidence with technology through the loan of Samsung tablets.

## COMMUNITY ALARM SURVEY

**Technology Enabled Care aims to increase people's choice and control over the support that is offered and can enable individuals to self-manage their own health and wellbeing, allowing them to stay safe and independent for longer.**

**A Community Alarm Survey was carried out during 2018/19 to assess people's views on the services provided. Key findings included:**

| 2018/19 Survey                                                                                                                                                                                                                                                   | 2017/18 Survey                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <b>99%</b> said they felt safer with the Community Alarm Installed</li> <li>• <b>100%</b> said the Community Alarm service meets their needs</li> <li>• <b>100%</b> of responders are happy with the service</li> </ul> | <ul style="list-style-type: none"> <li>• <b>92.1%</b> said they felt safer with the Community Alarm installed</li> <li>• <b>100%</b> said the Community Alarms service supports them to live as independently as possible</li> <li>• <b>92%</b> rated the service as Very Good or Good</li> </ul> |

### Good Practice: TEC and Dementia

Mrs R was an older woman living with dementia had been found outside her home late at night. An *I-care* assessment was used to gain an accurate picture of her sleep pattern. The family were consulted and given a link to the *I-care* dashboard. The data helped in deciding the best course of action for the Mrs R giving the family peace of mind and the opportunity to use technology to support Mrs R from a distance.

## 5.4.5 Learning & Disabilities Team

The transitions team works with young people and their families to help them negotiate the transition from children's services to adulthood. This work takes as long as necessary to ensure they have the correct support to meet their outcomes. Young people will only move on from the transition team when their support is stable. Young people continue to be supported at home, attend college, day opportunities and community-based resources such as Lost in Transition (Walled Garden).



### Supporting young people through transition, during 2018/19:

**16** young people were supported by the transition team to move on from school into adult life.

**3** young people were supported into the new Ochil Tower young person provision, which has been designed to cater for young people up to the age of 21.

**17** young people were supported with planning to leave school in June 2019. A small number of young people have been identified as requiring tenancy support with the ability to share.

Future transition work for the team include 17 young people due to leave school in 2020 and a further 14 identified as due to leave school in 2021.

During 2019/20 the transitions team will work alongside housing services to identify future housing needs, and the commissioning team around future provision and planning.

#### Good Practice: Transitions

*Y has physical disabilities and uses a manual wheelchair. They need physiotherapy, daily use of a tilt table and blocks of hydrotherapy. The challenge was to support this level of support for Y during transition and into college. A link course during Y's final year at school gave them time to adjust to the new environment and given Y confidence. Y also worked in the school Café; joined a local singing group and attended a 3 day event: 'My Rights: Independent living, activism and participation'. Y has gained confidence focussing on the future with encouragement from school; her parents and input from the transition team.*

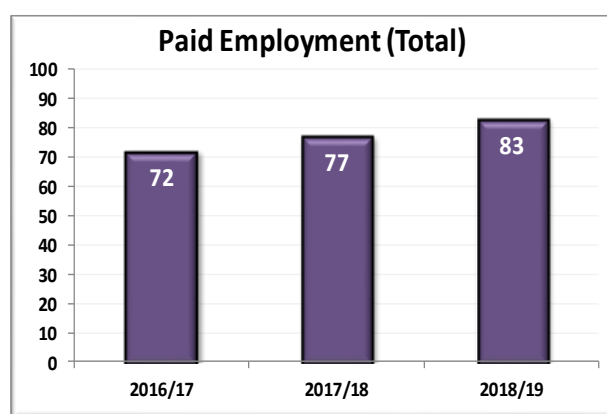
Perth and Kinross is experiencing an increasing number of people living with complex needs. This is in part a result of people living longer with complex needs, an overall increase in complexity that can be managed in the home and some evidence of inward migration. Working closely with housing services and providers of care future sustainable housing solutions for people with complex needs are being explored

### 5.4.6 Employee Support

The Employment Support Team (EST) offers employability related support to people facing additional challenges to prepare for, find and maintain employment. People aged 16+ who have additional challenges as a result of mental ill-health, learning disability, autistic spectrum condition or those affected by drugs and alcohol are able to access the service.

The number of individuals supported into and to sustain paid employment has risen steadily. The team is now accredited to deliver sustained supported employment. Learning Disability clients make up just under 50% of people supported into paid employment and 67% of people in Voluntary Employment or Work Experience. EST offers additional support to people with Learning Disabilities to prepare for employment.

Transition from school to employment can be challenging for any student, particularly



so when facing barriers such as illness or disability. Work experience for school students is extremely valuable and provides a sense of what it's like to do a job in a real work setting.

**Good Practice: Work experience for Fairview pupils**

The Employment Support Team worked in collaboration with Fairview School to provide 6 day work experience as recycling operatives on the Green2Go project. The pupils are likely to require support from adult services after leaving school and early support to help them achieve their employability goals before leaving was extremely beneficial. School staff commented *"It was a fantastic chance to provide pupils with life skills experience and transference of skills into new settings but also to offer them the opportunity to try in a safe environment what it would be like to work in a more realistic setting."* Young people also commented positively stating that they would like to work for the Council and be outdoors when they leave school.

### 5.4.7 Employability Network

EST leads and coordinates the Perth and Kinross Employability Network through Network meetings, a website and social media platforms. This is enhancing partnership working and the Network's objective is to seek to improve employability services for young people and adults with additional challenges and barriers to work (disabilities, illness or a history of offending). The Network provides a wide range of supports, opportunities, and volunteering or work experience placements to help people achieve their personal goals/outcomes. New initiatives such as Working Roots and Retails Roots offer a portfolio of opportunities to support people with significant barriers to work to develop skills relating to the horticulture and retail sectors. This is positive collaborative working with local retailers supporting individuals to achieve their employability outcomes and matching the workforce requirements of local businesses.

The total number of people benefiting from the network in 2018/19 was 3,860, an increase on 2,133 last year. The number of employers engaged in the network has increased by 5% over the last year with 593 employers compared to 569 employers in the previous year. Feedback from a 2018/19 performance review highlighted that 100% of members are either Satisfied (38%) or Very Satisfied (62%) with the role and functions of the Employability Network.

### 5.4.8 Social Prescribing

Social Prescribing is a strength-based approach which helps people to build confidence and take control of their own health and wellbeing. The current model of social prescribing (implemented 2018) enables Social Prescribers who are aligned to GP practices to build relationships with other professionals and expand their knowledge base of community supports. Over the year there were over 600 referrals. Social Prescribers signpost to and offer support to people to access and use community activities with the aim of improving their health and wellbeing. This avoids the need for medication or statutory intervention. It is recognised that reporting on outcomes for social prescribing is a challenge. Over the next year current data will be analysed and plans developed to focus more on qualitative information and outcomes.

Feedback from people who have used the service have been positive, comments include:

*'I wanted to let you know that thanks to your help my outlook has improved recently. A has been to Parkdale twice and has had three outings with Crossroads. I am hoping that she visits Parkdale again this*



*Friday. I have visited Strathearn Campus three times and I feel lucky that membership was suggested and made available to me. Thank you' (Carer)*

*You might remember fixing up client B to go out with the countryside ranger for voluntary work. He is doing great. His mood is better, he loves the work, and he told me a passer-by complimented him on his work efforts, he is drinking less and overall he is much better than when originally referred. So well done!' (GP Referral)*

*'This is a great example of diversion from statutory services. It will be interesting to see how the case progresses, but clearly your input so far has been of great benefit to C in terms of widening and strengthening her social networks, and this will be the case whether she comes back into statutory or not. Thank you for your support and the feedback'. (Locality Team Leader)*

#### **Good Practice: Social Prescribing**

A Social Prescriber based in Blairgowrie covers the Strathmore area of the North Locality. Co-creating solutions with individual people is helping to meet outcomes and provide a choice of accessible and personalised support networks within the local community. 135 referrals were received from June 2018 to April 2019. Gaps in group provision have been identified and staff, Third Sector providers and the community to are plugging the gaps. The Social Prescriber holds open sessions within three GP Practices enabling them to signpost directly and support people through greater choice of easily accessible, personalised and local supports.

## **Suicide Prevention**

A comprehensive suicide prevention programme is in operation, including introductory level Scotland's Mental Health First Aid, Suicide Intervention and Prevention Programme, safeTALK; and more specialist level Applied Suicide Intervention Skills Training and Safety Plan Training. Partners work together to run awareness raising campaigns training, projects for people affected by suicidal feelings, as well targeting initiatives such as the Tayside Suicide Multi-Agency Review Group and Bereaved by Suicide Support.

Promotion of Suicide Prevention Week helps to raise awareness of suicide and mental health and wellbeing providing access to resources including a website and support services that are available to everyone, and most importantly what they can do to keep people safe from suicide.

We recognise the importance of having informed Communities and that raising awareness of mental health issues is a priority to support early intervention and prevention. 309 people have been trained on Mental Health First Aid (Adults and Young people), courses were open to everyone and targeted widely to public and professionals. People who attended the training varied including staff from NHS and Local Authorities including Housing and Education and Children Services and voluntary organisations. Participants were asked what they thought they had gained from attending SMHFA training. The majority of participants reported an increase in their knowledge, skills and confidence in talking about and supporting people with their mental health, including recognising and responding to suicidal thoughts.

*'I feel very confident in being able to broach the subject with someone who I feel needs it. I don't think I would feel quite as anxious about it as I would have had I not done the course.'*

#### **Good Practice: Tayside Suicide App**

The Tayside Suicide Help App was used by 4,100 people during 2018/19. The App enables people to look after and improve their own health and wellbeing. There has been considerable positive feedback on the app, with comments such as:

*"...very straight forward and full of useful information for both the supported and the supporter."*

*"acknowledges the seriousness of suicide and helps to manage the risk, but also provides reassurance."*

*"opens up communication and raises awareness to user/supporter/wider community"*

*"The Safety Plan is a "practical tool which can be flexible and updated, and act as a prompt and "gives control back to the individual."*

### **5.4.9 The Carers (Scotland) Act 2016**

The Act was implemented on 1 April 2018 seeking to improve the rights of carers and to reduce the adverse impact on the health and wellbeing of carers as a result of their caring responsibilities.

During 2018/19 key activities focused on meeting new legislative duties and to ensure that the way in which this was implemented met the needs of carers. Key activities included:

- Consultation with Carers and the development of a draft Carers Strategy
- Included Carers in the development of the "Adult Carer Eligibility Criteria Framework" and the "Short Breaks Services Statement"
- Recruited three carer support workers and investment in a telephone support service for Carers
- Invested in technology to support carers

The number of referrals received during 2018/19 across the Health and Social Care Partnership and PKAVS was 1,228. 864 Adult Care Support Plans were completed. The HSCP commissioned a carer telephone service to provide advice and personal support to carers. 3,901 people used the service during the year.

#### **Carers Consultation – Listening to Carers**

The development of the Carers Strategy was undertaken through engagement and consultation with carers and professionals that support them. 324 people across Perth & Kinross were able to provide their views to the first consultation and 35 provided views to the follow-up consultation. These gave us valuable opinions and insight to develop our new strategy and include what matters to them.

Results highlighted that people wanted information about the range of support available and the short breaks they could access and also wanted to receive this information via emails, letters or leaflets. Also highlighted in the results people prefer to find information leaflets about carer support at supermarkets, local convenience stores, GP surgeries/hospital, libraries and local chemists/pharmacies.

Key themes that came out of the consultation from Carers included:



Using the key themes emerging from the consultation including the above mentioned, staff have worked closely to shape commitments that they would like us to undertake and helped to develop our new Carers strategy. A revised carers strategy for carers of all ages will be published in November 2019/20.

## **5.5 Services for Children, Young People & Families**

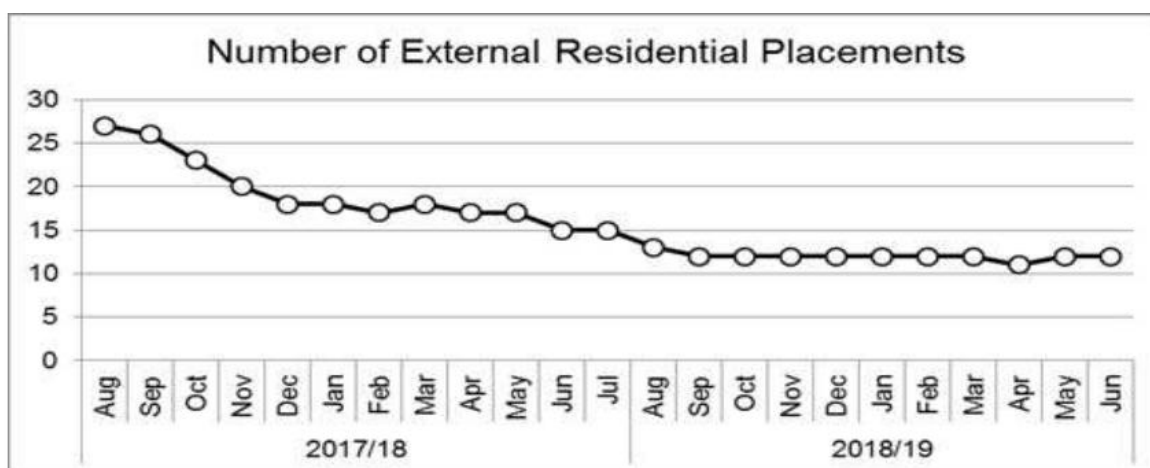
### **5.5.1 Looked After Children**

The Scottish Government looked after statistics are collected on 31 July every year. At 31 July 2019, there were 282 looked after children and young people. 76% were looked after away from home. These figures are very similar to the 2018 figures of 280 and 75% respectively and show that the previous trend of increasing numbers of children becoming looked after away from home has plateaued.

Over the year 369 children and young people were looked after at some point (either at home or accommodated away from home). 92 children and young people ceased to be looked after and 68% remained or returned home to their biological parents.

The balance of care remains high, at 31 July 2019, 96% of children and young people were looked after in the community. In 2017/18 the LGBF noted that Perth and Kinross Council at 94% had the greatest proportion of children looked after in the community across all local authorities. This performance has been achieved as a result of a transformation programme to reduce reliance on residential care and the expansion of family based care options. This included the closure of the Council's only residential unit for children and young people in November 2018. At the same time there has been a clear strategy to reduce the number of children placed in external independent placements.

The number of external residential placements has reduced over the last 2 years from 27 on 31 July 2017 to 11 on 31 July 2019. This is due to a concerted effort to return young people to community placements and improved monitoring of decision-making for young people. The establishment of REACH has ensured a more intensive approach to avoid the need for young people to become accommodated and has been instrumental in keeping young people out of care.

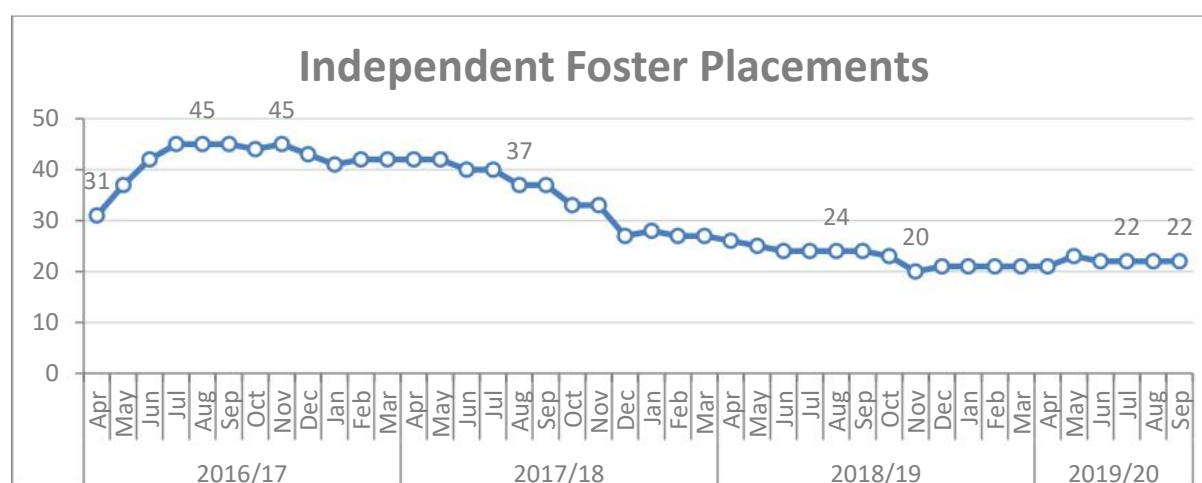


As part of the Review and Remodelling of Residential Care Transformation Project, the REACH team was established in January 2019 to provide a 'one stop', multi-disciplinary response to the needs of young people aged 12-18 years and to their families across Perth and Kinross. The primary focus for REACH is to offer intensive and flexible support and help improve outcomes for young people who are looked after or who are at risk of becoming accommodated and are therefore "on the edge of care". The REACH team has been trained in Whole Systems Approach ethos, values, adversity and solutions focused model. The REACH team is also trained in a range of Risk Assessment and Risk Management approaches (e.g. START:AV, CARM etc.) to support consistent thresholds and containment or mitigation of risk.

The Centre for Youth and Criminal Justice (CYCJ) has recently published a case study focusing on the good practice of speech and language therapy in REACH.

<https://www.cycj.org.uk/wp-content/uploads/2019/05/3-REACH-Case-Study.pdf>

The number of children placed in external independent foster placements has halved over the last 3 years from 45 on 31 July 2016 to 22 on 31 July 2019.



The expansion of Family Based Care Transformation Project has enjoyed continued success, and over the last year an additional six sets of carers were recruited in line with the target set. This means that the capacity to provide looked after children with high quality local foster placements is continuing to increase.

Over the year there were 45 enquiries about fostering within the year and a further 8 are currently undergoing assessment. Our 24% conversion rate (from enquiry to applicant

carer) is better than the national conversion average of 7% (Care Inspectorate, 2019). Where nationally 42% of applications become approved carer households, almost 2/3 (63%) of our applicants become approved foster carers.

A survey of foster carers was carried out to understand their experience of fostering with Perth and Kinross Council and 24 foster carers responded. The results show that:

- **85% felt valued** by the Family Based Care Team, with 72% expressing that they felt treated as an equal partner.  
This compares favourably to a UK-wide survey conducted by the Fostering Network (A State of the Nation's Foster Care Summary Report 2019) in which 79% of respondents stated that they felt treated as valued member of the team around the child and 58% felt treated as an equal partner by children's social workers.
- **88%** agreed or strongly agreed that they received **appropriate advice, guidance and supervision**; and the practical and emotional support that they need.  
This compares favourably to the Fostering Network Survey in which 70% of foster carers rate the support from their supervising social worker as good or excellent.
- **93%** report that they are informed about training opportunities, with 67% considering these to be wide ranging.

*"My supervising social worker knows us very well and knows our strengths and weaknesses"*

*"I feel the fact the team knows us so well enables good matches to be made"*

*"I most definitely feel a relevant person with the FBCT (family-based care team) and senior management. I feel that the FBCT are all very approachable if I need advice or support and very much treat me as an equal..."*

#### **Good Practice: Family Change Consultation service**

Over the last year we have provided 123 consultations for social workers, education and health colleagues, families and carers. Evaluations refer to the value of a space for carers to "offload and feel listened to" as well as the role that Family Change plays in enhancing carers' understanding of children's emotional difficulties. Through consultation we are able to offer specific practical tools and advice about ways to respond to children in distress. By supporting social workers to undertake direct work with children we are able to help more children to access a service in a timely manner. This is particularly relevant when the child's needs are less complex (so that longer term therapy is not necessarily required) and when the social worker has a strong, established relationship with the child. Feedback shows that staff gain "better understanding and confidence in undertaking direct work with young people" and that this process supports "a better understanding and assessment of the young person" (social worker).

The Family Focus team is responsible for arranging and providing high quality contact between children who are looked after and their families. This enables children and parents to have high quality time with each other when children are looked after outside of the family home. The team aims to provide child-friendly spaces, local to the child and accessible by the parents. Strong links with families increases the chances of a successful return home or kinship care. Over 2000 contact sessions were supported over the last year.

The Kinship Care Team has carried out 56 kinship assessments over the year of which 14 related to children requiring permanent care. 91% of all assessments were carried out within agreed timescales. A multi-agency kinship care workshop engaged staff and kinship carers

in understanding what works best in supporting kinship carers. Kinship carers reported feeling supported and assisted to understand legal processes. Kinship carers identified areas for further development including support to have strategies around contact between children and parents, training on life story work and the impact of trauma on children, as well as a need for more support in the transition from foster care to kinship care.

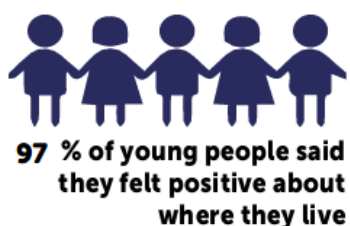
The Adoption team has adopted new approaches to the linking and matching of children and adopters. The transition process for children moving from temporary care to their adoptive families has been strengthened through good use of Exchange and Activity Days. Exchange Days give adopters the opportunity to meet with social workers, foster carers and agencies from all over Scotland to talk about specific children. Profiles, pictures and videos are shared and Adoption Activity Days are organised around a fun event with plenty of activities and support to give prospective adopters the opportunity to meet children. Meeting children for “real” gives a much greater sense of who they are and provides a much more reliable basis for exploring potential match further.

In line with current research, the transition process for children has been strengthened and lengthened to include chemistry meets and meet-ups as appropriate with their prospective adopters. Very positive feedback has been received from other local authorities and adoption agencies and we have been asked to share local guidance with other local authorities via the Adoption and Fostering Alliance Scotland and present to a national conference “Moving to Adoption” in March 2019 about this.

Working alongside the Council’s legal services, we have established a 100% record of seeking and obtaining Interim Orders in court allowing children to move to their prospective adoptive families before the legal process (POAA and Adoption Order) have run their course, thus ensuring children are placed within their permanent families as quickly as possible. The benefits of this are well researched and our practice in this regard is unique in Scotland.

## 5.5.2 Advocacy

Services for children, young people and families has sought to improve the ways in which the views of children and young people are sought and heard at important decision-making points in a child’s life. The service invested in the online application Mind of My Own in 2017 and this continues to provide an effective way in which young people engage in key process and as a communication tool with their social workers. In 2018/19 the application was expanded to include younger children and children with additional support needs. The key messages are that children who are looked after or for whom there has been concerns that they are at risk of abuse are telling us that they feel positive about where they were living at the point they provided their views. In addition, they have a confidential mechanism that they trust to pass on their individual opinions and concerns so that these are taken into account at an early point.



This year has seen the continued roll out the [\*Mind Of My Own\*](#) (MOMO) App, enabling increasing numbers of young people to have their views presented at various key meetings; by February 2019 104 young people had MOMO accounts.

**242 statements sent: 134 were sent through young people’s accounts and 108 through worker accounts**



## What young people are telling us....

The TOP 3 things that are good in their lives are:

Where I live  
My friends  
My school/college



Things they feel are not so good in their lives are:

My school/college  
My friends  
My family



Top 3 things young people are telling us about:

Prepare for meeting  
My worker is visiting  
Foster care review



### 5.5.3 Aftercare Services

At 31 July 2019, 169 young people were eligible for aftercare support. The Children and Young People (Scotland) Act 2014 introduced a duty to provide aftercare support to young adults who had previously been in care up to the age of 26. This means that the total number of young adults entitled to aftercare support has increased annually since 2016 and it has become more challenging to remain in touch with young adults in their mid-20s. Nevertheless 85% of eligible young people have remained in touch with aftercare services over the last year which is a slight improvement from 84% in 2017/18.

The Throughcare and Aftercare Team meets our statutory obligations to young people aged between 15 and 26 years who have experience of care. Working in collaboration with a range of services to provide advice, guidance, assistance or protection to ensure the young person's continued wellbeing. Team members work closely with a wide variety of agencies and services, for example Housing, Health, Education, Mental Health, COSLA, Counselling, DWP, Adult Care, Youth Services, Police, Scottish Guardianship etc. in order to best meet the needs of our young people. The team is based in @scottstreet in Perth and covers all areas of Perth and Kinross. The team retains links wherever possible with young people who have left care and will provide support for young people throughout the UK where required. The team also supports referrals through COSLA in relation to providing support and accommodation for unaccompanied asylum seeking children under the age of 18 who are referred through the National Referral Mechanism (NRM), Dubs agreement or identified as being a victim of child trafficking.

### 5.5.4 Continuing Care

Continuing care provides an option for young people to remain in their care placement up to the age of 21. The number of young people in a continuing care placement has increased from 18 in 2017/18 to 21 in 2018/19. National statistics show that there were 208 young people in continuing care at 31 July 2018 and it can be concluded that Perth and Kinross is performing very well against other local authorities in achieving a high rate of continuing care placements.

### 5.5.5 Child Protection

The child protection statistics in section 5.1.2 demonstrate the level of activity carried out by Services for Children, Young People and Families social workers to investigate, assess and manage situations where children are at risk of abuse. Although child protection is a multi-agency activity, the children's social work service is the key agency which responds to concerns about children and has a statutory duty to investigate and protect children. Over the last year, teams carried out child protection investigations into 200 children resulting in a comprehensive assessment of risks for each child. The service also arranged, chaired and recorded initial and review case conferences and took the lead role for developing and implementing child protection plans for every child whose name has been placed on the register. Concerns around parental substance misuse, parental mental ill-health and

domestic abuse remain the most common reasons for a child's name to be placed on the Child Protection Register.

### 5.5.6 Services for young people

Services for young people aim to provide seamless care, support and intervention for young people 12-26 through youth work and holistic early intervention. Support young people deemed to be vulnerable or at risk to themselves or to others, or who may be offending and/or exhibiting sexually harmful behaviours is coordinated by a co-located service which also integrates the support for care experienced young people to ensure they receive all of the relevant services they need. Locality Youth Workers monitor and support commissioned local universal youth work services.

Youth Participation Workers are engaging young people to have a voice and help influence and shape services for young people across Perth & Kinross. A Corporate Parenting Youth Worker takes a lead role for Corporate Parenting youth work. This includes supporting the development of the Fun Young Individuals Group (care experienced young people 12-25), facilitating the individual grants scheme for care experienced young people and liaising with corporate parents/service leads to work towards better outcomes for care experienced young people both locally and nationally.

#### **Good Practice: Fun Young Individuals (FYI)**

Fun Young Individuals is a group where care experienced young people are included, valued and help shape provision by attending targeted group work sessions. Some of their key achievements include,

- Young people completed Dynamic Youth Awards
- FYI were finalists in the National Youth Award
- FYI won the Provost's Special Award at the Perth and Kinross Council Designing the Futures
- 36 care experienced young people have engaged in Fun Young Individuals.
- Care experienced young people have produced the MILESTONES film and co-delivered a training workshop to over 1500 staff
- Care experienced young people have co-produced and co-delivered workshops on language and stigma

## 6. Quality of care and support: independent scrutiny

### 6.1 Care Services for adults

Overall, regulated care services in Perth and Kinross are providing high quality care to local people. In 2018/19, 87% of our care and care services for adults were rated good or better in Care Inspectorate Inspections and this is higher than the Scotland figure of 82%.

The Care Inspectorate has been implementing new inspection models which reflect the ambition of the national Health and Social Care standards published in April 2018 and focus on the experiences and outcomes for people who use services. Six care services managed by the Health and Social Care Partnership on behalf of the Council were inspected in 2018/19.



## Parkdale Care Home

Parkdale was inspected in February 2019 under the new Care Homes Inspection Framework and evaluated on 'How Well Do We Support People's Wellbeing?' and '**How well is our Care and Support Planned?**' both received Excellent (Level 6) grading. Four areas were evaluated under these key questions and all received Excellent.

*Parkdale Care Home was inspected under the new Care Homes Inspection Framework*

| Grading awarded at the time of inspection                                    |                      |
|------------------------------------------------------------------------------|----------------------|
| <b>How well do we support people's wellbeing?</b>                            | <b>6 - Excellent</b> |
| 1.1 People experience compassion, dignity and respect                        | 6 - Excellent        |
| 1.2 People get the most out of life                                          | 6 - Excellent        |
| 1.3 People's health benefits from their care and support                     | 6 - Excellent        |
| <b>How well is our care and support planned?</b>                             | <b>6 – Excellent</b> |
| 5.1 Assessment and care planning reflects people's planning needs and wishes | 6 - Excellent        |
| Requirements, Recommendations and Complaints                                 | None                 |

Of the other 5 services inspected, 10 quality themes were assessed for the quality of Care and Support, Environment, Staffing and Management and Leadership. 2 received Excellent and 8 received Very Good. No requirements or recommendations were made at the time of these inspections.

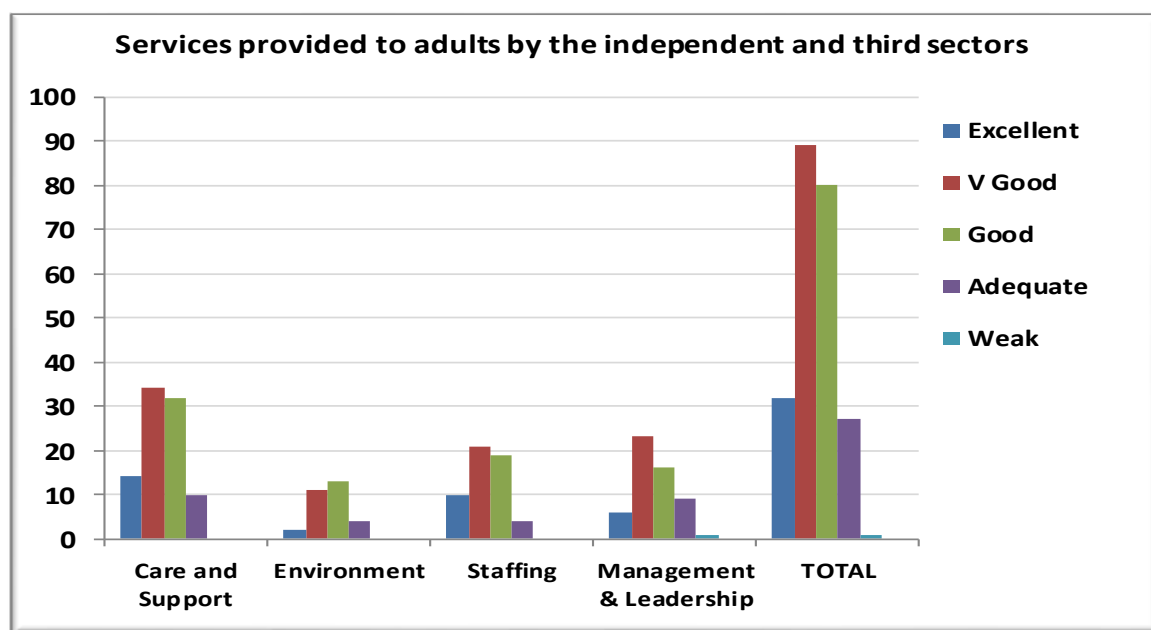
The overall assessment is that services continue to perform well and offer high quality care. The Care Inspectorate received positive feedback on all services from the people who used these services and their carers/relatives are also reported to be happy with the support they received. An analysis across the inspection findings shows that:

- Services demonstrated that they were person centred and outcome-focussed with people receiving services getting support to suit their needs.
- The involvement and participation of people who receive was valued and supported and underpinned the ways in which services were delivered.
- People were involved in planning their support which helped to meet their current, future needs and wishes, and were also actively encouraged to be involved in improving the service.
- Staff worked in a way that was person centred and enabled people to maintain independence in all aspects of their life.

## 6.2 Care services provided to adults by the independent and third sectors

75 inspections of care services within the independent sector were carried out by the Care Inspectorate during 2018/19. Services included Care Homes for Older People, Care at Home for Older People and Supported Living Services for people with Learning Disabilities and Mental Health. A total of 229 quality themes were assessed across quality of care and support, environment, staffing and management and leadership.

Details on grades awarded by Care Inspectorate are provided in the Chart below.



Across all the quality themes inspected for the quality of Care and Support the vast majority of gradings were good and above with very small numbers awarded a weak evaluation. No services received unsatisfactory grading.

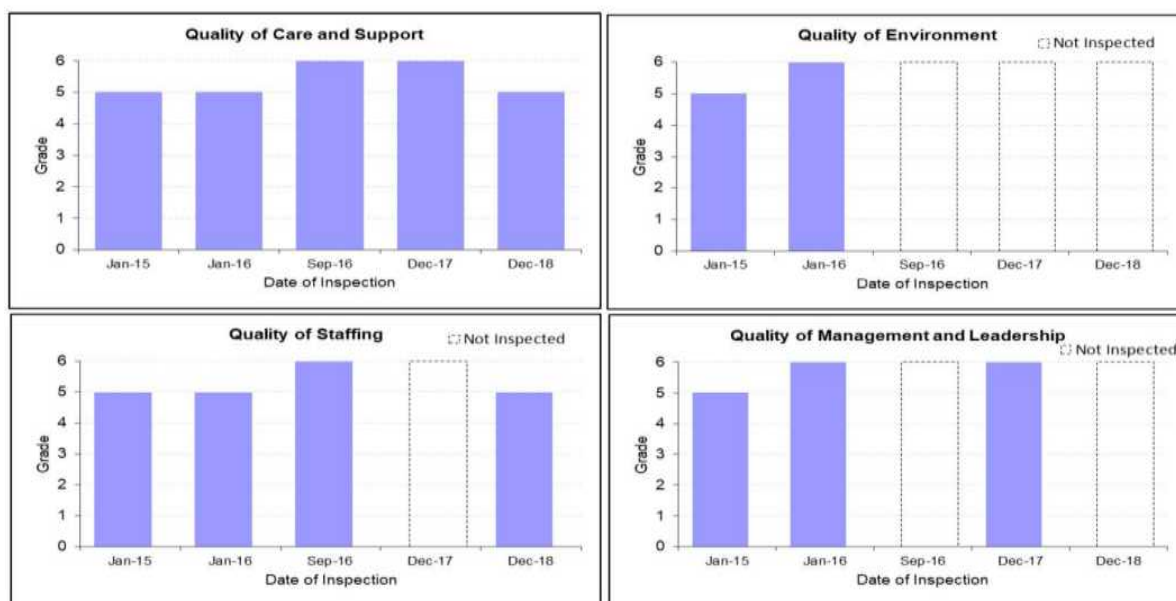
All services are committed to continuous improvement and have developed action plans in response to inspections including suggested areas for improvement by the Care Inspectorate and feedback from service users and relatives.

### 6.3 Care services for children and young people

Over the last year there have been reports published into two of the Council's care services for children and young people which demonstrate continued high quality of experiences for our young people who require housing support and residential respite due to complex needs and disabilities.

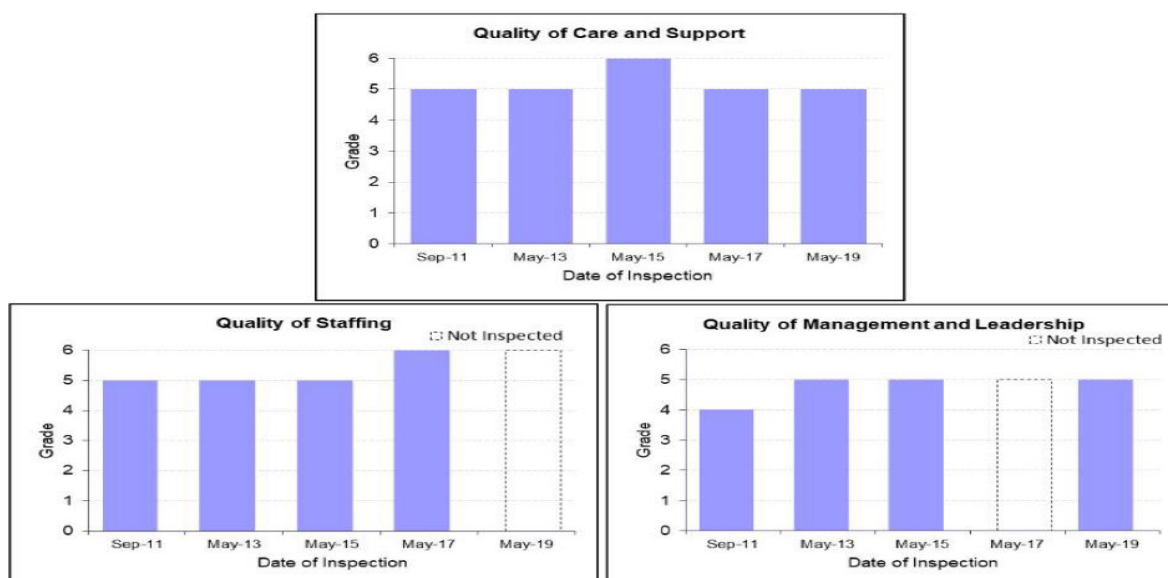
**Woodlea Cottage** is a care home service providing programmes and short breaks for up to five children aged from 7 to 18 with severe, complex and enduring needs arising from learning and physical disabilities. Staff also provide an outreach service to children and their families, though this is not part of the registered care service. The inspection found the Quality of Care and Support to be **Very Good** and the Quality of Staffing to be **Very Good**. The Quality of Environment and Quality of Management and Leadership were not inspected. Of particular note was that, despite the high level of maternity leave and some sickness, the service had made positive adjustments to protect the consistency of experience for young people.

### Woodlea Cottage Grading History



**Wellbank House** provides housing support to vulnerable young people aged between 16-24 years in order that they gain the skills necessary for independent living. The service can accommodate 10 young people. Staff also provide support to young people in satellite flats based in the community. The inspection found the Quality of Care and Support to be **Very Good** and the Quality of Management and Leadership to be **Very Good**. The Quality of Environment and Quality of Staffing were not inspected.

### Wellbank House Grading History



## 6.4 Complaints about social work services

Complaints are an important way of service users letting us know what they think about the services we deliver and are a key aspect of our quality assurance arrangements. We value what people tell us about our services by way of complaints and other customer feedback. Handling complaints effectively is an important part of good customer care. It demonstrates that services listen to the views of people who use those services and also helps identify areas for improvement.

As a result of changes in legislation the social work complaints procedure was updated from April 2017 and Complaint Review Committees are no longer part of the process. If someone is dissatisfied with a Stage 2 response they can now escalate their complaint directly to the Scottish Public Service Ombudsman.

Services have been undergoing significant transformational change to improve the way they deliver services to meet rising demand, public expectation and challenging financial times. This all has a bearing on the number and type of complaints the service receives.

### Stage 2 Complaints

|                     | Number of Complaints |         |         | Number of Complaints Acknowledged on Target |         |         |
|---------------------|----------------------|---------|---------|---------------------------------------------|---------|---------|
|                     | 2016/17              | 2017/18 | 2018/19 | 2016/17                                     | 2017/18 | 2018/19 |
| Adult Services      | 20                   | 14      | 18      | 20                                          | 12      | 18      |
| Children's Services | 2                    | 10      | 9       | 2                                           | 10      | 9       |
| Total               | 22                   | 24      | 27      | 22                                          | 22      | 27      |

During 2018/19, the majority of social work complaints were resolved at the first point of contact. 81 complaints relating to adult services and 41 complaints relating to children's services were resolved at the first point of contact.

The findings of complaints are shared with the relevant managers and across management teams to address any specific or cross-cutting issues, recommendations or improvement actions.

Key learning from complaints in 2018/19 relate to the importance of providing clear information about charging for services and the need to address delays in invoicing. The information given to service users has been improved and staff information sessions held to ensure a consistent approach.

## 7 Finance

The Council set a balanced budget for 2018/19 and the Annual Audit Report to the Members of Perth and Kinross Council for the year ended 31 March 2019 by KPMG concluded that the budget setting process was satisfactory and that processes demonstrate good financial management. There was an underspend of £2.5 million in health and social care at the year end with budget pressures identified for 2018/19.

To support financial sustainability, the Council identified savings requirements over five years from 2015 to 2020 in order to continue to deliver services as part of the medium term

financial plan. The 2015-20 transformation programme supports achievement of these savings through redesigning the way services are delivered to maximise efficiencies and support change.

