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Council Building  
2 High Street  
Perth  
PH1 5PH

14 June 2018

A Meeting of **Perth and Kinross Council** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 20 June 2018** at **14:00**.

The agenda for the Council includes consideration of one national planning application for which, under Paragraph 27.1(a) of The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008, a pre-determination hearing is required to be held prior to the application being presented to the Council for determination. Should it be necessary, on account of representations having been received, the Council will first convene at 2.00pm as a **Pre-Determination Committee** to hear the representations lodged in terms of the Planning Etc (Scotland) Act 2006. The agenda for the meeting of the Pre-Determination Committee will be issued under separate cover. **Only those elected members who attend the Pre-Determination Committee to hear arguments for and against a planning application can participate in the determination of the application at the Council.**

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

**BERNADETTE MALONE**  
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, 20 June 2018**

**AGENDA**

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

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

- (i) Motion by Councillor R Watters and M Barnacle

Council notes the ongoing Brexit negotiation process and specifically the developments which indicate that EU nationals, who have made Perth and Kinross their home, will lose their eligibility to participate in our democratic processes.

Notes that while the Scottish Government are currently looking at the option of extending the franchise for local elections to all those legally resident in Scotland, participation in Community Councils is determined by each Council through the Scheme of Establishment for Community Councils.

Instructs Officers to extend the remit of the 'Review of the Scheme of Establishment for Community Councils in Perth and Kinross' as approved at full Council on 7 March 2018, to include a review of eligibility for Community Council Elections to ensure in so far as legally possible EU nationals can continue to participate in this important element of our democratic process.

- (ii) Motion by Councillors X McDade and M Williamson

Motion on A827 Road Closure

That the Council notes the significant economic impact road closures have on rural communities and in particular on the rural economy.

The Council also notes that the proposed full road closure of the A827 between Grandtully & Aberfeldy for seven weeks from late

August to mid-October to carry out significant retaining works, which whilst necessary, will have a major impact on the economy of Aberfeldy and West Highland Perthshire, an area which relies heavily on tourism. Furthermore this community has already experienced a high level of disruption in the first five months of 2018 with both other A roads leading into Aberfeldy having experienced partial road closures at peak tourist times such as February half term and Easter to undertake various works.

Further notes that there is very strong opposition from the West Highland Perthshire community towards the potential full closure of the A827, with a high number of businesses raising concerns about their future should this main arterial route to Aberfeldy be closed.

The Council resolves to use all endeavours to find a technical solution, which is financially viable, to allow the A827 to be kept open during the planned works and that the Council will seek to fund this solution as a priority.

<b>4</b>	<b>MINUTE OF MEETING OF PERTH AND KINROSS COUNCIL OF 25 APRIL 2018 FOR APPROVAL AND SIGNATURE</b> (copy herewith)	<b>9 - 14</b>
<b>5</b>	<b>MINUTES OF MEETINGS OF COMMITTEES FROM 11 APRIL 2018 TO 29 MAY 2018</b> (copy herewith)	<b>15 - 112</b>
<b>6</b>	<b>PLANNING REFERENCE 18/00200/FLN - SECTION 42 OF THE TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997 TO MODIFY CONDITION 3 (LANDSCAPING) OF PLANNING PERMISSION 12/00948/FLM (ERECTION OF AN ELECTRICITY SUBSTATION, FORMATION OF LANDSCAPING, ACCESS TRACKS AND ASSOCIATED WORKS) AT LAND 450 METRES NORTH WEST OF HAUGHEND FARM, MEIGLE</b> Report by Executive Director (Housing & Environment) (copy herewith 18/215)	<b>113 - 166</b>
<b>7</b>	<b>ANNUAL TREASURY REPORT 2017/18</b> Report by Head of Finance (copy herewith 18/211)	<b>167 - 184</b>
<b>8</b>	<b>COMPOSITE CAPITAL BUDGET 2018-2025</b> Report by Head of Finance (copy herewith 18/213)	<b>185 - 232</b>
<b>9</b>	<b>SERVICE ANNUAL PERFORMANCE REPORTS 2017-18</b> Report by Depute Chief Executive (Chief Operating Officer) (copy herewith 18/213)	<b>233 - 336</b>
<b>10</b>	<b>SUPPORT TO UNACCOMPANIED ASYLUM SEEKING CHILDREN</b> Joint Report by Executive Director (Education and Children's	<b>337 - 390</b>



Services) and Executive Director (Housing and Environment) (copy herewith 18/215)

- 11 REVIEW OF LOCAL ACTION PARTNERSHIPS 391 - 468**  
Report by Depute Chief Executive (Chief Operating Officer) (copy herewith 18/214)

- 12 APPOINTMENTS TO COMMITTEES/SUB-COMMITTEES 469 - 474**  
At the Council meeting on 17 May 2017 the Council agreed to appoint members to Committees in accordance with the political balance of members following the local government elections - this is in line with Standing Order 62. Following the withdrawal from the Administration Partnership by the independent members and Councillor Bailey and the forming of the Independent and Scottish Labour Group, Council is asked to note the updated political balance on committees and agree the attached revised list of appointments to Committees and Sub-Committees (copy herewith 18/217)

**13 APPOINTMENTS TO OUTSIDE BODIES/WORKING GROUPS**

(i) Perth and Kinross Integration Joint Board

Following the principals of the updated political balance of the Council as detailed in Item 12, The Council is asked to agree that:

- Councillor C Ahern be removed as a member of the Perth and Kinross Integration Joint Board.
- Councillor X McDade be appointed as a member of the Perth and Kinross Integration Joint Board.
- Councillor A Bailey be appointed as a proxy member for the Perth and Kinross Integration Joint Board.
- Councillor C Ahern replace Councillor P Barrett as a proxy member for the Perth and Kinross Integration Joint Board.

(ii) Perth and Kinross Licensing Board

The Council is asked to agree that Councillor J Duff replace Councillor R McCall on the Perth and Kinross Licensing Board with effect from 1 August 2018.

(iii) COSLA Convention

Following the principals of the updated political balance of the Council as detailed in Item 12, The Council is asked to agreed that:

- Councillor C Stewart be removed as a member of the COSLA Convention.
- Councillor X McDade be appointed as a member of the COSLA Convention.

(iv) COSLA Environment and Economy Group

The Council is asked to agree that Councillor A Forbes replace Councillor A Bailey on the COSLA Environment and Economy Group.

(v) Live Active Leisure Limited

The Council is asked to agree that Councillor B Brawn replace Councillor A Forbes on Live Active Leisure Limited.

(vi) Tayside and Central Scotland Transport Partnership (TACTRAN)

The Council is asked to agreed that Councillor D Illingworth replace Councillor B Brawn on the Tayside and Central Scotland Transport Partnership (TACTRAN).

(vii) Modernising Governance Member/Officer Working Group

The Council agreed the membership of the Modernising Governance Member/Officer Working Group on 17 May 2017.

The Council is asked to agreed that the Executive Director (Education and Children's Services) and the Executive Director (Housing and Environment) be appointed to the Modernising Governance Member/Officer Working Group.

## **14 TAY CITIES DEAL**

The Council is asked to agree that in the event that an announcement is made by the UK and Scottish Governments on the Tay Cities Deal, due to the anticipated short timescales involved, the Leader of the Council, in consultation with the Depute Chief Executive, be given authority to agree the Head of Terms on behalf of the Council.

**15 RETURNING OFFICER FOR ELECTIONS AND REFERENDA**

Following the decision of the Appointments Sub-Committee on 22 May 2018, the new Chief Executive, Karen Reid, will take up her appointment on 1 September 2018. In terms of the Council's Scheme of Administration, the Depute Chief Executive has authority to do any thing delegated to the Chief Executive other than acting as Returning Officer for all elections and referenda. The Council is asked to agree that the Depute Chief Executive be appointed as Returning Officer for the period from 1 July 2018 to 31 August 2018.

**16 TIMETABLE OF MEETINGS 2018**

The Council is asked to agree that the meetings of the Council and the Common Good Fund Committees, scheduled to take place on Wednesday 12 December 2018, now take place at the same times on Wednesday 19 December 2018.