The Council has made strenuous efforts to protect social work services and to preserve a high level of care and support for its citizens.

| Adult social work and social care | 2016/17*<br>£m | 2017/18*<br>£m | 2018/19<br>£m |
|-----------------------------------|----------------|----------------|---------------|
| <b>Net Expenditure</b>            | 58.39          | 52.27          | 52.21         |

\* this figure includes information for Criminal Justice Services up until 2018/19.

| Services for Children, Young People & Families | 2016/17<br>£m | 2017/18<br>£m | 2018/19<br>£m |
|------------------------------------------------|---------------|---------------|---------------|
| <b>Net Expenditure</b>                         | 17.22         | 18.26         | 18.07         |

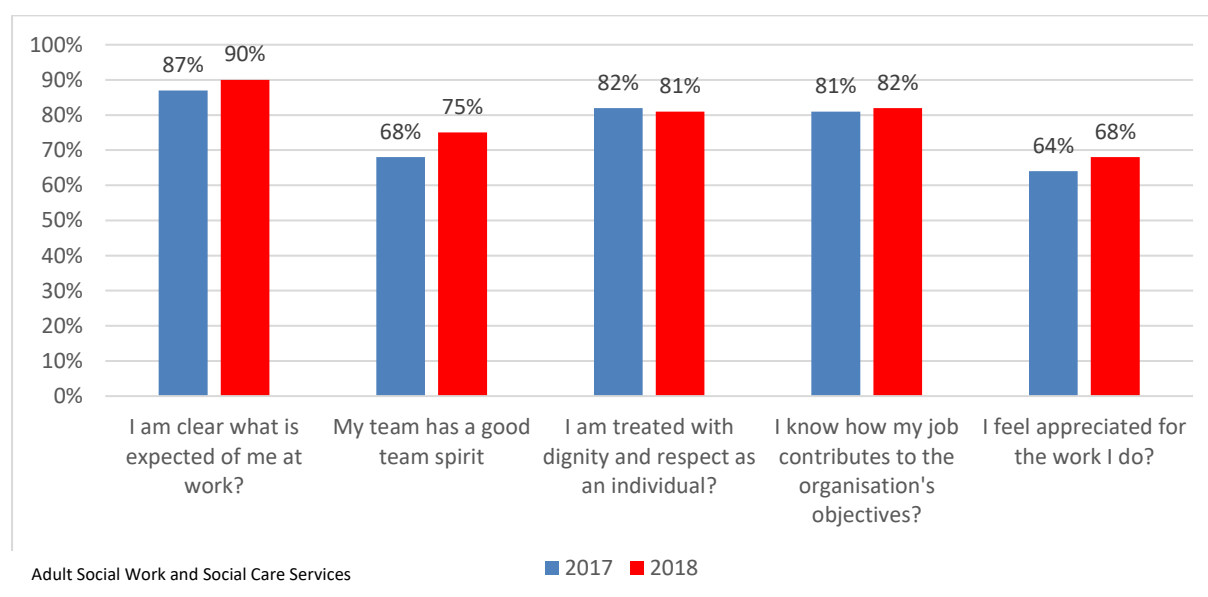
| Criminal Justice Services**      | 2018/19<br>£m |
|----------------------------------|---------------|
| <b>Net Recurring Expenditure</b> | 2.154         |

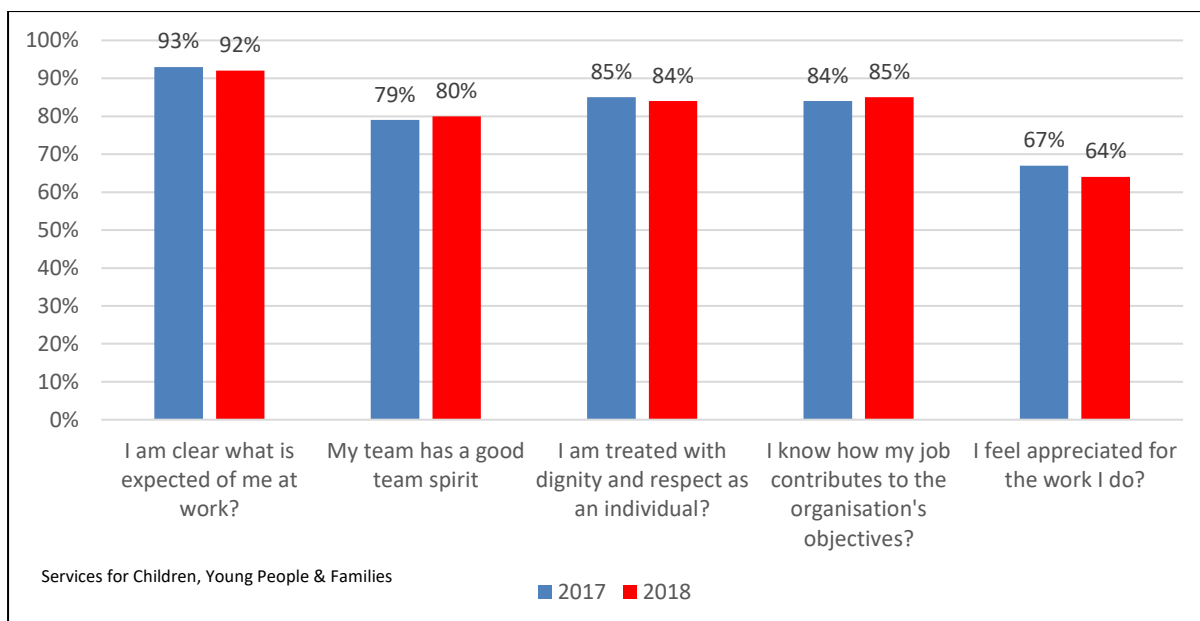
\*\*Criminal Justice Services are funded via Scottish Government Grant.

## 8 Workforce

### Employee Engagement

Our greatest asset is the staff of Adult Social Work and Social Care Services. It is important to have their feedback, we engage in different ways with staff and this includes providing our employees with an annual survey which are evidenced in the chart below:





## Learning and Development

The Learning and Development Team's vision is to enable the best learning experience. The work of the team is grounded in the values of participation and collaboration in order to support services. Key areas of work in 2018/19 included Locality Support, Partnership Opportunities and Qualification Support.

### Successes

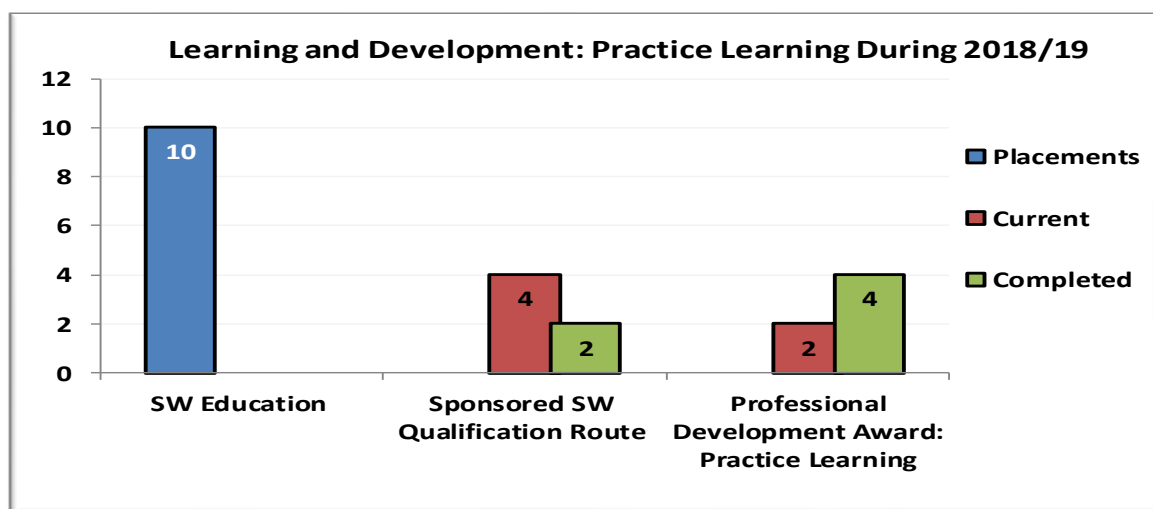
- Increased engagement of Open badges – A way of understanding and measuring the impact of learning through a tiered process. Bronze certificate for attendance, silver for written submission of reflections and Gold for a written submission of implementation into practice.
- 1st External Verification assessment since change of centre and review of SVQ. An all green assessment and a comment of exceptional.



- The launch of the 'Easy Manual Handling' App – an accessible and inclusive app to support people care for themselves and others by keeping safe when considering manoeuvres of others and self.  
<https://easymanualhandling.com>
  - The support of 3 candidates on the Mental Health Officer programme – All now practising Mental Health Officers
- Partnership working with NHS Tayside in the formation of team coaches to support a collective leadership programme – Affina Team Journey.  
<https://www.affinaod.com/team-tools/affina-team-journey>
- Enabled the participation of the South Locality as a test site for Scottish Government and SSSC initiated research exploring integrated workforce working. This has now led to an understanding of next steps needed in the South and highlighted areas of positive working as well as the ability to influence P&K locally and other areas nationally.
- 1st Internship for a Masters of Design for Business Student for Duncan of Jordanstone College of Art and Design, Dundee University, following involvement in the course 'Prototyping' module.  
<http://pklearning.org.uk/Blog/What-is-the-role-of-a-Design-Intern>

## Challenges

- Supporting Social Work Practice Placements.
- Partnership learning – how are we making best use of what we have to enable learning effectively and efficiently, with a collaborative ethos in a multi-agency partnership
- Learning Culture - How we best support the organisation and partnership in developing a learning culture and 'think yes' approach – securing engagement from frontline workforce and senior managers.
- Measuring the impact of learning - how we understand to what extent learners implement learning into practice, change habitual behaviour and influence culture change through, self-awareness, critical reflection and demonstration of change in practice.



Council funding supports the team to sponsor two social work assistants on to the Robert Gordon University employed route. A further two students are self-funding, with PKC providing practice learning. We continue to be a full partner in the Tayforth Professional Development Award in Practice Learning programme, contributing to teaching, assessment and verification. Senior Learning and Development officers continue to be involved with social work education programmes, providing employer input on the design and delivery of programmes, for example involvement in Stirling university programme revalidation. During 2018/19 23 candidates completed their SVQ's through supported learning - 9 at Level 2, 13 at Level 3 and 1 for Level 4.

## 9 Looking Forward to 2019-20

The CSWO's assessment of performance over the last year is that overall performance in securing high quality experiences for people who use social work and social care services has remained good despite major challenges. There is evidence over the last year that the robust approaches to performance management and self-evaluation within children's services are being maintained. The continued improvements in outcomes for children and young people in need of care and protection are demonstrated within this report. Within adult services, the strong partnership approach that exists at team and practitioner level is evident. Determined and committed staff are continuing to deliver a high quality of service to our citizens and 95% of people who responded to the adult social care survey report that they are treated with compassion and understanding. That is a huge achievement and demonstration of the contribution our social care and social work staff can make to

the experience of our most vulnerable citizens.

In 2020 we will see the introduction of a replacement IT system for all social work services and the CSWO is overseeing the programme board which will implement this. This provides a unique opportunity to revise out current working practices and take advantage of new technology in our everyday work.

The Perth and Kinross Offer also provides a unique opportunity for social workers to engage the most disadvantaged in our communities in the defining of a new social contract between the Council and people who use its services.

The key challenges that face social care and social work services over the next few years are highlighted in the report and include:

- financial pressures and increasing demands within adult social care;
- developing new models of support for adults with complex needs and to improve transitions from children to adult services;
- continued development of technology enabled care;
- workforce pressures within the social care sector and in particular care at home services;
- the increased demand in relation to adults with incapacity or mental disorder;
- the increase in the numbers of children and young people for whom there is a concern for their welfare or who need protection;
- the need for a continued focus on supporting children to remain within their extended families in kinship placements for children when they are no longer able to live with their parents; and
- to learn from successful transformation projects in children's services such as REACH and to identify new areas for service redesign.



| National Health and Wellbeing Outcomes |                                                                                                                                                                                                               |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                     | People are able to look after and improve their own health and well-being and live in good health for longer                                                                                                  |
| 2.                                     | People, including those with disabilities or long term conditions, or who are frail, are able to live, as far as reasonably practicable, independently, and at home or in a homely setting in their community |
| 3.                                     | People who use health and social care services have positive experiences of those services, and have their dignity respected                                                                                  |
| 4.                                     | Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services                                                                            |
| 5.                                     | Health and social care services contribute to reducing health inequalities                                                                                                                                    |
| 6.                                     | People who provide unpaid care are supported to look after their own health and well-being, including to reduce any negative impact of their caring role on their own health and well being                   |
| 7.                                     | People using health and social care services are safe from harm                                                                                                                                               |
| 8.                                     | People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide                     |
| 9.                                     | Resources are used effectively and efficiently in the provision of health and social care services                                                                                                            |



## PERTH AND KINROSS COUNCIL

Scrutiny Committee – 27 November 2019

Council – 18 December 2019

### PERTH AND KINROSS CHILD PROTECTION COMMITTEE (CPC) STANDARDS AND QUALITY REPORT 2018/2019

Report by Chief Social Work Officer (Report No. 19/347)

#### PURPOSE OF REPORT

Perth and Kinross Child Protection Committee (CPC), in compliance with Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities (Scottish Government: February 2019), publishes an annual Standards and Quality Report. This Standards and Quality Report, for the academic year 2018/2019 provides an overview of the key activities and work of the CPC to protect children and young people from harm, abuse and exploitation. This report identifies achievements, key strengths and areas for further improvement. It also sets out the CPC's programme of improvement work for the next twelve months and beyond.

#### 1. BACKGROUND/MAIN ISSUES

- 1.1 All Child Protection Committees in Scotland are encouraged to publish an Annual Report in compliance with the requirements described in [\*Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities\*](#) (Scottish Government: February 2019). This Standards and Quality Report (S&Q) covers work of the CPC for the academic year from 1 August 2018 to 31 July 2019.
- 1.2 The S&Q report reflects the Care Inspectorate's Quality Indicator Frameworks: [\*How well are we improving the lives of children and young people?\*](#) (Care Inspectorate: 2014) and [\*A quality framework for children and young people in need of care and protection\*](#) (Care Inspectorate: 2018).
- 1.3 The S&Q report presents an overview of performance in services to protect children and young people and is based on sound evidence, obtained through a wide range of single and multi-agency quality assurance and self-evaluation activities. It describes achievements, key strengths and areas for further improvement. It also describes the capacity for continuing improvement and the CPC's improvement programme for the next 12 months and beyond.
- 1.4 The pictorial summary on page 5 of the S&Q report provides a graphic synopsis of the entire S&Q report and identifies increasing key child protection processes and statistical data; improving practice and processes, both being enabled by improved guidance.

- 1.5 The headline statistical data presented on pages 9 to 12 of the S&Q report show that the number of child concern reports has risen for a second successive year; by far the majority continuing to come from Police Scotland. The number of children and young people who have been the subject of an inter-agency referral discussion (IRDs), leading to a child protection investigation, has also continued to grow over the last two years. Whilst this is a very positive development in terms of practice and process improvements, if this trend continues, it will have an impact on inter-agency resource capacity; particularly within Services for Children, Young People and Families.
- 1.6 The key child protection data increases described above, correspondingly impact on the number of children and young people being considered at initial child protection case conferences and subsequently being placed on the Child Protection Register (CPR). The conversion rate from child protection investigation to child protection case conference is 73% and the conversion rate from child protection case conference to registration is 90%; confirming that the children and young people most at risk of significant harm, abuse and exploitation are being correctly identified, managed, supported and protected. Similarly, if this trend continues, there will be an impact on our resource capacity.
- 1.7 For those children and young people whose names have been placed on the CPR (registration), we continue to closely monitor both short term and longer term periods of registration. The areas for concern being recorded most frequently continue to be problematic parental drug and/or alcohol use; domestic abuse and parental mental ill-health, commonly referred to as the 'toxic trio'. Neglect and non-engagement also feature highly, potentially as a result of our increased focus on supporting vulnerable pregnant women pre-birth and up to the first year of their baby's life. Additionally, our staff are increasingly alert in identifying and addressing parental non-engagement and/or disguised compliance. It is also recognised that in every area of concern being recorded, there will be an element of emotional abuse, which we are recording more robustly.
- 1.8 The data (financial year) also shows that referrals to the Scottish Children's Reporter Administration (SCRA) have now fallen, in keeping with national trends and we are confident that we are only referring those children and young people who are in need of compulsory measures of care. The CPC continues to monitor the use of legal measures: particularly Compulsory Supervision Orders (CSOs) and Child Protection Orders (CPOs) which have remained fairly static. Finally, the number of unborn baby referrals has fallen slightly; with the majority continuing to come from Health Services.
- 1.9 This year, the CPC's multi-agency quality assurance and review of child protection practice examined the case files of all 15 children, aged between 6 months and 18 months of age, whose names were placed on the CPR for the first time. The period of interest was January 2017 – January 2019 and the focus was on impact on families; recognition and response to initial concerns; assessing risk and need; care planning, managing risk and effective intervention. The findings presented on pages 14 to 15 of the S&Q report provide reassurance that our key child protection processes remain robust

and that our partnership working remains strong. Of particular note is that the quality of our assessment and planning processes is strong and that there is a recognised improvement in the use and quality of chronologies. However, we acknowledge there is still room for further improvement in terms of early intervention; consistent recording practices and a need to encourage more fathers to be involved in care planning.

- 1.10 Pages 16 to 22 of the S&Q report also evidences a significantly improved picture in the provision of, and access to, advocacy support for children and young people involved in key meetings. Throughout the S&Q report we have evidenced how we are engaging and listening to children and young people and how we are working to keep children and young people safe from harm, abuse and exploitation; in particular from Child Sexual Exploitation (CSE) as described on page 31 of the S&Q report.
- 1.11 The CPC continues to support the work of the Tayside Regional Improvement Collaborative (TRIC) Priority Group 5 (PG5): Safeguarding and Child Protection, which is chaired by Jacquie Pepper, Chief Social Work Officer. The improvement work of this group has gained significant pace and the practice developments are providing added value to the improvement work of the CPC. A concise summary of this work can be found at page 36 of the S&Q report.
- 1.12 In conclusion, the S&Q report evidences our continued capacity for further improvement and our next steps; which are described on page 37 of the S&Q report. This is supported by the evidence contained within the [CPC Improvement Plan 2018 – 2020 at 31 July 2019](#) and the [CSE Work Plan 2017 – 2020 at 31 July 2019](#), both of which accompany this report. Both plans show the progress we have made to date and the planned improvement work being taken forward by the CPC to support frontline practice.
- 1.13 Through the work of the CPC, there is a commitment to remain alert; to continually identify areas of risk; to ensure continuous improvement and to maintain excellence in the work of the CPC.

## **2. CONCLUSION AND RECOMMENDATIONS**

- 2.1 It is recommended that the Council:
  - (i) Notes the wide range of work being carried out by Perth and Kinross Council and partners through the Child Protection Committee, to provide high quality services to protect children and young people, in particular the high level commitment to continuous improvement through self-evaluation; and
  - (ii) Endorses the contents of this report and the Child Protection Committee Standards and Quality Report 2018/2019 (Appendix 1) and the contents of the CPC Improvement Plan 2018 – 2020 at 31 July 2019 (Appendix 2) and the CSE Work Plan 2017 – 2020 at 31 July 2019 Appendix 3).

2.2 It is recommended that the Scrutiny Committee:

- (i) Scrutinises and comments as appropriate on the Child Protection Committee Standards and Quality Report 2018/2019 (Appendix 1); the contents of the CPC Improvement Plan 2018 – 2020 at 31 July 2019 (Appendix 2) and the CSE Work Plan 2017 – 2020 at 31 July 2019 (Appendix 3).

**Author(s)**

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|-----------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------|
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**Approved**

| <b>Name</b>          | <b>Designation</b>                                            | <b>Date</b>            |
|----------------------|---------------------------------------------------------------|------------------------|
| <b>Sheena Devlin</b> | <b>Executive Director (Education and Children's Services)</b> | <b>24 October 2019</b> |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 This section sets 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 No (i).

#### Corporate Plan

- 1.2 This section sets 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 No (i).

- 1.3 The report also links to the Education & Children's Services Policy Framework in respect of the following key policy area: Integrated Working.

## **2. Resource Implications**

### Financial

- 2.1 There are no known resource implications at this time

### Workforce

- 2.2 There are no known workforce implications at this time.

### Asset Management (land, property, IT)

- 2.3 There are no asset management implications at this time.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 This report has been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- (i) Assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.2 The matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.3 Not Applicable.

### Legal and Governance

- 3.4 There are no legal implications at this time.

### Risk

- 3.5 There are no associated risks at this time.

- 3.6 N/A



#### **4. Consultation**

##### Internal

- 4.1 The Head of Democratic Services, Head of Finance, Head of Legal Services, Head of Human Resources, the Children, Young People and Families Partnership, Education and Children's Services SMT and the Child Protection Committee and partners have been consulted in the preparation of this report.

##### External

- 4.2 The Child Protection Committee and partners have been consulted in the preparation of this report.

#### **5. Communication**

- 5.1 There are no Communication issues at this time

#### **2. BACKGROUND PAPERS**

None

#### **3. APPENDICES**

Appendix 1: Perth and Kinross Child Protection Committee Standards and Quality Report 2018/2019

Appendix 2: Perth and Kinross CPC Improvement Plan 2018 – 2020 at 31 July 2019

Appendix 3: Perth and Kinross Child Sexual Exploitation (CSE) Work Plan 2017 – 2020 at 31 July 2019





# Standards and Quality Report 2018 / 2019

A child protection community working together to keep children safe.

If you have a concern about a child or young person, please contact

**01738 476768**

or  
[childprotection@pkc.gov.uk](mailto:childprotection@pkc.gov.uk)



***Protecting Children and Young People: It is Still Everyone's Job***

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|------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Guardian / Keeper:</b>                | <b>Perth and Kinross<br/>Child Protection Committee (CPC)<br/>Standards and Quality Report<br/>2018 / 2019</b> |
| <b>Version Number:</b>                   | 1.0                                                                                                            |
| <b>Approved by CYPFP</b>                 | 20/09/2019                                                                                                     |
| <b>Approved by CPC:</b>                  | 27/08/2019                                                                                                     |
| <b>Publication Date:</b>                 | TBC                                                                                                            |
| <b>Effective From:</b>                   | TBC                                                                                                            |
| <b>Review Date:</b>                      | N/A                                                                                                            |
| <b>ECHR Compliant:</b>                   | Yes                                                                                                            |
| <b>Diversity Compliant:</b>              | Yes                                                                                                            |
| <b>Data Protection / GDPR Compliant:</b> | Yes                                                                                                            |
| <b>FOI Compliant:</b>                    | Yes                                                                                                            |
| <b>Health &amp; Safety Compliant:</b>    | Yes                                                                                                            |

## Preface by the Children, Young People and Families Partnership

The Chief Officers of the public sector organisations in Perth and Kinross, Elected Members of Perth and Kinross Council, Tayside NHS Board and the Command Team of Police Scotland's Tayside Division, are pleased to support the Perth and Kinross Child Protection Committee (CPC) Standards and Quality Report 2018 / 2019.

The [Children, Young People and Families Partnership \(CYFPF\)](#) continually strives for excellence in our children's services and continues to provide strong and robust collective leadership; direction; governance; scrutiny; challenge and support to the work of the CPC. Our individual and collective commitment to the **protection** of children and young people in Perth and Kinross remains paramount.

It is our firm belief that **safeguarding, supporting** and **promoting** the **wellbeing** of all children and young people and protecting them from harm, abuse and exploitation is **everyone's job**. We take this responsibility very seriously and we are committed to **enabling all children and young people to be the best they can be** and to achieving our shared, ambitious and compelling vision that our **children and young people will have the best start in life and Tayside will be the best place in Scotland to grow up**.

We acknowledge the strong partnership work of the CPC; the Working Groups; the wider child protection community and all staff working in the public, private, third and independent sectors across Perth and Kinross; whose commitment, dedication and hard work continues to provide better outcomes for vulnerable children and young people at risk of harm, abuse and exploitation.

Whilst we are pleased that this report shows our child protection services continue to improve, we will continue to remain vigilant. We are not complacent and together with the CPC, we strive for excellence, continuous improvement and to realise fully our capacity for improvement.

We commend and endorse this CPC Standards and Quality Report for 2018 / 2019.

**Karen Reid**  
Chief Executive  
Perth and Kinross Council

**Grant Archibald**  
Chief Executive  
NHS Tayside

**Andrew Todd**  
Chief Superintendent  
Police Scotland – Tayside Division

**Katie Pacholek**  
Locality Reporter Manager  
Scottish Children's Reporter Administration

**Date: 20 September 2019**

## Introduction by the Independent Chair of Perth and Kinross CPC

Welcome to our CPC Standards and Quality Report 2018 / 2019. This report covers the period 1 August 2018 to 31 July 2019.

This is the first CPC Standards and Quality Report I have presented since my appointment as the Independent Chair of the CPC in May 2018. In doing so, I acknowledge both the leadership and commitment of the previous Chairperson, Jackie Pepper, who, in her capacity as Chief Social Work Officer (CSWO), continues to be a key member of the CPC, with a responsibility to provide professional advice and challenge to our partnership work.

Once again, this report presents a high-level overview of our multi-agency activity for the past year. This report identifies our *achievements*; *key strengths* and *areas for further improvement*. It also describes *our capacity for improvement* and our ambitious *improvement programme* and *work plan* for the future.

We continue to proactively engage with the Scottish Government's [Child Protection Improvement Programme \(CPIP\)](#), and earlier this year we embraced and welcomed refreshed national guidance – [Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities](#) (Scottish Government: February 2019). This guidance provides us with a platform upon which to refine our strong partnership working arrangements and to ensure our CPC business model remains fit-for-purpose.

2018 / 2019 has been a year of consolidation and continuous improvement as this report will evidence. We are clearly focused on practice change and improvement, which empowers and supports a competent, confident and professionally curious workforce.

We have made and we are continuing to make sustained improvement in our key child protection processes and practices and our capacity to do so remains strong.

In conclusion, I must acknowledge the hard work, commitment and dedication of all our staff, which remains outstanding and which is improving the life chances of all children, young people and families across Perth and Kinross.

**Bill Atkinson**

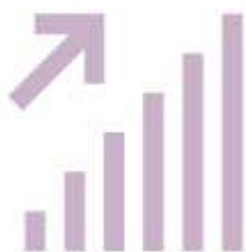
**Independent Chair of Perth and Kinross Child Protection Committee (CPC)**

**Date: 27 August 2019**



**Pictorial Summary – What key outcomes have we achieved and how are we improving?**

## CPC Standards & Quality Report 2018/19 Summary

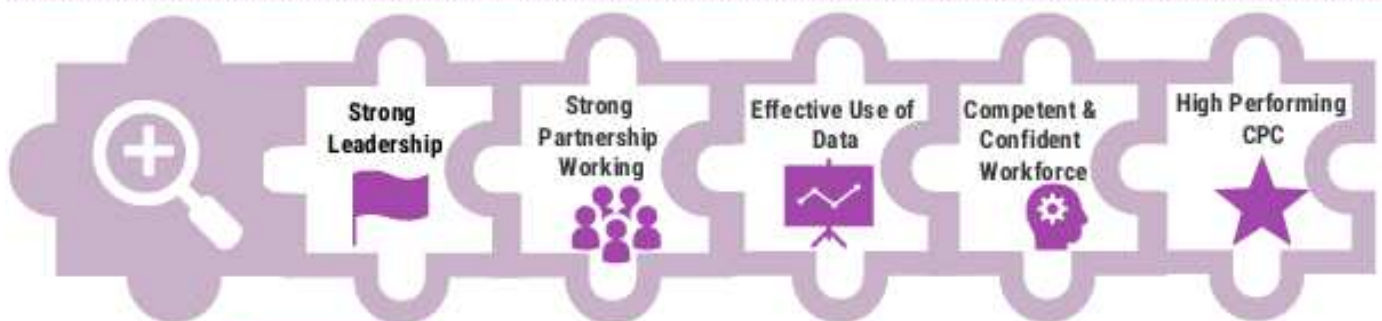


**Numbers Increasing:**  
 Child Concern Reports  
 Inter-Agency Referral Discussions  
 Child Protection Investigations  
 Children considered at ICPCC  
 New Registrations on CPR

**31%**  
 fall in total SCRA  
 referrals in the  
 last year



The areas for concern being recorded most frequently continue to be parental mental ill-health; domestic abuse and problematic parental drug and / or alcohol use, commonly referred to as the **toxic trio**.



**Supporting, Empowering and Improving Practice**

- Concern for Unborn Babies
- IRDs
- Medical Examinations
- Chronologies
- Resolution & Escalation
- Professional Curiosity
- Trauma Informed Practice
- Information Sharing Assessments
- Child's Plans
- CPCCs
- Legal Measures
- Pre-Birth Support
- Keeping Safe

**Listening to and Seeking Views from Children and Young People**

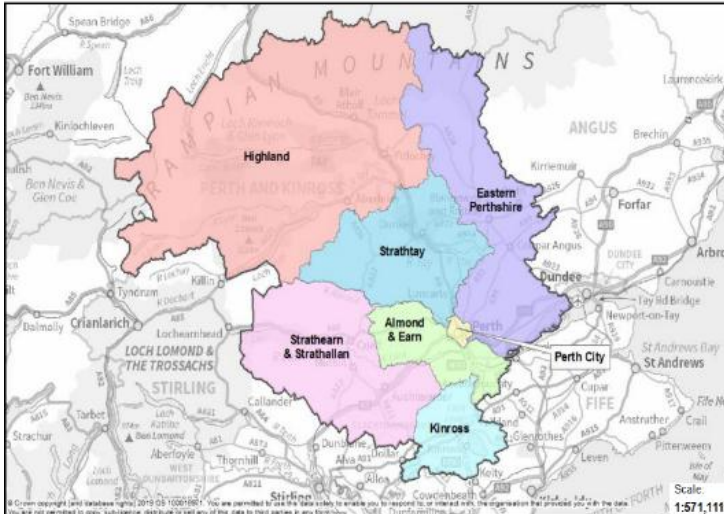
Logos for partner organizations: IAPK (Independent Advocacy Perth & Kinross), REACH, Mind Of My Own, NSPCC SCOTLAND, PKAVS (Perth & Kinross Advocacy & Support), and see beyond.

**Getting it Right in Perth and Kinross**  
 Helping children be the best they can be

## Context

This section sets out our shared, ambitious and compelling vision and briefly describes the context within which we deliver our services for children, young people and families across Perth and Kinross.

### Perth and Kinross



Perth and Kinross covers an area of 5,286 square kilometres and is the fifth largest area by land mass in Scotland. The past decade has seen above average growth in population, which now stands at 151,290. Children aged 0-17 make up 18% of the population with numbers expected to remain stable. The geographical distribution of the population across urban, rural and remote areas poses challenges for the planning and delivery of services.

In Perth and Kinross, there are seven community planning local action partnership areas: Perth City; Kinross-shire; Almond and Earn; Strathearn and Strathallan; Highland; Strathay and Eastern Perthshire. These localities each have a local action partnership made up of elected members, communities, and public services. Through the local action partnerships, the community planning partnership identifies their particular needs and challenges. Perth & Kinross council has 40 councillors in 12 electoral wards.

NHS Tayside is responsible for commissioning health care services for residents across Tayside and had a combined population of 416,090 based on mid-year 2017 population estimates published by National Records of Scotland. NHS Tayside's governance includes three major hospitals; a number of community hospitals and also includes over 60 GP surgeries and a variety of health centres staffed by thousands of employees.

The Tayside Division of Police Scotland's command area covers 2000 square miles. The council's education and children's services deliver integrated services for children, young people and families.

### Our Vision

*"The partnerships we evaluated as performing better were able to demonstrate evidence of a clear and shared vision across all partners, one which was jointly owned and, against which, partners could hold each other jointly accountable. This vision was communicated well to staff and other stakeholders and embedded in strategic planning arrangements, including the single outcome agreement, the children's services plan, the child / public protection committee and all other relevant strategic fora"*

[The Joint Strategic Inspection of Services for Children and Young People: Review of Findings from the Inspection Programme 2012-2017 \(Care Inspectorate: 2019\)](#)

Our shared, ambitious and compelling Vision, articulated in the [Tayside Plan for Children, Young People and Families 2017 - 2020](#) is that:

***"Our children and young people will have the best start in life and Tayside will be the best place in Scotland to grow up"***



## Our Five Priorities:

1. *Our children and young people will have the best start in life, they will be cared for and supported to learn in nurturing environments*
2. *Our children, young people and their families will be meaningfully engaged with learning and combined with high quality learning experiences, all children and young people will extend their potential*
3. *Our children and young people will be physically, mentally and emotionally healthy*
4. *Our children and young people who experience particular inequalities and disadvantage will achieve health, wellbeing and educational outcomes comparable with all other children and young people*
5. ***Our children and young people will be safe and protected from harm at home, school and in the community.***

## National Context

The protection of children and young people in Scotland is set within the wider policy and practice context of [Getting it right for every child](#) (GIRFEC). Fundamentally child protection sits within, and is an integral part of, the wider GIRFEC approach. Both are inextricably linked and prerequisites in improving outcomes for children and young people, keeping them safe and protecting them from harm, abuse and exploitation. The [Scottish Government's Child Protection Improvement Programme \(CPIP\)](#) is the current national improvement programme for child protection across Scotland.

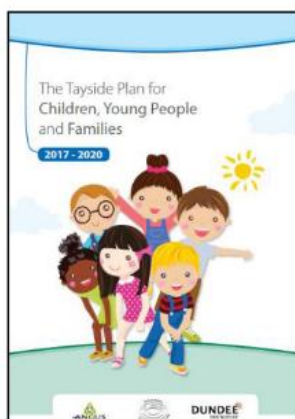
## Local Context



Within Perth and Kinross, **safeguarding, supporting** and **promoting** the wellbeing of all children and young people and protecting them from harm, abuse and exploitation is **everyone's job and everyone's responsibility**. We consider this to be a shared responsibility for all practitioners and managers working across the public, private and third sectors.

## Child Protection Committee (CPC)

The work of the [CPC](#) and partner agencies is fundamental to ensuring better outcomes for our most vulnerable children and young people who are in need of protection from harm, abuse and exploitation. The work of the CPC is articulated by the [CPC Improvement Plan](#); which is aligned with, and supports the [Tayside Plan for Children, Young People and Families 2017 - 2020](#)



## Management Information and Performance Outcomes

This section describes the findings from our CPC multi-agency management information and performance outcome framework and reports on the *headline messages* for 2018 / 2019.

**Evaluation: We are confident that, children and young people in need of care and protection are getting the help they need; when they need it and that we are improving their wellbeing, their life-chances and keeping them safe from harm, abuse and exploitation**

*"Chief officers groups require strong oversight of children's service planning, child protection committees and approaches to emerging needs in order to be assured in the robustness of processes, procedures and practice to keep children and young people safe. To do so effectively, analysis of outcome-focussed data must be coupled with keen questioning and constructive challenge"*

*"In most of the partnerships which we evaluated as better performing, we saw systematic and joint collection and analysis of outcomes-focussed performance data, used to identify good practice, areas for improvement and gaps in local service provision. In the partnerships which we evaluated as better performing, we saw clear CPC priorities which were reported on regularly and publicly. Further, in the partnership we evaluated as 'Excellent' against this quality indicator, we saw partners at the forefront of developments in the complex arena of child protection practice"*

[The Joint Strategic Inspection of Services for Children and Young People: Review of Findings from the Inspection Programme 2012-2017 \(Care Inspectorate: 2019\)](#)

### Background Information and Context

We continue to publish Child Protection Management Information and Statistical Reports on an academic year basis (August to July), in compliance with Scottish Government's annual reporting requirements.

We currently also have in place our own multi-agency CPC Management Information and Performance Outcome Framework, which provides quarterly reports to the CPC on key multi-agency child protection processes. The framework allows the CPC to effectively monitor key child protection processes and practices and to provide reassurance to the CYPFP.

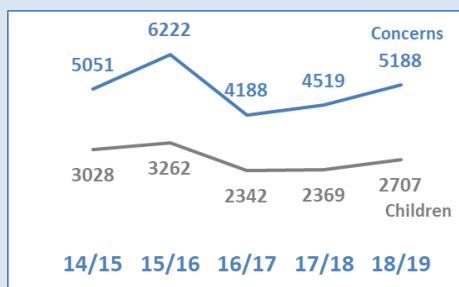
This framework, which reflects both *Getting it right for every child* and child protection processes, includes key performance indicators across key partners and includes output indicators (quantitative indicators showing frequency and volume) and proxy outcome indicators (qualitative indicators showing improved outcomes).

At the time of publication, the CPC is at the forefront of implementing an Outcome-Focussed Tayside Shared Dataset of Child Protection Indicators and Measures which will be closely aligned to the forthcoming National Minimum Dataset for CPCs; all of which will enhance our analytical capability.

### Headline Messages 2018 / 2019

For the purposes of this report, we will present the **headline messages** from our CPC Management Information and Performance Outcome Framework. These are presented for the academic year 1 August 2018 – 31 July 2019 and, where possible, compared with previous years.

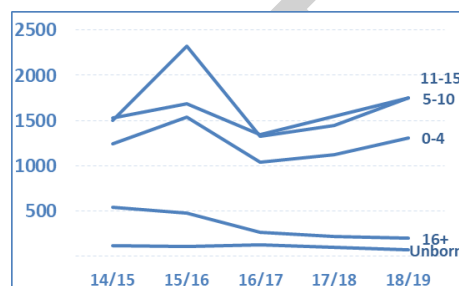
**Figure 1: Child Concern Reports (CCRs)<sup>1 2</sup>**



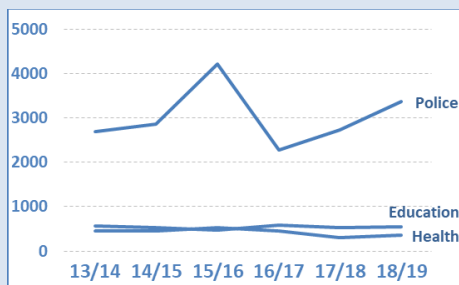
The total number of Child Concern Reports (CCRs) has risen for the second year in a row; while the number of children and young people subject to a CCR has risen more slowly. However the longer trend over the last five years is more steady. CCRs can relate to the same child or young person, particularly where there are multiple or repeated concerns.

**Figure 2: Child Concern Reports by age of Child**

The number of children and young people with a CCR in each age group has remained relatively steady; with the number in the 5-10 and 11-15 age groups again being the largest.



**Figure 3: Child Concern Reports by Source**



The main source of CCRs continues to be Police Scotland, followed by Education Services and Health Services. Overall, these three source groups account for 80% of all CCRs submitted.

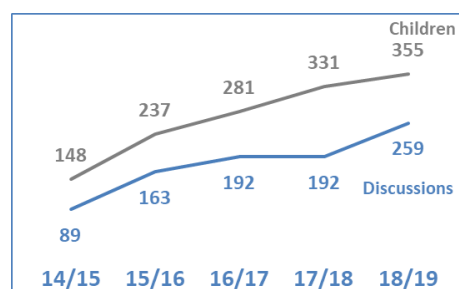
The number of CCRs submitted by Police Scotland has remained lower than the high level in 2015/16; as a result of improved quality assurance measures within Police Scotland.

**Figure 4: Inter-Agency Referral Discussions (IRDs)<sup>3</sup>**

The number of children and young people subject to Inter-Agency Referral Discussions (IRD) continues to rise.

IRDs are recognised as good multi-agency working practice. IRDs can consider more than one child. IRDs can also be repeated.

This increase reflects our commitment to improved practice consistency and recording practices for IRDs.

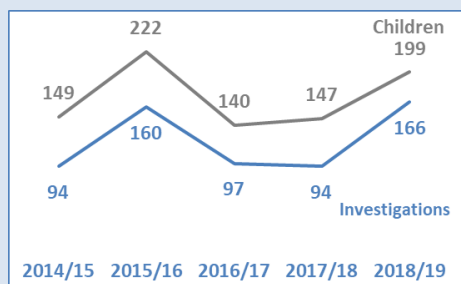


<sup>1</sup> Note: A Child Concern Report (CCR) is a mechanism by which any practitioner or manager across the public, private or third sector, or indeed, any member of the public can raise any worry or concern they may have about a child or young person's health and / or wellbeing; or in relation to whether or not the child or young person is safe and / or in need of care and protection.

<sup>2</sup> Note: Figures are accurate as at 31 July 2019, however they may be updated in subsequent reporting periods due to retrospective data validation and quality assurance processes.

<sup>3</sup> Note: An Inter-Agency Referral Discussion (IRD) is held where there are concerns that a child or young person is in need of care and protection from harm, abuse or neglect; or there is a likelihood or risk of significant harm, abuse or neglect. An IRD is the starting point to determine the next steps. An IRD allows those present to share and exchange information proportionately; to make an initial multi-agency assessment of risks; to agree whether a child protection investigation is necessary and to decide the next steps including safety planning.

**Figure 5: Child Protection Investigations <sup>4</sup>**

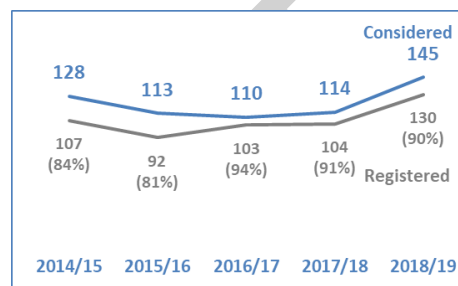


The number of Child Protection Investigations and the number of children and young people subject to an investigation have risen over the last two years; although the longer-term trend is more level. The conversion rate from Child Protection Investigation to Initial Child Protection Case Conference is currently 73%.

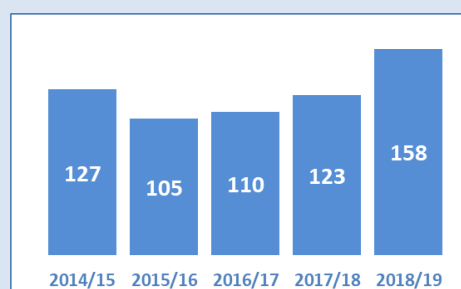
**Figure 6: Children considered at Initial Child Protection Case Conferences (ICPCC)**

The number of children and young people considered at Initial Child Protection Case Conferences (ICPCC) shows a general increase over the last three years.

The proportion of ICPCCs that result in a child or young person's name being placed on the Child Protection Register remains high at 90%, demonstrating that the right children and young people are being considered at ICPCCs.



**Figure 7: New Registrations on the Child Protection Register (CPR)**

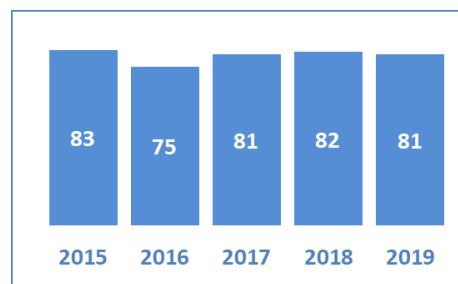


The number of children and young people placed (new registrations) on the Child Protection Register (CPR) during the last year has risen; and has been generally increasing over the last 4 years. These figures include a number of large sibling groups.

Registrations include temporary registrations (for children and young people who move into the Perth and Kinross Council area for a limited period; for a holiday with relatives etc).

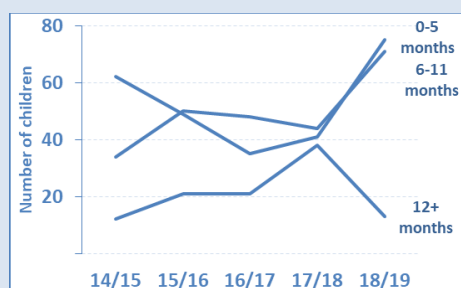
**Figure 8: Children on the Child Protection Register as at 31 July**

Although the number of registrations continues to increase; the number of children and young people on the CPR at 31 July has remained relatively steady over the last 5 years. These figures include sibling groups.



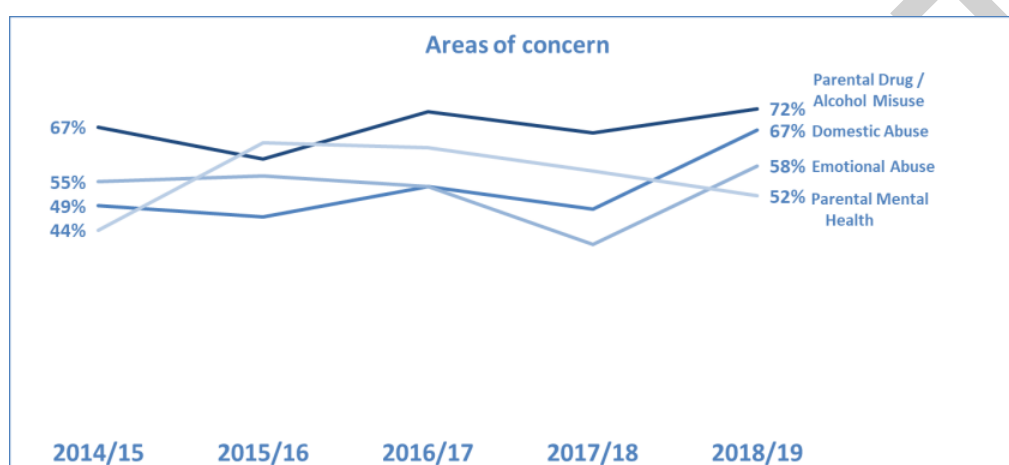
<sup>4</sup> Note: A Child Protection Investigation is carried out jointly by specially trained police officers and social workers. Such investigations are carried out where a Child Concern Report, including an Unborn Baby Referral, indicates that a child or young person is in need of care and protection from harm, abuse or neglect; or there is a likelihood or risk of significant harm, abuse or neglect.

**Figure 9: Length of Registration**



Most registrations last less than a year and the number of children and young people who remain on the CPR for 12 months or more has fallen significantly; following a general increase over the last few years. The CPC closely monitors registration rates and in particular de-registrations, re-registrations and length of time children and young people remain on the CPR.

**Figures 10a: Number of Children: Areas of Concern <sup>5</sup>**



Problematic parental drug and / or alcohol use, domestic abuse and parental mental ill-health (commonly referred to as the toxic trio) continue to feature heavily in the areas of concerns being recorded. In relation to emotional abuse, it is recognised that in every area of concern there will be an element of emotional abuse which we are assessing and recording more robustly. Whilst neglect and non-engagement appear to have risen sharply, this can be partly attributed to a more alert workforce and through our partnership work to support and protect vulnerable pregnant women.

**Figure 10b:**

| Area of concern                  | 14/15 | 15/16 | 16/17 | 17/18 | 18/19 |
|----------------------------------|-------|-------|-------|-------|-------|
| Parental Drug / Alcohol Misuse   | 67%   | 60%   | 71%   | 66%   | 72%   |
| <i>Parental Drug Misuse</i>      | 37%   | 28%   | 35%   | 30%   | 42%   |
| <i>Parental Alcohol Misuse</i>   | 31%   | 32%   | 36%   | 36%   | 30%   |
| Domestic Abuse                   | 49%   | 47%   | 54%   | 48%   | 67%   |
| Emotional Abuse                  | 55%   | 56%   | 54%   | 40%   | 58%   |
| Parental Mental Health           | 44%   | 64%   | 63%   | 57%   | 52%   |
| Neglect                          | 42%   | 37%   | 34%   | 24%   | 35%   |
| Non-engaging family              | 55%   | 53%   | 36%   | 25%   | 33%   |
| Other                            | 57%   | 63%   | 35%   | 27%   | 19%   |
| Sexual Abuse                     | 13%   | 9%    | 13%   | 12%   | 11%   |
| Physical Abuse                   | 17%   | 31%   | 23%   | 15%   | 8%    |
| Child Placing Themselves At Risk | 10%   | 13%   | 13%   | *     | *     |
| Child Sexual Exploitation        | -     | -     | *     | *     | *     |

<sup>5</sup> Note: Areas of Concern are the registration categories for placing a child or young person's name on the CPR and these have been specified by Scottish Government. Children and young people can have more than one area of concern recorded; the category classified as other is undefined to cover any and all other issues. \*Totals of less than 5 have been suppressed.



**Scottish Children's Reporter Administration (SCRA)**  
(figures based on Financial Years (01 Apr – 31 Mar))

**Figure 11: Referrals to SCRA**



The number of children and young people referred to SCRA has fallen; following a general upward trend over the last three years. This reflects a national trend of continued reductions. Sibling groups are included within these figures.

Awareness raising with staff now ensures that referrals to SCRA specifically describe the need for compulsory measures of care, particularly when alternative support measures are not appropriate.

**Figure 12: Compulsory Supervision Orders (CSOs)**

The number of children and young people placed on Compulsory Supervision Orders (CSOs) during the year has risen slightly; but the number of children and young people on a CSO at the end of the year has remained relatively steady.



**Figure 13: Children placed on Child Protection Orders during the year**



The number of children and young people placed on Child Protection Orders (CPOs) has been generally increasing over the last five years. These figures include a number of large sibling groups.

These figures continue to be above the national average and higher than other comparator local authority areas. These figures are being closely monitored.

The number of Unborn Baby Referrals has reduced; following a large increase in 2016 / 2017. The partnership continues to work with [The Centre for Excellence for Children's Care and Protection \(CELCIS\)](#) to develop a support pathway for vulnerable pregnant women which is aimed at *Addressing Neglect and Enhancing Wellbeing (ANEW): Getting it Right in Perth and Kinross; Pre-Birth and into the First Year of Life*.

The areas of vulnerability continue to be similar to the areas of concern for registration mentioned above.

**Figure 14: Unborn Baby Referrals <sup>6</sup>**



<sup>6</sup> Note: Currently an Unborn Baby Referral is a mechanism by which any practitioner or manager across the public, private or third sectors, can raise any worry or concern they may have about an unborn baby's health and / or wellbeing; or in relation to whether or not that baby will be safe and / or in need of care and protection, pre-birth and / or after birth.

## How well do we meet the needs of our stakeholders?

This section describes the **impact** we are having on the **wellbeing** of children and young people; how we are keeping them safe from harm, abuse and exploitation and the extent to which their lives and life chances have been enhanced. It describes the **impact** on families and the extent to which family **wellbeing** has been strengthened. It describes the **impact** on staff and recognises the extent of their motivation, involvement and contribution. It also considers the **impact** on the community and the extent of their participation, engagement and confidence across Perth and Kinross.

### Quality Improvement Framework

Quality Assurance and Self-Evaluation are central to continuous improvement and based on a model developed by the [European Foundation for Quality Management \(EFQM\)](#). The EFQM model is widely used across local authorities, other bodies and by CPCs.

Quality Assurance and Self-Evaluation are neither bureaucratic nor mechanical processes; they are ongoing reflective processes to measure performance, improvement and outcomes.

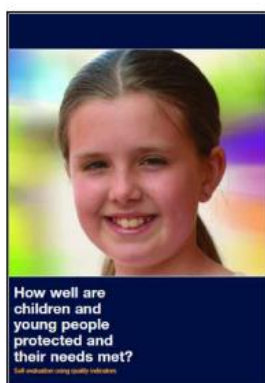
Underpinning the quality assurance and self-evaluation work of the CPC and its partners, are recognised quality improvement frameworks.

They provide a framework of quality indicators to support quality assurance and self-evaluation which leads to improvement across services for children, young people and families. They place the child at the centre and are applicable to the full range of services which contribute to the wellbeing of all children, young people and their families.

These frameworks are designed to provide a complementary approach to robust quality assurance, self-evaluation and independent scrutiny.

Using the same set of quality indicators reinforces the partnership between internal and external evaluation of services. These frameworks provide the CPC and its partners with a toolkit to help with evaluating and improving the quality of services children, young people and families. These frameworks do not replace existing approaches to quality assurance and self-evaluation; they complement them.

These frameworks are:



[2005](#)



[2009](#)



[2014](#)



[2018](#)

## Impact on Children, Young People and Families

**Evaluation: We are confident that we listen carefully to, understand and respect children, young people and their families and that we are helping them to keep themselves safe. A range of early intervention and family support services are improving children and family wellbeing**

### **Multi-Agency Case Review 2019**

Since 2014, the CPC has taken a broader, more systematic, multi-agency approach to evaluating key child protection processes and practices and committed itself to a *whole-system approach* and a *more refined methodology*, using recognised quality improvement frameworks.

This year, in keeping with the findings from last year's Joint Inspection and from our own performance management information, we have again adopted a more intelligence-led approach in identifying the key practice areas for review and quality assurance. This year our practice focus has been on *impact on families; recognition and response to initial concerns; assessing risk and need; care planning, managing risk and effective intervention*, all with a particular focus on the *use of legal measures*.

This year's in-depth review commenced in May 2019 and involved a multi-agency team of reviewers – social workers and health practitioners; with support from police and the Scottish Children's Reporter Agency (SCRA).

This year's review involved the reading and examining of 15 multi-agency case files / records, relating to children aged between 6 months and 18 months of age, at the point of child protection registration. The time period of interest was January 2017 to January 2019.

**In terms of impact**, the initial high-level findings from this exercise have identified the following key practice strengths and areas for improvement:

#### **Key Strengths**

- strong evidence of staff working hard to build and maintain honest, trusting and supportive relationships; listening to families and actively seeking and recording views
- staff alert to non-engaging families; those displaying disguised compliance and working persistently to secure and ensure positive engagement and improvement
- very good evidence that multi-agency involvements and intensive support services are securing change, improvement in lifestyles and helping to improve parenting capacity
- good information sharing and communication; key child protection processes are being used effectively by staff when concerns about safety and wellbeing are identified
- robust evidence-based assessments being used effectively to identify and address risks and needs
- strong evidence that there is an improved use of chronologies, described by the multi-agency review team as *clear, comprehensive, extensive, thorough, concise and robust* to identify emerging patterns and escalating risks
- comprehensive child's plans, supported by robust assessments and chronologies were being used effectively to keep children safe
- strong evidence of multi-agency partnership working, effective core groups and review case conferences monitoring improvement and outcomes of plans



## Areas for Improvement

- some opportunities to improve consistent recording practices within and across services / agencies – particularly in relation to recording views and feedback
- despite many clear attempts to engage with, and involve fathers / dads; the challenges in doing so require further multi-agency consideration
- some evidence that pre-birth wellbeing concerns could have been recognised and responded to more quickly; particularly following failed or missed appointments and / or repeat concerns
- some inconsistencies in terms of child's plans which need to be clearer in defining outcomes

## Conclusion

Overall, this year's review and quality assurance of child protection has once again identified a number of existing and emerging key strengths and some areas for improvement.

We identified a multi-agency workforce, growing in confidence and competence, when working with challenging behaviours.

We also identified good use was being made of single and multi-agency child protection processes, in particular chronologies, assessments and child's plans. We also identified that a range of legal measures were being used effectively by staff.

However, we also identified some areas for improvement and a need for more practice consistency which we are working to address.

The following diagram provides a visual summary of the Evaluations given by the multi-agency review team, using the Care Inspectorate's six-point scale (Excellent; Very Good; Good; Adequate; Weak and Unsatisfactory) <sup>7 8</sup>.



<sup>7</sup> [A quality framework for children and young people in need of care and protection](#) (Care Inspectorate: July 2018).

<sup>8</sup> Note: Most means 75% to 90%, Majority means 50% to 74%.



### **Improving Child Protection Case Conferences (CPCCs)**

In 2017 / 2018, we reported upon the appointment of a seconded, fixed term (up to 18 months), Improvement Officer; tasked with chairing, quality assuring and improving the overall performance management of CPCCs and improving the experience of children, young people and their families attending CPCCs.

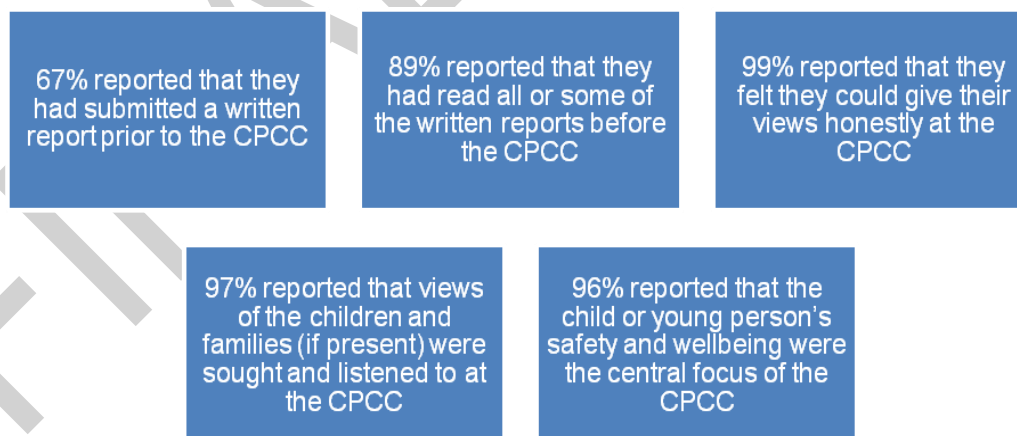
This appointment represented a significant investment and our commitment to continuous improvement, through self-evaluation and quality assurance. This seconded commenced in December 2016 and ended in March 2018.

However, the drive to continue to improve performance and experience has continued. At the end of the secondment period, an ambitious plan was put in place to ensure that the focus on improving quality and meeting national standards was maintained.

**In terms of impact**, the following has been achieved and is being sustained:

- established a Peer Review Group for the Chairs of CPCCs which meets regularly to promote quality and consistency of the chairing processes and decision-making. This Group comprises of four Improvement Officers and the Service Manager for Fieldwork, Services for Children, Young People and Families
- completed a quality assurance exercise early 2019; all four Improvement Officers observed each other chairing a CPCC. This enabled shared learning from each other and identified key strengths and areas for improvement in chairing these complex meetings
- provided regular inputs and presentations to the CPC Practice Improvement Working Group, allowing multi-agency partners to share learning and promote improved CPCC practices within their own services / agencies
- improved the CPCC electronic invitation system and the sharing of reports by sending out a single electronic update; thus ensuring all reports are shared at least 48 hours prior to a CPCC

We have also continued to seek the views of multi-agency practitioners who have attended CPCCs via an OnLine Survey. **In terms of impact**, the following diagram provides a visual summary of the feedback from 293 multi-agency practitioners who attended CPCCs between October 2018 and July 2019:



### **Conclusion**

Overall, it appears that performance in this complex area of work is continually improving. Increasing numbers of practitioners are taking time to respond to our post-CPCC survey. We continue to support this work by way of guidance and multi-agency staff learning and development opportunities. We are also working hard to maintain sustained improvements in terms of CPCC timescales.



## Children and Youth Rights Work – Listening and Seeking Views

2018 / 2019 has been a very busy year for the Children and Youth Rights Officer (CYRO) and the Who Cares? Scotland Worker.

Throughout this year, we have continued to review the arrangements for advocacy and for seeking the views of children and young people at key child protection meetings and at Looked After Reviews.

In terms of advocacy and seeking views, we have further reviewed and improved the existing arrangements and strengthened these with a service level agreement with Independent Advocacy Perth & Kinross. A multi-agency Advocacy Working Group was also established at the beginning of 2019.

These improvements have resulted in specific workers being allocated to three key groups of children and young people; those who are looked after and accommodated; those who are looked after at home and those who are open to child protection services. In addition, the CYRO has continued to support children and young people with advocacy who are not open to social work.

These arrangements, coupled with new technologies such as the Mind of My Own App and the All About Me Form, have resulted in an increase in the number of children and young people having their views presented and heard at various meetings.

**In terms of impact,** the following information demonstrates a growing increase in the number of children and young people who have had their views advocated / presented at key meetings since July 2018, either by workers or advocates via the submission of an All About Me Form:

- 148 children and young people's views presented at a Child Protection Case Conference (CPCC) by their social worker, carer, advocate or other professional
- 216 looked-after children and young people's views presented at a Looked-After Conference (LAC) by their social worker, carer, advocate or other professional
- 134 children and young people helped to submit an All About Me Form to CPCCs and LAC

## Children's Rights

The CYRO also continues to carry out a wide range of other duties in relation to children and young people's rights and respect work including:

- continuing to be the strategic lead for Rights Respecting School Awards; supporting and assessing schools and supporting the working group
- coordinating responses (including young people's views) to Scottish Government consultations regarding rights related issues and family law
- delivering training, both internally and externally to Third Sector organisations
- providing inputs on rights and advocacy at Team Development Days, AGMs and Meetings
- supporting the Corporate Parenting Worker with the Individual Grants process
- continuing to support the Fun Young Individuals Group (FYI)
- representing P&K at the Scottish Children's Rights Officer's Network (SCRON)
- serving as a member of the CPC

## Conclusion

The work of the Children and Youth Rights Officer (CYRO) and the Who Cares? Scotland Worker remain key strands in our improving framework for the provision of advocacy and in listening to and seeking the views of children and young people.



### **Independent Advocacy Perth & Kinross (IAPK)**

**IAPK** works with children and young people who are experiencing mental health issues; have a learning disability or are looked-after at home.

In keeping with the [CPC's Improvement Plan](#), IAPK is now providing independent advocacy support to children, young people and their parents, who are subject to child protection processes and systems, e.g. child protection case conferences; child protection registration; core groups; looked-after reviews; children's hearings and at permanency planning meetings.

IAPK provides confidential and free independent advocacy to support people to have their voice heard, so that they are involved in decisions which affect their lives. IAPK supports people to access information with the intention of increasing their confidence and control over their own situation.

IAPK believe people have more presence and involvement in these processes and are more likely to be able to influence change in themselves and / or their position.

Independent Advocates speak on behalf of people who are unable to speak for themselves, or choose not to do so. They safeguard people who are vulnerable or discriminated against, or whom services / agencies find difficult to support and engage with. IAPK can offer these opportunities without any conflicts of interest.

IAPK has recently secured a 21 hour post to provide Independent Advocacy provision to children and young people who are looked-after at home; recognising that this is a high risk group of children and young people.

Having been able to recruit an Independent Advocate with specific skills in communication work with children and young people is now delivering significant improvements in practice and outcomes for children and young people in Perth and Kinross.

***In terms of impact,*** the following diagram provides a visual summary of IAPKs child protection related advocacy support work between February 2019 and June 2019 within Perth and Kinross:



### **Conclusion**

The work of IAPK remains a key strand in our improving framework for the provision of advocacy and in listening to and seeking the views of children and young people.



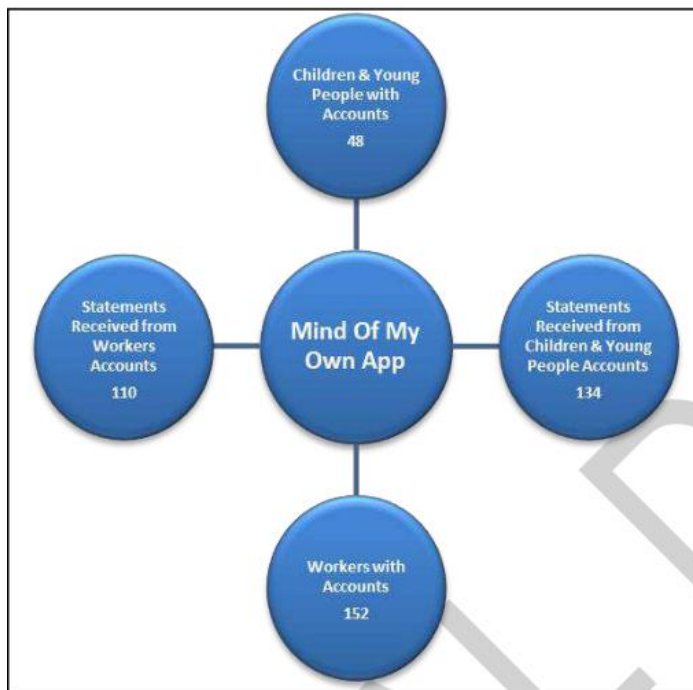


## **Mind Of My Own**

In Perth and Kinross, the [Mind Of My Own App](#) has been available since August 2017 as a means of gaining children and young people's views for and at their decision-making meetings; to tell us anything they would want to change; to tell us what is going well, or to make a complaint. The App is available to all

children and young people over 8 years of age who are supported by Services for Children, Young People and Families; including those children and young people whose names have been placed on the Child Protection Register (CPR); those who are looked-after at home and those who are looked-after and accommodated away from home.

**In terms of impact**, since first introduced in August 2017:<sup>9</sup>



The App is systemically being rolled out and its use is steadily growing. Children and young people are using the App most often when preparing for a decision-making meeting; with 32% of statements received for this purpose. The next highest usage is when they are preparing for their worker visiting; with 25% of statements received for this purpose.

### ***So what children and young people are telling us?***

Up until June 2019, 97% of children and young people felt positive about where they live; with 80% of children and young people saying they were feeling positive in general.

## **Recent Developments**

An exciting development took place in January 2019 with the commissioning of the Mind Of My Own Express App in Perth and Kinross. This App has been developed to get the views of much younger children and those with a disability. This App uses sounds, pictures and emojis to gain the views of younger children who may have a range of disabilities; including those who are non-verbal. This has allowed the App to be more inclusive and obtain the views of these children who are often much more difficult to reach. Since January 2019, we have received 66 statements from children via the Mind Of My Own Express App, which is a very positive start. The App has also been extended for use by Young Carers.

## **Looking-Ahead**

It is known that many children and young people can struggle with their mental health and many more experience compromised wellbeing. As a means of identifying issues that may affect a child or young person's emotional health, a new scenario is being developed within the Apps. Known as Mind Of My Own My Well-Being, this App is being designed to help children and young people share their hopes, fears and worries in a way that suits them.

<sup>9</sup> Note: Mind Of My Own Account levels can vary as Accounts are appropriately opened / closed by Users.



## REACH

**REACH** in Perth and Kinross originated from a Transformation Project on the Review and Remodelling of Residential Care.

REACH has been created to provide a 'one stop' multi-disciplinary response to the needs of young people aged 12 – 18 years of age and to their families across Perth and Kinross.

The primary focus for REACH is to offer intensive and flexible support and help improve outcomes for young people who are looked-after or who are at risk of becoming accommodated and are therefore "on the edge of care".

REACH provides individualised support and employs the skills of dedicated professionals from a range of disciplines to help young people to remain in their families, schools and communities and prevent the need to move to alternative residential care.

The long term aim is to enable young people to flourish within their community and to become healthy, resilient and resourceful adults.

**In terms of impact,** REACH provides a 24/7/365 service provision and between 1 April 2018 and 31 March 2019, REACH has supported 50 young people; 17 of whom were already looked-after.

On 25 April 2019, a formal event to recognise the work and commitment to achieve this innovative transformation took place at the newly refurbished REACH premises at Almondbank House in North Muirton, Perth.





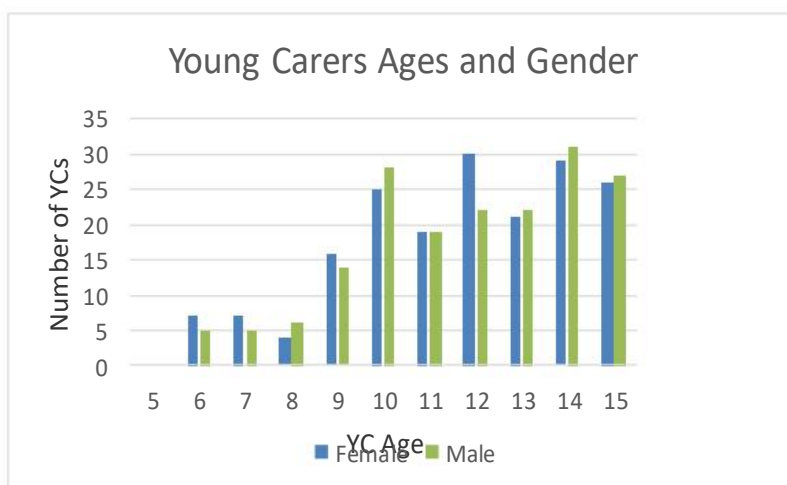
## Young Carers

[PKAVS Young Carers Hub](#) continues to support children and young people aged between 5 and 18 years old to cope with what can often be an all-encompassing caring role.

A Young Carer is anyone under the age of 18 and still at school, whose life, is in some way, restricted because of the need to take responsibility for the care of a person who is ill; has a disability; is experiencing mental distress or is affected by substance misuse.

Over 40% of the 335 young carers PKAVS currently support come from single parent families and so often these children and young people are not only a young carer, but the main carer.

The age and gender breakdown of those young carers currently being supported by PKAVS is:



On 1 April 2019, PKAVS moved to a dedicated Carers Centre, in Lewis Place, Perth which now includes the Barbara Vaughan Young Carer's Den; named after and dedicated to the late Councillor Barbara Vaughan, in recognition of her local work and support for young carers.



The Den provides a safe, comfortable place for young carers to access and meet.

It may be that they want to meet other young carers they've made friends with at the Den; or they may want to use it to come and talk to their support worker; or they may just want to use it to give themselves a quiet retreat and break from their caring role.



At present, much of the work is being driven by consultation with the young carers and the families being supported. Consultation is embedded and on-going at respite groups and after day trips and residential breaks.

In June 2019, the Annual Young Carers Consultation event took place and provided a chance to talk to young carers first hand and seek their views on what the service should deliver in the next 12 months.



The photograph above is just one example of the level of feedback received from young carers at the event. These are suggestions from young carers about what they would like their support to look like over the next 12 months. At present, PKAVS supports 335 young carers with an average 10 new referrals for hidden young carers every month.

**In terms of impact**, the following is a snapshot of some recent feedback:

*"The service is outstanding, life-changing, support is invaluable. Great team! We love you guys :) xxx"*

(A mother of 2 young carers aged 12 and 9 years old)

*"I love the service and I'm sure my son does too! It's amazing to see his smile when he comes home!"*

(A parent of a young carer aged 9 years old who stated her son no longer stammers since receiving support from PKAVS young carer's service)



**NSPCC**  
SCOTLAND

### **NSPCC Schools Service – Perth and Kinross**

The [NSPCC Schools Service: Speak Out. Stay Safe Programme](#) continues to be delivered, free-of-charge to Primary Schools across Scotland, and the rest of UK to ensure that children and young people:

- understand abuse in all its forms and recognise the signs of abuse
- know how to protect themselves from all forms of abuse
- know how to get help and the sources of help available to them including the [ChildLine](#) service.

Within Perth and Kinross, this programme is delivered as part of the wider sexual health and wellbeing programme and has been offered to Primary Schools in Perth & Kinross since November 2013 and from August 2016 has been offered to every Primary School, every two years.

**In terms of impact**, this academic year the programme was delivered in 37 Perth and Kinross Primary Schools to almost 5,500 pupils. Many of the Primary Schools have now received the programme multiple times. The programme was also delivered at Ardvreck, Craigclowan and Morrison's Academy Independent Schools. All events are evaluated via an OnLine Survey.



An important development has been the roll-out of the programme to children and young people with additional support needs (mild to moderate learning difficulties). This programme was introduced to staff at Fairview School and Inchview Primary School Specialist Provision and after some discussion with staff at Fairview School, the P1-3 Assembly was delivered to groups of pupils there.

In addition, the Adult Workshop “Keeping Children Safe Online” continues to be offered to every Primary School and was delivered in 13 settings to around 112 adults across Perth and Kinross.

In September 2018 the programme was delivered in St Stephen’s RC Primary School, marking a key milestone in our partnership work with the NSPCC.



Perth & Kinross Council's Lifelong Learning Convener, Councillor Caroline Shiers commented:

*“The visit to St Stephen’s RC Primary School marks a key milestone in the delivery of the Speak Out Stay Safe programme in Perth and Kinross: NSPCC Scotland have now attended all our primary schools to present very useful advice and guidance to assist school staff, parents and carers, and provide children with the information they need to stay safe and where to seek help*

*from. This is key to our ambitions to make sure our children are safe and protected. I am pleased that our continuing partnership with NSPCC Scotland is helping to make such a valuable difference”.*

| <b>School Staff – Key Comments / Feedback</b>                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| We recommend that you reinforce the messages from the assembly after our visit as this can help the children with their learning and development. Is this something you have or will be doing?                          | <p><i>“Yes, follow up discussions through our Circle Time sessions and as part of our building resilience programme”</i></p> <p><i>“Yes, we will reinforce the message though our school values which are Safe, Respect, Responsible”</i></p> <p><i>“Yes, regular lessons around children’s safety, responsibility, children’s rights, anti bullying and online safety”</i></p> |
| Following our visit please rate the impact of the sessions on your pupils’ understanding of child abuse                                                                                                                 | <p><i>“They know a lot more – they were encouraged to think about different forms of abuse and discuss different scenarios”</i></p> <p><i>“They know a lot more – sexual abuse as I feel the teachers are unaware of how to approach this subject and maybe don’t go into much detail about it so this opened the door to this chat”</i></p>                                    |
| We would like to capture any comments that children made following the assembly and / or workshop presentations. Could you please detail any quotes or observations from children that would be helpful for us to know? | <p><i>“Children were engaged in the discussions throughout the workshop and wanted to continue conversations after”</i></p> <p><i>“One child commented that it made them feel better about who to contact”</i></p>                                                                                                                                                              |



## **Getting it Right: Keeping Your Child Safe Event 2019**

This year we held our 8<sup>th</sup> annual event on 7 March 2019 in the Playhouse Cinema, Perth. This popular event continues to be targeted at inter-agency practitioners, managers, parents and carers in Perth and Kinross.

This annual event aims to raise further awareness and a better understanding about *keeping children and young people safe from harm, abuse and exploitation, specifically whilst online*; with a continuing focus on new technologies and emerging risks.

This year, guest speakers provided inputs and presentations on *social media and the impact on mental health; online grooming; online gaming and the dark net*. Three separate sessions took place in the morning, afternoon and evening with a minimum of 710 delegates attending this event.

Of those who attended this year's event, a total of 279 (39%) took time to complete an exit evaluation form prior to leaving. All the inputs, presentations and speakers were evaluated very highly.

**In terms of impact**, 127 of 279 (46%) delegates reported that their understanding of online risks was *much improved*; 135 (48%) reported that their understanding was *improved* and only 6 (2%) reported *no change* in their understating. The following is a small representative snapshot of delegate comments / feedback in relation to their immediate learning:

"Communicate, use your common sense and teach your kids about the online world, but keep yourself up to date too"

"The dark net is still scary, but I now know more therefore more aware of the risks. Forewarned is forearmed"

## **Conclusions**

Once again, this award winning, annual event attracted a large audience and has been evaluated very highly. Following this event, key messages and learning for children, young people, families and practitioners was extracted and shared by the CPC via social media platforms and with Schools.

At the time of publication, planning is underway via the Tayside Regional Improvement Collaborative (TRIC) Priority Group 5 (PG5): Safeguarding and Child Protection to share the context, content and learning from these events. Planning is also underway on building similar type events in Angus and Dundee, which if successful, they plan to place on a sustainable annual footing.

## Impact on Staff

**Evaluation:** We are confident that we are developing a competent, confident and skilful workforce. Our staff are highly motivated and committed to their own continuous professional development. We are empowering and supporting our staff with a wide range of evidenced-based multi-agency learning and development opportunities, which are evaluated highly and having a positive impact on practice. The content of these learning and development opportunities take account of changing legislative, policy and practice developments and local challenges.

### Staff Learning and Development

All CPC inter-agency child protection staff learning and development opportunities continue to be compliant with [National Guidance](#), which we have translated into our robust and dynamic [CPC Inter-Agency Child Protection Learning and Development Framework](#).

We continue to provide a wide range of flexible, refreshed, inter-agency staff learning and development opportunities to the *general contact workforce*; *specific contact workforce* and the *intensive contact workforce*; within our existing budget and free-of-charge at the point of delivery.

We continue to collate on-the-day / exit evaluations, which are consistently high.

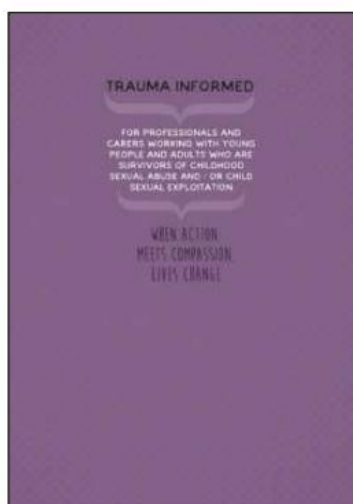
**In terms of impact**, the following Table provide an analysis of some the inter-agency child protection staff learning and development opportunities we have provided throughout 2018 / 2019:

| <b>CPC Inter-Agency Staff Learning and Development Opportunities<br/>(01/08/2018 – 31/07/2019)</b> |                      |                        |
|----------------------------------------------------------------------------------------------------|----------------------|------------------------|
| <b>Title of Course</b>                                                                             | <b>No of Courses</b> | <b>No of Attendees</b> |
| <i>Child Wellbeing and Protection Course (Introductory) (One-Day)</i>                              | 3                    | 71                     |
| <i>Designated Child Protection Officer Course (One-Day)</i>                                        | 3                    | 75                     |
| <i>Inter-Agency Working in Child Protection Course (One-Day)</i>                                   | 1                    | 15                     |
| <i>Working with Hostile and Non Engaging Families (One-Day)</i>                                    | 2                    | 25                     |
| <i>Online Risks for Children and Young People (Half-Day)</i>                                       | 1                    | 12                     |
| <i>Working with Children and Families Affected by Parental Substance Use (GOPR) (Half-Day)</i>     | 3                    | 52                     |
| <i>Child Sexual Exploitation Course (One-Day)</i>                                                  | 3                    | 55                     |
| <i>Trauma Informed Practice (CSA and CSE)</i>                                                      | 4                    | 85                     |
| <b>Total</b>                                                                                       | <b>20</b>            | <b>390</b>             |

In addition to the above, we have continued to promote and make available our OnLine staff learning and development opportunities.

**In terms of impact**, the following Table provide an analysis of the OnLine activity throughout 2018 / 2019:

| <b>OnLine Staff Learning and Development Opportunities – OnLine Modules<br/>(01/08/2018 – 31/07/2019)</b> |                                                       |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>Title of Course</b>                                                                                    | <b>No of Unique Users<br/>(Internal and External)</b> |
|                                                                                                           | <b>2018 / 2019</b>                                    |
| <i>Child Protection OnLine Module</i>                                                                     | 1,303                                                 |
| <i>Adult Support and Protection OnLine Module</i>                                                         | 666                                                   |
| <i>Getting it Right for Every Child (GIRFEC) OnLine Module</i>                                            | 1,206                                                 |
| <b>Total</b>                                                                                              | <b>3,175</b>                                          |



### **Trauma Informed Practice**

Last year, following a Joint Conference (192 multi-agency delegates) in March 2018, we reported upon our ongoing partnership work with RASAC P&K to develop a trauma informed workforce across P&K.

Throughout 2018 / 2019 this work has continued and we have:

- published and disseminated [P&K Trauma Informed Practice Guidance](#) for practitioners working with children, young people and adult survivors of CSA / CSE
- held two multi-agency Trauma Informed Managers Briefings; two multi-agency Trauma Informed Practice Training Sessions and two multi-agency Trauma Informed Practice Resourcing Workshops

In total, 85 multi-agency delegates have attended these partnership training events, which they evaluated very highly. Further partnership work is planned to significantly increase these training opportunities in an attempt to establish a critical mass of trauma informed and aware practitioners across P&K.

**In terms of impact**, the following is a small sample of practitioner feedback from various courses:

*"As a Team Leader I have been discussing trauma informed practice with my team and plan to embed this into daily practice"*

*"I am now more alert to non-engagement behaviours and how to approach these difficult situations. I will share this with my Team"*

*"I plan on using the GOCR Toolkit in my day-to-day practice. I will also share this knowledge with my colleagues"*

*"I now know the signs to look out for and how and who to report this to if I am worried or concerned about a child"*



## Impact on the Community

**Evaluation:** We are confident that the CPC is transparent and public-facing; that we are providing highly evaluated public information that is accurate, relevant and useful in terms of helping to keep children and young people safe; that we are communicating, listening and actively engaging with the community, building capacity and helping to keep people safe in their communities.

### Public Information, Communication and Engagement

#### Child Protection Website

The [CPC Child Protection Website](#), hosted on the PKC Website, remains fundamental to the CPC's approach to public information, communication and engagement. This public-facing website ensures the work of the CPC remains open and transparent.

Throughout 2018 / 2019, the website has been continuously improved, refreshed and increasingly being seen as a one-stop hub for child protection information.