The Council is also asked to agreed that the meeting of the Planning and Development Management Committee, scheduled to take place on Wednesday 19 December 2018 at 10.00am, now take place on Tuesday 18 December 2018 at 10.00am.

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PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
25 APRIL 2018

## COUNCIL MEETING

Minute of meeting of Perth and Kinross Council held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 April 2018 at 2.00pm.

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, I James, A Jarvis, G Laing, M Lyle, R McCall, S McCole, X McDade, T McEwan, A Parrott, B Pover, C Purves (up to and including Item 9), J Rebbeck, C Reid, W Robertson, F Sarwar, C Shiers, L Simpson, C Stewart (up to and including Art. Item 9), R Watters, M Williamson and W Wilson.

In Attendance: B Malone, Chief Executive; J Valentine, Depute Chief Executive and Chief Operating Officer; S Devlin, Executive Director (Education and Children's Services); B Renton, Executive Director (Housing and Environment); K McNamara, Depute Director (Housing and Environment); J Pepper, Depute Director (Education and Children's Services); C Mailer and S Merone (both Housing and Environment Service); G Taylor, S Hendry, S Mackenzie, L Simpson, S Walker, R Fry, L Potter and L Aitchison (all Corporate and Democratic Services); Mrs M McFarlane (Non-elected Member of Lifelong Learning Committee).

Provost D Melloy, Presiding.

### 234. WELCOME AND APOLOGIES

Provost Melloy welcomed Councillor J Duff to his first meeting of the Council following his success at the by-election on 19 April 2018.

There were no apologies submitted.

### 235. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, the following Councillors declared a non-financial interest in the following items on the agenda:

- Item 3                      Councillors E Drysdale, X McDade and C Reid
- Items 3 and 9          Councillor C Ahern
- Item 9                     Councillors H Anderson, P Barrett, H Coates and A Parrott

THE HEAD OF DEMOCRATIC SERVICES STEPPED ASIDE FROM THE MEETING TABLE DURING CONSIDERATION OF ITEM 3 IN HER ROLE AS THE CLERK TO THE PERTH AND KINROSS INTEGRATION JOINT BOARD.

PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
25 APRIL 2018

**236. NOTICE OF MOTION IN TERMS OF STANDING ORDER 39**

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

Motion (Councillors A Parrott and R Watters)

*Council notes that at the meeting of the Perth & Kinross Integration Board (IJB) on 23 March 2018 the IJB considered a paper by its Chief Officer titled "Review of Residential Care." This summarised 4 options and recommended one of these options to voting members for approval.*

*Council further notes that on the motion of the IJB Chair a decision was taken to approve the recommended option which would mean the closure of Beechgrove Care Home in Perth.*

*Council wishes its disapproval at this decision to be noted and therefore requests the Leader of the Council to write to the Chair of the Perth and Kinross Integration Board accordingly.*

Following a suggestion by Councillor M Lyle, the mover and seconder of the Motion agreed to amend the last sentence as follows:

*Council wishes its disapproval at this decision to be noted and therefore requests the Leader of the Council to write to the Chair of the Perth and Kinross Integration Board accordingly, and similarly write to the Chair of Tayside NHS Board and the Cabinet Secretary for Health and Sport, Shona Robison MSP.*

**Resolved:**

In accordance with the Revised Motion.

**237. MINUTES OF PREVIOUS MEETINGS**

**(i) Minute of special meeting of Perth and Kinross Council of 22 February 2018**

The minute of the special meeting of Perth and Kinross Council of 22 February 2018 (Arts. 93-97) was submitted, approved as a correct record and authorised for signature.

**(ii) Minute of meeting of Perth and Kinross Council of 7 March 2018**

The minute of meeting of Perth and Kinross Council of 7 March 2018 (Arts. 108-124) was submitted, approved as a correct record and authorised for signature.

PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
25 APRIL 2018

**238. MINUTES OF MEETINGS OF COMMITTEES FROM 14 FEBRUARY 2018 to 3 APRIL 2018**

The decisions recorded in Arts. 78-92, 98-107, and 125-175, copies of which had been circulated to all members of the Council, were submitted and noted.

**239. TREASURY ACTIVITY AND COMPLIANCE REPORT – 2017/18 QUARTER 4**

There was submitted a report by the Head of Finance (18/148) (1) providing a summary of Loans Fund transactions for the quarter ending 31 March 2018; and (2) reporting on compliance with the Council's Treasury Management Policy Statement; Treasury Management Practices; the Investment Strategy and the Prudential Indicators for the same period.

**Resolved:**

The contents of Report 18/148, submitted in accordance with the Council's Treasury Management Practices, be noted.

**240. REPORT OF A JOINT INSPECTION OF SERVICES FOR CHILDREN AND YOUNG PEOPLE IN PERTH AND KINROSS APRIL 2018**

There was submitted a joint report by the Chief Executive and Executive Director (Education and Children's Services) (18/149) providing an overview of the inspection findings and evaluations of a Joint Inspection of Services for Children and Young People in the Perth and Kinross Community Planning Partnership area between 11 September and 13 November 2017.

S Devlin, Executive Director (Education and Children's Services) gave a presentation on the contents of the inspection report and answered a number of questions from Councillors.

**Resolved:**

- (i) The Council notes with pride and wholehearted thanks to everyone involved the Care Inspectorate's assessment that Services for Children and Young People are excellent.
- (ii) The Council also notes that a joint action plan would be prepared and progress reported to the Children, Young People and Families Partnership.

**241. LOCAL SCRUTINY PLAN 2018/2019**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/150) outlining the Local Scrutiny Plan for Perth and Kinross Council.

**Resolved:**

The Local Scrutiny Plan 2018/19, attached as Appendix 1 to Report 18/150, be noted.

## **242. HARBOUR BUSINESS PLAN – PROGRESS UPDATE**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/151) (1) providing an update on the delivery of the Perth Harbour Business Plan; and (2) setting out proposals for the next steps.

It was noted that in Section 2.2 of Report 18/151, the figure quoted in the last paragraph in relation to income should read £28,747 and not £287,747, and in relation to Section 2.3, the net loss figure quoted was less than the budgeted net loss figure quoted.

### **Resolved:**

- (i) The current financial position, as set out in Report 18/151, be noted.
- (ii) The offer from Calmac Ferries Ltd, as the preferred bidder for Harbour operation services, and as set out in Report 18/151, be agreed.
- (iii) The Marine Scotland Licence requests be noted and the Depute Chief Executive and Chief Operating Officer be instructed to take the necessary actions to obtain the Licence.
- (iv) The dredging contract tender publication to be issued when the Licence has been determined to firm up costs and timescales, with the outcome to be reported back to Council.
- (v) Engagement with stakeholders be continued to mitigate risk in terms of costs and timescales.

COUNCILLORS C PURVES AND C STEWART LEFT THE MEETING AT THIS POINT

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

### **Resolved:**

#### Local Review Body

- (i) Councillor L Simpson replace Councillor W Wilson as Convener of the Local Review Body, with effect from 1 June 2018.

#### Tayside Contracts Joint Committee

- (ii) Councillors L Simpson and A Coates replace Councillors W Wilson and C Shiers on the Tayside Contracts Joint Committee.

#### Tayside Valuation Joint Board

- (iii) Councillors L Simpson and A Coates replace Councillors W Wilson and C Shiers on the Tayside Valuation Joint Board.



PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
25 APRIL 2018

Perthshire Public Arts Trust

- (iv) Councillor A Forbes replace Councillor C Stewart on the Perthshire Public Arts Trust.

Pitlochry Civic Trust

- (v) Councillor J Duff be appointed to Pitlochry Civic Trust.

Pitlochry Festival Theatre

- (vi) Councillor J Duff be appointed to Pitlochry Festival Theatre.

SEEMis Board of Management

- (vii) Councillor J Duff replace Councillor R McCall on the SEEMis Board of Management.

Tayside Area Support Team for the Children's Hearing System

- (viii) Councillor K Baird replace Councillor R McCall on the Tayside Area Support Team for the Children's Hearings System.

Lifelong Learning Committee and Perth and Kinross Integration Joint Board

- (ix) **Motion (Councillors M Lyle and P Barrett)**

**Councillor J Duff replace Councillor X McDade on the Lifelong Learning Committee.**

**Councillor A Jarvis replace Councillor X McDade on the Perth and Kinross Integration Joint Board.**

First Amendment (Councillors M Barnacle and R Brock)

The Council defer consideration of the proposed changes in membership of the Lifelong Learning Committee and Perth and Kinross Integration Joint Board as set out in the Motion.

Second Amendment (Councillors X McDade and J Rebbeck)

Councillor X McDade remain a member of both the Lifelong Learning Committee and the Perth and Kinross Integration Joint Board.

THERE FOLLOWED A TEN MINUTE RECESS AND THE MEETING  
RECONVENED AT 4.25PM

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

PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
25 APRIL 2018

22 members voted for the First Amendment as follows:

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

16 members voted for the Second Amendment as follows:

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

The First Amendment became the substantive Amendment and was put against the Motion:

19 members voted for the Motion as follows:

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

17 members voted for the Amendment as follows:

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

There were 2 abstentions from Councillors A Bailey and R Brock.

**Resolved:**

In accordance with the Motion

**244. TIMETABLE OF MEETINGS 2018**

**Resolved:**

A special meeting of the Council take place on Wednesday 29 August 2018 at 2.00pm to consider the Local Development Plan 2.

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PERTH AND KINROSS COUNCIL  
PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE  
11 APRIL 2018

## 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 11 April 2018 at 10.00am.

Present: Councillors R McCall, B Brawn, H Anderson, B Band, M Barnacle, H Coates, E Drysdale (Art 180(2)(ii) onwards), T Gray, I James, A Jarvis, W Robertson (substituting for Councillor W Wilson), L Simpson and R Watters.

In Attendance: N Brian, A Condliffe, D Niven, J Scott, G Bissett, M Lee, L Reid, D Salman, C Stewart and R Stewart (all The Environment Service); C Elliott and D Williams (Corporate and Democratic Services).

Apologies: Councillor W Wilson.

Councillor R McCall, Convener, Presiding.

### 176. WELCOME AND APOLOGIES

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

### 177. DECLARATIONS OF INTEREST

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

### 178. MINUTES

The minute of meeting of the Planning and Development Management Committee of 14 March 2018 (Arts. 125-129) was submitted, approved as a correct record and authorised for signature.

### 179. DEPUTATIONS

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

| Planning Application No. | Art. No.   |
|--------------------------|------------|
| 17/01886/FLL             | 180(2)(i)  |
| 17/02118/FLL             | 180(2)(ii) |

**180. APPLICATIONS FOR DETERMINATION**

**(1) Major Applications**

- (i) 17/00946/IPL – AUCHTERARDER – Formation of business park (class 4, 5 and 6) and associated works (allocated site E25) (in principle), land south of Field View, Windsole, Auchterarder – D King Properties (Scotland) Ltd**

J Scott, Team Leader, advised members that should the application be granted, with regards to Condition 1 of Report 18/118, reference to the 'Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008' should instead read 'Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013'.

**Resolved:**

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

**Direction**

Perth and Kinross Council direct that sub-sections (2)(a)(i) and (3) of Section 59 of the Town and Country Planning (Scotland) Act 1997 apply with respect to the in Principle Permission (17/00088/IPM) with the substitution of the period of 3 years referred to in each of those subsections, with the period of 10 years.

**Conditions**

1. Application for the approval required by a condition imposed on this Planning Permission in Principle shall conform with the requirements of Regulation 12 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013 and of Section 59 (2) and (3) of the Town and Country Planning (Scotland) Act 1997 as amended by Section 21 of the Planning etc. (Scotland) Act 2006 and, in particular, must be made before whichever is the latest of the following:
  - (i) the expiration of 6 months from the date on which an earlier application for the requisite approval was refused, or
  - (ii) the expiration of 6 months from the date on which an appeal against such refusal was dismissed.
2. No development shall commence until a detailed delivery plan confirming the phased delivery of the site and construction works has been submitted and approved in writing by the Planning Authority. Once approved, the development shall be implemented in accordance with

PERTH AND KINROSS COUNCIL  
PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE  
11 APRIL 2018

the approved Delivery Plan unless otherwise agreed in writing by the Planning Authority. The phasing plan shall ensure the early delivery of the landscaping works.

3. The proposed site layout and phasing plan as submitted are indicative and are not approved.
4. No development shall commence on any phase until further planning application/applications have been submitted to the Planning Authority in respect of the following matters to coincide with the delivery and phasing plan referred to in condition 2.
  - a) The delivery of the development in agreed phases
  - b) Details of any cut and fill operations.
  - c) Full details of the proposed means of disposal of foul water to serve the development.
  - d) Full details of the disposal of surface water from the development by means of a Sustainable Urban Drainage System for during construction and for the completed development.
  - e) The siting, design, height and external materials of all buildings or structures.
  - f) Measures to enhance environmental sustainability through design, orientation and planting or any other means.
  - g) Details of any screen walls/fencing/planting to be provided.
  - h) Details of all landscaping, planting including structural planting and screening associated with the development.
  - i) Details regarding access, car parking, public transport facilities, walking and cycling facilities, the road layout, design and specification (including the disposal of surface water) shall be in accordance with the standards required by the Council as Roads Authority (as detailed in the National Roads Development Guide). This scheme shall also ensure an access road provides a vehicular link to the remainder of the E25 allocation in the Perth and Kinross Local Development Plan 2014 which extends to the south west boundary of the application site.
  - j) Detailed specification of all street, footpath and other lighting including light spill details and mitigation
  - k) Detailed plan of connection between the site and adjacent footway networks and core paths
  - l) A detailed Construction Management Plan which includes monitoring and mitigation measures for the control of noise dust and vibration
  - m) A detailed Noise Impact Assessment prepared by a suitably qualified consultant

PERTH AND KINROSS COUNCIL  
PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE  
11 APRIL 2018

- n) A detailed Air Quality Assessment
- o) A detailed Energy Statement
- p) A detailed Protected Species and Breeding Bird survey
- q) A detailed Design Statement

The development shall be implemented in accordance with the planning application(s).

- 5. Notwithstanding the terms of condition 3, the maximum Class 4 Office floor space on site is restricted to a gross floor space of 2992sqm.
- 6. All trees on site shall be retained. A 1:200 site plan which identifies the Construction Exclusion Zone (CEZ) of all retained trees on site shall be submitted as part any application for approval of Matters Specified by Condition submitted for approval under Condition 4 of this permission. This plan shall ensure all protective tree 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 the construction of the development.
- 7. A detailed Protected Species Survey, including breeding birds and ecological surveys, shall be submitted as part of any application for approval of Matters Specified by Condition submitted for approval under Condition 4 of this permission. The surveys shall include appropriate mitigation to protect identified species.
- 8. In pursuance of condition 4 b), and prior to the commencement of any works, full details of the finalised foul drainage scheme shall be submitted for the written approval of the Planning Authority, in consultation with SEPA and Scottish Water. All work must be capable of connection with the main drainage system and shall be carried out in accordance with the approved scheme.
- 9. In pursuance of condition 4 c) and prior to the commencement of any works, full details of the finalised SUDS scheme for both during construction operations and for the completed development shall be submitted for the written approval of the Planning Authority, in consultation with SEPA. All work shall be carried out in accordance with the approved scheme.
- 10. In pursuance of condition 4 (e, f and g), schemes of hard and soft landscaping works shall be submitted as part of the matters specified by condition application for each phase of development. Details of the scheme shall include:-
  - a) Existing and proposed finished ground levels relative to a fixed datum point.
  - b) Existing landscape features and vegetation to be retained.