**In terms of impact**, the following Table provides some high-level information on some key pages within the child protection website; showing unique user activity, page activity and an impact analysis between last year and this year. Many of the users went on to look at one or more sub-pages within the child protection website:

| <b>CPC Website Single User and Page Activity 1 August 2018 – 31 July 2019</b> |                                         |                                         |
|-------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
| <b>Key Webpage Activity</b>                                                   | <b>Impact (Minimum)<br/>2018 / 2019</b> | <b>Impact (Minimum)<br/>2017 / 2018</b> |
| <i>Child Protection – Total Hits</i>                                          | <i>13,051 users – 29,200 page views</i> | <i>11,342 users – 26,707 page views</i> |
| <i>Child Protection – Main Page</i>                                           | <i>2,190 users – 5,761 page views</i>   | <i>1,240 users – 1,984 page views</i>   |
| <i>What's New in Child Protection – News</i>                                  | <i>1,058 users – 3,125 page views</i>   | <i>752 users – 1,844 page views</i>     |
| <i>What to do if you are worried about child / young person</i>               | <i>653 users – 1,163 page views</i>     | <i>952 users – 395 page hits</i>        |
| <i>Child Protection Publications – All Pages</i>                              | <i>608 users – 1,189 page views</i>     | <i>645 users – 1,235 page hits</i>      |
| <i>P&amp;K Practitioner's Guide and OnLine Toolkit: Information Sharing</i>   | <i>274 users – 623 page views</i>       | <i>314 users – 1,017 page hits</i>      |
| <i>P&amp;K Practitioner's Guide and OnLine Toolkit: CSE</i>                   | <i>178 users – 330 page views</i>       | <i>242 users – 442 page hits</i>        |
| <i>P&amp;K Practitioner's Guide and OnLine Toolkit: GPR</i>                   | <i>113 users – 240 page visits</i>      | <i>144 users – 387 page hits</i>        |

## Social Media: General

Working in partnership with Perth and Kinross Council Chief Executive's Corporate Communications Officer and the ECS Communications Officer, we have continued to make use of the PKC social media platforms (Facebook and Twitter) to extend the message reach of our key child protection work.

At 31 July 2019, the continually growing PKC Corporate Twitter Account had 18,634 followers and the Corporate Facebook page had 18,746 likes.

**In terms of impact**, this year our CPC specific social media posts have resulted in a combined reach of 90,283 on Facebook and a total of 32,027 impressions on Twitter. During this reporting period, the most popular post on each channel was:



*Free learning opportunity, 18 September 2018 re: child sexual exploitation awareness for anyone working with children & young people: <http://ow.ly/9QSo30lm1pa> #childprotectionpk #stopcse*  
6,113 reached; 9 shares; 57 link clicks  
(Facebook 18 August 2018)



*Our annual #onlinesafety seminar for parents / carers / professionals working w/children & young people has been taking place today - a big thank you to the organisers and keynote speakers! For more info & advice on safe internet use, see <https://bit.ly/2HjT7qv> #childprotectionpk*  
2,814 impressions; 21 likes; 7 link clicks; 4 hashtag clicks; 1 retweet  
(Twitter 7 March 2019)

## Social Media: Specific

Building upon our social media platform, the annual *Getting it Right: Keeping Your Child Safe* events and our ongoing work to tackle and prevent Child Sexual Exploitation (CSE), Police Scotland's Tayside Division, in partnership with Barnardo's Scotland RISE (Reducing the Impact of Sexual Exploitation) Project and colleagues from Perth and Kinross Education and Children's Services, have hosted two, bespoke, inter-active, OnLine Safety / CSE / Grooming Facebook events with the public.

At both events, police and partner agencies were asked questions about online gaming; the challenges of engaging with overseas internet safety providers; top tips for keeping children safe; questions around parenting in a digital age and the thresholds for reporting to police and social work or the online platforms themselves.

**In terms of impact**, the first event held on 20 February 2019, reached 8,670 people with 809 active engagements; whilst the second event held on 14 June 2019 reached an even larger audience of 18,000 people with 2080 engagements. As a consequence, plans are in place to continue these highly successful web based events.

## ***How good is the delivery of our services for children, young people and families and our operational management?***

This section describes how we are delivering our services and providing help and support to protect children, young people and families. It also describes recent improvement work, led by the CPC, to support and empower practice. This work aims to support competent, confident and skilful multi-agency practitioners to make sound professional judgments when dealing with complex issues.

**Evaluation: We are confident that our child protection services are robust, effective and focused on vulnerability, risk and need. We are working extremely hard to improve the life chances of children and young people. Practice is enabled by evidence-based policy, practice and planning improvements.**



### ***Addressing Neglect and Enhancing Wellbeing (ANEW): Getting it Right in Perth and Kinross; Pre-Birth and into the First Year of Life***

Throughout 2018 / 2019, we have continued to actively take forward our multi-agency partnership work between Council Services, Health and [The Centre for Excellence for Children's Care and Protection \(CEL CIS\)](#) to [address neglect and enhancing wellbeing](#).

Our vision is to support connected and supported families; empowered communities and strengthened relationship-based practice.

In early 2018, the emergent design focussed on *Getting it right in the pre-birth period and into the first year of life*, which is closely aligned with our partnership work to develop a needs-led early intervention pathway to support pregnant women who are vulnerable; help prepare them for parenthood and ensure their unborn babies have the best start in life.

As a result, the following three strands have been identified for our long-term improvement work:

1. better enable communities to offer help and support to women and their families
2. better enable people (practitioners, volunteers, community members) to work together to ensure women and their families get the right help at the right time
3. better enable midwifery and health visiting to provide women and families with access to the right help and support

In taking this partnership work forward, Perth and Kinross Council and NHS Tayside, seconded two members of staff in early 2018, as Project Implementation Leads.

The Implementation Leads were supported by a multi-agency Implementation Team, utilising an improvement science methodology known as [Active Implementation](#) (Exploration; Installation; Initial Implementation and Full Implementation).

**In terms of impact**, the following described the key achievements over the last 12 months and the planned activities for 2019 – 2020:

### **Key Achievements 2018 / 2019**

- identified the P&K transformation zone (South West Perth City and Kinross) and engaged with the key staff groups
- develop useable innovative toolkits to address strand 3 above; e.g. developed practice profiles for Relationship Based-Practice in Midwifery and for those carrying out the role of the Named Person in Health Visiting
- funded the appointment of a dedicated Welfare Rights Worker (for pre-birth and early years families) to help and support these families to reduce the impact of poverty
- reviewed the current work being undertaken by the CLD Team in Crieff, a key partner within the transformation zone and discussed and agreed with strategic leads and local community officers the opportunity for further collaboration
- mapped and collated the available, published datasets, which will inform the Decision Support Data System (DSDS)
- worked together to identify local roles that are closely aligned to the ANEW work

### **Planned Activities 2019 – 2020**

- build strong, resilient teams to implement the ANEW programme
- increase the focus on qualities and competencies when recruitment
- strengthen training, mentoring and coaching for relevant workers
- strengthen organisational and leadership supports for change and improvement
- generate data to inform and share learning and measure impact
- work with Midwives and Health Visitors to examine the referral processes made to other services, agencies and sources of support

### **Other Practice Developments in 2018 / 2019**

In compliance with our ongoing commitment to continuous improvement through self-evaluation; quality assurance; improvement planning; learning lessons from ICRs and SCRs and supporting and empowering a competent, confident and professionally curious workforce, throughout 2018 / 2019 we have also developed, published and where necessary refreshed:

- [P&K Code of Practice: Information Sharing, Confidentiality and Consent](#) (January 2019)
- [Tayside Practitioners Guidance: Chronologies](#) (March 2019)
- [P&K CPC Practitioner's Guidance: Resolution and Escalation Arrangements](#) (August 2019)
- [P&K CPC Practitioner's Guidance: Professional Curiosity](#) (August 2019)

and in Autumn 2019 in partnership with the Tayside Regional Improvement Collaborative (TRIC) Priority Group 5 (PG5): Safeguarding and Child Protection, we plan to publish and implement refreshed:

- Tayside Practitioner's Guidance: Inter-Agency Referral Discussions (IRDs)
- Tayside Practitioner's Guidance: Concern for Unborn Babies (UBB)
- Tayside Joint Protocol: Medical Examinations of Children and Young People





## **Child Sexual Exploitation (CSE)**

### **Child Sexual Exploitation (CSE) is Child Sexual Abuse (CSA).**

Elected Members, Chief Officers and Community Planning Partnership (CPP) partners continue to provide strong strategic leadership, direction and scrutiny of our partnership approach of *zero-tolerance to abuse and exploitation and to ensuring a hostile environment across Perth and Kinross* and they have publicly recorded that “*there is no place for abuse and exploitation in our communities*”.

This work continues to be taken forward via the refreshed [CSE Work Plan](#). ***In terms of impact***, the following provides a summary of our ongoing partnership work throughout 2018 / 2019:

#### **Key Achievements 2018 / 2019**

- continued to support the work of the P&K multi-agency Child Sexual Exploitation Working Group (CSEWG) and refreshed [CSE Work Plan](#) which remains subject to regular progress reports and scrutiny;
- continued to develop and promote the P&K [CSE Webpages](#)
- continued to develop and distribute a wide range of existing and new, bespoke / specific [CSE information and advice leaflets](#)
- continued to promote and roll-out the NSPCC [Speak Out Stay Safe Schools Programme](#) to all PKC Primary Schools
- continued to support the annual GIRFEC - Keeping Your Child Safe events in Perth; with the latest annual event having taken place on 7 March 2019
- continued to support our multi-agency CSE Training Champions to deliver multi-agency CSE training sessions to staff
- continued to promote awareness and understanding of CSE on the PKC / CPC Social Media Platforms (Facebook and Twitter)
- developed a P&K CSA / CSE Screening Tool for use by frontline staff
- developed Trauma Informed Practice Resources and delivered a number of multi-agency management briefings and staff learning and development opportunities
- mapped the existing provisions for therapeutic support and recovery services for victims of CSA / CSE and identified a gap in local provisions for the under 12s (consistent with a national gap)
- participated in the national / regional CSE Workshop in Perth on 25 March 2019
- continued to support the work of the Young People's CSE Advisory Group, as evidenced below

#### **Planned Activities 2019 / 2020**

- continue to support the above, specifically the work of the Young People's CSE Advisory Group and their second CSA / CSE Survey for Secondary Schools in Autumn 2019
- develop the awareness raising See Beyond Eye and Logo / If you see something, say something strapline and branding
- pilot a newly developed P&K CSA / CSE Screening Tool with key Teams; then review, evaluate and roll-out widely across P&K
- develop specific materials for BME communities and Faith Groups, in partnership with PKAVS
- develop a more pro-active / intelligence-led approach to return interviews; missing children and the strengthen the connection between exploitation and trafficking
- develop a more coordinated and robust approach in the provision of therapeutic support and recovery for victims of CSA / CSE



## Young People's CSE Advisory Group

The CPC continues to support the Young People's CSE Advisory Group, first established in 2017.

In 2018 / 2019, the Advisory Group separated into two satellite groups – one based in Perth City, supported by RASAC P&K as part of their Youth Ambassador Programme and the other being a more rural Group based in Crieff, supported by Services for Young People. Both Groups continue to grow in terms of their knowledge and understanding of CSE and continue to work closely together in providing advice to the CPC on CSE related matters.

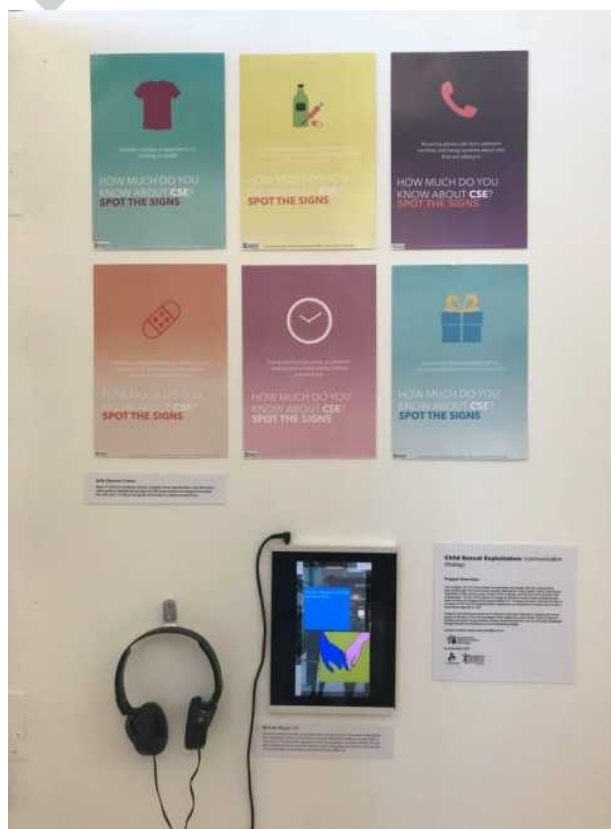
Recently, the Advisory Group has been working in partnership with Perth College UHI BA (Hons) Visual Communication and Design Students. This included some initial CSE awareness raising sessions with Students; which was planned and delivered by the Advisory Group themselves in December 2018 and February 2019.

Thereafter, members of the Advisory Group and some Students took part in the Annual GIRFEC: Keeping Your Child Safe Event in Perth Cinema in March 2019, where they were able to explore and test out some of their ideas in going forward. They also attended a Design Show at 2 High Street Perth in May 2019, which showcased their final designs.

This partnership work has allowed the Advisory Group to share and exchange their understanding and knowledge of CSE with the Students, who in turn used this knowledge to research CSE further and to create a suite of new graphic materials for public display.

As part of their developing Communication Strategy aimed at raising awareness, understanding and prevention of CSE, plans are in place to distribute these materials widely across Perth & Kinross.

In addition, in autumn 2019, the Advisory Group is planning to redistribute the original (2017) Young People's CSE OnLine Survey to all Secondary Schools in Perth & Kinross.





## Youth Voice Gathering 2019

Throughout 2018 / 2019, as part of the CPCs ongoing commitment to public information, communication and engagement; in particular engagement, involvement and participation of children, young people and families in the work of the CPC, members have been reaching out and working in partnership with various Young People's Groups via the Services for Young People Team; @scott street and Youth Voice.

In 2018, Youth Voice was re-designed, with an emphasis on smaller groups to ensure no particular individuals or groups became marginalised; thus ensuring their views and voices were heard and not drowned out.

This work has progressed well and on Saturday 21 September 2019 a Youth Voice Gathering is being held in Perth.

This one-stop-shop type event has been planned by young people, for young people and local Young People's Groups have been meeting monthly to plan and organise this.

They have identified issues of significant importance to them, based on their identity, locality and circumstances. These already include keeping safe; transport; health and wellbeing – especially mental health.

Their goal is to share and discuss these and many other issues with invited representatives from local services, agencies, partnerships and Council Departments, with a view of bringing about positive change for children and young people across Perth and Kinross.

This event will be an ideal opportunity for local organisations to meet with young people and consult directly with them, as well as for the young people themselves to showcase their priorities and achievements and to promote positive community based stories children and young people have to share.





## How good is our leadership?

This section describes our collective approach to leadership, direction, support, challenge and scrutiny. It describes how we are promoting effective and collaborative partnership working to deliver the best possible outcomes for children and young people. It also describes our commitment to continuous improvement through self-evaluation and our capacity for further improvement across Perth and Kinross.

**Evaluation: We are confident that our individual and collective approach to leadership, direction, support, challenge, scrutiny and joint partnership working is effective and robust and that our commitment to continuous improvement through self-evaluation is providing better outcomes for children and families across Perth and Kinross.**

*“Chief officers groups require strong oversight of children’s service planning, child protection committees and approaches to emerging needs in order to be assured in the robustness of processes, procedures and practice to keep children and young people safe. We saw that the support and understanding, particularly of social work and social care, by chief officers groups and elected members was pivotal to leading a challenging and changing delivery environment. The partnerships which we evaluated as performing well had chief officers and elected members who understood the service environment, actively engaged in strategic activity and were well-sighted on national issues and current and emerging local needs”*

*“A well functioning child protection committee is critical in leading services to support children and young people at the times in their lives when they are most vulnerable. In the partnerships which we evaluated as better performing, we saw clear CPC priorities which were reported on regularly and publicly”*

[The Joint Strategic Inspection of Services for Children and Young People: Review of Findings from the Inspection Programme 2012-2017 \(Care Inspectorate: 2019\)](#)



### **Perth and Kinross Children, Young People and Families Partnership (CYPFP)**

[Elected Members and Chief Officers](#) of the public, private and third sectors in Perth and Kinross continue to discharge their individual and collective responsibility for children's services, in particular, child protection services through the Perth and Kinross Children, Young People and Families Partnership (CYPFP).

The partnership continues to provide the CPC with strong leadership and direction. At its quarterly meetings, the partnership continues to scrutinise the work of the CPC and received regular progress reports and updates on national and local child protection policy and practice developments.

### **Perth and Kinross Child Protection Committee (CPC)**



[Perth and Kinross Child Protection Committee \(CPC\)](#) is the local multi-agency child protection partnership; compliant to [national standards](#); strongly committed to building an active child protection community and securing a culture where the care and protection of children and young people is at the heart of *everyone's job*.

The CPC continues to drive forward a strong focus on *continuous improvement*; *public information and communication*; *strategic planning and connections* and *annual reporting on the work of the CPC*.

<sup>10</sup> Source: Extracted from [How well do we protect children and meet their needs?](#) (HMIE: 2009)

[Membership of the CPC](#) is intentionally broad and inclusive of all relevant organisations and sectors which have a role to play; which allows the CPC to take a whole community approach to raising awareness of the key risks to children and young people. The CPC continues to nurture positive working relationships through a culture of mutual respect and understanding; involvement and participation; openness and transparency and support and challenge.

The CPC continues to meet six times per annum; all meetings are [minuted](#) and published on the public-facing [Website](#). Meetings are now being held / hosted across Perth and Kinross.

CPC members are also now affiliated with, and engaging with, a number of Young People's Groups across Perth and Kinross to ensure its work continues to be child-centred, child focused and informed by the voice of children and young people. The Chair of the CPC also chairs the Central and North Scotland CPC Consortium.<sup>11</sup>



### **Annual Development Day 2019**

This year's Annual Development Day, held on 7 May 2019, was a joint event with members from the Adult Protection Committee (APC). The theme for this year's event was: *Working together to prevent harm*, recognising the common issues and shared responsibilities of both partnerships. A total of 36 members from the CPC, APC and the wider public protection partnerships and child protection community attended this event, which they evaluated very highly.

This event was a mix of short presentations and rich table top discussions on key themes – *preventing sexual exploitation and trafficking; support for victims in recovery; pursuing perpetrators; working with people affected by alcohol and drug related issues; learning from and improving practice by way of ICRs and SCRs<sup>12</sup> and developing a workforce which is professionally curious.*

At the time of publication, a Joint Feedback and Evaluation Report, which has been accepted by both partnerships, has ensured there is a joint synergy between both partnerships and in going forward, has informed their respective partnership improvements plans and their capacity for improvement.

### **Learning from Significant Case Reviews (SCRs)**

In the context of child protection, a Significant Case Review (SCR) is a multi-agency process for establishing the facts of, and learning lessons from, a situation where a child has died or been significantly harmed. Significant Case Reviews should be seen in the context of a culture of continuous improvement and should focus on learning and reflection on day-to-day practices, and the systems within which those practices operate.<sup>13</sup> Perth and Kinross Public Protection Chief Officers Group (COG) and the CPC are committed fully to identifying all lessons that need to be learned from SCRs.

In June 2019, we published the Learning Summary from our first SCR; together with a Briefing Note and a High-Level Response Plan. To ensure transparency, we have published these on our public-facing website [here](#). In addition, as part of our commitment to learning lessons and continuous practice improvement, we have cascaded a 7 Minute Briefing Template across all services and agencies, to ensure the learning is widely disseminated to frontline teams and staff.

At the time of publication, the CPC is coordinating this activity and the resultant improvement work forms part of our improvement programme going forward.

<sup>11</sup> The Child Protection Committees of Aberdeen City, Aberdeenshire, Angus, Clackmannanshire & Stirling, Dundee City, Highland, Falkirk, Fife, Moray, Orkney Islands, Perth and Kinross and Shetland Islands.

<sup>12</sup> ICRs – Initial Case Reviews. SCRs – Significant Case Reviews.

<sup>13</sup> [National Guidance for Child Protection Committees: Conducting Significant Case Reviews](#) (Scottish Government: 2015).



## **Tayside Regional Improvement Collaborative (TRIC) Priority Group 5 (PG5): Safeguarding and Child Protection**

### [Tayside Plan for Children, Young People and Families 2017 - 2020](#)

Perth and Kinross CPC and partner agencies continue to support the work of TRIC PG5 and the abovementioned Plan. PG5 is led by Jacquie Pepper, Chief Social Work Officer PKC.

The initial improvement work of PG5 was to identify and scope out incremental improvements which would result in consistently high quality child protection practices; thereby providing a more solid foundation for larger scale, sustained change and improvement across the Collaborative. Much of this initial work was focussed on examining key child protection processes, practices and identifying and sharing good practice across the Collaborative.

Throughout 2018 / 2019, the improvement work of PG5 has gained significant pace; the current focus has shifted to implementation; whilst simultaneously working towards changing the culture, ethos and day-to-practice in child protection across the Collaborative.

**In terms of impact**, the following is a synopsis of the progress made:

- **Joint Child Protection Chief Officers and CPC Event** – Held in April 2019; 34 representatives from all three Tayside Chief Officers Groups (COGs) and CPCs attended; event was evaluated very highly; outputs are being taken forward across the Collaborative
- **Chronologies** – Multi-Agency Practice Guidance has been developed, published and disseminated widely across the Collaborative
- **Addressing Neglect and Enhancing Wellbeing** – Joint Conference: *Connect with Neglect* held in November 2018; 160 multi-agency practitioners and managers attended; event was evaluated very highly; learning was shared by high profile speakers and by speakers with a powerful lived experience; podcasts being developed for distribution more widely
- **Inter-Agency Referral Discussions (IRDs)** – Multi-Agency IRD Template and Practice Guidance has been developed and at the time of publication is being consulted upon across the Collaborative
- **Vulnerable Women in Pregnancy and Unborn Baby Referrals** – Multi-Agency Unborn Baby Referral Template and Practice Guidance developed and at the time of publication is being consulted upon across the Collaborative
- **Keeping Children and Young People Safe Online** – Mapping Exercise and Research Project completed; commissioned multi-agency keeping safe online training programme aimed at frontline / first responders; first line managers and policymakers; explored and rolling out the *Getting it Right: Keeping Your Child Safe* cinema event, on a sustainable footing, across the Collaborative
- **Involvement and Participation of Children and Families** – Shared Learning and Mapping Exercise completed; plan in place to develop practice guidance for Child Protection Case Conferences and other key meetings across the Collaborative
- **Developing Key Measures in Child Protection** – Identified a shared qualitative and quantitative Tayside dataset of key child protection measures and aiming to implement that in Autumn 2019 across the Collaborative
- **Learning from ICRs and SCRs** – Mapping Exercise completed and commissioned academic research to promote learning and consistency across the Collaborative

TRIC PG5 has in place an ambitious plan for taking this work forward in 2019 / 2020 and beyond.

## What is our capacity for improvement?

Perth and Kinross CPC is committed to continuous improvement through quality assurance and self-evaluation and continually strives for excellence.

***We know how good we are now, how good we can be and our capacity for improvement remains very strong.***

Throughout 2018 / 2019, we have made significant progress in implementing our two-year [CPC Improvement 2018 – 2020](#); which is evidenced throughout this report. In addition, we have also published a very comprehensive [Year One Plan Update](#).

| <b><i>In Summary / Next Steps: CPC Priority Actions / Tasks 2018 – 2020</i></b>                                                                                                                                  |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b><i><u>continue</u> to develop and make further use of qualitative performance measures for key child protection processes</i></b>                                                                             | ✓ |
| <b><i><u>continue</u> to develop the provision of and the consistency of advocacy arrangements</i></b>                                                                                                           | ✓ |
| <b><i><u>continue</u> to address neglect and enhance the wellbeing of vulnerable pregnant women and their babies, pre-birth and into the first year of life</i></b>                                              | ✓ |
| <b><i><u>continue</u> to develop a consistent approach to inter-agency referral discussions by improving day-to-day culture, practice and recording across the key services / agencies</i></b>                   | ✓ |
| <b><i><u>continue</u> to improve the quality of chronologies and develop them as an effective tool in the holistic assessment of risks and needs and in joint planning</i></b>                                   | ✓ |
| <b><i><u>continue</u> to improve the quality of assessments by ensuring that all services / agencies can contribute to the holistic assessment of risks and needs and in joint planning</i></b>                  | ✓ |
| <b><i><u>continue</u> to improve the quality of Child's Plans by ensuring that all services / agencies can timeously contribute to a SMART Child's Plan to address risks and needs and in joint planning</i></b> | ✓ |
| <b><i><u>continue</u> to sustain improvement in child protection case conferences; particularly in terms of timescales and the provision of service / agency reports</i></b>                                     | ✓ |

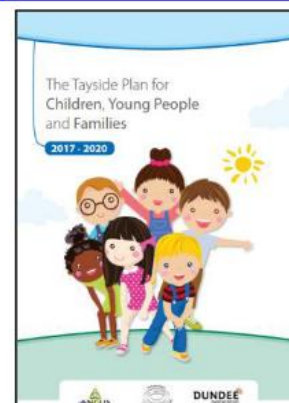
We will continue to take forward and implement our refreshed [CPC Improvement 2018 – 2020](#)

We will continue to take forward and implement our refreshed [CSE Work Plan 2017 – 2020](#)

We will continue to support the [Tayside Plan for Children, Young People and Families 2017 - 2020](#)

We will continue to support the Work Plan of TRIC PG5

We will continue to learn from ICRs and SCRs





## ***Key Abbreviations & Acronyms Used***

|         |                                                              |
|---------|--------------------------------------------------------------|
| ANEW    | Addressing Neglect and Enhancing Wellbeing                   |
| APC     | Adult Protection Committee                                   |
| BME     | Black and Minority Ethnicity                                 |
| CCR     | Child Concern Report                                         |
| CELCIS  | Centre for Excellence for Children's Care and Protection     |
| CLD     | Community Learning and Development                           |
| COG     | Chief Officers' Group                                        |
| CPC     | Child Protection Committee                                   |
| CPCC    | Child Protection Case Conference                             |
| CPIP    | Child Protection Improvement Programme (Scottish Government) |
| CPO     | Child Protection Order                                       |
| CPP     | Community Planning Partnership                               |
| CPR     | Child Protection Register                                    |
| CSA     | Child Sexual Abuse                                           |
| CSE     | Child Sexual Exploitation                                    |
| CSEWG   | Child Sexual Exploitation Working Group                      |
| CSO     | Compulsory Supervision Order                                 |
| CSWO    | Chief Social Work Officer                                    |
| CYPFP   | Children, Young People and Families Partnership              |
| CYRO    | Children and Youth Rights Officer                            |
| ECS     | Education and Children's Services                            |
| EFQM    | European Foundation for Quality Management                   |
| FYI     | Fun Young Individuals                                        |
| GDPR    | General Data Protection Regulations                          |
| GIRFEC  | Getting it Right for Every Child                             |
| GOPR    | Getting Our Priorities Right                                 |
| IAPK    | Independent Advocacy Perth & Kinross                         |
| ICPCC   | Initial Child Protection Case Conference                     |
| ICR     | Initial Case Review                                          |
| IRD     | Inter-Agency Referral Discussion                             |
| NHS     | National Health Service (Tayside)                            |
| NSPCC   | National Society for the Prevention of Cruelty to Children   |
| P&K     | Perth and Kinross                                            |
| PG5     | Priority Group 5                                             |
| PKAVS   | Perth and Kinross Association of Voluntary Service           |
| PKC     | Perth and Kinross Council                                    |
| RASAC   | Rape and Sexual Abuse Centre P&K                             |
| REACH   | Resilient; Engaged; Achieving; Confident; Healthy            |
| RISE    | Reducing the Impact of Sexual Exploitation                   |
| SCRA    | Scottish Children's Reporter Administration                  |
| SCR     | Significant Case Review                                      |
| SCRON   | Scottish Children's Rights Officer's Network                 |
| SMARTer | Specific; Measurable; Achievable; Realistic and Time-Limited |
| TRIC    | Tayside Regional Improvement Collaborative                   |
| UBB     | Unborn Baby                                                  |





# **CPC Improvement Plan 2018 – 2020**

## **Year 1 Progress / Update Report @ 31 July 2019**

First Published: 3 October 2018

**Getting it Right  
in Perth and Kinross**  
*Helping children be the best they can be*

| CPC Improvement Plan 2018 – 2020 |                                 |                       |                                 |                             |                               |
|----------------------------------|---------------------------------|-----------------------|---------------------------------|-----------------------------|-------------------------------|
| Date                             | Progress / Update Report        | Total Actions / Tasks | Total Actions / Tasks Completed | Total Actions / Tasks Added | Total Actions / Tasks Ongoing |
| 03/10/2018                       | Publication Date                | 17                    | 0                               | 17                          | 17                            |
| 31/07/2019                       | Year 1 Progress / Update Report | 17                    | 2                               | 0                           | 15                            |

#### RAG Legend – Red Amber Green

|          |                                                                                                                                                                                              |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R</b> | <b>RED:</b> There are <b>significant</b> issues and / or risks that are impacting on the action / task right now = we are not delivering the action / task on time / scope / budget          |
| <b>A</b> | <b>AMBER:</b> There are <b>some</b> issues and / or risks that are impacting on the action / task if not fixed = we are at risk of not delivering the action / task on time / scope / budget |
| <b>G</b> | <b>GREEN:</b> There are <b>no</b> issues and / or risks impacting on the action / task which is progressing according to plan = we are delivering the action / task on time / scope / budget |

| No                                                                                                                                                      | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                   | Strategic Lead                                | Timescale           | Year 1 Progress / Update Report<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | R A G |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>What key outcomes have we achieved?</b>                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |
| <b>Outcome 1: Use of multi-agency performance management information enables us to analyse trends and underpins our self-evaluation and improvement</b> |                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |
| 1                                                                                                                                                       | <p><b>1.1:</b> Develop and test further qualitative measures in relation to the impact of key child protection interventions and processes for children and young people which reflect their experiences of services</p> <p><i>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative (TRIC) – Priority Group 5 (PG5): Safeguarding and Child Protection)</i></p>              | Independent Chair of the CPC                  | By 30 November 2019 | <ul style="list-style-type: none"> <li>P&amp;K CPC Management Information and Performance Outcome Framework – Includes Quantitative and Qualitative Measures;</li> <li>CPC making intelligent use of data and receiving Quarterly and Annual Data Reports;</li> <li>Tayside CPC Common Key Performance Indicators and Measures – Mapping completed;</li> <li>Scottish Government / CELCIS National Minimum Dataset for CPCs and Tayside CPC Shared Indicators and Measures Workshop planned for September 2019;</li> <li>Scottish Government / CELCIS National Minimum Dataset for CPCs – Expected by end of 2019;</li> <li>Action / Task Linked with Action / Task 1.2 below;</li> <li><b>Work in Progress / Ongoing.</b></li> </ul> | G     |
|                                                                                                                                                         | <p><b>1.2:</b> Implement and embed the new Scottish Government / Care Inspectorate / CELCIS Shared Data Set for Vulnerable Children and Young People to further enhance the prevention and scrutiny role of the CPC and the CYPPF</p> <p><i>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative (TRIC) – Priority Group 5 (PG5): Safeguarding and Child Protection)</i></p> | CPC Inter-Agency Child Protection Coordinator | By 31 March 2020    | <ul style="list-style-type: none"> <li>Part of the Scottish Government's Child Protection Improvement Programme (CPIP) – Ongoing;</li> <li>Scottish Government / CELCIS National Minimum Dataset for CPCs and Tayside CPC Shared Indicators and Measures Workshop planned for September 2019;</li> <li>Scottish Government / CELCIS National Minimum Dataset for CPCs – Expected by end of 2019;</li> <li>Action / Task Linked with Action / Task 1.1 above;</li> <li><b>Work in Progress / Ongoing.</b></li> </ul>                                                                                                                                                                                                                   | G     |

| No                                                                                                                                                          | Action / Task                                                                                                                                                                                                                         | Strategic Lead                                      | Timescale                                         | Year 1 Progress / Update Report<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | R A G |
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| <b>How well do we meet the needs of our stakeholders?</b>                                                                                                   |                                                                                                                                                                                                                                       |                                                     |                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |
| <b>Outcome 2: Children and young people's voices in planning and decision making processes ensures that they are kept safe and promotes their wellbeing</b> |                                                                                                                                                                                                                                       |                                                     |                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |
| 2                                                                                                                                                           | 2.1: Further develop the existing provisions for seeking children and young people's views before, during and after key decision making meetings and extend the reach and use of the Mind Of My Own App to child protection processes | Chair of the CPC Practice Improvement Working Group | By<br>31 March 2019<br><br>Ongoing<br>2019 / 2020 | <ul style="list-style-type: none"> <li>Mind Of My Own App first introduced in P&amp;K @ August 2017;</li> <li>App currently being used by children and young people aged 8 years and over;</li> <li>App being used by children and young people who are: looked after and accommodated; whose names are on the child protection register; who have a disability and by those children and families who are working with social work on a voluntary basis;</li> <li>Introduced Mind Of My Own Express App in January 2019 which allows workers to use the App with younger children aged 4+ and with children with disabilities;</li> <li>Mind Of My Own App also being used by Young Carers as a means of giving their views for their lives, their Statements and for the reviews of services they use;</li> </ul> <p>Mind Of My Own App Snapshot @ July 2019:</p> <ul style="list-style-type: none"> <li>Total number of children and young people with their own accounts – 48;</li> <li>Total number of statements received from children and young people with accounts – 134;</li> <li>Total number of workers with their own accounts – 152;</li> <li>Total number of statements received from worker's with accounts – 110;</li> <li><b>Work in Progress / Ongoing.</b></li> </ul> | G     |

| No                                                                                                                                                                               | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Strategic Lead                                      | Timescale                                                            | Year 1 Progress / Update Report<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | R A G    |
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|                                                                                                                                                                                  | <p><b>2.2:</b> Review and explore the potential resources to strengthen and / or increase the existing advocacy support provisions for children and young people; including Independent Advocacy</p> <p><i>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative (TRIC) – Priority Group 5 (PG5): Safeguarding and Child Protection)</i></p>                                                                                                                                                                                                                                                                                      | Chair of the CPC Practice Improvement Working Group | <p>By 31 March 2019</p> <p>Ongoing 2019 / 2020</p>                   | <ul style="list-style-type: none"> <li>Tayside-wide Mapping Exercise of Participation, Engagement and Involved in key child protection processes – Completed;</li> <li>Lead Professionals / Social Workers / Children and Youth Rights Officer / Who Cares? Scotland Worker continue to provide advocacy support to children and young people;</li> <li>Independent Advocacy PK commissioned and providing advocacy support to children and young since 31 March 2019;</li> <li>CPCScotland's CPC Child Participation OnLine Survey Submitted April 2019 – National Review Report to follow;</li> <li><b>Work in Progress / Ongoing.</b></li> </ul>                                                                                                                                                                                                                                               | <b>G</b> |
| <b>Outcome 3: Coordinated help and support to pregnant women and their families ensures earlier intervention and enhances the wellbeing of infants in the first year of life</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                     |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |
| <b>3</b>                                                                                                                                                                         | <p><b>3.1:</b> Develop and implement in partnership with CELCIS, a three-strand joint programme of work to address neglect and enhance wellbeing – <i>Getting it Right in Perth and Kinross: Pre-Birth and into the first year of life</i>. Three strands of improvement work to:</p> <ol style="list-style-type: none"> <li>Better enable communities to offer help and support to women and their families</li> <li>Better enable people (practitioners, volunteers, community members) to work together to ensure women and their families get the right help at the right time</li> <li>Better enable midwifery and health visiting to provide women</li> </ol> | PKC ECS and NHS Tayside                             | <p>By 31 December 2020</p> <p>(Longer Term Initiative – Ongoing)</p> | <ul style="list-style-type: none"> <li>Joint Partnership Working with PKC; NHS Tayside (Midwifery Services, Health Visiting Services and Family Nurse Partnership) and the Centre for Excellence for Children's Care and Protection (CELCIS) – Ongoing since 4 November 2016;</li> <li>Long Term Project – Three Strands;</li> <li>P&amp;K Core Implementation Team – Established;</li> <li>P&amp;K Geographical Transformation Zone (Improvement Cycle) identified through careful analysis of data, workforce structures and partners commitment for involvement – South West Perth City and Kinross;</li> <li>Regular, routine communication channels established with critical Leaders and existing Agency Boards / Committees / Groups – including the CPC;</li> <li>Action / Task Linked with Action / Task 3.2, 4.1 and 10.1 below;</li> <li><b>Work in Progress / Ongoing.</b></li> </ul> | <b>A</b> |

| No                                                                                                                                          | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Strategic Lead                                                                                                                                                                | Timescale            | Year 1 Progress / Update Report<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | R A G    |
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|                                                                                                                                             | and families with access to the right help and support                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                               |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |
|                                                                                                                                             | <p><b>3.2:</b> Develop and implement a needs-led early intervention pathway and consistent approach across all services and agencies to support pregnant women who are vulnerable and which supports the identification, assessment and management of concerns for their unborn babies</p> <p><i>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative (TRIC) – Priority Group 5 (PG5): Safeguarding and Child Protection)</i></p> | Lead Nurse, Child Protection, NHS Tayside                                                                                                                                     | By 30 September 2019 | <ul style="list-style-type: none"> <li>NHS Tayside Unborn Baby Protocol – In Place;</li> <li>Tayside Multi-Agency Unborn Baby Action Group and Action Plan – In Place;</li> <li>Tayside Multi-Agency Practitioner's Guidance: Concern for Unborn Babies – Drafted;</li> <li>Tayside wide OnLine Consultation – Underway from 4 July 2019 – Consultation Closes 30 September 2019;</li> <li>Publication and Roll-Out of the Final Guidance to be supported by the Tayside Child Protection Learning and Development Group – Autumn 2019;</li> <li>Links with the PKC and NHS Tayside partnership work with Centre for Excellence for Children's Care and Protection (CELCIS);</li> <li>Action / Task Linked with Action / Task 3.1 above and 4.1 and 10.1 below;</li> <li><b>Post Implementation / Next Steps – To develop a multi-agency quality assurance and review process;</b></li> <li><b>Work in Progress / Ongoing.</b></li> </ul> | <b>G</b> |
| <b>Outcome 4: Children and young people benefit from an effective early response when they may be at risk of poor parenting and neglect</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                               |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |
| <b>4</b>                                                                                                                                    | <p><b>4.1:</b> Develop and implement a robust early response, intervention and support pathway for children and young people who are living in circumstances where poor parenting and neglect may have an adverse impact on their health and wellbeing</p> <p><i>(Being taken forward in partnership with the Tayside Regional</i></p>                                                                                                                               | <p>Head of Service Perth and Kinross Council Children, Young People and Families Service and Lead Nurse (Named Person Service) Women Children &amp; Families Division NHS</p> | By 30 September 2019 | <ul style="list-style-type: none"> <li>Links with the PKC and NHS Tayside partnership work with Centre for Excellence for Children's Care and Protection (CELCIS);</li> <li>Services for Children, Young People and Families Family Focus Team and Third Sector Agency provisions are in place to provide intensive family support when required;</li> <li>NHS Tayside Health Visiting Service – Delivering the Universal Health Visiting Pathway / GIRFEC Assessment;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>A</b> |

| No                                                                                                                                             | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Strategic Lead                                                                      | Timescale            | Year 1 Progress / Update Report<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | R A G    |
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|                                                                                                                                                | <i>Improvement Collaborative (TRIC) – Priority Group 5 (PG5): Safeguarding and Child Protection)</i>                                                                                                                                                                                                                                                                                                                                                                                   | Tayside                                                                             |                      | <ul style="list-style-type: none"> <li>GIRFEC Practice Model and Child's Plan – Widely used across P&amp;K;</li> <li>Action / Task Linked with Action / Task 3.1 and 3.2 above and 10.1 below;</li> <li><b>Work in Progress / Ongoing.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                              |          |
|                                                                                                                                                | <b>4.2:</b> Improve responses to children and young people whose health is at risk as a result of missed health appointments                                                                                                                                                                                                                                                                                                                                                           | Lead Nurse (Named Person Service)<br>Women Children & Families Division NHS Tayside | By 30 September 2019 | <ul style="list-style-type: none"> <li>NHS Tayside has in place a Failure to be Brought Policy for all NHS staff to follow for missed appointments;</li> <li>NHS Tayside staff who fulfil the role of Named Person will appropriately refer to Social Work / Children's Reporter and where necessary will call and convene a Child's Planning Meeting;</li> <li><b>ACTION COMPLETED.</b></li> </ul>                                                                                                                                                                                                                                | <b>G</b> |
| <b>How good is our delivery of services for children, young people and families?</b>                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |
| <b>Outcome 5: Robust and consistent inter-agency referral discussions ensure highly effective actions to protect children and young people</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |
| <b>5</b>                                                                                                                                       | <b>5.1:</b> Develop and implement a consistent approach to inter-agency referral discussions (IRDs) to further improve day-to-day culture and practice; improve information sharing, improve recording and decision making arrangements, all of which provides better outcomes for children and young people<br><br><i>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative (TRIC) – Priority Group 5 (PG5): Safeguarding and Child Protection)</i> | Chair of the CPC Practice Improvement Working Group                                 | By 30 September 2019 | <ul style="list-style-type: none"> <li>Tayside Multi-Agency IRD Action Group and Action Plan – In Place;</li> <li>Tayside Multi-Agency IRD Practitioner's Guidance: IRDs – Drafted;</li> <li>Tayside wide OnLine Consultation – Underway from 4 July 2019 – Consultation Closes 30 September 2019;</li> <li>Publication and Roll-Out of the Final Guidance to be supported by the Tayside Child Protection Learning and Development Group – Autumn 2019;</li> <li><b>Post Implementation / Next Steps – To develop a multi-agency quality assurance and review process;</b></li> <li><b>Work in Progress / Ongoing.</b></li> </ul> | <b>G</b> |

| No                                                                                                                                                                       | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Strategic Lead                                                                                    | Timescale                  | Year 1 Progress / Update Report<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                                                                                  | R A G |
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| <b>Outcome 6: Effective information sharing and compliance with our Code of Practice ensures children and young people are kept safe and their wellbeing is promoted</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                   |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |
| 6                                                                                                                                                                        | <p><b>6.1:</b> Review and refresh the existing Perth and Kinross Practitioner's Guide and Toolkit: Information Sharing, Confidentiality and Consent; in particular the Practitioner's Aide Memoire and Code of Practice to ensure it remains legally compliant with, and takes cognisance of, the General Data Protection Regulation (GDPR) which come into effect on 25 May 2018</p>                                                                                                                                                                                                                                    | <p>CPC Inter-Agency Child Protection Coordinator and Perth and Kinross Council Legal Services</p> | <p>By 31 October 2018</p>  | <ul style="list-style-type: none"> <li>Perth and Kinross Code of Practice: Information Sharing, Confidentiality and Consent – Refreshed and published on 17 January 2019;</li> <li>Legally compliant and widely shared / disseminated;</li> <li><b>ACTION COMPLETED.</b></li> </ul>                                                                                                                                                | G     |
| <b>Outcome 7: Chronologies are used effectively to identify significant events, patterns of risk and inform multi-agency assessments of risk</b>                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                   |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |
| 7                                                                                                                                                                        | <p><b>7.1:</b> Review and refresh the existing Tayside Practitioner's Guide: Chronologies; in particular the Chronology Template; ensure that all services and agencies, including adult services, can and are able to contribute to a multi-agency Chronology and that it continues to be a high quality and effective tool in the joint holistic assessment of risk and needs and in joint planning to protect children and young people</p> <p><i>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative (TRIC) – Priority Group 5 (PG5): Safeguarding and Child Protection)</i></p> | <p>Chair of the CPC Practice Improvement Working Group</p>                                        | <p>By 31 December 2018</p> | <ul style="list-style-type: none"> <li>Tayside Multi-Agency Practitioner's Guidance: Chronologies – Published 29 March 2019;</li> <li>Publication and Roll-Out being supported by the Tayside Child Protection Learning and Development Group – Ongoing;</li> <li><b>Post Implementation / Next Steps – To develop a multi-agency quality assurance and review process;</b></li> <li><b>Work in Progress / Ongoing.</b></li> </ul> | G     |



| No                                                                                                                                                                                                            | Action / Task                                                                                                                                                                                                                                                                                  | Strategic Lead                                                                                              | Timescale            | Year 1 Progress / Update Report<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | R A G |
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| <b>Outcome 8: High quality assessment frameworks take a holistic approach to assessing risks and are effective in formulating plans to protect children and young people</b>                                  |                                                                                                                                                                                                                                                                                                |                                                                                                             |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |
| 8                                                                                                                                                                                                             | 8.1: Review the existing single service / agency assessment frameworks and ensure that all services and agencies, including adult services, can and are able to contribute to a joint holistic assessment of risks and needs which informs joint planning to protect children and young people | Chair of the CPC Practice Improvement Working Group                                                         | By 30 September 2019 | <ul style="list-style-type: none"> <li>Single Service / Agency Assessment Frameworks – In Place;</li> <li>Risk Assessments are integral parts of the Child Protection Investigation and Planning Process;</li> <li>Risk Assessment are given prominence within Children and Young People's Records;</li> <li>Risk Assessments examined a CPCCs; Core Groups and at other key Meetings;</li> <li>Risk Assessments are examined annually as part of the CPC's Quality Assurance and Review of Child Protection;</li> <li><b>Work in Progress / Ongoing.</b></li> </ul> | A     |
| <b>Outcome 9: SMART Child's Plans are used effectively to protect children and young people by clearly setting out timescales for actions and are used well to measure progress against intended outcomes</b> |                                                                                                                                                                                                                                                                                                |                                                                                                             |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |
| 9                                                                                                                                                                                                             | 9.1: Review the existing Tayside Child's Plan and ensure that all services and agencies, including adult services, can and are able to timeously contribute to a SMART Child's Plan to address risks and needs and in joint planning to protect children and young people                      | Chair of the CPC Practice Improvement Working Group                                                         | By 30 September 2019 | <ul style="list-style-type: none"> <li>Tayside Child / Young Person's Plan and Guidance – Rolled-Out; Guidance – In Place;</li> <li>Child's Plans examined a CPCCs; Core Groups and at other key Meetings;</li> <li>Child's Plans are examined annually as part of the CPC's Quality Assurance and Review of Child Protection;</li> <li><b>Work in Progress / Ongoing.</b></li> </ul>                                                                                                                                                                                | A     |
| <b>Outcome 10: Child Protection Case Conferences are held within specified timescales and multi-agency decision making is supported by the provision of good quality multi-agency reports</b>                 |                                                                                                                                                                                                                                                                                                |                                                                                                             |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |
| 10                                                                                                                                                                                                            | 10.1: Continue to monitor and sustain improvement in Child Protection Case Conferences; in particular the timescales for Pre-Birth Child Protection Case Conferences and Initial Child Protection Case Conferences                                                                             | Service Manager (Fieldwork Services) Services for Children, Young People and Families and Chief Midwife and | By 30 September 2019 | <ul style="list-style-type: none"> <li>Timescales for Multi-Agency Child Protection Case Conferences – Being proactively monitored via: <ul style="list-style-type: none"> <li>P&amp;K ECS Business Management Improvement Plan (BMIP);</li> <li>P&amp;K CPC Management Information and Performance Outcome Framework and Quarterly Highlight Reports to CPC;</li> <li>Services for Children, Young People and</li> </ul> </li> </ul>                                                                                                                                | A     |

| No                                                                                                                                             | Action / Task                                                                                                                                                                                                                                                                                           | Strategic Lead                                                                           | Timescale                  | Year 1 Progress / Update Report<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | R A G    |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                                                                                                                                                |                                                                                                                                                                                                                                                                                                         | Lead Nurse (Named Person Service)<br>Women Children & Families Division NHS Tayside      |                            | Families Improvement Officers and Chairs of CPCCs and Peer Group Reviews and Meetings;<br><ul style="list-style-type: none"> <li>NHS Tayside Unborn Baby Protocol – In place;</li> <li>NHS Tayside Unborn Baby Referrals managed and monitored via a Tayside Unborn Baby Generic Mailbox which supports optimal timescales for Pre-Birth Child Protection Case Conferences;</li> <li>Action / Task Linked with Action / Task 3.1 and 3.2 above and 10.2 below;</li> <li><b>Work in Progress / Ongoing.</b></li> </ul>  |          |
|                                                                                                                                                | <b>10.2:</b> Continue to monitor the provision and quality of multi-agency reports and assessments for all types of Child Protection Case Conferences                                                                                                                                                   | Service Manager (Fieldwork Services)<br>Services for Children, Young People and Families | By<br>30 September<br>2019 | <ul style="list-style-type: none"> <li>Quality of Multi-Agency Child Protection Case Conferences – Monitored by Services for Children, Young People and Families Improvement Officers and Chairs of CPCCs and Peer Group Reviews and Meetings;</li> <li>Quality also included in the CPC Annual Quality Assurance and Review of Child Protection;</li> <li><b>Work in Progress / Ongoing.</b></li> </ul>                                                                                                               | <b>A</b> |
| <b>How good is our management?</b>                                                                                                             |                                                                                                                                                                                                                                                                                                         |                                                                                          |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |
| <b>Outcome 11: The CPC continues to be a highly effective multi-agency partnership working tirelessly to protect children and young people</b> |                                                                                                                                                                                                                                                                                                         |                                                                                          |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |
| <b>11</b>                                                                                                                                      | <b>11.1:</b> Review and refresh the component parts of the existing CPC business model to ensure it remains a high performing and effective multi-agency partnership committed to continuous improvement, strategic planning, public information and communication to protect children and young people | Independent Chair of the CPC and CPC Inter-Agency Child Protection Coordinator           | By<br>31 October<br>2019   | <ul style="list-style-type: none"> <li>Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities (Scottish Government) – Published by Scottish Government on 11 February 2019;</li> <li>Being taken forward via Perth and Kinross Children, Young People and Families Partnership (CYPFP), Perth and Kinross Chief Officers Group (COG) and the CPC;</li> <li>Perth and Kinross CPC Business Model – Being refreshed;</li> <li><b>Work in Progress / Ongoing.</b></li> </ul> | <b>G</b> |

| No                                                                                                                                      | Action / Task                                                                                                                                                                                                                                                    | Strategic Lead                                                                 | Timescale          | Year 1 Progress / Update Report<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | R A G |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <i>How good is our leadership?</i>                                                                                                      |                                                                                                                                                                                                                                                                  |                                                                                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |
| <b>Outcome 12: The work of the Chief Officers' Group; the Chief Social Work Officer and the CPC is compliant with national guidance</b> |                                                                                                                                                                                                                                                                  |                                                                                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |
| 12                                                                                                                                      | 12.1: Following the National Chief Officers' Leadership Event (2 May 2018) implement and embed the new Scottish Government Guidance <i>Protecting Children and Young People: Child Protection Committees and Chief Officer Responsibilities</i> (when published) | Independent Chair of the CPC and CPC Inter-Agency Child Protection Coordinator | By 31 October 2019 | <ul style="list-style-type: none"> <li>First National Chief Officers' Leadership Event held on 2 May 2018;</li> <li>Second National Chief Officers' Leadership Event held on 18 June 2019;</li> <li>Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities (Scottish Government) – Published by Scottish Government on 11 February 2019;</li> <li>Being taken forward via Perth and Kinross Children, Young People and Families Partnership (CYPFP), Perth and Kinross Chief Officers Group (COG) and the CPC;</li> <li>Joint Tayside COG and CPC Leadership Event held on 2 April 2019;</li> <li><b>Work in Progress / Ongoing.</b></li> </ul> | G     |

## Ongoing / Maintenance Actions / Tasks 2018 – 2020

| No | Ongoing / Maintenance – Actions / Tasks – Monitor by Thematic Progress Reporting to CPC                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Timescale           |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1  | Continue to improve by implementing existing and emerging Scottish Government child protection legislative and policy developments; which also arise from the Scottish Government's Child Protection Improvement Programme (CPIP) Reports (2) per their Recommendations and Action Points and from the Scottish Child Abuse Inquiry (CABI)                                                                                                                                                                                                           | Ongoing 2018 – 2020 |
| 2  | Continue to improve the Multi-Agency Screening Group (MASG), in compliance with emerging legislative and policy developments (i.e. GDPR and the Information Sharing Provisions per Part 4 and 5 of The Children and Young People (Scotland) Act 2014                                                                                                                                                                                                                                                                                                 | Ongoing 2018 – 2020 |
| 3  | Continue to improve the Joint Investigative Interview Arrangements in keeping with National Joint Investigative Interview Requirements; the Scottish Courts and Tribunals Service (SCTS) Evidence and Procedure Review and the Stop To Listen and Trauma Informed Practice approaches                                                                                                                                                                                                                                                                | Ongoing 2018 – 2020 |
| 4  | Continue to improve culture, ethos and practice by implementing and sharing the lessons learned from National and Local Initial Case Reviews (ICRs) and Significant Case Reviews (SCRs)                                                                                                                                                                                                                                                                                                                                                              | Ongoing 2018 – 2020 |
| 5  | Continue to improve and monitor the attendance, provision of written reports and timescales for all Child Protection Case Conferences (CPCCs)                                                                                                                                                                                                                                                                                                                                                                                                        | Ongoing 2018 – 2020 |
| 6  | Continue to improve the involvement and participation of children, young people and their families in key child protection processes and in the work of the CPC                                                                                                                                                                                                                                                                                                                                                                                      | Ongoing 2018 – 2020 |
| 7  | Continue to improve awareness and understanding of abuse and exploitation; in particular Child Sexual Exploitation (CSE); by implementing the provisions of the CSE Work Plan and by supporting the work of the Young People's CSE Advisory Group                                                                                                                                                                                                                                                                                                    | Ongoing 2018 – 2020 |
| 8  | Continue to improve joint partnership working, particularly between the Children, Young People and Families Partnership (CYPFP); Adult Protection Committee (APC); Alcohol and Drug Partnership (ADP); Child Protection Committee (CPC); Multi-Agency Public Protection Arrangements (MAPPA) and the Violence Against Women Partnership (VAWP); to promote an all-system / whole-family approach to children and young people affected by transitions; domestic abuse; parental mental ill-health and parental problematic alcohol and / or drug use | Ongoing 2018 – 2020 |
| 9  | Continue to improve the culture, ethos, practice, competence and confidence of practitioners by delivering and implementing a Workforce Learning and Development Framework and a Programme of Opportunities which includes training on Child Protection; Working with Non-Engagement including Disguised Compliance; Over-Optimism; Professional Challenge and Curiosity; Adverse Childhood Experiences (ACEs) and Trauma Informed Practice                                                                                                          | Ongoing 2018 – 2020 |
| 10 | Continue to improve practice by further promoting, embedding and / or consolidating the <i>Getting it Right for Every Child</i> approach; including the National Practice Model; Named Person and Lead Professional                                                                                                                                                                                                                                                                                                                                  | Ongoing 2018 – 2020 |



## Perth and Kinross Child Sexual Exploitation (CSE) Work Plan 2017 – 2020

**Prevention**

**Intervention**

**Disruption & Prosecution**

**Recovery**

**Refreshed / Published: 31 July 2019**

**RAG Legend – Red; Amber; Green:**

|          |                                                                                                                                                                                                      |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R</b> | <b>RED:</b> <i>There are <b>significant</b> issues and / or risks that are impacting on the action / task right now = we are not delivering the action / task on time / scope / budget.</i>          |
| <b>A</b> | <b>AMBER:</b> <i>There are <b>some</b> issues and / or risks that are impacting on the action / task if not fixed = we are at risk of not delivering the action / task on time / scope / budget.</i> |
| <b>G</b> | <b>GREEN:</b> <i>There are <b>no</b> issues and / or risks impacting on the action / task which is progressing according to plan = we are delivering the action / task on time / scope / budget.</i> |

| No                                                                                                                                                                                                                                              | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Timescale   | Planned Outputs                                                                            | Progress / Sense Check<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                     | RAG |
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| <b>Workstream 1 – Prevention (Lead – Catriona Scobbie: Education Service)</b>                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |
| <b>OUTCOME: A high level of awareness and understanding about child sexual exploitation<sup>1</sup> across the community and a hostile environment and zero-tolerance approach is protecting children and young people in Perth and Kinross</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |
| 1                                                                                                                                                                                                                                               | <p>Continue to support and nurture the Young People's Child Sexual Exploitation (CSE) Advisory Group to inform the development of CSE local work and resources in Perth and Kinross including:</p> <ul style="list-style-type: none"> <li>development of CSE public information posters and advice leaflets</li> <li>development of child and family-friendly CSE web-based-pages</li> <li>development of CSE materials for use on social media platforms</li> <li>development of a second CSE survey of young people in secondary schools</li> <li>development work with Perth College / UHI Visual Communications Students</li> </ul> | 2017 / 2020 | Young People's Child Sexual Exploitation (CSE) Advisory Group Remit and Work Plan Outcomes | <ul style="list-style-type: none"> <li>Young People's CSE Advisory Group – In Place;</li> <li>Second YP CSE OnLine Survey in PKC Secondary Schools – Configured for Autumn 2019;</li> <li>Ongoing Engagement / Dialogue with the CPC;</li> <li>Ongoing development work with Perth College / UHI Visual Communications Students to produce eye-catching graphics and posters;</li> <li>Young People's Gathering Event – Planned for September 2019;</li> <li><b>Work Ongoing.</b></li> </ul> | G   |
| 2                                                                                                                                                                                                                                               | Consistently distribute, more widely in Perth and Kinross Child Sexual Exploitation (CSE) Information and Advice (differing materials and types of media - including materials provides by Barnardo's Scotland) for all Night-Time Economy Workers (NTE)                                                                                                                                                                                                                                                                                                                                                                                | 2017 / 2020 | Information and Advice on CSE Widely Disseminated, Accessible and Understood               | <ul style="list-style-type: none"> <li>Existing suite of CSE Information and Advice Postcards – In Place; <ul style="list-style-type: none"> <li>Taxi and Private Hire Drivers</li> <li>Hotel, Accommodation Workers and Registered Social Landlords</li> <li>Licensed Premises Workers (including</li> </ul> </li> </ul>                                                                                                                                                                    |     |

<sup>1</sup> Throughout this document references to Child Sexual Exploitation (CSE) includes reference to Child Sexual Abuse (CSA).

| No | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Timescale | Planned Outputs | Progress / Sense Check<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | RAG |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|    | <p>including:</p> <p><i>Materials since 2017 / 2018:</i></p> <ul style="list-style-type: none"> <li>• Taxi and Private Hire Drivers</li> <li>• Hotel, Accommodation Workers and Registered Social Landlords</li> <li>• Licensed Premises Workers (including Off-Sales)</li> </ul> <p><i>Materials for 2018 / 2019:</i></p> <ul style="list-style-type: none"> <li>• Bus Drivers / Taxi Marshalls / Street Pastors</li> <li>• Hairdressers and Nail Bar Workers</li> <li>• Hot Food Take Away Workers</li> <li>• Cafes and Drop-In Centre Workers / Entertainment Venues</li> </ul> <p><i>Additional Materials Planned for 2019 / 2020;</i></p> <ul style="list-style-type: none"> <li>• Ethnic Minority Communities</li> <li>• Faith and Church Groups</li> </ul> |           |                 | <p>Off-Sales)</p> <ul style="list-style-type: none"> <li>○ Bus Drivers / Taxi Marshalls / Street Pastors</li> <li>○ Hairdressers and Nail Bar Workers</li> <li>○ Hot Food Take Away Workers</li> <li>○ Cafes and Drop-In Centre Workers / Entertainment Venues</li> </ul> <ul style="list-style-type: none"> <li>• Available electronically on the CPC Website and in Hard Copy;</li> <li>• Further work ongoing via PKAVS 2019;</li> <li>• Further work necessary between P&amp;K CPC and PKC Licensing Committee / Housing and Communities Committee / Environment and Infrastructure Committee / Local Action Partnerships;</li> <li>• Agreed to adopt a more Intelligence-Led approach in going forward in 2019;</li> <li>• <b>Work Ongoing.</b></li> </ul> | G   |



| No                                                                                                                                                                                                                                     | Action / Task                                                                                                                                                                                                                                                                                                                                                        | Timescale   | Planned Outputs                                               | Progress / Sense Check<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                               | RAG |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Workstream 2 – Intervention (Lead – Tracy Garland: Services for Children, Young People and Families)</b>                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                      |             |                                                               |                                                                                                                                                                                                                                                                                                                                                                        |     |
| <b>OUTCOME: Signs that children and young people may be at risk of child sexual exploitation are identified early and children and young people benefit from proportionate intervention and effective support in Perth and Kinross</b> |                                                                                                                                                                                                                                                                                                                                                                      |             |                                                               |                                                                                                                                                                                                                                                                                                                                                                        |     |
| 3                                                                                                                                                                                                                                      | Pilot / Test the Perth and Kinross Child Sexual Exploitation (CSE) Screening Toolkit (not an assessment tool) with the following key Teams: <ul style="list-style-type: none"> <li>• Child Protection and Duty Team</li> <li>• REACH</li> <li>• Throughcare – Aftercare Team</li> <li>• Services for Young People</li> <li>• RASAC P&amp;K (Third Sector)</li> </ul> | 2019 / 2020 | Child Sexual Exploitation (CSE) Screening Toolkit Implemented | <ul style="list-style-type: none"> <li>• P&amp;K CSE Screening Tool Finalised – Next Steps – Pilot / Test-of-Change in 2019;</li> <li>• Suggested Six Months Pilot / Test-of-Change in 2019; with an Update @3 months;</li> <li>• Further explore the potential to include a PKC School &amp; a P&amp;K Independent School;</li> <li>• <b>Work Ongoing.</b></li> </ul> | G   |

| No                                                                                                                                                                                          | Action / Task                                                                                                                                                                                                                                                           | Timescale   | Planned Outputs                                                               | Progress / Sense Check<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                                                                                                  | RAG |
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| <b>Workstream 3 – Disruption and Prosecution (Lead – DI Leanne Blacklaw: Police Scotland)</b>                                                                                               |                                                                                                                                                                                                                                                                         |             |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| <b>OUTCOME: We provide a hostile environment to perpetrators of child sexual exploitation ensuring perpetrators are identified, targeted, disrupted and prosecuted in Perth and Kinross</b> |                                                                                                                                                                                                                                                                         |             |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| 4                                                                                                                                                                                           | Continue to ensure the work of Police Scotland Tayside Division's Missing Persons Coordinator continues to prioritise the links with: <ul style="list-style-type: none"> <li>Return Discussions</li> <li>Missing Children</li> <li>Trafficking (CSA and CSE)</li> </ul> | 2019 / 2020 | CSA and CSE and Intelligence Links In Place                                   | <ul style="list-style-type: none"> <li>Ongoing commitment by Police Scotland's Tayside Division;</li> <li>Constable Andy Caulfield Tayside Division's Missing Persons Coordinator, now operates within the recently formed Tayside Division Preventions Hub, Dundee;</li> <li>Return Discussions continue to have a high priority / importance in Missing Persons / Trafficking / CSA &amp; CSE;</li> <li><b>Work Ongoing.</b></li> </ul> | G   |
| 5                                                                                                                                                                                           | Continue to ensure the work of Police Scotland Tayside Division's / Barnardo's Scotland Reducing the Impact of Sexual Exploitation (RISE) Project continues to inform the Perth and Kinross Child Sexual Exploitation (CSE) work                                        | 2019 / 2020 | Perth and Kinross Child Sexual Exploitation (CSE) Work Informed               | <ul style="list-style-type: none"> <li>Ongoing commitment by Police Scotland Tayside Division's / Barnardo's Scotland;</li> <li>Barnardo's Scotland / Police Scotland Tayside Division's CSE Pilot Scheme Adviser is Sarah Finnegan;</li> <li>RISE Project – Evaluated Positively by the University of Stirling;</li> <li>Exploring the potential to Roll-Out across Tayside;</li> <li><b>Work Ongoing.</b></li> </ul>                    | G   |
| 6                                                                                                                                                                                           | Continue to improve our multi-agency ability to conduct Intelligence-Led Investigations by examining options for partners to share intelligence direct with Police Scotland by: <ul style="list-style-type: none"> <li>Building on the National Stop to</li> </ul>      | 2019 / 2020 | Robust Intelligence Led Investigations result in Disruptions and Prosecutions | <ul style="list-style-type: none"> <li>New Action Point – Following on from the Regional CSE Workshop – Held in Perth on Monday 25 March 2019;</li> <li>Exploring the potential to establish a Portal for key services and agencies to share intelligence;</li> </ul>                                                                                                                                                                     |     |

| No | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                  | Timescale | Planned Outputs | Progress / Sense Check<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                                                                                            | RAG |
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|    | <p>Listen (STL) Initiative and Perth and Kinross STL Pathfinder</p> <ul style="list-style-type: none"> <li>• Exploring options to disrupt and prosecute perpetrators of Sexual Abuse and Exploitation</li> <li>• Ensuring First Line Managers / Child Protection Practitioners are aware of Human Trafficking Legislation, the links to CSA and CSE and encourage its use in ongoing investigations</li> </ul> |           |                 | <ul style="list-style-type: none"> <li>• Exploring the potential to develop a Disruption Toolkit;</li> <li>• Exploring a potential Tayside-wide approach;</li> <li>• Developing a Communications Plan to promote better awareness and understanding of the links between CSE and Human Trafficking;</li> <li>• Targeting First Line Managers to change Culture and Day-to-Day Practices;</li> <li>• <b>Work Ongoing.</b></li> </ul> | A   |

| No                                                                                                                                                 | Action / Task                                                                                                                                                                                                                                                                                                                             | Timescale   | Planned Outputs                                                                                    | Progress / Sense Check<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | RAG |
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| <b>Workstream 4 – Recovery (Lead – Jen Stewart: Third Sector Child Protection Group)</b>                                                           |                                                                                                                                                                                                                                                                                                                                           |             |                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |
| <b>OUTCOME: Children and young people benefit from the support they need to help them recover from trauma, child sexual abuse and exploitation</b> |                                                                                                                                                                                                                                                                                                                                           |             |                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |
| 7                                                                                                                                                  | Working in partnership with the Young People's CSE Advisory Group and RASAC Youth Ambassadors, explore the potential to develop and publish a Perth and Kinross Young People's Directory of Therapeutic Support Services for use by children and young people who have experienced sexual trauma, including sexual abuse and exploitation | 2019 / 2020 | Perth and Kinross Young People's Directory of Therapeutic Support Services for CSA / CSE Published | <ul style="list-style-type: none"> <li>Options being actively explored – Feedback provided by the Staff Team supporting the Young People's CSE Advisory Group; RASAC Youth Ambassadors and Educational Psychology Staff;</li> <li>2 or 3 Young People have been identified to work on this Inter-Active Publication;</li> <li>Template in Place – Young People have fed back positively about this;</li> <li>Content being drafted / developed;</li> <li><b>Work Ongoing.</b></li> </ul>                                                                                                                                            | G   |
| 8                                                                                                                                                  | Develop further Practitioner Information and Advice materials on the understanding of trauma and its impact on children and young people                                                                                                                                                                                                  | 2019 / 2020 | Practitioner Information and Advice Materials – Trauma Published                                   | <ul style="list-style-type: none"> <li>RASAC Trauma Informed Resource Booklet – Published Electronically on CPC Website;</li> <li>RASAC Trauma Informed Training Sessions targeted at key multi-agency staff – In Place 2018 / 2019;</li> <li>RASAC Trauma Informed Resourcing Workshops targeted at multi-agency staff – In Place 2018 / 2019;</li> <li>RASAC Trauma Informed Management Briefings – In Place 2018 / 2019;</li> <li>Evaluation – Being Collated for 2018 / 2019;</li> <li>Joint Discussions underway between APC and CPC re further RASAC Trauma Informed Sessions / Workshops / Briefings 2019 / 2020;</li> </ul> | G   |

| No | Action / Task                                                                                                                                                                                                                                                                                                             | Timescale   | Planned Outputs                            | Progress / Sense Check<br>@ 31 July 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | RAG |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|    |                                                                                                                                                                                                                                                                                                                           |             |                                            | <ul style="list-style-type: none"> <li>RASAC have also identified a new Booklet being designed for impact of trauma for Young People – Funding Options being explored between APC; CPC and VAWP;</li> <li>Noted pockets of Trauma Informed Practice Training being developed across Perth and Kinross - Needs coordinated;</li> <li><b>Work Ongoing.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |
| 9  | Building Upon the Learning from the National Stop To Listen (STL) Initiative and the Perth and Kinross STL Pathfinder Trauma Recovery Scoping Exercise and Report 2016 / 2017 – Explore the potential to develop a more coordinated approach to providing recovery and support services for sexual abuse and exploitation | 2019 / 2020 | Coordinated Approach to CSA / CSE Recovery | <ul style="list-style-type: none"> <li>National Stop To Listen (STL) Initiative and the Perth and Kinross STL Pathfinder Trauma Recovery Scoping Exercise and Report 2016 / 2017 – Identified a lack of therapeutic / recovery / support services for the under 12s across Scotland and within Perth and Kinross;</li> <li>CPC funded a Joint Fact-Finding Visit (Services for Children, Young People and Families and RASAC) to the Trauma Recovery Centre in Bath;</li> <li>Joint Visit – Took place Friday 28/06/2019 – Sunday 30/06/2019; Feedback Report to Follow;</li> <li>Perth and Kinross Delegates also attended a Scottish Government / CELCIS National Event – Barnahus Standards Scoping Workshop in Stirling on 19 June 2019; Feedback Report to Follow;</li> <li><b>Work Ongoing.</b></li> </ul> | A   |

## Ongoing / Maintenance Section

| No | Ongoing Actions / Tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Timescale           | Outputs & Evaluation                                                                    |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------|
| 1  | <p>Continue to deliver to school pupils in Perth and Kinross the ongoing CEOP (Child Exploitation and OnLine Protection) and RSHP (Relationships, Sexual Health and Parenthood) Education Programmes by:</p> <ul style="list-style-type: none"> <li>• <i>providing staff with Continued Lifelong Professional Learning (CLPL)</i></li> <li>• <i>developing appropriate training resources for staff</i></li> <li>• <i>providing up-to-date resources for pupils</i></li> <li>• <i>signposting where services and resources can be accessed</i></li> </ul> | Ongoing 2017 / 2020 | CLPL and other Evaluation Reports Published                                             |
| 2  | Continue to deliver the wide ranging Rape Crisis National Prevention Programme facilitated by RASAC P&K to secondary school pupils in Perth and Kinross                                                                                                                                                                                                                                                                                                                                                                                                   | Ongoing 2017 / 2020 | Rape Crisis National Prevention Programme Delivered – Evaluation Reports                |
| 3  | Continue to promote the Perth and Kinross CPC Child Sexual Exploitation (CSE) Webpages at <a href="http://www.pkc.gov.uk/cse">www.pkc.gov.uk/cse</a>                                                                                                                                                                                                                                                                                                                                                                                                      | Ongoing 2017 / 2020 | Management Information Reports Published Showing Page Hits and Activity                 |
| 4  | Continue to promote a Perth and Kinross Preventative and Basic Awareness Raising approach to Child Sexual Exploitation (CSE) via Perth and Kinross Council Social Media Resources including Facebook and Twitter                                                                                                                                                                                                                                                                                                                                          | Ongoing 2017 / 2020 | Social Media Messages Published Regularly - Measure and Evaluate Impact and Total Reach |
| 5  | Continue to deliver an Annual information giving event on Child Sexual Exploitation and OnLine safety at Perth Cinema (GIRFEC Event)                                                                                                                                                                                                                                                                                                                                                                                                                      | Ongoing 2017 / 2020 | Annual Information Giving Events and Evaluation Report                                  |
| 6  | <p>Continue to promote and encourage all stakeholders in Perth and Kinross to view and cascade the NSPCC / ChildLine OnLine Campaigns and Resources:</p> <ul style="list-style-type: none"> <li>• <i>NSPCC Share Aware Campaign (OnLine Safety)</i></li> <li>• <i>NSPCC Underwear Rule Campaign (Protection from Sexual Abuse)</i></li> <li>• <i>NSPCC FAPZ (Fight Against Porn Zombies)</i></li> </ul>                                                                                                                                                   | Ongoing 2017 / 2020 | NSPCC Campaigns & Resources Widely Disseminated, Accessible and Understood              |

| No | Ongoing Actions / Tasks                                                                                                                                                                                                                                                                                                                    | Timescale           | Outputs & Evaluation                                                            |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------|
| 7  | Continue to roll-out and promote across all Primary Schools in Perth and Kinross the NSPCC <i>Speak out. Stay safe</i> Campaign including ChildLine 0800 1111                                                                                                                                                                              | Ongoing 2017 / 2020 | NSPCC Campaigns & Resources Widely Disseminated, Accessible and Understood      |
| 8  | Continue to implement the provisions of the Scottish Government's: <ul style="list-style-type: none"> <li>National Missing Person's Framework</li> <li>National Trafficking and Exploitation Strategy</li> </ul>                                                                                                                           | Ongoing 2017 / 2020 | Framework and Strategy Published, Disseminated and Implemented                  |
| 9  | Promote and encourage all single and multi-agency staff working in Perth and Kinross to complete the three Perth and Kinross OnLine Learning and Development Modules: <ul style="list-style-type: none"> <li><i>Child Protection</i></li> <li><i>Adult Protection</i></li> <li><i>Getting it Right for Every Child (GIRFEC)</i></li> </ul> | Ongoing 2017 / 2020 | OnLine Learning and Development Modules – Monitoring Take-Up / Completion Rates |

**Ross Drummond**

**Child Protection Inter-Agency Coordinator**

**31 July 2019**







**PERTH AND KINROSS COUNCIL SCRUTINY COMMITTEE**

**Scrutiny Committee  
27 November 2019**

**Perth and Kinross Council  
18 December 2019**

**ADULT SUPPORT AND PROTECTION ANNUAL REPORT 2018-19**

**Report by Jacquie Pepper (Chief Social Work Officer) (Report No. 19/348)**

**PURPOSE OF REPORT**

This report provides an update of the work of the Perth and Kinross Adult Protection Committee (APC) and activity over the 2018-2019 information to protect adults who may be at risk of harm.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The Adult Support and Protection (Scotland) Act 2007 (The Act) seeks to protect and benefit adults at risk of being harmed who are unable to protect themselves.

The Act defines 'adults at risk' as those who:

- Are unable to safeguard their own well-being, property, rights or other interests;
- Are at risk of harm; and
- Are more vulnerable to being harmed because they are affected by disability, mental disorder, illness or physical or mental infirmity than adults who are not so affected.

Harm means all harm including self-harm and neglect. The definition of an adult at risk includes people aged 16 and over.

- 1.2 The Act places a duty on Local Authorities to make inquiries about a person's wellbeing, property or financial affairs when there is a concern that they may be at risk and to intervene to protect him or her from being harmed. In order to make inquiries, the Act authorises Officers of the Local Authority (Registered Social Workers) to carry out visits, conduct interviews or require health, financial or other records to be produced in respect of an adult at risk. The Act also allows a health professional (e.g. doctor or nurse) to conduct a medical examination. Any intervention must provide benefit to the adult and needs to be the least restrictive option with regard to the adult's freedom and choice. This includes the provision of appropriate services, including independent advocacy.
- 1.3 The Act requires the following public bodies to co-operate with Local Authorities and with each other where harm is known or suspected:
- The Mental Welfare Commission for Scotland;
  - The Care Inspectorate;

- The Public Guardian;
- All Councils;
- Chief Constable of Police Scotland;
- Health Boards; and
- Any other public body or office holder that Scottish Ministers specify.

The public bodies and their officers must advise the relevant Local Authority if they know or believe that a person is an adult at risk and that action needs to be taken in order to protect that person from harm.

- 1.4 The Act creates an obligation on Local Authorities to establish multi-agency Adult Protection Committees. These Committees are responsible for overseeing local adult protection arrangements, providing guidance and information across services and must produce a Biennial report on the exercise of the Committee's functions. The Act requires the Convener of the Adult Protection Committee to be independent of the Local Authority. The individual must be seen to be independent in thought and action as well as someone who has the necessary skills and knowledge. It is good practice to appoint a Convener who is independent of all representative bodies. The Perth and Kinross Adult Protection Committee (APC) is chaired by an Independent Convenor. It has a range of statutory, private and voluntary organisations and carer representatives.
- 1.5 The Act places a statutory duty on the Convenor of the Adult Protection Committee to submit a Bi-ennial report to the Scottish Government which is due in October every second year. In the interim year the Perth and Kinross Adult Protection Committee produces an annual report to ensure effective monitoring of performance.
- 1.6 Under the The Public Bodies (Joint Working) (Prescribed Local Authority Functions etc.) (Scotland) Regulations 2014 some provisions of the 2007 Act have been delegated to the Integration Joint Board. In Perth and Kinross, the Integration Joint Board has directed that Perth and Kinross Council should continue to carry out these functions on its behalf.
- 1.7 **Adults at risk in Perth & Kinross**

An analysis of the data over the last year highlights some important information which the Adult Protection Committee will use to determine its future focus.

Older people, especially those over the age of 81 account for 38% of all ASP cases and are disproportionately represented in relation to other age groups. People over the age of 65 account for 69% of all cases.

Females account for 64% of ASP cases.

The majority of people 87% are of a white UK / Scottish background compared with 92% last report.

Dementia and frailty are the most prevalent conditions accounting for 65% of cases. Financial harm is identified in 32% of adults at risk followed by physical harm at 27% and neglect at 20%.

The home address is the main location of harm in 57% of cases with care homes decreasing to 28%

#### **1.8 Impact on Adults at risk**

- 83% felt safer
- 4% led to criminal proceeding
- 30 people supported by Independence Advocacy

#### **1.9 The main achievements over the past year**

- Financial harm work is ongoing with introduction of the banking protocol and new processes implemented for financial harm by paid carers.
- Increased referrals from health
- Improving the management information and performance outcome framework to accurately reflect activity and identify trends based on an accredited self evaluation model.
- A conference was held in March 2018 on addressing the effects of trauma throughout life. A booklet has been developed, courses have been delivered with staff and more are planned for 2019-20.
- Established contact with inter faith leaders
- Evaluate partnership risk profile
- Implement better arrangements for protecting residents in care settings
- Analysed the ASP national thematic inspection results and the key messages and added identified action to the Improvement plan especially in relation to chronologies, protection plans, outcomes and Independent Advocacy.
- Joint working in Tayside has led to development of learning framework and a regional ASP dataset is in progress

#### **1.9 Main areas for developments 2019-2020**

- Increased engagement with adults, families and carers especially college students, learning disability groups and community faith leaders
- Better connections with other protection services
- Improving practice and service improvement by better use of data
- Monitor the improvement of the quality of chronologies by ongoing training, auditing of cases and team leader monitoring.
- Monitor the referrals to Independent advocacy on a quarterly basis and by locality areas.
- Collate questionnaire information in relation to people with learning disabilities to check that current service provision is meeting needs.

## 2. PROPOSALS

- 2.1 The Adult Support and Protection Committee is accountable to the Perth and Kinross Chief Officers Group which includes the Chief Executives of the Council and NHS Tayside and the Area Commander for Police Scotland as they hold joint accountability for public protection and reports to the Integration Joint Board and Community Planning Partnership. Bill Atkinson is the Independent Chair of the Adult and Child Protection Committees. In order to ensure that all elected members are informed about strategic matters relating to public protection the annual reports on both child and adult protection will be presented at the same time in a similar format based on a self evaluation model.

## 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 The Perth and Kinross Adult Protection Committee is committed to continuous improvement and protecting adults at risk of harm. This report provides assurance that the Committee has, over the last year, been developing greater oversight of the needs of adults at risk and understanding about areas for improvement. An improvement plan has been developed for 2019 – 2020 and will be closely monitored by the APC to ensure ongoing development. There is also a recognition that the APC now needs to further develop approaches to self-evaluation and opportunities to work more closely with the Perth and Kinross Child Protection Committee.
- 3.2 It is recommended that:
- (i) The Scrutiny Committee scrutinise and comment as appropriate on the contents of the Adult Support and Protection Annual Report.
  - (ii) The Council be requested to note the contents of the Adult Protection and Protection Annual Report.

### Author(s)

| Name        | Designation                  | Contact Details |
|-------------|------------------------------|-----------------|
| Mary Notman | Adult Protection Coordinator | 01738 47500     |

### Approved

| Name          | Designation               | Contact Details |
|---------------|---------------------------|-----------------|
| Jacque Pepper | Chief Social Work Officer | 2 November 2019 |

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

#### 1.1 People in Vulnerable circumstances are protected.

Creating safer communities is a key element in protecting people. The wide range of themes in Community Safety allows a broad approach to community safety issues.

#### Strategic Plan

#### 1.2 Key theme 5 – making the best use of available facilities, people and resources.

Our priority is to Ensure that vulnerable people remain safe and are protected from harm from others, themselves and the community through the monitoring and implementation of clinical and care governance standards and adult protection measures

### 2. Resource Implications

#### Financial

#### 2.1 This report contains no proposals which would have a financial impact.

### **3. Assessments**

#### **3.1 Equality Impact Assessment**

Not relevant

#### **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. However, no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

#### **Sustainability**

- 3.3 There are no issues in respect of sustainability from the proposals in this report.