PERTH AND KINROSS COUNCIL  
PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE  
11 APRIL 2018

- c) Existing and proposed services including cables, pipelines, substations.
- d) The location of new trees, shrubs, hedges, grassed areas and water features.
- e) A schedule of plants to comprise species, plant sizes and proposed numbers and density.
- f) The location, design and materials of all hard landscaping works including walls, fences, gates, any other means of enclosure, street furniture and play equipment.
- g) An indication of existing trees, shrubs and hedges to be removed.
- h) A programme for the completion and subsequent maintenance of the proposed landscaping.

All soft and hard landscaping proposals shall be carried out in accordance with the approved scheme and shall be completed during the planting season immediately following the commencement of the development on that part of the site or such other date as may be agreed in writing with the Planning Authority.

Any planting which, within a period of 5 years from the completion of the 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.

11. In pursuance of condition 4 f), measures to maximise environmental sustainability through design, orientation and planting or any other means each development phase shall also include:

- a) The submission of sustainability checklists
- b) Full details of the proposed energy efficiency measures and/or renewable technologies to be incorporated into that phase of the development.
- c) Details on sustainability label of the domestic and non-domestic buildings to be erected to ensure it complies with Silver Active from 2016 and Gold Active from 2020 as per the 'Building Standards Technical Handbook Section 7 - Sustainability'

Following written approval from the Planning Authority each development phase shall be undertaken in accordance with the approved details.

12. In pursuance of condition 4 (o) and prior to the commencement of any works an Energy Statement, shall be submitted for the written approval of the Planning Authority, in consultation with SEPA. The statement shall adhere to the advice contained within SEPA's consultation response dated 12 March 2018. All work shall be carried out in accordance with the approved statement.

PERTH AND KINROSS COUNCIL  
PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE  
11 APRIL 2018

13. The development of the site shall fully accord with the findings of the Flood Risk Assessment (FRA), dated February 2018 (doc ref: 17/00946/27 and 17/00946/28) to the satisfaction of the Council as Planning Authority. No built development or land raising shall occur within the 1 in 200 year plus climate change water level and finished floor levels shall be set no lower than 0.6m above the 1 in 200 year plus climate change water level indicated in the FRA.
14. The times of construction should be limited to Monday to Friday 07.00 to 19.00, Saturday 08.00 to 13.00 with no noise generating work on a Sunday.
15. No site clearance or removal of vegetation, including trees and shrubs will take place between 1 March and 31 August inclusive unless a competent ecologist has undertaken a careful and detailed check of vegetation for active birds' nests immediately before the vegetation is to be cleared and provided written confirmation that no birds will be harmed and/or that there are appropriate measures in place to protect nesting birds on site. Any such written confirmation must be submitted to the planning authority prior to commencement of works.
16. No part of the development shall be occupied until a comprehensive Green Travel Plan (GTP) that sets out proposals for reducing dependency on the private car has been submitted and approved in writing by the Planning Authority, after consultation with Transport Scotland. The GTP will have particular regard to provision for walking, cycling and public transport access to and within the site and will identify the measures to be provided (including the provision of new and/or enhanced public transport services), the system of management, monitoring, review, reporting and the duration of the plan.

**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. Applicants are advised that should their application(s) for 'matters specified by condition' be refused and/or their appeal against such refusal dismissed outwith the time limit they are entitled to submit a revised application for 'matters specified by condition' within six months after the date of refusal of the earlier application or of the dismissal of an appeal against such refusal.
2. 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



PERTH AND KINROSS COUNCIL  
PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE  
11 APRIL 2018

- road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
3. The applicant is advised that in terms of Section 21 of the Roads (Scotland) Act 1984 they must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.
  4. 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, Kinnoull Street, Perth.
  5. The applicant is advised that the granting of planning permission does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
  6. The applicant is advised that the works may need a license under the Water (Controlled Activities) Regulations 2005 (CAR). The applicant should contact SEPA's Perth Environmental Protection and Improvement Team (Tel: 01738 627989) in regard to this. The applicant should ensure that all works on site comply with the best practice guidelines laid out in SEPA's published Pollution Prevention Guidance, found at [www.sepa.org.uk](http://www.sepa.org.uk)
  7. The Council's Community Waste Adviser in the Environment Service should be contacted to clarify the bin storage requirements for the development.
  8. The applicant should be aware of the guidance available in relation to Japanese Knotweed which is outlined in SEPA consultation response dated 12 March 2018.

**(2) Local Applications**

**(i) 17/01886/FLL – RHYND – Erection of a clubhouse, formation of parking and associated works, land 70 metres north east of The Workshop, Rhynd – Tay Rowing Club**

Mr G Houston, President of Tay Rowing Club, supporter on behalf of the applicant, addressed the Committee, and, following his representation withdrew to the public benches.

PERTH AND KINROSS COUNCIL  
PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE  
11 APRIL 2018

**Resolved:**

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

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
2. 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.
3. 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. Such details shall be submitted not less than two months prior to the agreed scheduled commencement date and shall incorporate detailed pollution avoidance and mitigation measures for all construction elements. Thereafter the development shall be fully undertaken in accordance with the agreed CEMP.
4. Prior to the commencement of the development hereby approved, details of the specification and colour of the proposed external finishing materials to be used 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.
5. The conclusions and recommended action points within the supporting biodiversity survey submitted and hereby approved shall be fully adhered to, respected and undertaken as part of the construction phase of development.

PERTH AND KINROSS COUNCIL  
PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE  
11 APRIL 2018

6. Measures to protect animals from being trapped in open excavations and/or pipe and culverts shall be implemented for the duration of the construction works of the development hereby approved. The measures may include creation of sloping escape ramps for animals, which may be achieved by edge profiling of trenches/excavations or by using planks placed into them at the end of each working day and open pipework greater than 150 mm outside diameter being blanked off at the end of each working day
7. Prior to the development hereby approved being completed or brought into use, the turning facilities shown on the approved drawings shall be implemented and thereafter maintained.
8. Prior to the development hereby approved being completed or brought into use, the car parking facilities shown on the approved drawings shall be implemented and thereafter maintained.
9. Storm water drainage from all paved surfaces, including the access, shall be disposed of by means of suitable Sustainable Urban Drainage Systems to meet the requirements of best management practices.
10. All plant or equipment shall be so enclosed, attenuated and/or maintained such that any noise therefrom shall not exceed Noise Rating 35 between 0700 and 2300 hours daily, or Noise Rating 25 between 2300 and 0700 hours daily, within any neighbouring residential property, with all windows slightly open, when measured and/ or calculated and plotted on a rating curve chart.
11. No music amplified or otherwise shall be permitted outside the premises and efforts must be made to minimise the impact of noise from inside the premises so no sound is audible in any nearby residential property.
12. All external lighting shall be sufficiently screened and aligned so as to ensure that there is no direct illumination of neighbouring land and that light spillage beyond the boundaries of the site is minimised to a degree that it does not adversely affect the amenity of the neighbouring land.
13. The premises shall be used solely for the purposes of a rowing club. The use of the premises for any other purpose, including another purpose in Class 11 of the Schedule to the Town and Country Planning (Use Classes)(Scotland) Order 1997 or any Order revoking and re-enacting that Order will require to be the subject of a further planning application to the Council as Planning Authority.

**Justification**

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

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. No work shall be commenced until an application for building warrant has been submitted and approved.
5. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD for a new postal address. The form is downloadable from [www.pkc.gov.uk](http://www.pkc.gov.uk) and should be returned to [snn@pkc.gov.uk](mailto:snn@pkc.gov.uk).
6. Existing buildings or structures may contain nesting birds between 1 March and 31 August inclusive. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended (section 1), it is an offence to remove, damage or destroy the nest of any wild bird while that nest is in use or being built. Planning permission for a development does not provide a defence against prosecution under this Act.
7. Perth and Kinross Council Environmental Health Team advise that noisy construction working should be limited to Monday to Friday 07.00 to 19.00, Saturday 08.00 to 13.00 with no noisy working on a Sunday.
8. The applicant is advised to review the consultation responses received on the application from Environmental Health, the Bio-Diversity Officer and Scottish Natural Heritage when preparing the Construction Environmental Management Plan.

PERTH AND KINROSS COUNCIL  
PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE  
11 APRIL 2018

9. Scottish Water Records indicate that there is a 1145mm Concrete Combined sewer running in the north of the site. Please note that Scottish Water records are indicative only and your attention is drawn to the disclaimer at the bottom of this letter. It is your responsibility to accurately locate the position of the pipe for line and depth on site and annotate this information onto your plans. This information should be sent to the Scottish Water Asset Impact Team for review and acceptance using the email address below. All due care must be taken when working in the vicinity of Scottish Water assets, you should seek our support accordingly prior to any excavation works. The stand-off distance for this sewer is 5 – 6.5 metres (dependent on depth) in every direction on the horizontal plane. No building, private garden or other obstruction should be located within the stand-off distance of a sewer.  
[Service.Relocation@scottishwater.co.uk](mailto:Service.Relocation@scottishwater.co.uk).

**(ii) 17/02118/FLL – PERTH – Erection of 26 flats, land at Allison Crescent, Perth – GS Brown Construction**

Mr Wilson, objector on behalf of several residents of Pullar Terrace, addressed the Committee, and, following his representation withdrew to the public benches.

**Motion (Councillors B Band and H Anderson) – Grant, subject to the following terms, conditions and informatives:**

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
2. Development shall not commence on site until an evaluation for the potential of the site to be affected by contamination by a previous use has been undertaken and, as a minimum, a Preliminary Risk Assessment (Phase 1 Desk Study) has been submitted for consideration and accepted by the Council as Planning Authority. If the preliminary risk assessment identifies the need for further assessment, an intrusive investigation shall be undertaken to identify;
  - 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
  - IV. condition of the site on completion of decontamination measures.
3. 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.
  4. The footpath link to the south of the site shall be completed prior to the occupation of the first unit on site. The footpath shall maintained thereafter to the satisfaction of the Council as Planning Authority.
  5. 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.
  6. Development shall not commence on site until a detailed sustainable urban drainage system (SUDS) has been submitted for the further written agreement of the Council as Planning Authority, in consultation with SEPA where necessary. The scheme shall be developed in accordance with the technical guidance contained in The SUDS Manual (C753) and the Council's Flood Risk and Flood Risk Assessments Developer Guidance, and shall incorporate source control. All works shall be carried out in accordance with the agreed scheme and be operational prior to the occupation of any unit on site on site. The SUDS system shall accord with the details outlined in approved documents 17/02118/10, 14, 16, 17 and 18.
  7. Concurrent with the initiation of the development hereby approved and for the duration of construction, a temporary surface water treatment facility which accords with SUDS principles 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. The treatment facility shall accord with the details outlined in approved documents: 17/02118/12, 13 and 15 and shall also include a sampling and observation point at the post

treatment/prior to discharge to the surface water sewer point. Prior to development commencing on site, the applicants shall provide written confirmation from Scottish Water that they will accept drainage from the construction phase SUDS directly into their surface water network. If this confirmation cannot be provided, the applicants must provide an alternative means of draining the construction phase SUDS which shall be submitted to and agreed in writing by the Council, in consultation with SEPA, prior the commencement of any development on site. The system shall adhere to these approved details.

8. 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.
9. All construction operations on site shall strictly adhere to the Construction Method Statement hereby approved (doc ref:17/02118/11) to the satisfaction of the Council as Planning Authority.
10. The landscaped open space within the site shall be retained and maintained in perpetuity to the satisfaction of the Council as Planning Authority.

#### **Justification**

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

#### **Informatives**

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

3. **As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.**
4. **No work shall be commenced until an application for building warrant has been submitted and approved.**
5. **The developer should be aware of the regulatory requirements outlined within SEPA's consultation response dated 13 March 2018.**

Amendment (Councillors W Robertson and M Barnacle) – Refuse the application, as it is contrary to Perth and Kinross Local Development Plan 2014, Policies PM1A and PM1B(c), as the development does not contribute positively to the area due to the three story element not respecting the character of the immediate area.

In accordance with Standing Order 55, a roll call vote was taken.

8 members voted for the Motion as follows:  
Councillors H Anderson, B Band, H Coates, T Gray, I James, A Jarvis, R McCall and R Watters.

4 members voted for the Amendment as follows:  
Councillors M Barnacle, B Brawn, L Simpson and W Robertson.

**Resolved:**

In accordance with the Motion.

COUNCILLOR DRYSDALE ENTERED CHAMBERS DURING THE COURSE OF THIS APPLICATION BUT DID NOT PARTICIPATE NOR VOTE.

- (iii) **17/02161/FLL – ABERFELDY – Erection of 5 dwellinghouses and garages (revised layout and change of house types), site of former Cruachan House Residential Home, Kenmore Street, Aberfeldy – Kailneath Ltd.**

**Resolved:**

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

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
2. Prior to the commencement of the development hereby approved, a detailed landscaping and planting scheme



PERTH AND KINROSS COUNCIL  
PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE  
11 APRIL 2018

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

3. Prior to the commencement of the development hereby approved, details of the proposed boundary treatments for the site shall be submitted for the further written agreement of the Council as Planning Authority. The scheme as subsequently agreed shall be implemented prior to the completion or bringing into use of the development, whichever is the earlier.
4. 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.
5. The stoves shall be installed, operated and maintained in full accordance with the manufacturer's instructions and shall not be used to burn fuel other than that approved for use by the manufacturer of the appliance as detailed in the information supporting this permission.
6. Prior to the commencement of the development hereby approved, details of the specification and colour of the proposed external finishing materials to be used shall be submitted to and agreed in writing by the Council as Planning Authority. The scheme as agreed shall be implemented prior to the completion or bringing into use of the development, whichever is the earlier.

**Justification**

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

PERTH AND KINROSS COUNCIL  
PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE  
11 APRIL 2018

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. No work shall be commenced until an application for building warrant has been submitted and approved.
5. The applicant should be advised that in terms of Section 56 of the Roads (Scotland) Act 1984 they must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
6. The applicant should be advised that in terms of Section 21 of the Roads (Scotland) Act 1984 they must obtain Road Construction Consent from the Council as Roads Authority if they wish to offer the Road up for adoption by the Council.

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PERTH AND KINROSS COUNCIL  
LICENSING COMMITTEE  
12 APRIL 2018

## **LICENSING COMMITTEE**

Minute of Meeting of the Licensing Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Thursday 12 April 2018 at 10.00am.

Present: Councillors I James (Vice-Convener), C Ahern, B Brawn, A Coates, D Illingworth, A Jarvis, A Parrott and R Watters.

In Attendance: PC L Gregge (Police Scotland); L Cormack (up to and including Art (Item 5)), M McLaren, S Michie, L Brown and A Taylor (all Corporate and Democratic Services).

Apologies for Absence: Councillors R Brock, B Pover, J Rebbeck, F Sarwar and L Simpson.

Councillor I James (Vice-Convener), Presiding.

### **181. WELCOME AND APOLOGIES**

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

### **182. DECLARATIONS OF INTEREST**

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

### **183. MINUTES**

The Minute of Meeting of the Licensing Committee of 22 February 2018 was submitted and approved as a correct record.

### **184. REVIEW OF TAXI AND PRIVATE HIRE VEHICLES**

There was submitted a report by the Head of Legal and Governance Services (18/122) providing an update on the results of the consultation recently carried out regarding the restrictions on the age of the taxi and private hire fleet.

#### **Resolved:**

The conditions agreed by the Licensing Committee at its meeting on 26 October 2017 continue.

### **185. RENEWAL OF A SECOND HAND MOTOR VEHICLE DEALER'S LICENCE NO. MD235**

There was submitted a report by the Head of Legal and Governance Services (18/123), together with letters of objection dated 19, 20 and 21 February 2018, regarding a Renewal of Second Hand Motor Dealers Licence No. MD235.

PERTH AND KINROSS COUNCIL  
LICENSING COMMITTEE  
12 APRIL 2018

The applicant was in attendance and was accompanied by his partner.