#### **Legal and Governance**

- 3.4 This report contains no proposals which would have a legal or governance impact.

#### **Risk**

There are no issues in respect of risk from the proposals in this report.

### **4. Consultation**

Internal - statistics provided

External - multi-agency partners involved in information and statistics

### **5. Communication**

- 5.1 There are no communication issues in respect of the proposals in this report.

### **2. BACKGROUND PAPERS**

None

### **3. APPENDICES**

Adult Protection Committee Annual Report 2018-19



# Perth and Kinross Adult Protection Committee

## Annual Report 2018 – 2019



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## 1. Introduction by the Chair of the Adult Protection Committee

I am pleased to present this Annual Report on the work of the Adult Protection Committee in Perth and Kinross from April 2018 – March 2019, and is in addition to the Biennial Report which is a legal requirement to produce for the Scottish Government and will be due again in 2020.

In last year's Biennial Report it was identified that adult protection cannot be delivered in isolation and therefore a priority this year has been to strengthen collaborative work across different relevant partnerships, locally, regionally and nationally. For example, Adult Protection and Child Protection Committees have continued to strengthen their connections, working together on a whole family approach unless there is a particular reason to work separately, culminating in the planning of a Joint Development Day in May 2019, and this is an important part of the move in Perth and Kinross towards a coherent public protection strategy. In the last year, also, there has been a strengthening of the adult protection links across Tayside, not only sharing the learning of Dundee's experience as part of a pilot thematic Inspection across six authorities in Scotland in 2017, but also developing joint approaches to operational guidance, a learning and development framework, a common data set, and systems to learn from reviews of significant events. In addition to work across Tayside in the last year the Committee has been forging closer links with North Ayrshire as another authority involved in the Inspection and a very useful visit to North Ayrshire took place by a number of the APC and ongoing work is continuing. Finally, in relation to greater collaborative working I am pleased to report that in the last year the Scottish Government has initiated a National Improvement Programme for Adult Protection providing a renewed and invigorated focus on protecting vulnerable adults in Scotland. This programme includes a number of themes which Perth and Kinross supports and in turn will benefit from, and will include a national Inspection programme for Adult Protection.

Another priority for the APC this year has been the audit, review and improvement work on key processes which are critical in ensuring the protection of vulnerable adults including referral, risk assessment and care planning of those who may be at risk in whatever circumstances in Perth and Kinross. A programme of self evaluation has been established to more systematically assess the areas of strength and the areas requiring improvement across the adult protection system and to drive that improvement across the partnership.

Also identified last year as a focus for improvement has been the greater involvement of users and carers in the delivery of services for them and in the future planning and design of services. Whilst there has been a greater awareness and use of advocacy services in the support plans for users and carers, challenges remain in how the views of those adults who need support and protection can be articulated and contribute meaningfully to the planning of services that best meet their needs. Although progress has been made to establish useful contact and communication with existing groups representing the wide variety of vulnerable adults the pace is slow and this will remain a high priority for the coming year.

I hope this Report highlights the progress that has been made over the last year but not only identifies the areas for improvement but also how these will be addressed over the coming year.

**Bill Atkinson**

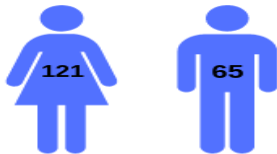
**Independent Chair of Perth and Kinross Adult Protection Committee (APC)**

**Date: 27 August 2019**

## ASP SUMMARY 2018 - 19

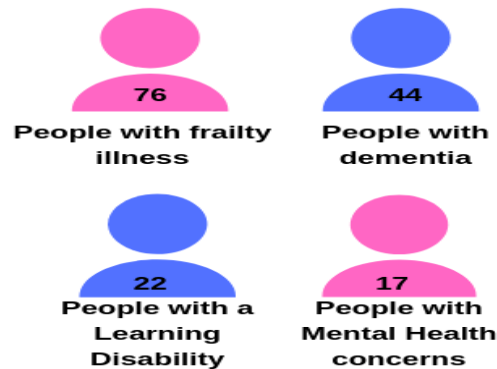


**What we found...**  
**1146 total referrals**  
**186 Adult Support and Protection Cases**



- 31% Financial Harm
- 27% Physical
- 20% Neglect

**Who is receiving Support?**



**Where does harm happen?**



**Other Information....**

- No Protection Orders
- 20 Case Conferences

**Training**

153 people have been trained face to face

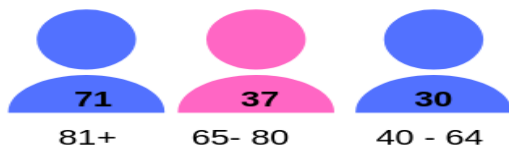


8411 E-learning health staff Tayside



872 E-Learning for other staff in Perth and Kinross

**What age group is most at risk?**



**What was the impact on adults at risk?**

- 83% felt safer
- 4% led to criminal proceedings
- 30 people have been supported by Independent Advocacy

**What we did in 18/19**

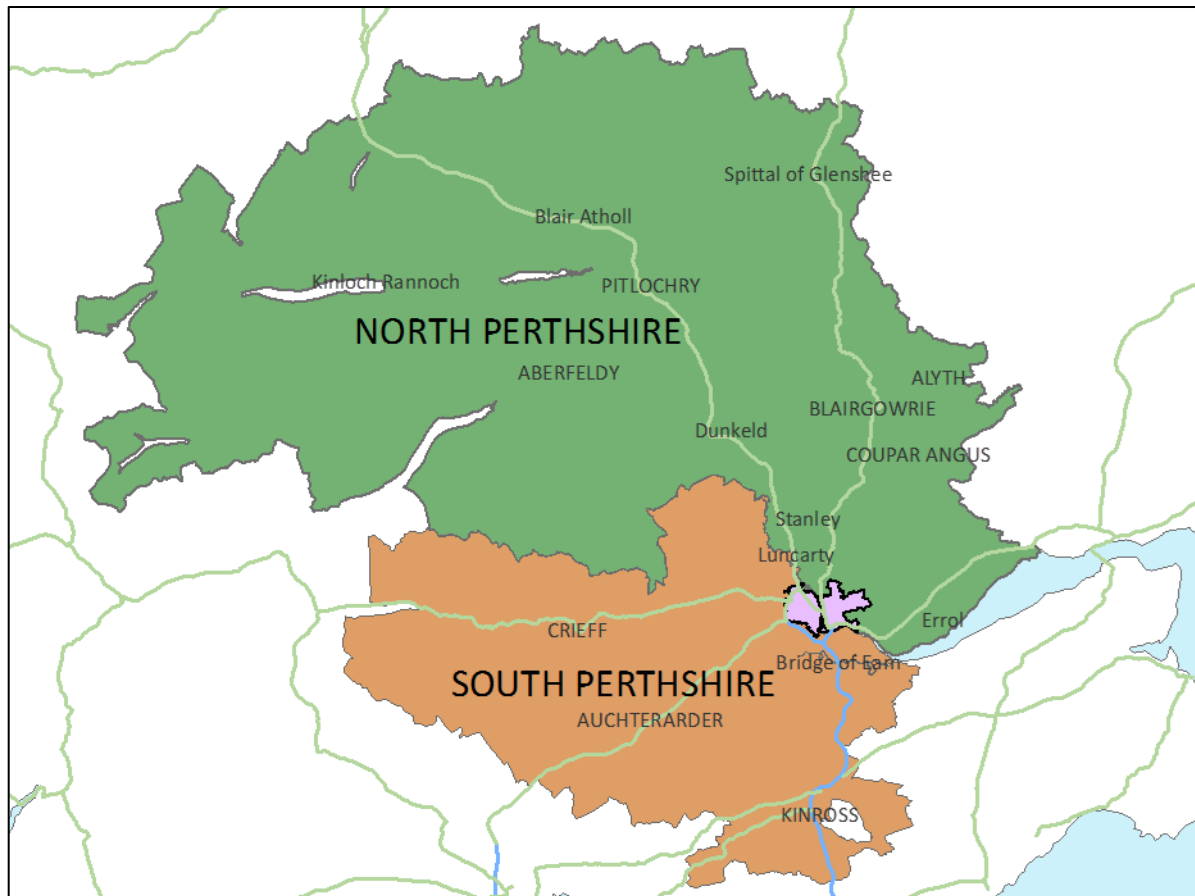
- Made progress with the improvement plan
- Increased referrals from health
- Established contact with inter faith leaders
- Implemented better arrangements for protecting residents in care settings

**What are our priorities?**

- Increased engagement with adults, families and carers especially with college students, learning disability groups and faith leaders
- Better connections with other protection services
- Improving practice and service improvement by better use of data

### 3. Context

#### 3.1 Perth and Kinross



Perth and Kinross covers an area of 5,286 square kilometers and is the fifth largest area by land mass in Scotland. It is the 6<sup>th</sup> fastest growing population in Scotland and adults account for 81% of residents. The past decade has seen an increase in the number of people in the older age group (65+) who are resident in Perth & Kinross which is currently 18.1% of the population compared with a national average of 10.6%.

The older age profile is reflected in that the average age of the population in Perth and Kinross is 43 years, slightly higher than the national average age of 40 years.

Perth & Kinross has a population of 151,100 as of 2017. This is made up of 74,187 Males and 76,913 Females.

- There are 24,453 children (aged 15 and under), or 16.2% of the total population.
- There are 91,132 people of working age (aged 16-64), or 61.0% of total the population.
- There are 34,515 older people (aged 65 and over), or 22.8% of the total population.

The geographical distribution of the population across urban, rural and remote areas poses challenges for the planning and delivery of services.

In Perth and Kinross, there are five community planning partnerships:

- Perth City
- Kinrossshire, Almond & Earn
- Strathearn
- Highland and Strathay
- Strathmore

These localities each have a local action partnership made up of elected members, communities, and public services.

Through the local action partnerships, the community planning partnership identifies their particular needs and challenges. Perth & Kinross council has 40 councillors in 12 electoral wards.

NHS Tayside is responsible for commissioning health care services for residents across Tayside and had a combined population of 416,090 based on mid-year 2017 population estimates published by National Records of Scotland. NHS Tayside's Governance includes three major hospitals; a number of community hospitals and also includes over 60 GP surgeries and a variety of health centres staffed by thousands of employees.

The Tayside Division of Police Scotland command area Angus, Dundee and Perth & Kinross.

### **3.2 Vision**

People have the right to live as independently as possible in a safe environment, free from harm, to have their wishes and feelings taken into account and to have the minimal amount of intervention in to their personal lives

### **3.3 Purpose**

To support and protect adults who may be at risk of harm or neglect and who may not be able to protect themselves.

### **3.4 National Context**

Adult Support and Protection in Perth & Kinross is set within the wider policy in Scotland and the National Policy Forum.

<https://www2.gov.scot/Topics/Health/Support-Social-Care/Adult-Support-Protection>

## **The National Strategic Forum**

The National Forum provides a strategic and cross sectoral view of what is needed to improve the delivery of adult support and protection across Scotland. The Forum will assist Scottish Government and delivery partners in identifying the workstreams required to improve the assurance and operation of adult support and protection and its interface with existing and developing legislative and policy areas.

The Scottish Government also supports the role of the National Adult Protection Coordinator – this role involves making connections to build stronger local networks and to improve the co-ordination, development and dissemination of best practice, as well as promoting joint working between Adult Protection Committees

## **The National Improvement Plan has identified 6 main areas**

- Assurance and Inspection
- Governance and Leadership
- Data and outcomes
- Policy
- Practice Improvement
- Prevention

### **3.5 Tayside collaboration of Independent chairs and Lead officer**

The Independent Chairs, Lead Officers, Police Scotland and NHS Tayside meet regularly in Tayside to coordinate work that provides consistency for regional partners and identifies common areas of ASP work.

Work ongoing includes

- Updating of Tayside Multi-agency Operational Guidance which includes joint policies in relation to chronologies and information sharing
- A short life working party led by NHS ASP lead and Police Scotland was convened to look at the overlap of processes in relation to adverse incidents and a paper is being presented to all three Chief Officer Groups.
- Learning and Development Framework has been agreed and new courses have been developed that can be accessed by all staff across Tayside.
- Work has commenced on developing a Tayside reporting template for ASP activities which will allow for benchmarking.

### **3.6 Local Context**

The safeguarding, supporting and promoting the welfare of adults at risk is a shared multi-agency responsibility across the public, private and third sectors.

## **Adult Protection Committee (APC)**

The Adult Protection Committee (APC) is a multi-agency group that meets quarterly. The Committee is chaired by an Independent Convenor and has a range of statutory, private and voluntary organisations, carer and other relevant people which oversee Adult Support and Protection (ASP) processes in Perth and Kinross. Representation on the APC has been widened to represent a more diverse range of agencies.

The agenda consists of standing items and encourages partner agencies to submit papers that pertain to ASP performance and issues. At each meeting there is a presentation on either specific areas of interest such as latest research or case studies given by social workers and other staff who are involved in particular cases. The APC find the case studies particularly helpful in raising complex issues and discussing effective management on a multi-agency basis.

There is one combined sub-Committees that meet quarterly and report back to each APC and are allocated any work identified. An improvement plan is updated following each APC with allocated actions and timescales.

The APC is supported by the ASP co-ordinator.

Governance – The APC is accountable to the Executive Officer Group, the Integration Joint Board and the Community Planning Partnership and needs to reflect national outcomes and standards.

The Adult Protection Committee is responsible for the ongoing improvement of work related to adult support and protection and monitoring of the improvement plan to ensure that actions are being progressed.

## 4. Management Information and Performance Outcomes

**Evaluation: We are committed to the improvement of multi-agency data that will identify areas for improvement to inform practice**

This section covers the main findings from multi-agency management information and performance outcome framework. (Appendix 1)

### Interpretation and trends

#### 4.1 Adult Support and Protection (ASP) Activity

In the last year we received a total of 1,446 referrals that comprised of 1155 Vulnerable Person Report (VPR) and 291 Adult Protection (AP) concerns. There had been a continuing reduction in the number of VPR over the past few years but this is now rising again. 186 cases progressed to ASP processes.

|                    | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|--------------------|---------|---------|---------|---------|---------|
| <b>VPR</b>         | 1523    | 803     | 651     | 838     | 1155    |
| <b>AP concerns</b> | 536     | 424     | 553     | 421     | 291     |
| <b>Total</b>       | 2068    | 1227    | 1204    | 1259    | 1446    |

### Age

Older people, especially those over the age of 81, account for 38% (71) of all ASP cases and are disproportionately represented in relation to other age groups. The other most prevalent age groups are 31% (57) in 65-80 age range and 16% (30) aged 40-64. People over the age of 65 account for 69% of all cases.

In Perth & Kinross we have 37 Care Homes for older people. In 2018-19, care homes were the location for 37% of ASP investigations.

Perth and Kinross is a desirable place to live and has a comparatively higher number of care homes per person than any other local authority in Scotland other than the Shetland Islands and Na h-Eileanan Siar both of which have a significantly lower population than Perth and Kinross. The underlying chart compares numbers of care homes across Tayside.

| Care Home Numbers Across Scotland |                       |      |            |                                 |                      |
|-----------------------------------|-----------------------|------|------------|---------------------------------|----------------------|
| LocalAuthority                    | Numbers of Care Homes | Year | Population | 19% of pop over 65 years of age | People per Care Home |
| Perth & Kinross                   | 40                    | 2017 | 151,100    | 28,709                          | 718                  |
| Dundee City                       | 27                    | 2017 | 148,270    | 28,171                          | 1043                 |
| Angus                             | 29                    | 2017 | 116,280    | 22,093                          | 762                  |

## **Females slightly more likely to be at risk**

Females account for 64% (119) of ASP cases.

## **Ethnicity**

The majority of people 87% (162) are of a white UK / Scottish background compared with 92% last report.

## **Client Group**

Dementia and frailty are the most prevalent conditions. The proportion of Investigations where the client group was Learning Disabilities decreased to 8% compared to 22% in the previous year. The national average is 15%.

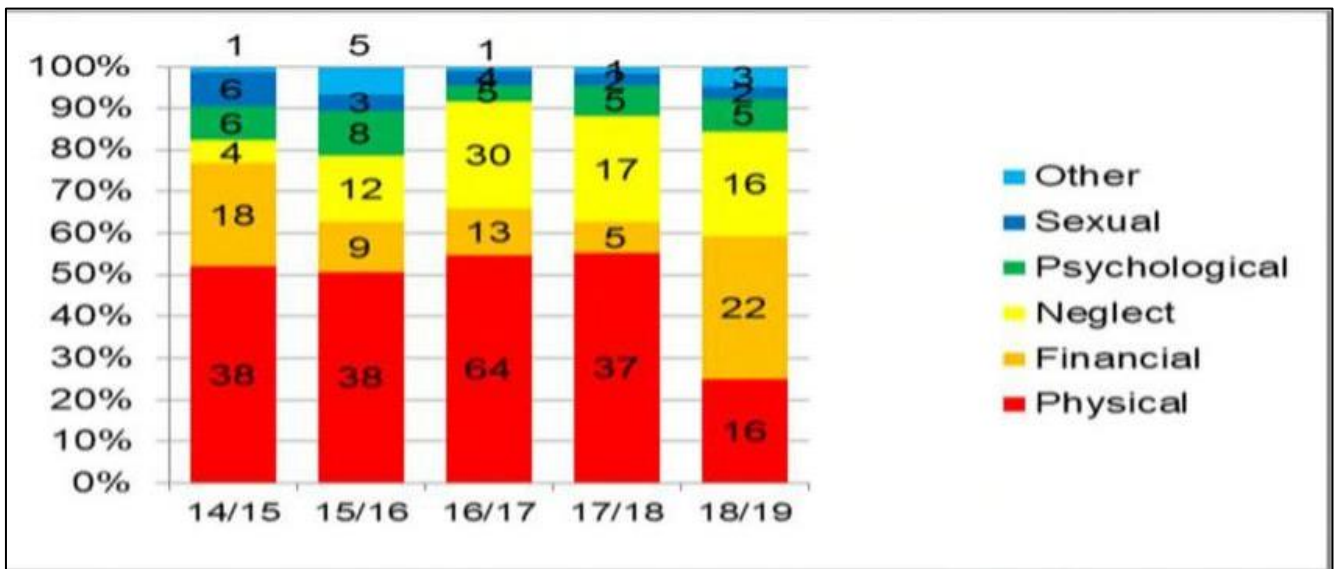
The overall number of ASP referrals for people with a learning disability accounts for 12% of all cases. A high proportion of referrals come from a care setting. Reporting systems were refined in March 2018 to ensure a more appropriate and proportional response.

|                                                           | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> |
|-----------------------------------------------------------|----------------|----------------|----------------|----------------|
| Public Protection                                         | <b>0%</b>      | <b>1%</b>      | <b>0%</b>      | <b>0%</b>      |
| Dementia                                                  | <b>39%</b>     | <b>36%</b>     | <b>25%</b>     | <b>33%</b>     |
| Education & Children's Services                           | <b>0%</b>      | <b>0%</b>      | <b>1%</b>      | <b>0%</b>      |
| Frailty or Illness                                        | <b>13%</b>     | <b>18%</b>     | <b>28%</b>     | <b>23%</b>     |
| Learning Disabilities                                     | <b>18%</b>     | <b>27%</b>     | <b>29%</b>     | <b>8%</b>      |
| Mental Health                                             | <b>4%</b>      | <b>0%</b>      | <b>4%</b>      | <b>6%</b>      |
| Not Recorded                                              | <b>0%</b>      | <b>0%</b>      | <b>0%</b>      | <b>3%</b>      |
| Other                                                     | <b>11%</b>     | <b>1%</b>      | <b>4%</b>      | <b>8%</b>      |
| Physical Disabilities Including Frailty<br>Due to Old Age | <b>13%</b>     | <b>18%</b>     | <b>9%</b>      | <b>16%</b>     |
| Substance Misuse                                          | <b>1%</b>      | <b>0%</b>      | <b>0%</b>      | <b>3%</b>      |



## Types of harm

### Proportion of investigations by nature of harm

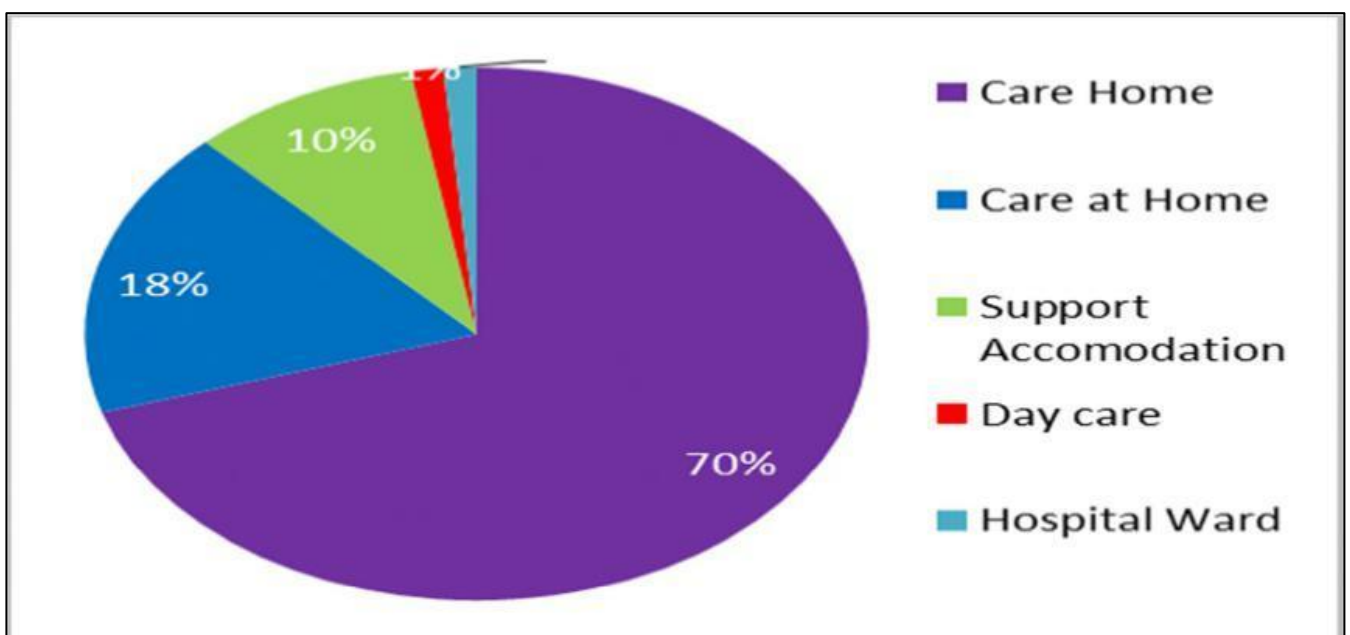


In 2018/19, the total number of Adult Protection Investigations (64 investigations) has fallen from the previous year (68 investigations)

The number of investigations relating to financial harm in 2018/19 (22 investigations) has risen from 2017/18 (5 investigations).

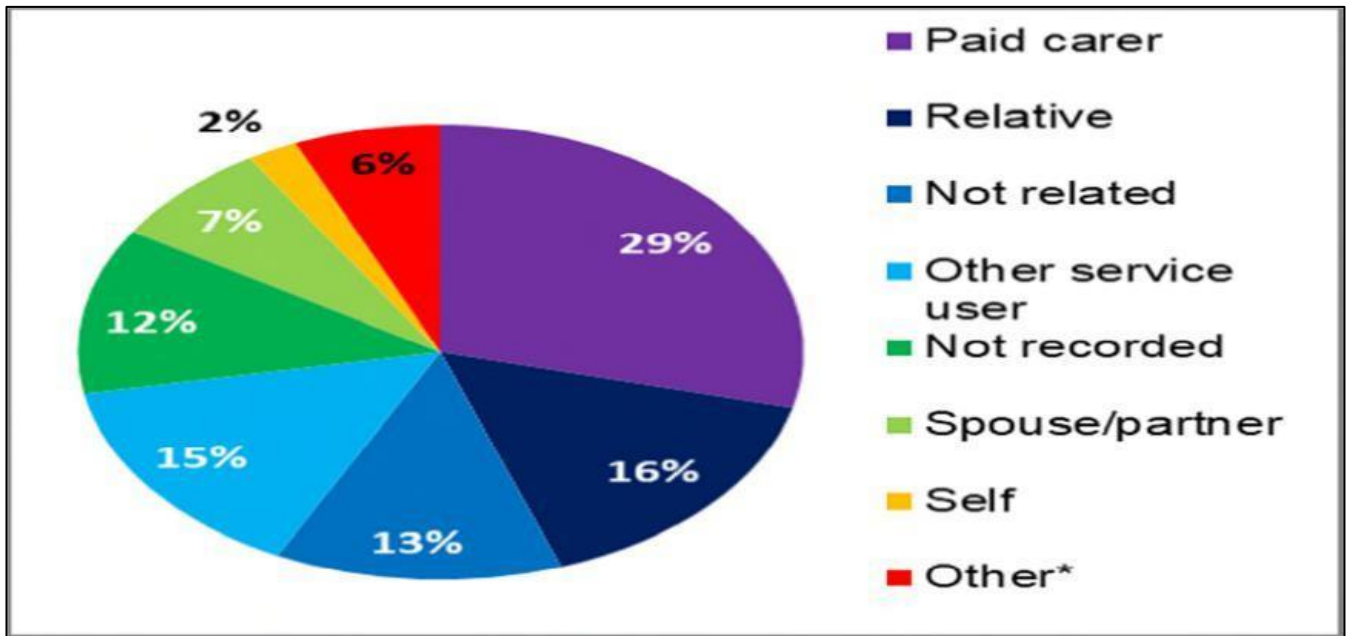
The introduction of the Banking Protocol in March 2018 may have had an impact on the number of financial concerns being reported. The Banking Protocol is an initiative between the police, banking institutions & Trading Standards. Its aim is at the earliest opportunity to identify vulnerable victims who are in the process of being defrauded of funds from their bank accounts.

### Location of harm – 2014-2019



Over the 5 year period, the majority of ASP investigations took place in care homes. This has been reducing and in 2018/19, 31% of cases were in care homes compared to 59% at the home address.

### Who harms – 2014-2019



Over the last 5 years, a quarter of alleged perpetrators were paid carers/workers. In the 2018/19 this was 23%.

There has been ongoing work in relation to paid carers in both the Care Home and Care at home sectors.

- The Commissioning Team is working well with service providers to identify areas of good practice and support improvement.
- Documentation has been refreshed and updated to provide clearer guidance.
  - All service providers will receive an annual visit or more if required
  - Frequency of visits based on a risk matrix
  - Electronic links for support and guidance e.g regulatory bodies, national policies
- There will be a focus on training including on what providers are doing for staff retention as this is an issue within the sector to ensure appropriately skilled staff.
- Contracts Officers will speak to service users when they are visiting to obtain their views

A new process was introduced in July 2018 when there is suspected financial harm by paid carers which will be monitored and reviewed to ensure it is working effectively.

Relatives were the second most common alleged perpetrator over the 5 years but the highest in 2018/19 at 38%.

#### 4.2 Large Scale Investigations (LSI)

|         | Total | Care Homes | Care at Home | Supported Acc | Daycare |
|---------|-------|------------|--------------|---------------|---------|
| 2014/15 | 22    | 18         | 1            | 3             | 0       |
| 2015/16 | 18    | 12         | 4            | 1             | 1       |
| 2016/17 | 18    | 12         | 3            | 3             | 0       |
| 2017/18 | 12    | 8          | 4            | 0             | 0       |
| 2018/19 | 4     | 2          | 1            | 1 hospital    | 0       |

Over the five year period there were 70 Large Scale Investigations (LSI), 22 in 2014/15 and 18 in 2015/16, 18 in 2016/17, 12 in 2017/18 and 4 in 2018/19.

During this time we have worked closely with partner agencies which included:

- regular audits,
- nominated mental health staff for each care setting to help re-assess people who behavior is causing concern.
- Introduced a new reporting system with clearly defined thresholds
- early identification of areas of concerns and early input and support from the Care Inspectorate and Commissioning team to negate the need for Large Scale Investigations.

#### 4.3 Protection orders

There have been no protection orders in 2018-19. There were 2 Case Conferences that have discussed if a protection order should be considered. Protection orders are only to be used if no other action could be taken that would result in the same outcome. In both cases other actions were taken under the Adults with Incapacity Act that safeguarded the adult at risk.

### 5. How well do we meet the needs of our stakeholders

This section describes the impact on adults at risk, their families, staff and the wider community.

## 5.1 Impact on Adult at risk and their families

**Evaluation: We are confident that we listen to, understand and respect the rights of adults at risk and their families and that we are helping them to keep themselves safe.**

- Independent advocacy is an important consideration in ASP cases to ensure that the client views is represented. The support adults receive is well evaluated and audits evidence that independent advocacy is offered to the majority of adults at risk. In 2018-19, there was 31 people supported which consisted of 1 open case from the previous year and 30 new referrals. This is a substantial increase from 12 in 2017/18 which was low but similar to 16/17 figures. In relation to Adult Protection Case Conferences, independent advocates attended 100% of APCC they were invited to. Independent Advocacy manager is an active member of the Adult Protection Committee (APC), teams receive regular updates on use of advocacy and there is an advocate that co presents on ASP courses.
- Feedback from service users and carers.

There are different ways in which the APC gains feedback from service users and Carers:

- Questionnaires are completed at Adult Protection Case Conferences (APCC). Of the results recorded for initial APCC, 83% of people felt safer.
- Participation in audits to give their views
- The committee has a carer representative
- Analysis of outcomes on all ASP forms. In order to capture impact of intervention for those cases which did not proceed to APCC, an outcome question was developed to be completed at end of the ASP case. The staff member completes the form with the input of client to check if the intervention has been helpful.

Service user and carer's views are at the centre of the work we do and it remains a priority for the APC. The APC has taken a variety of steps to address this. However this can be complicated because of

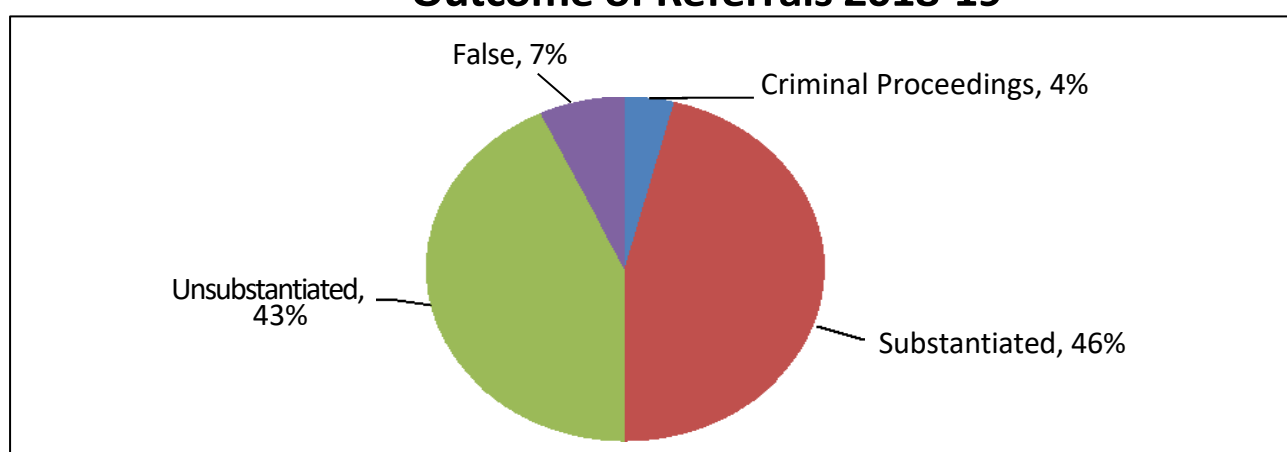
- Levels of understanding
- Communication issues
- Conflict within families

### Investigations - Has intervention has been helpful?

|                       | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|-----------------------|---------|---------|---------|---------|
| <b>Lacks capacity</b> | 55%     | 54%     | 48%     | 39%     |
| <b>No</b>             | 0%      | 1%      | 0%      | 2%      |
| <b>Not recorded</b>   | 12%     | 5%      | 0%      | 0%      |
| <b>Yes</b>            | 33%     | 45%     | 52%     | 59%     |

Over the past 4 years we have seen an increase from 33% to 59% of adults who have found the intervention to be helpful. Only 2% found it was not helpful while a further 39% lacked the capacity to be able to give information.

### Outcome of Referrals 2018-19



In relation to outcomes of referrals and actions taken there are low numbers that progress to criminal charged or investigations. There are almost half of referrals where the allegation cannot be substantiated which can limit the effectiveness of actions taken although safeguards and supports (e.g. independent advocacy) can be put in place. Allegations not substantiated are usually because of lack of evidence or reliability of information coming from the adult.

Of those cases that were substantiated actions taken were:

- 49% resulted in changes to the care plan
- 15% extra carer support was provided
- 13% resulted in new procedures being implemented
- In relation to staff issues, 2% were dismissed, 6% were disciplined and 10% received additional training
- Legal powers were either removed or applied for in 3% of cases

In the unsubstantiated cases the issues related to:

- Financial concerns in 41% of cases
- Neglect in 10%

- Care concerns in 32%
- Paid carer harm in 4%
- In 13% of cases the client had no capacity to recall the event

In relation to criminal proceedings 7 cases were investigated and the outcomes are:

|                                       |   |
|---------------------------------------|---|
| Reported to the Procurator Fiscal     | 4 |
| Not reported to the Procurator Fiscal | 1 |
| Ongoing investigation                 | 3 |

## 5.2 Adult Protection Case Conferences

There was a **total of 24 Adult Protection Case Conferences**, 10 initial, 10 review, 2 network meeting and 2 Large Scale Investigation meetings

A protection plan is developed following all case conferences that is monitored by the adult social work team. The outcomes have included:

- Legal powers removed/changed or new application submitted
- Change of accommodation for adult at risk
- Changes to financial management
- Provision or increase of care packages
- Changes to care plans
- Re assessment of adult at risk including capacity assessment
- Staff training in specific areas such as restraint techniques

Attendance at Case Conferences varied according to reason and location of residence and type of harm.

| Person/Agency                    | No invited | %   | Nos attended |
|----------------------------------|------------|-----|--------------|
| Adult at risk                    | 4          | 40% | 2            |
| Families / One Power of Attorney | 9          | 90% | 8            |
| Carers                           | 5          | 50% | 4            |
| Friend / Power of Attorney       | 1          | 10% | 1            |
| Police                           | 7          | 70% | 6            |
| Health                           | 8          | 80% | 7            |
| Independent Advocate             | 6          | 60% | 6            |
| Legal                            | 8          | 80% | 7            |
| Mental Health Officer            | 7          | 70% | 6            |

Others who attended included manager of organisations, Housing, Staff from other local authorities (funding authority), Care Inspectorate, Children's Services, Mental

Health Services – voluntary agency, Contracts and Commissioning team and alleged perpetrators.

In relation to the adult at risk

- Females accounted for 60% of cases (6/10),
- Financial and neglect accounted for 60% of harm (30% each)
- The majority of harm occurred at the home address (60%)
- The most prevalent client group were people with dementia (40%)
- 60% were in the 81+ age group followed by 30% in the 40-64 age
- 80% of alleged perpetrators were family members and 20% were paid carers
- 63% of adults at risk had some impairment of capacity

### 5.3 Qualitative audits

The APC continues to conduct 2 audits per year as a way of quality assurance and identifying strengths and areas for improvements

- a) ***Multi-agency case file & Large Scale Investigation audit*** was combined for the first time and consisted of 6 individual cases and 3 large Scale Investigations and focused on risk assessment and management, decision making, effective inter-agency working and information sharing.

The audit was held on January 30 2019

Out of the 6 individual cases, 4 cases involved family members as the alleged perpetrators, 1 was self-harm and 1 involved a friend/partner.

In relation to individual cases, all areas rated over 67% with 9 out of the 15 areas scoring 100% which included initial response, risk assessment and management, human rights, information sharing and involvement of adult and family.

Some individual issues were raised in specific cases which was reported back to case holders and managers

The Large Scale Investigations (LSI) were all for Care at Home organisations Most areas were rated highly at 100% in areas of strategic discussions, involvement of appropriate agencies including manager of organisation and adherence to process.

The issues raised were

- a) Neglect/lack of care/hygiene issues
- b) Missed visits/key safes
- c) Staff training and induction, moving and handling

- d) Staff shortages/lack of experience & knowledge
- e) Poor communication/record keeping/support plans/incident reporting

Improvement plans were developed following LSI and were monitored and reviewed by the social work team, Care Inspectorate and the Commissioning team.

- b) ***Vulnerable person reports(VPR) /adult protection concerns (AP)*** audit covered 32 cases consisting of 16 VPR and 16 AP concerns. All of the AP concerns progressed to ASP Inquiry compared to 80% last year. None of the VPD progressed to ASP processes.

The results evidenced that the screening process appears to be working well and within timescales. A number of referrals (50%) were open cases compared to 60% last year. In general most areas were well evaluated above 70% with 1 exception.

- Chronologies had been completed in 87% of cases but only 25% were of an acceptable standard.

The action recommended was for chronology training for all staff which was delivered in September and October in 2018 and more is planned for 2019.

### **NHS Tayside Audit**

With the appointment of a dedicated Lead for Adult Protection within NHS Tayside and the introduction of an Adult Concern Referral Form and inclusion within Datix, a single agency audit was identified as good practice as well as providing a baseline by which future performance can be measured.

The audit took place on 30<sup>th</sup> August 2018 in Ninewells Hospital, Dundee which aimed to facilitate access to both paper based and electronic files.

The audit team consisted of 3 multi-agency staff (2 NHS Tayside staff and 1 Adult Protection Lead Officer from Perth and Kinross Council).

There were 9 cases identified and 8 cases audited that covered referrals across all 3 local authority areas and cases were identified at random via the NHS Tayside Datix system between the period March 2018-August 2018.

The audit focused on key areas such as how recording was completed, involvement of others and communication. As this was the first audit of adult protection within NHS Tayside, it was also an opportunity to test the audit tool which had been developed and identify any amendments to this.

A number of key issues such as chronologies, lack of communication, record keeping and were highlighted during the audit which has formed the basis for an improvement plan.

### **Other areas of work**

- The Independent Chair and ASP Coordinator attended a meeting with learning disability “Keys to Life” group to ascertain if current services and supports are



effective in safeguarding adults and if there are any gaps. It was suggested we formulate 2-4 questions that could be raised at meeting with adults and their families and carers to gain their views. Questions were agreed and an easy to read version of the questionnaires was disseminated to the group.

- During the 16 days of action for Violence against Women in November 2018, an issue was raised in relation to expectations and attitudes within community and faith groups in relation to protection issues and respect within families. This led to PKAVS convening meetings with community and faith groups and the wider public protection groups to work jointly and communicate a shared vision. This work is ongoing.
- The APC has a wide membership including a representative from University of the Highlands and Islands (Perth College campus). The campus has students with range of physical and learning disabilities including eye, hearing and speech impairments, mental health issues, learning difficulties and disabilities and physical and mobility issues. It has been agree to explore this in more detail with support staff at the college.

#### 5.4 Impact on staff

**Evaluation: We are confident that we are developing a competent, confident and skillful workforce. Our staff are highly motivated and committed to their own continuous professional development. We are empowering and supporting our staff with a wide range of evidenced-based multi-agency learning and development opportunities, which are evaluated highly and having a positive impact on practice. The content of these learning and development opportunities take account of changing legislative, policy and practice developments and local challenges.**

#### Staff learning and development

Perth and Kinross continue to deliver awareness and specialist training to all partner agencies to ensure staff can recognise and respond to any identified or suspected harm. This can be online training accessible to all people in Perth and Kinross or face to face training. The online training is an introductory training course in raising awareness for all staff regardless of where they work to recognise and respond to harm.

In relation to on line training offered:

- a) NHS E-learning module - 8411 members of staff have completed the module across Tayside which is a significant increase from the previous years.

|         |      |
|---------|------|
| 2012/13 | 1600 |
| 2013/14 | 3751 |

|         |                                              |
|---------|----------------------------------------------|
| 2014/15 | 4964                                         |
| 2015/16 | 5473                                         |
| 2016/17 | 5607                                         |
| 2017/18 | 5521                                         |
| 2018/19 | 8411 (out of 14, 871 registered users = 56%) |

- a) E-learning module hosted by the local Authority - 872 council staff members have completed the module.
- b) This e-learning module is also available on the PKC webpage for all partner agencies. While we are unable to monitor who has completed the course, the e-learning page has been accessed 440 times in the last year.

Face to face training consists of awareness training for all staff and specialist training for those staff involved in ASP cases.

|                            |    |
|----------------------------|----|
| ASP awareness              | 65 |
| Chronology training        | 56 |
| Enhanced practitioner      | 6  |
| APCC                       | 13 |
| Investigative interviewing | 13 |
| 3 Act training             | 38 |

### Evaluation of courses

All courses were positively evaluated with over 95% rated good or excellent. There were many comments relating to opportunities to participate in multi-agency discussions and the value of using case studies to consolidate learning and the application of learning to practice. Participants valued group discussions and sharing of case examples which allowed them to reflect on their own practice.

We have introduced open badges which are digital certificates recognising learning and achievement. By completing open badges staff recognise and evidence their learning, skills, attributes and experience. It was introduced in September 2018 and achievements to date are:

| Level  | Evidence required                                                   | Number |
|--------|---------------------------------------------------------------------|--------|
| Bronze | Attended and participated in ASP awareness course                   | 17     |
| Silver | Written a 200 word essay on how it may be implemented in their work | 9      |

|      |                                                                                                                  |   |
|------|------------------------------------------------------------------------------------------------------------------|---|
| Gold | Written a 200 word essay on how staff have implemented ASP in practice on cases they are currently working with. | 3 |
|------|------------------------------------------------------------------------------------------------------------------|---|

### **Trauma Informed Practice**

Last year, following a Joint Conference (192 multi-agency delegates) in March 2018, we reported upon our ongoing partnership work with RASAC P&K to develop a trauma informed workforce across P&K.

Throughout 2018 – 2019 this work has continued and we have:

- published and disseminated [P&K Trauma Informed Practice Guidance](#) for practitioners working with children, young people and adult survivors of CSA / CSE;
- held two multi-agency Trauma Informed Managers Briefings; two multi-agency Trauma Informed Practice Training Sessions and two multi-agency Trauma Informed Practice Resourcing Workshops.

In total, 85 multi-agency delegates have attended these partnership training events, which they evaluated very highly. Further partnership work is planned to significantly increase these training opportunities in an attempt to establish a critical mass of trauma informed and aware practitioners across P&K.

### **Harmful Practices**

A workshop was organised on Human Trafficking for staff in Tayside that was delivered by Hope for Justice on 18 March 2019 to raise awareness and inform practice and policies. The policy was updated following this event.

### **Impact on Community**

#### **Evaluation:**

We have developed the APC webpage which provides public information that is accurate and relevant. We are working with Community groups to address issues identified as areas that could impact on our ability to safeguard people

### **Public awareness**

In recent years we have tried to raise awareness in a variety of different ways and different formats e.g. Facebook, Twitter. It has been difficult to gauge impact of these initiatives as they do not necessarily generate referrals but tend to focus on raising awareness more generally.

| <b>APC website usage</b>   |                                       |                                       |                                       |
|----------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <b>Page title</b>          | <b>No of Unique Users<br/>2016/17</b> | <b>No of Unique Users<br/>2017/18</b> | <b>No of Unique Users<br/>2018/19</b> |
| ASP information page       | 1476                                  | 1617                                  | 1367                                  |
| ASP learning zone          | 1026                                  | 744                                   | 440                                   |
| ASP resource library       | 106                                   | 124                                   | 158                                   |
| Adult Protection Committee | 190                                   | 124                                   | 99                                    |
| <b>Totals</b>              | <b>2798</b>                           | <b>2609</b>                           | <b>2115</b>                           |

## 6. How good is the delivery of services for adults at risk, their families and our operational management?

**Evaluation: We are confident that our adult protection services are robust, effective and focused on vulnerability, risk and need**

This section highlights how we are delivering our services to support adults at risk. In relation to the response to concerns raised performance indicators show:

- 96.54% of referrals are screened within 24 hours.
- 80% of ASP inquiries and investigations are completed within timescales
- 70% ( 7/10) of initial Adult Protection Case Conferences and 100% (10/10) of review APCC were held within timescales

There has been significant ground-work already undertaken with regard to adult support and protection within NHS Tayside however there is also recognition of the ongoing need to ensure the further development, oversight and implementation of effective adult support and protection arrangements across the organisation.

Current ongoing work includes:

- Updating of the Tayside multi-agency operational guidance
- Developing a minimal learning standards framework
- Developing a performance framework that allows benchmarking across Tayside and identifies areas of improvements.

### NHS Tayside

The appointment of an Interim Lead for Adult Protection in June 2017 has made a positive difference on developing a public protection approach within NHS Tayside and the links with our key partners to continue to establish a safeguarding culture

across NHS Tayside which supports all staff to be alert and responsive to the potential risks of harm for our patients.

- The role has seen an increase in both referrals and engagement across NHS services.
- This role provides strategic, professional and clinical leadership across the organisation working in collaboration with locality lead's on all aspects of NHS Tayside's contribution to protecting adults.
- Increase in completion of Learnpro as well as providing a regular programme of face to face briefing sessions along with advice and consultation role.
- Adult Protection discussed at NHST Tayside Board meeting in December with request for follow up paper to facilitate discussion around developing the NHST approach to strengthening its response to Adult Protection.
- First NHST single agency ASP audit undertaken
- This role ensures adverse incident reporting in adult protection at all levels and in all areas across NHS Tayside and works with service leads to ensure appropriate action plans are developed to reduce reoccurrence and inform learning and best practice.
- NHS Tayside Lead for Adult protection identified to lead on MAPPA within NHS Tayside and support the role of the MAPPA Health Liaison Officer.
- Improvement plan has been developed.
- Review of NHS Tayside Missing Patient Policy
- Mrs Ash SCR Learning Opportunity was held on 25 January 2019
- Tayside wide discussions to review ICRs/SCRs and LAER/SCEA processes
- NHS AP Leads group set up across Scotland- the first meeting was held on 29 November 2018.
- Briefing sessions continue within NHS Tayside

## 7. How good is our leadership?

**Evaluation: We are committed to a collective approach to leadership, direction, support, scrutiny and joint partnership working is effective and robust. We want to achieve better outcomes for adults at risk and their families by continuous improvement through self-evaluation.**

### 7.1 Annual development day 2018

The APC holds an annual development day to take time out with the formal committee structure to examine current progress, challenges and planning priorities for the next year. This was held on 21 June 2018.

There was a presentation and comparison of national and local statistics that identified areas that required further explanation and action.

The workshops focused on 3 main areas

- What has been achieved in the previous 2 years?
- What are the current challenges in Perth & Kinross?
- What are the priorities for the next year?

The areas identified were incorporated into the APC Improvement plan

### 7.2 Learning from Significant Case Reviews (SCR)

As part of continuous improvement the APC receives reports on national SCR and any actions that can be taken locally from recommendations. As part of this ongoing process a workshop was held in Tayside on 25 January from Glasgow Council in relation to Mrs. Ash and the learning that resulted. Workshop held on the day identified local actions.

### 7.3 Learning from ASP Thematic Inspections

During 2017, the Care Inspectorate, Her Majesty's Inspectorate of Constabulary and Health Improvement Scotland inspected adult support and protection services in a number of partnership areas across Scotland. This was the first time any of the Scottish scrutiny bodies had scrutinised adult support and protection. The scrutiny focused on outcomes for adults at risk of harm, the partnership's actions to make sure adults at risk of harm are safe, protected, supported, involved, and consulted, as well as leadership for adult support and protection. The six adult protection partnerships inspected were selected to reflect the diverse geography and demography of Scotland.

After publication of the results and recommendations in July 2018, Tayside organised a visit to North Ayrshire on 12 December 2018 to discuss process, findings and ascertain the learning that could benefit our partnership. Some of areas identified were

- Number of Initial Case Review (ICR)/Significant Case Reviews (SCR)
- Conversion rate from ASP investigations to Case Conference
- Initial Referral Discussion (IRD) process

#### **7.4 APC Risk Workshop**

As part of ongoing evaluation an APC workshop was held on 26 November 2018 to develop a strategic risk register. The 4 areas that were scrutinised were:

- Adult receives a person centre response to concerns about their safety
- Adult receives an effective integrated response to address their needs for support and protection
- Adult Protection Committee provides effective leadership
- Adult Protection Committee works in partnership with service users and wider communities

Actions identified have been progressed and documented within the Improvement plan.

#### **7.5 Information for elected member and members of Integration Joint Board (IJB)**

On 30 November 2018 a session was held for members of the IJB on protecting people that allowed for sharing and exchange of information.

#### **7.6 GP engagement**

General practitioners are an essential partner in ASP as capacity remains a key issue. There was a meeting on 30 November with the GP forum to discuss referrals and ASP issues. It is recognized that we need to enable GP's to actively participate in ASP work given their key role but there are challenges in their workload, cover needed if they attend meetings and the time of notice needed. There is a GP representative on the APC who disseminates information through the GP information network.

## **Working in partnership**

Partner agencies in the private and third sector are an integral part of the safeguarding framework in Perth & Kinross.

There are representatives on the APC from

- Care homes for elderly
- Care Home for people with learning disability
- Care at home organisations
- Citizen Advice Bureau
- Independent Advocacy
- Perth & Kinross Voluntary Services (PKAVS)

The input and joint working with partner agencies have resulted in

- New electronic reporting system for reporting of incidents from care agencies to ensure consistency across all areas
- Focus on referrals to Independent Advocacy
- Ongoing engagement with minority ethnic and religious groups
- Reporting, follow up and information in relation to current SCAMS.
- ASP input into Missing people protocol
- Work with financial institutions

## **8. What is our capacity for improvement?**

Perth & Kinross APC is committed to continuous improvement through quality assurance and self-evaluation ensuring that outcomes for adult at risk is the main priority.

Building on our self-evaluation, lessons from SCRs and ASP thematic inspections we have developed a one year improvement plan 2019-20 which will continue to deliver outcomes.

### **8.1 Summary of APC priorities for 2019-20**

- Continue to develop and widen the quantitative and qualitative data from all agencies to inform practice and improvements and identify areas for improvement



- Monitor the improvement of the quality of chronologies by ongoing training, auditing of cases and team leader monitoring.
- Monitor the referrals to Independent advocacy on a quarterly basis and by locality areas.
- Engage with our partner agencies in higher education to ensure all client groups receive the support they need to safeguard themselves.
- Build on the engagement work with ethnic minority and religious groups to promote respect and equality with communities.
- Collate questionnaire information in relation to people with learning disabilities to check that current service provision is meeting needs.



Perth and Kinross Adult Protection Committee

Annual Report Statistics, covering period:

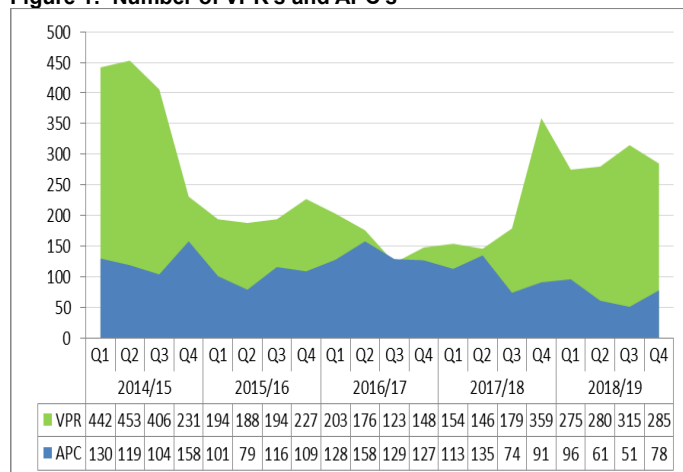
01 April 2014 - 31 March 2019

## Housing and Community Care - Adult Support and Protection

### Adult Protection Concerns and Vulnerable Person Reports

Over the last five years the number of Adult Protection Concerns (APCs) and Vulnerable Person Reports (VPRs) has fallen by 29%. The number of Adult Protection Inquiries also fell by 62%. Females aged 81 and over account for the largest proportion of APC's received, inquiries and investigations held. Worries about individuals being physically, financially harmed or neglected were the most common reasons for inquiries/investigations taking place.

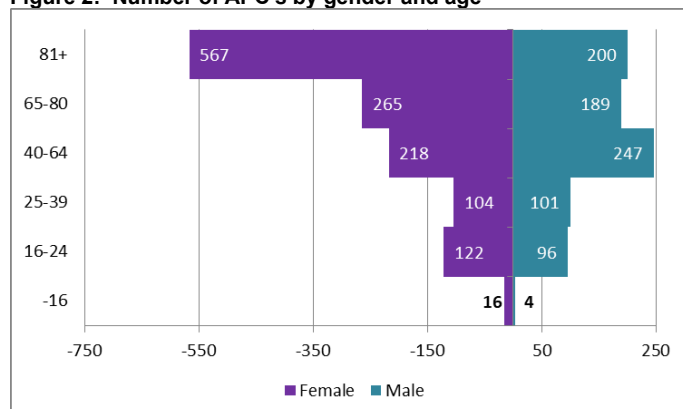
**Figure 1: Number of VPR's and APC's**



The total number of VPR's received in 2018/19 (1155 reports) has increased compared to 2017/18 (838 reports) however this is still a reduction of the total number that were received in 2014/15 (1,532 reports). Improved screening processes by Police Scotland has contributed to this reduction.

The total number of APCs received in 2018/19 (286 concerns) fell by 46% compared to the previous year.

**Figure 2: Number of APC's by gender and age**

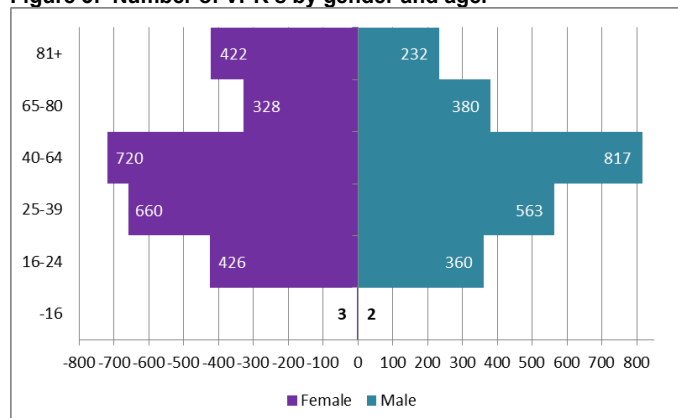


The total proportion of APC's by gender over the five year period was 61% female and 39% male.

Females over the age of 81 accounted for over a quarter, 27% of all APC's received.

In 2018/19 there were 2 APC's where the age and gender of the person was not recorded.

**Figure 3: Number of VPR's by gender and age.**



The total proportion of VPR's by gender over the five year period was 52% female, 48% male.

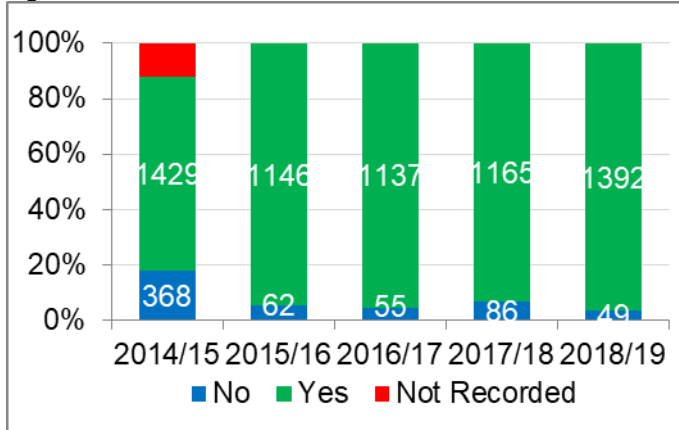
In 2018/19 there were 4 VPR's where the age of the person was not recorded and 34 VPRs with no gender recorded.

Males aged 40-64 accounted for 17% of the total VPR's received.

## Housing and Community Care - Adult Support and Protection

### Adult Protection Concerns and Vulnerable Person Reports

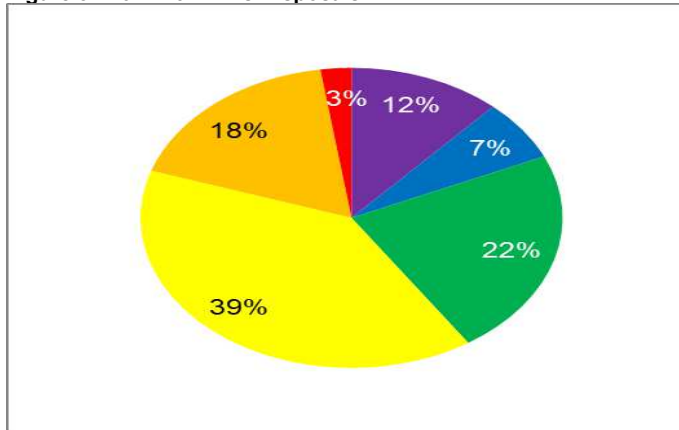
**Figure 4: Number of APC's & VPR's screened within 24 hours**



In 2018/19 100% of APC's and VPR's had a recorded outcome for screening, again this is an improvement on 2014/15 where 12% of APC's and VPR's were missing a recorded outcome.

During the same time period, 97% of all APC's and VPR's were screened within 24 hours, this is an increase of 4% from 2016/17.

**Figure 5: 2014-19 APC's Disposals**



The proportion of APC's progressed to an inquiry has risen in 2018/19 to 38%, from 31% in 2017/18. In 2014/15 the figure was 47%.

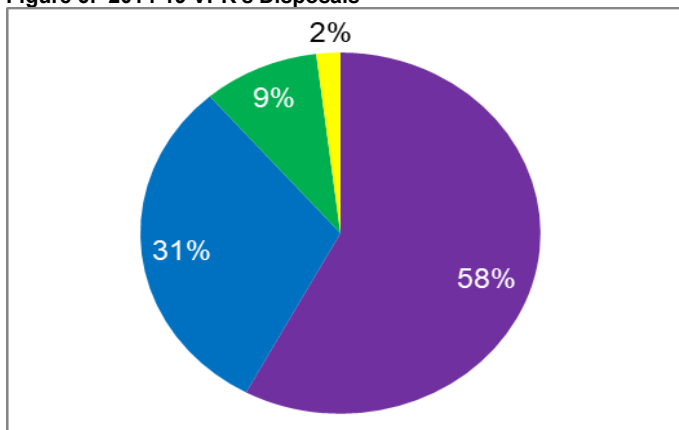
In 2018/19 the proportion of APC's where there was no further social work intervention dropped to 10% from 14% in 2017/18.

The proportion of APC's progressing to a large scale investigation continues fall. (4 in 2018/19).

#### Legend

- No Further Social Work Intervention
- Passed to Key Worker
- Passed to Team
- Progressed to Ap Inquiry
- Progressed to Ap Investigation
- Progressed to Large Scale

**Figure 6: 2014-19 VPR's Disposals**



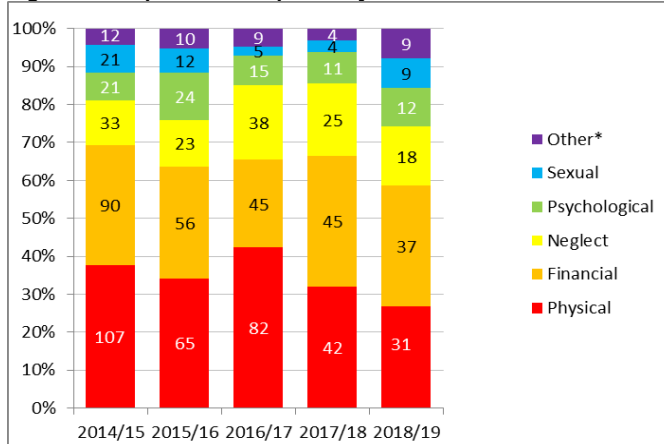
In 2018/19 the proportion of VPR's with no further social work intervention was 63% a rise from the previous year 54%.

Over the five year period there were fewer than twenty VPR's progressed to an investigation or large scale investigation.

## Housing and Community Care - Adult Support and Protection

### Adult Protection Inquiries

**Figure 7: Proportion of inquiries by nature of harm**



In 2014/15 there were 284 adult protection inquiries, in 2018/19 this figure fell by 62% to 116. The most common nature of harm is financial.

In 2018/19 there were two types of harm which increased by proportion of total inquiries, these were inquiries relating to sexual harm and Domestic Abuse<sup>1</sup>.

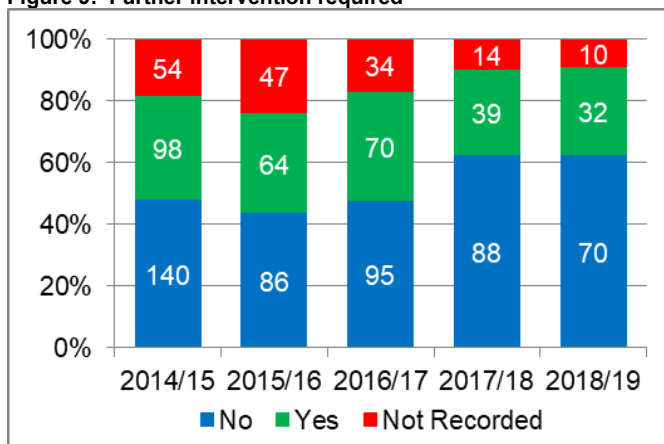
**Figure 8: Proportion of inquiries by client group**

| Nature of Harm                                         | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|--------------------------------------------------------|---------|---------|---------|---------|
| Public Protection                                      | 0.5%    | 1%      | 1%      | 0%      |
| Dementia                                               | 17%     | 22%     | 16%     | 20%     |
| Education & Children's Services                        | 1%      | 3%      | 3%      | 2%      |
| Frailty or Illness                                     | 16%     | 19%     | 29%     | 32%     |
| Learning Disabilities                                  | 28%     | 24%     | 16%     | 15%     |
| Mental Health                                          | 6%      | 5%      | 3%      | 11%     |
| Not recorded                                           | 2%      | 1%      | 3%      | 3%      |
| Other (not further described)                          | 5%      | 6%      | 6%      | 3%      |
| Physical Disabilities Including Frailty Due to Old Age | 24%     | 18%     | 21%     | 12%     |
| Substance Misuse                                       | 2%      | 3%      | 1%      | 2%      |

Over the last five years the most commonly reported client groups were individuals with learning disabilities, Frailty/Illness, people with physical disabilities including frailty due to old age, and Dementia

In 2018/19 there were 10 inquiries without a recorded outcome as to whether further intervention was required.

**Figure 9: Further intervention required**



In 2018/19 29% of inquiries required further intervention. This is similar to the previous year.

Of those individuals who engaged with services and had the capacity to understand or perceive the impact of intervention, 64% found the intervention had been helpful.

A further 14% of inquiries did not have response recorded to this question which is a continued improvement.

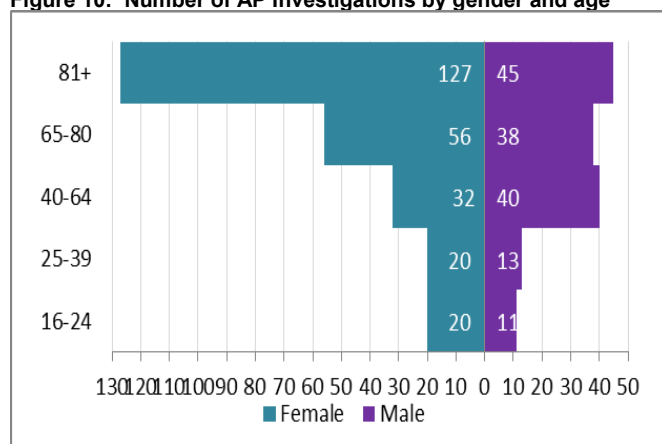
\*Other category includes; domestic abuse, attempted suicide, family violence and self-harm.

<sup>1</sup> Family violence and domestic abuse are contained within the 'Other' category due to the very small numbers involved.

# Housing and Community Care - Adult Support and Protection

## Adult Protection Investigations

**Figure 10: Number of AP Investigations by gender and age**



Over five years there were a total of 402 Adult Protection Investigations.

In 2018/19 there were 64 Investigations.

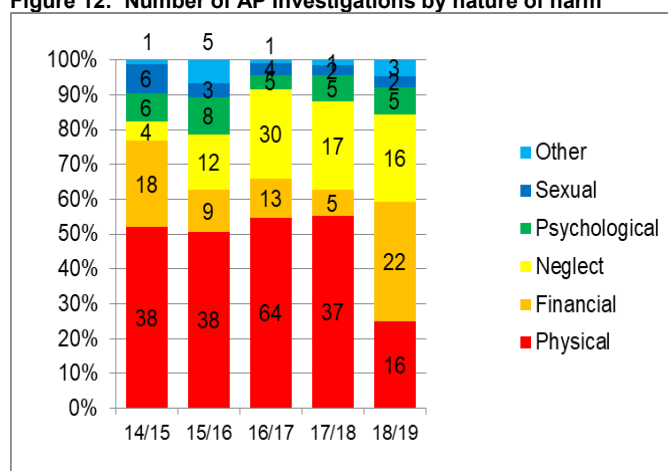
Just under a third of all investigations were for females aged 81 and over.

**Figure 11: % of AP Investigations by client group**

|                                                        | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|--------------------------------------------------------|---------|---------|---------|---------|
| Public Protection                                      | 0%      | 1%      | 0%      | 0%      |
| Dementia                                               | 39%     | 36%     | 25%     | 33%     |
| Education & Children's Services                        | 0%      | 0%      | 1%      | 0%      |
| Frailty or Illness                                     | 13%     | 18%     | 28%     | 23%     |
| Learning Disabilities                                  | 18%     | 27%     | 29%     | 8%      |
| Mental Health                                          | 4%      | 0%      | 4%      | 6%      |
| Not Recorded                                           | 0%      | 0%      | 0%      | 3%      |
| Other                                                  | 11%     | 1%      | 4%      | 8%      |
| Physical Disabilities Including Frailty Due to Old Age | 13%     | 18%     | 9%      | 16%     |
| Substance Misuse                                       | 1%      | 0%      | 0%      | 3%      |

In 2018/19 all investigations had a recorded client group. In 2018/19 The proportion of investigations where the client was Learning Disabilities decreased compared to previous years.

**Figure 12: Number of AP Investigations by nature of harm**



In 2018/19, the total number of Adult Protection Investigations (64 investigations) has fallen from the previous year (68 investigations)

The number of investigations relating to financial harm in 2018/19 (22 investigations) has risen from 2017/18 (5 investigations)

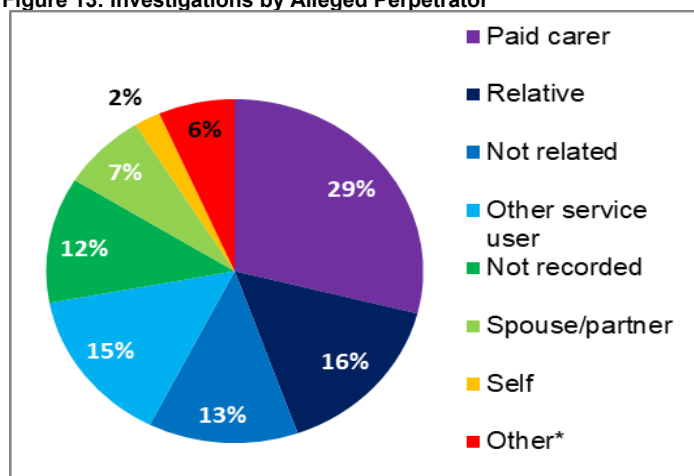
Investigations due to domestic abuse, family violence and self-harm have increased although are aggregated within the 'other<sup>2</sup>' category as the numbers are very small.

<sup>2</sup> Other category includes domestic abuse, family violence and self-harm.

## Housing and Community Care - Adult Support and Protection

### Adult Protection Investigations Cont'd.

Figure 13: Investigations by Alleged Perpetrator



Over a quarter of alleged perpetrators were paid carers/workers.

Relatives were the second most common alleged perpetrator.

Over the five year period there were 6 investigations where the alleged perpetrator was unknown and 47 investigations where the client's relationship with the alleged perpetrator was not recorded, 7 of these were in 2018/19.

Figure 14: % Investigations disposals

|                                         | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|-----------------------------------------|---------|---------|---------|---------|
| Further SW Intervention (non AP action) | 82%     | 39%     | 44%     | 27%     |
| Progress to Case Conference             | 14%     | 10%     | 15%     | 21%     |
| Not recorded                            | 4%      | 1%      | 0%      | 0%      |
| No Further SW Intervention              | 0%      | 50%     | 41%     | 52%     |

In 2014/15, 17 investigations progressed to a case conference, in 2018/19 this figure fell to 13 investigations progressed to a case conference.

In 2018/19 there were no investigations without a recorded outcome.

Figure 15: % Investigations - Has intervention has been helpful?

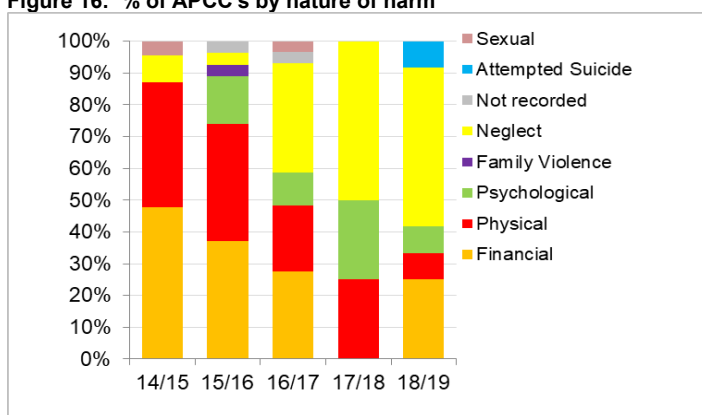
|                | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|----------------|---------|---------|---------|---------|
| Lacks capacity | 55%     | 54%     | 48%     | 39%     |
| No             | 0%      | 1%      | 0%      | 2%      |
| Not recorded   | 12%     | 5%      | 0%      | 0%      |
| Yes            | 33%     | 45%     | 52%     | 59%     |

In 2018/19, 33 clients perceived the intervention to be helpful. 22 people lacked the capacity to understand or perceive the impact that the intervention.

## Housing and Community Care - Adult Support and Protection

### Adult Protection Case Conferences

**Figure 16: % of APCC's by nature of harm**



In 2018/19 there were 20 Adult Protection Case conferences, the largest proportion of these conferences were in relation to alleged neglect.

Over the five years over a third (35%) of conferences were in relation to alleged financial harm.

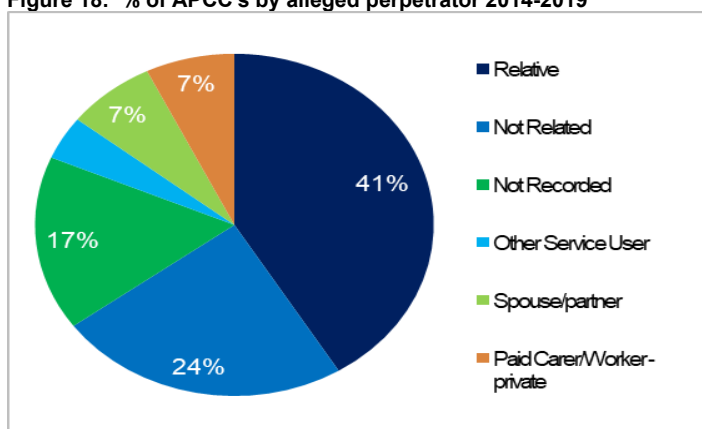
The majority of case conferences in 2018/19 had a location of harm cited as clients home address.

**Figure 17: % of APCC's by client group**

|                                                        | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|--------------------------------------------------------|---------|---------|---------|---------|
| Dementia                                               | 22%     | 3%      | 50%     | 15%     |
| Frailty or Illness                                     | 4%      | 10%     | 25%     | 20%     |
| Learning Disabilities                                  | 26%     | 38%     | 25%     | 15%     |
| Mental Health                                          | 19%     | 3%      | 0%      | 0%      |
| No Disability 16-64                                    | 0%      | 3%      | 0%      | 0%      |
| Palliative Care                                        | 4%      | 0%      | 0%      | 0%      |
| Physical Disabilities Including Frailty Due to Old Age | 26%     | 14%     | 0%      | 45%     |

In 2018/19 there was a large increase in the number of case conferences where the client group was recorded as Physical Disabilities.

**Figure 18: % of APCC's by alleged perpetrator 2014-2019**



The most commonly cited alleged perpetrator is a relative to the client.

In 2018/19 there were no case conferences without a recorded alleged perpetrator, compared to 10 records having no recorded alleged perpetrators in 2016/17.



## Housing and Community Care - Adult Support and Protection

### Adult Protection Case Conferences

Figure 19: % APCCs by disposals

|                                                  | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|--------------------------------------------------|---------|---------|---------|---------|
| Adult Protection Plan                            | 56%     | 52%     | 0%      | 50%     |
| Ongoing Monitoring Through Mainstream Procedures | 19%     | 48%     | 50%     | 50%     |
| No Further Action                                | 19%     | 0%      | 50%     | 0%      |
| Not Recorded                                     | 7%      | 0%      | 0%      | 0%      |

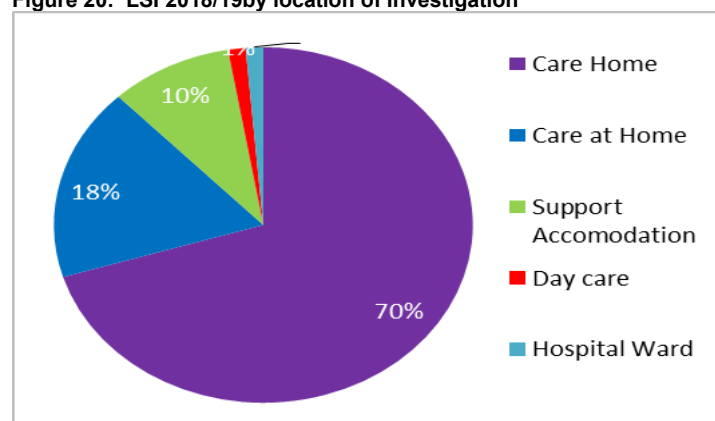
In 2018/19 50% of the AP case conferences resulted in ongoing monitoring through mainstream procedures.

In 2018/19 there were no case conferences without a recorded disposal.

## Housing and Community Care - Adult Support and Protection

### Large Scale Investigations

Figure 20: LSI 2018/19 by location of Investigation



Over the five year period there were 70 Large Scale Investigations (LSI), 22 in 2014/15 and 18 in 2015/16, 18 in 2016/17, 12 in 2017/18 and 4 in 2018/19.

The majority of these investigations took place in care homes.

The issues identified from the 2019 combined multi-agency/Large Scale Investigation audit in relation to LSIs were:

- Medication errors
- Neglect/lack of care/hygiene issues
- Missed Visits/key safes
- Moving and Handlings
- Incident Reporting
- Staff training and induction
- Falls risk assessment
- Staff shortages/lack of experience and knowledge
- Poor communication/record keeping/support plans; and
- Financial Harm

**August 2014 - Removal order applied for and refused.**

This order was requested to remove a son with a learning disability from the family home. The removal order was refused on the grounds that the harm was not serious enough.

**May 2015 - Banning order applied for and granted.**

This order was requested to prevent a son visiting his 85 year old mother who experiences physical and mental health issues. The banning order was to prevent financial exploitation by the son against his mother.

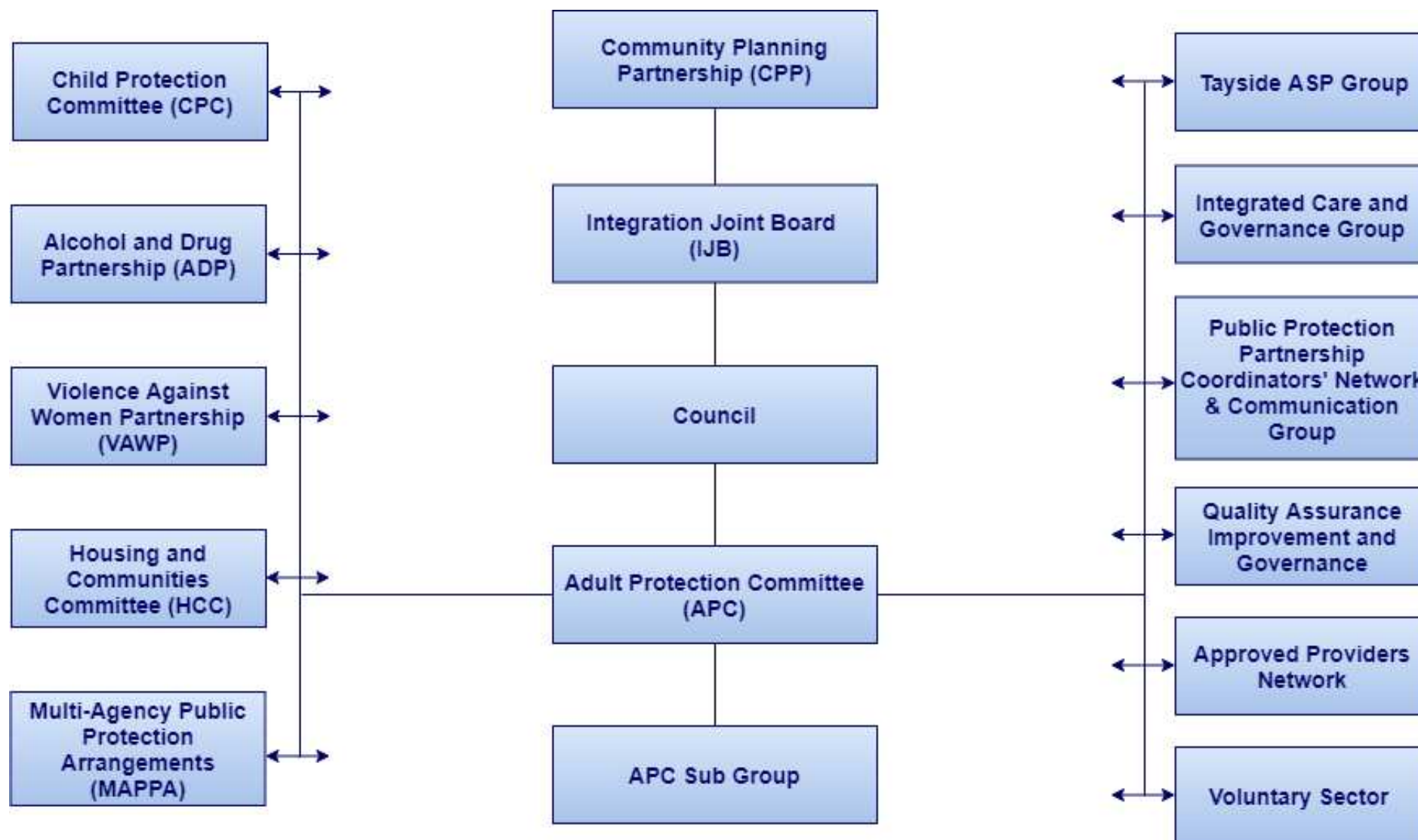
**August – September 2016 - Banning order applied for and granted.**

A temporary/full banning order was requested to prohibit two acquaintances visiting a man with disabilities who was being financially targeted.

**May – July 2017- Banning order applied for and granted.**

Another temporary/full banning order was requested to prohibit two acquaintances visiting a man with disabilities who they had previously targeted and were currently exploiting for financial gain.

## Perth and Kinross APC Structure 2018





# **ADULT SUPPORT AND PROTECTION**

## **IMPROVEMENT PLAN 2019-2020**

**The Perth & Kinross Adult Protection Committee and partners are committed to continuous improvement through self evaluation and the work of the sub committee.**

## **Vision**

People have the right to live as independently as possible in a safe environment; to be free from harm; to have their wishes and feelings taken into account; and to have the minimal amount of intervention in their personal lives.

## **Purpose**

To support and protect adults who may be at risk of harm or neglect and who may not be able to protect themselves.

## **Local Context**

Under the auspices of the Community Planning Framework, <http://www.pkc.gov.uk/communityplanning> are the key strategic plans for all services in Perth and Kinross to improve the lives of vulnerable people by ensuring that:

- Resilient, responsible and safe communities
- People in vulnerable circumstances are protected
- Longer healthier lives for all

**Our Local Outcomes:  
A Whole Life Approach<sup>3</sup>**



<sup>3</sup> Source: [Perth and Kinross Community Plan / Single Outcome Agreement \(SOA\) 2013 - 2023](#)  
[Perth and Kinross Council Corporate Plan 2013 - 2018](#)

## **The Work of the Adult Protection Committee (APC)**

The work of Perth and Kinross Adult Protection Committee is fundamental to ensuring better outcomes for vulnerable people who are at risk of harm, neglect and exploitation.