The applicant addressed the Committee and answered members' questions. The Licensing Officer, Corporate and Democratic Services, Perth and Kinross Council, also addressed the Committee and answered Members' questions.

**Resolved:**

Second Hand Motor Vehicle Dealer's Licence MD235 be renewed for a period of 3 years with effect from 12 April 2018.

L CORMACK LEFT THE MEETING AT THIS POINT.

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

**186. CONTINUED SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO TD88**

There was submitted a report by the Head of Legal and Governance Services (18/124) together with a letter of objection from Police Scotland dated 19 March 2018 in terms of Schedule 1, Paragraph 11 of the Civic Government (Scotland) Act 1982 regarding continued suspension of Taxi/Private Hire Car Driver's Licence (TD88).

The Committee noted that this item had been withdrawn from the agenda at the request of the applicant.

**187. SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO TD1451**

There was submitted a report by the Head of Legal and Governance Services (18/125) together with a letter of objection from Police Scotland dated 22 January 2018 in terms of Schedule 1, Paragraph 11(2)(a) of the Civic Government (Scotland) Act 1982 regarding suspension of Taxi/Private Hire Car Driver's Licence (TD1451).

**Resolved:**

Consideration of suspension of Taxi/Private Hire Car Driver's Licence TD1451 be deferred to the next meeting of the Licensing Committee.

THE COMMITTEE UNANIMOUSLY AGREED TO VARY THE ORDER OF BUSINESS

**188. GRANT OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO TD1726**

There was submitted a report by the Head of Legal and Governance Services (18/127) together with letter of objection from Police Scotland dated 16 March 2018 regarding application for grant of a Taxi/Private Hire Car Driver's Licence TD1726.

PERTH AND KINROSS COUNCIL  
LICENSING COMMITTEE  
12 APRIL 2018

The applicant was in attendance.

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

**Resolved:**

Taxi/Private Hire Car Driver's Licence TD1726 be granted for a period of 3 years with effect from 12 April 2018.

**189. GRANT OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO TD1738**

There was submitted a report by the Head of Legal and Governance Services (18/128) together with letter of objection from Police Scotland dated 21 March 2018 regarding application for grant of a Taxi/Private Hire Car Driver's Licence TD1738.

The Committee noted that this item had been withdrawn from the agenda at the request of Police Scotland.

**190. GRANT OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO TD1723**

There was submitted a report by the Head of Legal and Governance Services (18/129) regarding application for grant of a Taxi/Private Hire Car Driver's Licence TD1723.

The applicant was in attendance, addressed the Committee and answered Members' questions.

**Resolved:**

Taxi/Private Hire Car Driver's Licence TD1723 be granted for a period of 3 years with effect from 12 April 2018.

**191. GRANT OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO TD1718**

There was submitted a report by the Head of Legal and Governance Services (18/126) together with letter of objection from Police Scotland dated 26 February 2018 regarding application for grant of a Taxi/Private Hire Car Driver's Licence TD1726.

The applicant failed to attend.

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

**Motion (Councillors A Parrott and C Ahern) – Application for grant of Taxi/Private Hire Car Driver's Licence TD1718 be refused on the grounds that the applicant is not a fit and proper person to hold a Licence.**

PERTH AND KINROSS COUNCIL  
LICENSING COMMITTEE  
12 APRIL 2018

Amendment (Councillors B Brawn and D Illingworth) – The application for grant of Taxi/Private Hire Car Driver's Licence TD1718 be deferred to the next meeting of the Licensing Committee.

In terms of Standing Order 44, a roll call vote was taken.

3 Members voted for the Amendment as follows:  
Councillors B Brawn, D Illingworth and A Jarvis.

5 Members voted for the Motion as follows:  
Councillors C Ahern, A Coates, I James, A Parrott and R Watters.

**Resolved:**

In accordance with the Motion.

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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 18 April 2018 at 10.00am.

Present: Councillors M Lyle, P Barrett, C Stewart, A Bailey, B Band, S Donaldson, D Doogan, A Forbes, G Laing, R McCall, S McCole, A Parrott, C Purves, C Shiers and L Simpson.

In Attendance: B Malone, Chief Executive; J Valentine, Depute Chief Executive and Chief Operating Officer; V Francis, S MacKenzie, C Mackie, L Simpson, G Taylor, S Walker and C Irons (all Corporate and Democratic Services); S Devlin (Education and Children's Services); B Renton, F Crofts, S D'all, C Haggart, C Mailer, P Marshall, K McNamara, A Strang, J Wharrie and W Young (all Housing and Environment Service).

Apologies for Absence: Provost D Melloy

Councillor M Lyle, Convener, Presiding.

### **192. WELCOME AND APOLOGIES**

The Convener welcomed all those present to the meeting and an apology was noted as above.

### **193. DECLARATIONS OF INTEREST**

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

### **194. MINUTES OF PREVIOUS MEETINGS**

#### **(i) Strategic Policy and Resources Committee**

The minute of meeting of the Strategic Policy and Resources Committee of 7 February 2018 (Arts.59 - 68) was submitted, approved as a correct record and authorised for signature.

In relation to Article 66, the Committee noted that the statutory guidance on Placemaking and on Renewable & Low Carbon Energy will now be presented to the meeting of the Committee on 28 November 2018, in association with the remaining supplementary guidance to be adopted with LDP2. This is to avoid public confusion over the consultation for the suite of statutory guidance to be adopted for LDP2 which is scheduled to begin in June 2018.

PERTH AND KINROSS COUNCIL  
STRATEGIC POLICY AND RESOURCES COMMITTEE  
18 APRIL 2018

**(ii) Corporate Health, Safety and Wellbeing Consultative Committee**

The minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 11 December 2017 was submitted and noted. **(Appendix I)**

**(iii) Perth and Kinross Integration Joint Board**

The minute of meeting of the Perth and Kinross Integration Joint Board of 26 January 2018 was submitted and noted. **(Appendix II)**

**195. REVENUE BUDGET 2017/18 – MONITORING REPORT NUMBER 4**

There was submitted a report by the Head of Finance (18/133), providing an update (1) on progress with the 2017/18 General Fund Revenue Budget based on the January 2018 ledger, updated for subsequent known material movements; and (2) on the projected financial position of the Housing Revenue Account.

**Resolved:**

- (i) The contents of Report 18/133 be noted.
- (ii) The adjustments to the 2017/18 Management Revenue Budget, as detailed in Sections 2 and 3 of and Appendix 1 to Report 18/133, be approved.
- (iii) The 2017/18 Service virements, as summarised in Appendices 2 and 4 to Report 18/133, be approved.
- (iv) The adjustments to the 2018/19 Council approved Revenue Budget, as detailed in Appendix 5 to Report 18/133, be approved.
- (v) The inclusion of figures last reported to Committee for Service Budgets, be approved.

**196. COMPOSITE CAPITAL BUDGET 2017/23 & HOUSING INVESTMENT PROGRAMME 2017/22 – MONITORING REPORT NUMBER 4**

There was submitted a report by the Head of Finance (18/134), (1) providing a summary position to date for the Composite Capital Programme for 2017/18 to 2022/23 and the Housing Investment Programme 2017/18 to 2021/22 and (2) seeking approval for adjustments to the Programmes.

**Resolved:**

- (i) The contents of Report 18/134 be noted.
- (ii) The proposed budget adjustments to the six year Composite Capital Budget 2017/18 to 2022/23, as set out in Sections 2 and 3 of and summarised at Appendices 1 and 2 to Report 18/134, be approved.
- (iii) The proposed budget and monitoring adjustments to the Housing Investment Programme Budget 2017/18 to 2021/22, as set out in Section 4 of and summarised at Appendix 3 to Report 18/134, be approved.



**197. ANNUAL REVIEW OF CYBER SECURITY**

There was submitted and noted a report by the Head of Legal and Governance Services (18/135) providing an overview of Cyber Security in the Council and providing an assurance as to current risks and threats.

**198. IMPLEMENTATION OF THE GENERAL DATA PROTECTION REGULATION**

There was submitted a report by the Head of Legal and Governance Services (18/136) providing an update on progress towards implementing the General Data Protection Regulation in the Council.