Underpinning the work of the APC

### **Continuous Improvement**

- Policies, Procedures and Protocols
- Self-Evaluation in Improving Services
- Promoting Good Practice
- Learning and Development

### **Strategic Planning**

- Communication, Collaboration and Co-operation
- Making and Maintaining Links with Other Planning Fora

### **Public Information and Communication**

- Raising Public Awareness
- Involving adults at risk and their Families

### **Monitoring, Evaluation, Outcomes and Impact**

The Adult Protection Inter-Agency Coordinator will be responsible for coordinating the plan on behalf of the APC.

| APC Improvement Plan 2019-2020                      |                                                                                                                                        |                                                                                                  |            |                                                                                                                                                                                                                                           |     |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| No                                                  | Action / Task                                                                                                                          | Strategic Lead                                                                                   | Timescale  |                                                                                                                                                                                                                                           | RAG |
| <b>Areas based on National ASP Improvement Plan</b> |                                                                                                                                        |                                                                                                  |            |                                                                                                                                                                                                                                           |     |
| <b>Outcome 1: Assurance</b>                         |                                                                                                                                        |                                                                                                  |            |                                                                                                                                                                                                                                           |     |
| 1                                                   | <b>1.1 Areas for Improvements are informed by good quality ASP statistics and data.</b><br>- Compare and contrast data across Scotland | <b>APC</b><br><br><b>APC sub group</b>                                                           | March 2020 | <ul style="list-style-type: none"> <li>Tayside reporting framework draft developed and awaiting feedback from APC's</li> <li>Multi-agency data mapped across Perth &amp; Kinross</li> </ul>                                               | A   |
|                                                     | <b>1.2 Explore issues raised in ASP thematic inspection and local audit processes</b>                                                  |                                                                                                  |            | <ul style="list-style-type: none"> <li>Visit to North Ayrshire 11/12/18</li> <li>Discussions in Tayside relating to Dundee inspection results</li> </ul>                                                                                  | A   |
| <b>Outcome 2: Governance</b>                        |                                                                                                                                        |                                                                                                  |            |                                                                                                                                                                                                                                           |     |
| 2                                                   | <b>2.1 Adult protection is embedded in clinical and care governance framework</b>                                                      | <b>Independent Chair</b><br><b>Chief SWO</b><br><b>Head of Service</b><br><b>ASP coordinator</b> | Ongoing    | <ul style="list-style-type: none"> <li>Currently have indicators for ASP</li> <li>Part of reporting structure for Annual reports</li> </ul>                                                                                               | A   |
|                                                     | <b>2.2 Strategic linkage and support for adult protection through Chief Officers programme</b>                                         | <b>Independent Chair</b>                                                                         | Ongoing    | <ul style="list-style-type: none"> <li>Chair of APC attends COG</li> <li>Chair of APC meets regularly with Chief SWO and CEO of Perth &amp; Kinross Council</li> <li>Chair of APC reports to Council &amp; IJB on ASP activity</li> </ul> | A   |



| No                                     | Action / Task                                                                                                                                                                                                                                                                                                                                           | Strategic Lead                                                                | Timescale     |                                                                                                                                                                 | RAG |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Outcome 3: Data and Information</b> |                                                                                                                                                                                                                                                                                                                                                         |                                                                               |               |                                                                                                                                                                 |     |
| 3                                      | <p><b>3.1 Improvements in ASP services driven by more sophisticated and systemic self evaluation framework in ASP.</b></p> <p><b>Compare and learn from self evaluation work across the CPP and with other authorities</b></p>                                                                                                                          | <p><b>Independent Chair</b></p> <p><b>APC</b></p> <p><b>APC sub-group</b></p> | Ongoing       | <ul style="list-style-type: none"> <li>Further outcome focused indicators to be identified</li> <li>Measurement of service user and carer experience</li> </ul> | A   |
| <b>Outcome 4: Policy and Guidance</b>  |                                                                                                                                                                                                                                                                                                                                                         |                                                                               |               |                                                                                                                                                                 |     |
| 4                                      | <p><b>4.1 Effective partnership working Perth &amp; Kinross Multi-agency operational guidance</b></p>                                                                                                                                                                                                                                                   | <b>APC &amp; APC sub-group</b>                                                | December 2018 | <ul style="list-style-type: none"> <li>Completed and approved by APC</li> <li>Disseminated to all agencies</li> <li>Updated on webpages</li> </ul>              | G   |
|                                        | <p><b>4. 2 More effective Tayside partnership working</b></p> <ul style="list-style-type: none"> <li><b>Update Tayside multi-agency operational guidance</b></li> <li><b>Agree areas of joint working, key processes, learning and development across wider public protection areas</b></li> <li><b>minimal learning standards framework</b></li> </ul> | <b>APC in Dundee, Angus and Perth &amp; Kinross</b>                           | December 2019 | <ul style="list-style-type: none"> <li>Draft document currently being reviewed</li> </ul>                                                                       | A   |
| <b>Outcome 5: Practice Improvement</b> |                                                                                                                                                                                                                                                                                                                                                         |                                                                               |               |                                                                                                                                                                 |     |
| 5                                      | <b>5.1 Individuals and groups have stronger voice through</b>                                                                                                                                                                                                                                                                                           | <b>APC sub-group</b>                                                          | December 2019 | <ul style="list-style-type: none"> <li>To be included in reporting framework</li> </ul>                                                                         | A   |

| No | Action / Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Strategic Lead                                | Timescale     |                                                                                                                                                                                                                 | RAG      |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|    | <i>increase in Independent Advocacy.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |               | <ul style="list-style-type: none"> <li>Inclusion in ASP training courses</li> <li>Monitor referrals</li> </ul>                                                                                                  |          |
|    | <p><b>5.2 Improved service user and carer experience in ASP processes.</b></p> <p><i>Develop a way to capture information to ensure views are heard and changed if required</i></p> <p><i>Positive engagement with people with learning disabilities who would have greater influence in and control over ASP services. Establish a rapport with existing user and carer groups.</i></p> <p><i>Greater awareness of cultural issues and impact on ASP processes</i></p> <p><i>Special focus on people in care settings and care at home clients.</i></p> | <b>Independent Chair<br/>ASP co-ordinator</b> | March 2010    | <ul style="list-style-type: none"> <li>Keys to life group information – collate questionnaires responses</li> <li>PKAVS - Ethnic minority Hub, meeting with religious leaders</li> <li>Perth College</li> </ul> | <b>A</b> |
|    | <b>5.3 GPs are engaged effectively in ASP planning..</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Independent Chair<br/>ASP co-ordinator</b> | March 2010    | <ul style="list-style-type: none"> <li>engage with GP and discuss their role in process, impact of their involvement and capacity issues</li> </ul>                                                             | <b>A</b> |
|    | <p><b>5.4 Increase referral rates for health patients especially mental health clients in the 16-65 year old range.</b></p> <ul style="list-style-type: none"> <li>Analyse existing figures on current referral rates and once</li> </ul>                                                                                                                                                                                                                                                                                                                | <b>APC sub-group</b>                          | December 2019 | <ul style="list-style-type: none"> <li>To be included in reporting framework</li> <li>Inclusion in ASP training courses</li> <li>Monitor referral rates</li> </ul>                                              | <b>A</b> |

| No                           | Action / Task                                                                                                                                                                                                                                                                        | Strategic Lead                        | Timescale |                                                                                                                                                                                                                                                  | RAG |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                              | validated discuss with stakeholders how they can be increased                                                                                                                                                                                                                        |                                       |           |                                                                                                                                                                                                                                                  |     |
| <b>Outcome 6: Prevention</b> |                                                                                                                                                                                                                                                                                      |                                       |           |                                                                                                                                                                                                                                                  |     |
| 6                            | <b>6.1 Enhance learning and stream lined processes in health and social care partnerships for reviewing cases.</b><br>- Inter agency approach across such areas as SEA, LAER, SCR and SCEA.                                                                                          | APC Sub group                         | Ongoing   | <ul style="list-style-type: none"> <li>On improvement plan for sub-group</li> <li>Reports to APC on local and national SCR and learning</li> <li>Report to HSCP management teams and updated on adverse event register</li> </ul>                | A   |
|                              | <b>6.2 Effective communication with partners and members of the public resulting in greater awareness across professionals and the public of ASP</b><br>- Review methods of communication with better use of social media and webpage and updated messages to members of the public. | APC sub-group<br>ASP leads in Tayside | Ongoing   | <ul style="list-style-type: none"> <li>Develop a minimal learning standards framework across Tayside</li> <li>Agree courses to be developed and delivered jointly</li> <li>Provide access to more courses on trauma informed practice</li> </ul> | A   |

## **APC Self Evaluation Audit**

| <b>No</b> | <b>When (Start Date)</b> | <b>APC Self-Evaluation Activity and Lead Person</b>                                             | <b>Key APC Outputs<sup>i</sup></b>       | <b>Target Date for APC</b>              |
|-----------|--------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------|
| <b>1</b>  | <b>16 May 2018</b>       | VPR/AP concern audit                                                                            |                                          |                                         |
| <b>2</b>  | <b>30 August 2018</b>    | NHS Audit – Grace Gilling/Mary Notman                                                           | Involvement of key agencies              | Tabled at APC December 2018             |
| <b>3</b>  | <b>30 July 2018</b>      | Bi-ennial report completed /Mary Notman                                                         | Evaluation Report                        | Tabled at APC meeting on 30 August 2019 |
| <b>4</b>  | <b>26 November 2018</b>  | APC Risk workshop                                                                               | Risk profile                             | Tabled at APC March 2019                |
| <b>5</b>  | <b>30 November 2018</b>  | Attended P&K GP Forum to discuss to involvement with ASP<br>National meetings 26/9/18 & 26/3/19 | Updated draft guidance on GP involvement | In progress nationally                  |
| <b>6</b>  | <b>11 December 2018</b>  | Visit to North Ayrshire to discuss ASP thematic inspection                                      | Paper produced on learning points        | Tabled at APC March 2019                |
| <b>7</b>  | <b>25 January 2019</b>   | Mrs Ellen Ash SCR presentation                                                                  | Paper produced on learning points        | Tabled at APC on 8 March 2019           |

| No | When (Start Date) | APC Self-Evaluation Activity and Lead Person      | Key APC Outputs <sup>i</sup>                                                   | Target Date for APC                   |
|----|-------------------|---------------------------------------------------|--------------------------------------------------------------------------------|---------------------------------------|
| 8  | 30 January 2019   | Multi-agency audit at Highland House /Mary Notman | Audit on processes, outcomes and involvement of key people and agencies        | Tabled at APC meeting on 8 March 2019 |
| 9  | 15 May 2019       | VPD/AP concern audit /Mary Notman                 | Audit to check recording, response, decision making and adherence to processes | To be tabled at September APC 2019    |

#### **Key ASP Dates**

15 February – national ASP day  
15 June – Elder Abuse awareness day  
1 October – International Older people day

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## PERTH & KINROSS COUNCIL

18 December 2019

### REVIEW OF PARLIAMENTARY CONSTITUENCY POLLING DISTRICTS AND POLLING PLACES

Report by Depute Chief Executive (Chief Operating Officer) (Report No. 19/366)

#### PURPOSE OF REPORT

This report seeks the Council's views on proposed changes to the parliamentary constituency polling districts and polling places within the area of Perth and Kinross following the recent review.

#### 1. BACKGROUND

- 1.1 The Electoral Administration Act 2006 (EAA 2006) introduced a duty on all local authorities to review their UK Parliamentary polling districts and polling places at least once every four years.
- 1.2 The Electoral Registration and Administration Act 2013 (ERA 2013) introduced a new provision altering the timing of compulsory reviews. The compulsory review periods are now the period of 16 months beginning with 1 October 2013 and the period of 16 months beginning with 1 October every fifth year after that. This means that all local authorities will have to conduct (and complete) a statutory review of polling districts and polling places between 1 October 2018 and 31 January 2020.
- 1.3 Reviews of local government polling arrangements should be conducted simultaneously with a review of polling districts and polling places for UK Parliamentary elections. The aim of the review is to ensure that every elector in Perth and Kinross has such reasonable facilities for voting as are practicable, and to ensure that so far as possible, the accessibility needs of persons with a disability have been considered when designating polling places.
- 1.4 The location of proposed polling districts and places is the responsibility of Perth & Kinross Council and the location of polling stations is the responsibility of the Returning Officer. However, for the purpose of this review, all aspects of the process have been undertaken jointly.

#### 2. PROPOSALS

- 2.1 The statutory consultation period ran from 11 October to 22 November 2019, during which time the consultation document was available on the Council website. During this period any registered elector, the Returning Officer for the relevant parliamentary constituencies within the local government area, Members of Parliament, Members of the Scottish Parliament, Members of the European Parliament, Members of Perth & Kinross Council and persons who

are considered to have particular expertise in relation to access to polling premises or facilities for persons who have different forms of disability, are able to make comment on the proposals.

- 2.2 Appendix 1 to this report details the existing polling arrangements within various polling districts and included the proposed changes that formed part of the statutory consultation.
- 2.3 During the statutory consultation period, the Council received a number of comments and these are set out on a ward by ward basis as follows.

## **WARD 5**

- 2.4 The consultation exercise included a proposal to merge SMF5 (Ruthvenfield Primary School, Huntingtower) with SMA (Pitcairngreen Village Hall). The rationale behind this proposal is that in local government elections, SMF5 is a multi-ward polling station and this proposal would alleviate any potential voter confusion at local government elections.
- 2.5 Several representations were made from both members of the public and elected members. None of the comments received supported the proposal citing environmental and accessibility issues as the major factors.
- 2.6 Taking on board these comments, it is proposed that there is no change made to SMF5 (Ruthvenfield Primary School, Huntingtower).
- 2.7 Local elected members also suggested that consideration be given to replacing Pitcairngreen Hall as the polling station for SMA (Pitcairngreen Village Hall). An alternative location suggested was Almondbank / Tibbermore St Serf's Church. The preparations for the UK Parliamentary Election on 12 December 2019 have meant that the normal evaluation and assessment process for potential new polling stations has not been undertaken.
- 2.8 It is proposed that the evaluation of alternative polling stations for SMA (Pitcairngreen Village Hall) is undertaken in 2020 with an update provided to a future Council meeting.

## **WARD 10**

- 2.9 Currently there are a number of voters within the Moncrieffe area who are voting at a polling station outside of their boundary. To address this, it was proposed to allocate register PLA (Moncrieffe Community Centre) within Ward 10 to PLB (Moncrieffe Church Centre).
- 2.10 A representation has been received from the SNP Perth & North Perthshire Westminster Campaign Committee and a local elected member recommending that this change not be made citing a potential impact on turnout.
- 2.11 Taking on board these comments, it is proposed that there is no change made to PLA (Moncrieffe Community Centre).



- 2.12 In order to accommodate the increase in the number of voters around the Glasgow Road area it is proposed that a new parliamentary polling district be established within the Perth Academy Scout Hall.
- 2.13 A representation was made from an elected member with regards the suitability of Perth Academy Scout Hall citing accessibility and future growth in this area. There are no obvious alternatives identified at this time. The growth within this area will be monitored and in advance of this venue reaching capacity, a further review will be undertaken and reported to Council. On that basis it is proposed that a new parliamentary district be established within Perth Academy Scout Hall.

## **WARD 11**

- 2.14 Local elected members and the SNP Perth & North Perthshire Westminster Campaign Committee have suggested that consideration be made to identifying an alternative location for PLI (Railway Staff Club) which since May 2019 has made use of the Railway Staff Club, Feus Road, Perth citing a reduced turnout. However, the percentage turnouts for the European Elections held in 2014 (Fairfield Neighbourhood Centre) and 2019 (Railway Staff Club) are broadly comparable.
- 2.15 On that basis it is proposed that no change be made to PLI (Railway Staff Club).
- 2.16 Local elected members and the SNP Perth & North Perthshire Westminster Campaign Committee have also suggested that a number of specific addresses in Ward 11 move from PLL (Perth Gospel Hall) to PLH11 (Letham St Marks Hall). To select individual streets within a polling district area and to allocate to a different polling station is not possible. This would require moving the whole of polling district PLL to Letham St Marks Hall which does not have the capacity to take an additional two, possibly three polling stations associated with the closing of the polling place Perth Gospel Hall.
- 2.17 On that basis it is proposed that no change be made to the specific addresses in Ward 11.

## **WARD 12**

- 2.18 Currently there are a number of voters within the Scone area who are voting at a polling station outside of their boundary. To address this, it is proposed to combine PCU (RDM Institute, Scone) with PDB (Gannochy Community Centre). No representations were made in relation to this proposal.
- 2.19 Representations have been received from John Swinney MSP, local elected members and the SNP Perth & North Perthshire Westminster Campaign Committee suggesting a change of polling place for polling district PCW (St John's RC Church Hall). This proposal was considered at the last polling place review in December 2014. At that time, it was suggested that alternative venues could be considered including North Inch Campus, Bells Sports Centre, Balhousie Castle and Balhousie Primary School.

- 2.20 Nothing material has changed since the last review. North Inch Campus, Bells Sports Centre, Balhousie Castle and Balhousie Primary School are still not considered as suitable alternatives. On that basis it is proposed that there is no change to PCW (St John's RC Church Hall).
- 2.21 In the event that the Council identifies any further changes to the list of approved polling places, these would be subject to a full risk assessment. The suitability of any new proposals would be reported to future meetings of the Council.
- 2.22 The Council also received a number of general representations in relation to the provision of temporary or "pop-up" polling stations. This has been examined in the past and has been discounted on the basis that the costs can be prohibitive and potentially not recoverable within the funding allocation. This position will be kept under review dependent upon specific circumstances.

### 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 It is recommended that the Council:
- i) Endorse the proposals for the designation of polling districts and polling places as set out in **Appendix 1** to this report with the exceptions of SMF (Ruthvenfield Primary School, Huntingtower) and PLA (Moncrieffe Community Centre) which will be retained as polling places.
  - ii) Approve the proposal to provide an evaluation of alternative polling stations for SMA (Pitcairngreen Village Hall) to be reported to a future Council meeting.
  - iii) Continue to designate St Johns RC Church hall as the polling place for parliamentary polling district PCW.

#### Author(s)

| Name            | Designation                                  | Contact Details      |
|-----------------|----------------------------------------------|----------------------|
| Scott Walker    | Election Manager                             | elections@pkc.gov.uk |
| Christine Grant | Senior Elections & Community Council Manager | elections@pkc.gov.uk |

#### Approved

| Name          | Designation            | Date            |
|---------------|------------------------|-----------------|
| Jim Valentine | Depute Chief Executive | 4 December 2019 |

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

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

#### Corporate Plan

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

### 2. Resource Implications

- 2.1 The resource implications of this report are not yet available, but any change is unlikely to be significant.

### 3. Assessments

#### Equality Impact Assessment

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

3.2 The proposals in this report have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcomes:

- The proposals to combine parliamentary polling districts allocated to the same parliamentary polling place comply with the relevant legislation in relation to accessibility
- In relation to the proposals not to allocate individual electors or very small groups of electors to a polling place outwith their electoral ward, it is acknowledged that some electors may experience inconvenience but there will be publicity in advance of any election/referendum to promote the availability of postal voting as an alternative to voting in person.

#### Legal and Governance

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

#### Risk

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

### **4. Consultation**

4.2 Representations were invited on any aspect of the allocated polling districts and polling places as set out in **Appendix 1** to this report and are included within the main body of the report.

### **5. Communication**

5.1 A communications plan was included within the Project Plan for the project.

## **2. BACKGROUND PAPERS**

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

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

## **3. APPENDICES**

- Appendix 1 – Report detailing the existing polling arrangements within various polling districts and sets out revised proposals for the designation of polling districts and polling places.

## PERTH AND KINROSS COUNCIL

## ELECTORAL REGISTRATION AND ADMINISTRATION ACT 2013

## REVISED POLLING DISTRICTS AND POLLING PLACES

| (1)<br>Parliamentary<br>Constituency      | (2)<br>Parliamentary<br>Polling District<br>(PPD) | (3)<br>Electorate as<br>published<br>03/09/2018 | (4)<br>Polling Places with effect<br>from December 2013 | (5)<br>Polling<br>Stations | (6)<br>Proposals | (7)<br>Comments by<br>Returning Officer                                                                                          |
|-------------------------------------------|---------------------------------------------------|-------------------------------------------------|---------------------------------------------------------|----------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------|
| PERTH & NORTH<br>PERTHSHIRE<br><br>WARD 1 | PBA                                               | 1446                                            | Invergowrie Church Hall                                 | 1-3                        | No change        | Multi ward polling station<br>with register PBL in Ward<br>2. No option to change as<br>no polling station local to<br>electors. |
|                                           | PBB                                               | 1269                                            | Longforgan Church Hall                                  | 1-3                        | No change        |                                                                                                                                  |
|                                           | PBC                                               | 9                                               | Kettins Church Hall                                     | 1                          | No change        |                                                                                                                                  |
|                                           | PBD<br>PBE                                        | 143<br>1344                                     | Inchture Village Hall                                   | 1-3                        | No change        |                                                                                                                                  |
|                                           | PBF                                               | 295                                             | Annat Hall, Rait                                        | 1                          | No change        |                                                                                                                                  |
|                                           | PBG                                               | 1987                                            | Errol Community Centre                                  | 1-4                        | No change        |                                                                                                                                  |
|                                           | PBH                                               | 1367                                            | St Madoes Community<br>Centre                           | 1-3                        | No change        |                                                                                                                                  |
|                                           |                                                   |                                                 |                                                         |                            |                  |                                                                                                                                  |

| (1)<br>Parliamentary<br>Constituency      | (2)<br>Parliamentary<br>Polling District<br>(PPD) | (3)<br>Electorate as<br>published<br>1/12/12 | (4)<br>Polling Places with effect<br>from December 2013 | (5)<br>Polling<br>Stations | (6)<br>Proposals | (7)<br>Comments by<br>Returning Officer |
|-------------------------------------------|---------------------------------------------------|----------------------------------------------|---------------------------------------------------------|----------------------------|------------------|-----------------------------------------|
| PERTH & NORTH<br>PERTHSHIRE<br><br>WARD 2 | PBI                                               | 2048                                         | Alyth Town Hall                                         | 1-3                        | No change        |                                         |
|                                           | PBJ                                               | 352                                          | Alyth Town Hall                                         | 1-3                        | No change        |                                         |
|                                           | PBK                                               | 775                                          | Kinloch Memorial Hall,<br>Meigle                        | 1-2                        | No change        |                                         |
|                                           | PBL                                               | 252                                          | Kettins Church Hall                                     | 1                          | No change        |                                         |
|                                           | PBM                                               | 1798                                         | Coupar Angus Town Hall                                  | 1-3                        | No change        |                                         |
|                                           | PBN                                               | 1065                                         | Burrelton Hall                                          | 1-2                        | No change        |                                         |
|                                           | PBP                                               | 257                                          | Kinrossie Hall                                          | 1-2                        | No change        |                                         |
|                                           | PBQ                                               | 532                                          | Balbeggie Hall                                          | 1-2                        | No change        |                                         |
|                                           | PBR                                               | 581                                          | Guildtown Hall                                          | 1-2                        | No change        |                                         |
|                                           | PBS                                               | 4368                                         | RDM Institute, Scone                                    | 1-6                        | No change        |                                         |
| PERTH & NORTH<br>PERTHSHIRE<br><br>WARD 3 | PBT                                               | 2994                                         | Blairgowrie Town Hall                                   | 1-4                        | No change        |                                         |
|                                           | PBU                                               | 2222                                         | St Catherine's Community<br>Centre                      | 1-3                        | No change        |                                         |
|                                           | PBV                                               | 2468                                         | Ratray Community<br>Connect                             | 1-3                        | No change        |                                         |
|                                           | PBW                                               | 185                                          | Bridge of Cally Hall                                    | 1-2                        | No change        |                                         |
|                                           | PBX                                               | 181                                          | St Catharine's Community<br>Centre                      | 1-3                        | No change        |                                         |
|                                           | PBY                                               | 343                                          | Kirkmichael Hall                                        | 1-2                        | No change        |                                         |
|                                           | PBZ                                               | 149                                          | Blackwater Hall                                         | 1-2                        | No change        |                                         |

| (1)<br>Parliamentary<br>Constituency     | (2)<br>Parliamentary<br>Polling District<br>(PPD) | (3)<br>Electorate as<br>published<br>1/12/12 | (4)<br>Polling Places with effect<br>from December 2013 | (5)<br>Polling<br>Stations | (6)<br>Proposals | (7)<br>Comments by<br>Returning Officer |
|------------------------------------------|---------------------------------------------------|----------------------------------------------|---------------------------------------------------------|----------------------------|------------------|-----------------------------------------|
| PERTH & NORTH<br>PERTSHIRE<br><br>WARD 4 | PCA                                               | 291                                          | Mid Atholl Hall, Ballinluig                             | 1-2                        | No change        |                                         |
|                                          | PCB                                               | 2628                                         | Pitlochry Town Hall                                     | 1-4                        | No change        |                                         |
|                                          | PCC                                               | 500                                          | Grandtully Hall                                         | 1-2                        | No change        |                                         |
|                                          | PCD                                               | 190                                          | Killiecrankie Hall                                      | 1-2                        | No change        |                                         |
|                                          | PCE                                               | 615                                          | Blair Atholl Church Hall                                | 1-2                        | No change        |                                         |
|                                          | PCF                                               | 122                                          | Kynachan Hall                                           | 1-2                        | No change        |                                         |
|                                          | PCG                                               | 1688                                         | Aberfeldy Town Hall                                     | 1-3                        | No change        |                                         |
|                                          | PCH                                               | 218                                          | Breadalbane Library,<br>Kenmore                         | 1-2                        | No change        |                                         |
|                                          | PCI                                               | 248                                          | Camserney Hall                                          | 1-2                        | No change        |                                         |
|                                          | PCJ                                               | 218                                          | Molteno Memorial Hall,<br>Fortingall                    | 1-2                        | No change        |                                         |
|                                          |                                                   |                                              |                                                         | 1-2                        | No change        |                                         |
|                                          | PCK                                               | 177                                          | Fearnan Hall                                            | 1-2                        | No change        |                                         |
|                                          | PCL                                               | 367                                          | Kinloch Rannoch Village<br>Hall                         | 1-2                        | No change        |                                         |

| <b>(1)<br/>Parliamentary<br/>Constituency</b> | <b>(2)<br/>Parliamentary<br/>Polling District<br/>(PPD)</b> | <b>(3)<br/>Electorate as<br/>published<br/>1/12/12</b> | <b>(4)<br/>Polling Places with effect<br/>from December 2013</b>   | <b>(5)<br/>Polling<br/>Stations</b> | <b>(6)<br/>Proposals</b>                                                                  | <b>(7)<br/>Comments by<br/>Returning Officer</b>                                                                                             |
|-----------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| PERTH & NORTH<br>PERTSHIRE<br><br>WARD 5      | PCM                                                         | 169                                                    | Meikleour Hall                                                     | 1-2                                 | No change                                                                                 | Register PCT cannot be combined with another register due to being in different parliamentary constituencies and different wards. No change. |
|                                               | PCN                                                         | 195                                                    | Clunie Hall                                                        | 1-2                                 | No change                                                                                 |                                                                                                                                              |
|                                               | PCP                                                         | 456                                                    | Caputh Church Session House                                        | 1-2                                 | No change                                                                                 |                                                                                                                                              |
|                                               | PCQ                                                         | 1551                                                   | Royal School of Dunkeld                                            | 1-3                                 | No change                                                                                 |                                                                                                                                              |
|                                               | PCR                                                         | 1393                                                   | Stanley Hall                                                       | 1-3                                 | No change                                                                                 |                                                                                                                                              |
|                                               | PCS                                                         | 600                                                    | Murthly Hall                                                       | 1-2                                 | No change                                                                                 |                                                                                                                                              |
|                                               | PCT                                                         | 97                                                     | Amulree Hall                                                       | 1-2                                 | No change                                                                                 |                                                                                                                                              |
| <b>(1)<br/>Parliamentary<br/>Constituency</b> | <b>(2)<br/>Parliamentary<br/>Polling District<br/>(PPD)</b> | <b>(3)<br/>Electorate as<br/>published<br/>1/12/12</b> | <b>(4)<br/>Polling Places with effect<br/>from 1 December 2013</b> | <b>(5)<br/>Polling<br/>Stations</b> | <b>(6)<br/>Proposals</b>                                                                  | <b>(7)<br/>Comments by<br/>Returning Officer</b>                                                                                             |
| OCHIL & SOUTH<br>PERTSHIRE<br><br>WARD 5      | SBA                                                         | 1363                                                   | Bankfoot Church & Community Centre                                 | 1-3                                 | No change                                                                                 |                                                                                                                                              |
|                                               | SBB                                                         | 1433                                                   | Luncarty Memorial Hall                                             | 1-3                                 | No change                                                                                 |                                                                                                                                              |
|                                               | SBC                                                         | 191                                                    | Chapelhill Hall,<br>Logiealmond                                    | 1-3                                 | No change                                                                                 |                                                                                                                                              |
|                                               | SMA                                                         | 1050                                                   | Pitcairngreen Village Hall                                         | 1-2                                 | No change                                                                                 |                                                                                                                                              |
|                                               | SMF 5                                                       | 489                                                    | Ruthvenfield Primary School, Huntingtower                          | 1-2                                 | Combine register SMF 5 with SMA and allocate Pitcairngreen Village Hall as polling place. |                                                                                                                                              |



| (1)<br>Parliamentary<br>Constituency     | (2)<br>Parliamentary<br>Polling District<br>(PPD)                                      | (3)<br>Electorate as<br>published<br>1/12/12                                             | (4)<br>Polling Places with effect<br>from 1 December 2013                                                                                                   | (5)<br>Polling<br>Stations                                 | (6)<br>Proposals                                                                               | (7)<br>Comments by<br>Returning Officer                                                                                                      |
|------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| PERTH & NORTH<br>PERTSHIRE<br><br>WARD 6 | PLM                                                                                    | 1                                                                                        | Amulree Hall                                                                                                                                                | 1                                                          | No change                                                                                      | Register PLM cannot be combined with another register due to being in different parliamentary constituencies and different wards. No change. |
| OCHIL & SOUTH<br>PERTSHIRE<br><br>WARD 6 | SLA<br><br>SLB<br><br>SLC<br>SLE<br><br>SLD<br>SLF                                     | 177<br><br>1878<br><br>72<br>3630<br><br>2385<br>230                                     | Sandison Hall, St Fillans<br><br>Comrie Community Centre<br><br>Strathearn Community<br>Campus<br><br>St Andrews Church Hall                                | 1-2<br><br>1-4<br><br>1-4<br><br>1-3                       | No change<br><br>No change<br><br>No change<br><br>No change                                   |                                                                                                                                              |
| OCHIL & SOUTH<br>PERTSHIRE<br><br>WARD 7 | SLG<br>SLJ<br><br>SLH<br><br>SLK<br><br>SLI<br>SLL<br>SLM<br>SLN<br><br>SLP<br><br>SLQ | 681<br>309<br><br>737<br><br>708<br><br>211<br>154<br>761<br>3592<br><br>424<br><br>1054 | Braco Village Hall<br><br>Muthill Hall<br><br>Moray Institute, Blackford<br><br>Aytoun Hall, Auchterarder<br><br>Aberuthven Hall<br><br>Dunning Church Hall | 1-2<br><br>1-5<br><br>1-2<br><br>1-5<br><br>1-2<br><br>1-2 | No change<br><br>No change<br><br>No change<br><br>No change<br><br>No change<br><br>No change |                                                                                                                                              |

| (1)<br>Parliamentary<br>Constituency     | (2)<br>Parliamentary<br>Polling District<br>(PPD) | (3)<br>Electorate as<br>published<br>1/12/12 | (4)<br>Polling Places with effect<br>from 1 December 2013 | (5)<br>Polling<br>Stations | (6)<br>Proposals | (7)<br>Comments by<br>Returning Officer |
|------------------------------------------|---------------------------------------------------|----------------------------------------------|-----------------------------------------------------------|----------------------------|------------------|-----------------------------------------|
| OCHIL & SOUTH<br>PERTSHIRE<br><br>WARD 8 | SLR                                               | 1649                                         | Milnathort Town Hall                                      | 1-3                        | No change        |                                         |
|                                          | SLS                                               | 4571                                         | Millbridge Hall, Kinross                                  | 1-5                        | No change        |                                         |
|                                          | SLT                                               | 1065                                         | Institute, Crook of Devon                                 | 1-2                        | No change        |                                         |
|                                          | SLU                                               | 438                                          | Moubray Hall, Powmill                                     | 1-2                        | No change        |                                         |
|                                          | SLV                                               | 150                                          | Cleish Hall                                               | 1-2                        | No change        |                                         |
|                                          | SLW                                               | 435                                          | Tabernacle Hall, Blairadam                                | 1-2                        | No change        |                                         |
|                                          | SLX                                               | 1174                                         | Portmoak Village Hall                                     | 1-2                        | No change        |                                         |
|                                          | SLY                                               | 1204                                         | Glenfarg Village Hall                                     | 1-3                        | No change        |                                         |
| OCHIL & SOUTH<br>PERTSHIRE<br><br>WARD 9 | SMB                                               | 1376                                         | Methven Bowling Club                                      | 1-2                        | No change        |                                         |
|                                          | SMC                                               | 286                                          | Fowlis Wester Hall                                        | 1-2                        | No change        |                                         |
|                                          | SMD                                               | 240                                          | St David's Hall, Madderty                                 | 1-2                        | No change        |                                         |
|                                          | SME                                               | 477                                          | Findo Gask Hall                                           | 1-2                        | No change        |                                         |
|                                          | SMF 9                                             | 139                                          | Ruthvenviold Primary<br>School                            | 1-2                        | No change        |                                         |
|                                          | SMG<br>SMJ                                        | 98<br>2812                                   | Bridge of Earn Hall                                       | 1-4                        | No change        |                                         |
|                                          | SMH<br>SMI                                        | 78<br>552                                    | Forgandenny Hall                                          | 1-2                        | No change        |                                         |
|                                          | SMK                                               | 1443                                         | Williamson Hall, Abernethy                                | 1-3                        | No change        |                                         |

| (1)<br>Parliamentary<br>Constituency       | (2)<br>Parliamentary<br>Polling District<br>(PPD) | (3)<br>Electorate as<br>published<br>1/12/12 | (4)<br>Polling Places with effect<br>from 1 December 2012 | (5)<br>Polling<br>Stations | (6)<br>Proposals                                                                                                                                                       | (7)<br>Comments by<br>Returning Officer |
|--------------------------------------------|---------------------------------------------------|----------------------------------------------|-----------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| PERTH & NORTH<br>PERTHSHIRE<br><br>WARD 10 | PLA                                               | 497                                          | Moncreiffe Community<br>Centre                            | 1-2                        | Combine register PLA with PLB<br>and allocate Moncreiffe Church<br>Centre as polling place                                                                             |                                         |
|                                            | PLB                                               | 757                                          | Moncreiffe Church Hall                                    | 1-2                        |                                                                                                                                                                        |                                         |
|                                            | PLC                                               | 2664                                         | Craigie Church Hall                                       | 1-3                        | No change                                                                                                                                                              |                                         |
|                                            | PLD                                               | 3713                                         | Scout Hall, Perth Academy                                 | 1-4                        | In order to accommodate the<br>increase around Glasgow Road, a<br>new PPD be established within<br>the Scout Hall.                                                     |                                         |
|                                            | PLE                                               | 3007                                         | Oakbank Community<br>Centre                               | 1-3                        | This polling station is almost at<br>capacity. Some existing voters<br>around the Glasgow Road area<br>will be allocated to a new PPD in<br>the Scout Hall. Appendix 1 |                                         |
|                                            | PLF                                               | 814                                          | Baptist Church Hall                                       | 1-4                        | No change                                                                                                                                                              |                                         |
|                                            | PLH 10                                            | 1381                                         | Letham St Marks Hall                                      | 1-3                        | No change                                                                                                                                                              |                                         |
| PERTH & NORTH<br>PERTHSHIRE<br><br>WARD 11 | PLG                                               | 1012                                         | Baptist Church Hall                                       | 1-4                        | No change                                                                                                                                                              |                                         |
|                                            | PLH 11                                            | 957                                          | Letham St Marks Hall                                      | 1-4                        | No change                                                                                                                                                              |                                         |
|                                            | PLI                                               | 1163                                         | Railway Staff Club                                        | 1-3                        | No change                                                                                                                                                              |                                         |
|                                            | PLK                                               | 3470                                         | Tulloch Community Centre                                  | 1-4                        | No change                                                                                                                                                              |                                         |
|                                            | PLL                                               | 2287                                         | Perth Gospel Hall                                         | 1-3                        | No change                                                                                                                                                              |                                         |

| (1)<br>Parliamentary<br>Constituency      | (2)<br>Parliamentary<br>Polling District<br>(PPD) | (3)<br>Electorate as<br>published<br>1/12/12 | (4)<br>Polling Places with effect<br>from 1 December 2012 | (5)<br>Polling<br>Stations | (6)<br>Proposals                                                                                | (7)<br>Comments by<br>Returning Officer          |
|-------------------------------------------|---------------------------------------------------|----------------------------------------------|-----------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------|
| PERTH & NORTH<br>PERTSHIRE<br><br>WARD 12 | PCU                                               | 9                                            | RDM Institute, Scone                                      | 1-6                        | Combine register PCU with PDB<br>and allocate Gannochy<br>Community Centre as polling<br>place. | Electors currently voting<br>outwith their ward. |
|                                           | PCV                                               | 2338                                         | Riverside Church                                          | 1-3                        | No change                                                                                       |                                                  |
|                                           | PCW                                               | 1837                                         | St John's RC Church Hall                                  | 1-3                        | No change                                                                                       |                                                  |
|                                           | PCX                                               | 1630                                         | North Church Hall                                         | 1-3                        | No change                                                                                       |                                                  |
|                                           | PCY                                               | 1836                                         | Christian Fellowship Centre                               | 1-3                        | No change                                                                                       |                                                  |
|                                           | PCZ                                               | 528                                          | Moncreiffe Community<br>Centre                            | 1-2                        | No change                                                                                       |                                                  |
|                                           | PDA                                               | 1547                                         | Rodney Fitness Centre                                     | 1-2                        | No change                                                                                       |                                                  |
|                                           | PDB                                               | 1189                                         | Gannochy Community<br>Centre                              | 1-2                        | Combine register PDB with PCU<br>and allocate Gannochy<br>Community Centre as polling<br>place. |                                                  |
|                                           | PDC                                               | 209                                          | Upper Springlands                                         | 1-2                        | No change                                                                                       |                                                  |
|                                           | PLJ                                               | 1070                                         | Railway Staff Club                                        | 1-3                        | No change                                                                                       |                                                  |

**KAREN REID**  
Chief Executive

Council Building  
2 High Street  
PERTH  
PH1 5PH

## **AMENDMENTS TO GOVERNANCE DOCUMENTS**

### **(i) SCHEME OF ADMINISTRATION**

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

#### Part 2 – Provisions Relating to Committees

##### 9 Licensing Committee

Terms of Reference – 9.4 – remove reference to Theatres Act 1968 which is now licenced under the Civic Government (Scotland) Act 1982.

##### 10 Planning and Development Management Committee

All references to Executive Director (Housing and Environment) to be replaced with Depute Chief Executive.

#### Part 3 – Delegation to Officials

23.1 The following sections that are currently delegated to the Executive Director (Housing and Environment) to be transferred to the Depute Chief Executive:

- Development Planning
- Building Standards
- Economic Development

##### 25 Statutory Appointments of Officers

Section 25.1 – Amend relevant section as follows:

Town and Country Planning (Scotland) Act 1997

Section 43A – Delegated authority in respect of planning applications for local government – Depute Chief Executive / Head of Planning and Development / Development Management & Building Standards Service Manager / Develop Management Team Leaders / and (for certain applications only) Development Management Planning Officers who have membership of the Royal Town Planning Institute and 2 years post-qualifying experience.

### **(ii) PERTH AND KINROSS COUNCIL PLANNING APPLICATION DECISIONS – SCHEME OF DELEGATION**

All references in the above document to the Executive Director (Housing and Environment) to be replaced with Depute Chief Executive, and all references to the Development Management Committee to be replaced with the Planning and Development Management Committee.