**Resolved:**

- (i) The contents of Report 18/136, be noted.
- (ii) The appointment of a Data Protection Officer for the Council, be noted.
- (iii) The Council's Scheme of Administration be amended to take account of the appointment of the Data Protection Officer.

**199. TRANSFORMATION PROGRAMME 2015-2020**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/137), providing (1) an update on the Transformation Programme approved by Council on 1 July 2015 and (2) details of proposals for Phase 4 of the Transformation Programme.

**Resolved:**

- (i) The progress related to the Transformation Programme, as detailed in Appendices 1 and 2 to Report 18/137, be noted.
- (ii) The allocation of funding to address the existing project cost pressures as detailed in Appendix 3 to Report 18/137, be approved.
- (iii) The initial Phase 4 Transformation Programme be approved, including the allocation of funding from the earmarked Transformation Reserve as detailed in Appendix 4 to report 18/137.
- (iv) Case studies be included in future reports to illustrate projects being undertaken as part of the programme.

**200. APPOINTMENTS**

**(i) JOINT CONSULTATIVE COMMITTEE**

The Convener to advise the Head of Democratic Services of the elected member to be appointed to the Joint Consultative Committee.

**NOTE:** The Head of Democratic Services was later advised that Councillor R McCall had been appointed to the Committee.

PERTH AND KINROSS COUNCIL  
STRATEGIC POLICY AND RESOURCES COMMITTEE  
18 APRIL 2018

**(ii) CHARITABLE AND PUBLIC TRUSTS ADMINISTERED BY THE COUNCIL**

The appointment of Councillor C Stewart as Vice-Convener of the Strategic Policy and Resources Committee to the Charitable and Public Trusts Administered by the Council, be noted.

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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 December 2017 at 10.00am.

**Present:** **Representing Perth and Kinross Council**  
Councillor C Ahern (substituting for K Baird)  
Councillor P Barrett  
Councillor S McCole  
G Boland (on behalf of Executive Director (Education and Children's Services))  
C Flynn (on behalf of the Chief Executive)  
P Steel (on behalf of Corporate Human Resources Manager)  
J Dixon (on behalf of the Director (Environment))  
A Taylor (on behalf of Director (Housing and Community Safety))

**Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees**  
M Blacklaws, SSTA  
L McLaren, Unite  
S Peddie, EIS  
A Thomas, Unite  
T Todd, UCATT

**In attendance:** S Crawford, Head of Property Services, The Environment Service  
R Turner, Health, Safety and Wellbeing, The Environment Service  
C Irons, Committee Officer, Corporate and Democratic Service  
L McGeorge, Property Compliance Team Leader, Environment Service  
K Molley, Professional Trainee, Corporate and Democratic Service

**Apologies:** Councillors K Baird and E Drysdale and J Handling

**1. APPOINTMENT OF CONVENER**

Nominations were sought for the appointment of Convener.

Councillor S McCole was nominated by Councillor P Barrett and seconded by L McLaren.

**Resolved:**  
Councillor S McCole be appointed as Convener to September 2019.

Councillor S McCole took the chair.

**2. APPOINTMENT OF JOINT SECRETARY**

M Blacklaws was nominated by S Peddie and seconded by T Todd.

**Resolved:**

M Blacklaws be appointed as Joint Secretary on behalf of the Trade Unions.

**3. DECLARATIONS OF INTEREST**

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

**4. MINUTES**

The Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 11 September 2017 was submitted and approved as a correct record.

**5. MATTERS ARISING**

There were no matters arising from the previous minute.

**6. HEALTH AND SAFETY PERFORMANCE INDICATORS – QUARTERLY REPORT**

There was submitted a report by the Transformation and Business Manager, the Environment Service (G/17/203) providing an overview of (i) the Performance Reviews, (ii) the most serious incidents and (iii) a general summary of all incidents affecting employees and non-employees, during quarter 2 of 2017/18, 1 July – 30 September 2017.

It was noted that the Performance Reviews carried out by the Health, Safety and Wellbeing Team during quarter 2 were included in the report for the first time and would be reported to all future meetings.

M Blacklaws asked why Education and Children's Services were not given priority in the performance reviews as they had the highest number of incidents.

R Turner advised that Education and Children's Services had a good system in place for reporting of violence and aggression incidents with discussion at the service committee as well as at the Consultative Committee and in addition, there was a working group set up to consider the area.

P Steel confirmed the teaching unions were involved in the working group.

**Resolved:**

- (i) Five Performance reviews had been carried out in this quarter, be noted.
- (ii) Two reportable Incidents in the quarter, be noted.
- (iii) The total number of employee incidents was two hundred and thirty-eight, which was an increase compared to quarter 2 in 2016/17. The highest number of employee incidents in this quarter was violence and aggression followed by slips, trips and falls.
- (iv) The total number of non-employee incidents was twenty, which was a decrease compared to quarter 2 in 2016/17. The highest number of non-employee incidents in this quarter was slips, trips and falls followed by moving/falling objects.

**7. FIRE SAFETY PERFORMANCE – QUARTERLY REPORT**

There was submitted a report by the Transformation and Business Manager, the Environment Service (G/17/204) to (1) inform members of the Fire Safety key performance for quarter 2 of 2017/18 and (2) assist the Committee to monitor the Fire Safety performance across Perth and Kinross Council's Estate.

S Crawford highlighted that the number of Education and Children's Services premises with outstanding actions from previous quarters had reduced from twenty-eight to eleven and provided an update on the work being undertaken.

It was noted that fire exit doors at Alyth Primary School had been locked when the audit was carried out by the Scottish Fire and Rescue Service and action had been taken to address this matter.

It was also noted that asbestos removal works had been undertaken at Perth Academy during the summer and October holidays of 2017 and the remaining work will commence in summer of 2018.

It was noted that the report was as at 25 October 2017 and that progress had been made since that date.

**Resolved**

- (i) Four Council premises had their Fire Risk assessment reviewed during quarter 2 of 2017/18.
- (ii) The Scottish Fire and Rescue Service carried out one audit of Council premises.
- (iii) There were no reported incidents of fire or near misses during the quarter.
- (iv) Consideration be given to more up-to-date information being provided to the committee on the outstanding actions.

**8. CORPORATE ANNUAL HEALTH AND SAFETY REPORT**

There was submitted and noted the Corporate Annual Health and Safety Report (G/17/205) reviewing Health and Safety management activities between 1 April 2016 and 31 March 2017.

J Dixon provided a summary of the report and referred to the highlights of the year.

**9. FATAL ACCIDENT INQUIRY RECOMMENDATIONS – UPDATE ON PROGRESS**

There was submitted and noted a report by the Corporate Human Resources Manager (G/17/206) on improvements to Council processes following the recommendations of the Fatal Accident Inquiry into the Glasgow Bin Lorry Crash.

**10. DATE OF NEXT MEETING**

It was noted that the next meeting will be held on Monday 12 March 2018 at 10.00am.

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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 26 January 2018 at 9.15am.

### **Present:**

#### **Voting Members**

Councillor C Reid, Perth and Kinross Council (Vice-Chair)  
Councillor C Ahern, Perth and Kinross Council  
Councillor E Drysdale, Perth and Kinross Council  
Councillor X McDade, Perth and Kinross Council  
L Dunion, Tayside NHS Board (Chair)  
S Hay, Tayside NHS Board  
J Golden, Tayside NHS Board  
S Tunstall-James, Tayside NHS Board

#### **Non-Voting Members**

J Pepper, Chief Social Work Officer, Perth and Kinross Council  
R Packham, Chief Officer  
J Smith, Chief Finance Officer  
Professor A Russell, NHS Tayside (on behalf of Dr N Prentice)  
J Foulis, NHS Tayside

#### **Additional Members**

Dr D Walker, NHS Tayside  
Dr A Noble, External Adviser to Board

#### **Stakeholder Members**

F Fraser, Staff Representative, Perth and Kinross Council (up to and including Item 7.5)  
D Reilly, Staff Representative, NHS Tayside (on behalf of A Drummond)  
H MacKinnon, Third Sector Interface  
B Campbell, Carer Public Partner (up to and including Item 7.4)  
L Lennie, Service User Public Partner

### **In Attendance:**

L McLay, Chief Executive, NHS Tayside; B Malone, Chief Executive, Perth and Kinross Council; D Fraser, E Devine, S Gunnion, M Richmond, P Henderson, A Taylor, M Rapley, D Mitchell and K Sharp (all Perth and Kinross Health and Social Care Partnership); G Taylor, Clerk; S Hendry, L Simpson, P Steel and L Potter (all Perth and Kinross Council); D Huband, B Nicoll, C Rodriguez, C Lamont, K Wilson, B Wilson and V Johnson (all NHS Tayside).

### **Apologies:**

Dr N McLeod, Independent Contractor; Dr N Prentice, NHS Tayside; A Drummond, NHS Tayside.

**1. WELCOME AND APOLOGIES**

L Dunion welcomed all those present to the meeting and apologies were noted as above.

**2. DECLARATIONS OF INTEREST**

In terms of the Perth and Kinross Integration Joint Board Code of Conduct, H Mackinnon declared a financial interest in Item 7.5 as an employee of PKAVS, and Councillor E Drysdale declared a non-financial interest in Item 7.5 as a carer.

**3. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Perth and Kinross Integration Joint Board of 3 November 2017 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 January 2018 (G/18/3).

**5. MATTERS ARISING**

There were no matters arising from the previous minute.

**6. IJB MEMBERSHIP UPDATE – PUBLIC PARTNERS**

There was submitted a report by the Chief Officer (G/18/4) seeking agreement of the Service User Public Partner appointments (main and substitute representatives) to the Integration Joint Board.

**Resolved:**

Linda Lennie be appointed to the Board as the main Public Partner and Sandra Auld as the substitute Public Partner for Service Users, for an initial period of 1 year until October 2018.

**7. REDESIGNING CARE**

**7.1 PERTH AND KINROSS MENTAL HEALTH AND WELLBEING STRATEGY PROGRESS REPORT**

There was submitted a report by the Chief Officer (G/18/5) (1) providing an update on the development of Perth and Kinross Mental Health and Wellbeing strategic priorities for 2018-2021; and (2) describing the requirement to develop a Mental Health and Wellbeing Commissioning Plan to ensure the priorities of the Mental Health and Wellbeing Plan are met.

**Resolved:**

- (i) The progress on the local Strategy and Commissioning Plan for Mental Health and Wellbeing be noted.



- (ii) Further work to take place to review existing community mental health and wellbeing services to ensure they are in line with the priorities laid out in the Mental Health and Wellbeing Strategy and Implementation Plan.
- (iii) The Chief Officer be instructed to bring a draft plan to the Board in 6 months with commissioning priorities for community based services that will compliment the redesign of inpatient mental health inpatient services across Tayside.

## **7.2 PERTH AND KINROSS LEARNING DISABILITIES PROGRESS REPORT**

There was submitted a report by the Chief Officer (G/18/6) outlining the progress being made in delivering the “Keys to Life” strategy.

### **Resolved:**

- (i) The progress on the development of a strategic commissioning plan for people with learning disabilities in Perth and Kinross be noted.
- (ii) The Chief Officer be instructed to update the Board in 12 months to demonstrate progress in the implementation of the strategic commissioning plan.

## **7.3 MENTAL HEALTH & LEARNING DISABILITY CONSULTATION FEEDBACK REPORT**

There was submitted a report by the Chief Officer (G/18/7) (1) presenting the findings of the Mental Health and Learning Disability Service Redesign Transformation (MHLDSRT) Programme Consultation; and (2) seeking approval from the Perth and Kinross Integration Joint Board of the preferred option for future General Adult Psychiatry and Learning Disability Inpatient services following public consultation.

### **Resolved:**

- (i) The process followed in undertaking the three month formal consultation on the preferred option for future General Adult Psychiatry and Learning Disability Inpatient Services and the sharing of feedback received be noted.
- (ii) The preferred option, Option 3A, as set out in Report G/18/7, be approved.
- (iii) The Chief Officer be commissioned to establish an inclusive process for the development of internal and external implementation plans to ensure the key themes highlighted during the consultation are supported and where possible impacts are mitigated.
- (iv) The Chief Officer be commissioned to ensure that further work in implementation will be undertaken in partnership across the Perth & Kinross, Angus and Dundee IJBs, with stakeholder, professional and staff representatives to ensure a smooth transition and consistent pathway of care across inpatient and community services.
- (v) The comments received from the presentation of the report to the Dundee and Angus IJBs and NHS Tayside Area Partnership Forum (APF), NHS Tayside Clinical Care Governance Committee (CCGC) and NHS Tayside Board, as detailed in Appendix 1 to Report G/18/7, be noted.
- (vi) The Chief Officer to seek assurance that prior to any moves from Murray Royal Hospital or Strathmartine Hospital, public transport arrangements must

be in place for staff, patients and visitors to cover directly the three sites so that service users are not just directed to the nearest public stop to any of the sites.

Note: J Golden abstained from this decision.

THERE FOLLOWED A BREAK AND THE MEETING RECONVENED AT 11.15AM

#### **7.4 REVIEW OF RESIDENTIAL CARE**

There was submitted a report by the Chief Officer (G/18/8) providing the results of a formal consultation and options appraisal commissioned by the Board to determine the preferred alternative service delivery model for directly provided in-house adult residential care services.

It was noted that a document had been circulated prior to the meeting with minor revisions to Section 1.3 and Appendix 2 of Report G/18/8.

B CAMPBELL LEFT THE MEETING AT THIS POINT

Motion (L Dunion and Councillor C Ahern)

- (i) The outcome of the option appraisal be noted and the highest scoring option, Option 4, closure of Beechgrove Care Home, be approved.
- (ii) Perth & Kinross Council be directed as the relevant employer to continue the engagement and progress the required consultation with the Trade Unions and employees.
- (iii) It be noted that the implementation of Option 4 generates a saving of £528k leaving a shortfall in the savings target of £168k and the Chief Officer be directed to identify alternative savings options to meet that shortfall.
- (iv) The Chief Officer be directed to report back on the progress of implementation of Option 4 to the Board in 12 months.
- (v) The Chief Officer be directed to monitor and review the new model of residential care provision to ensure that it continues to align with the strategic objectives of the Board.

Amendment (Councillors E Drysdale and X McDade)

Consideration of Report G/18/8 be deferred to allow more detailed financial information to be presented to the Board following completion of the respective budget setting processes by the Scottish Government, Perth and Kinross Council and the Board.

In terms of Standing Orders a vote was taken by a show of hands.

Motion: 4 votes

Amendment: 4 votes

#### **Resolved:**

In terms of Standing Order 15.4, as no consensus could be reached, the matter would now be referred to the next meeting of the IJB on 23 March 2018.

COUNCILLOR E DRYSDALE, H MACKINNON AND F FRASER LEFT THE MEETING AT THIS POINT

## **7.5 IMPLEMENTATION OF CARERS (SCOTLAND) ACT 2017 – LOCAL CARERS ELIGIBILITY CRITERIA FRAMEWORK REVIEW**

There was submitted a report by the Chief Officer (G/18/9) (1) updating the Board on the consultation on the draft Local Adult Carers Eligibility Criteria Framework, as part of the implementation of the Carers (Scotland) Act 2016, which comes in force on 1 April 2018; and (2) giving information about the communications plan and engagement of the public consultation, as well as the decisions taken to review the framework in light of feedback received post-consultation.

### **Resolved:**

- (i) The Adult Carers Eligibility Criteria, set out in Appendix 1 of Report G/18/9, be approved.
- (ii) The Chief Officer be directed to implement the Adult Carers Eligibility Criteria across Health and Social Care Services by 1 April 2018.

COUNCILLOR E DRYSDALE AND H MACKINNON RETURNED TO THE MEETING AT THIS POINT.

## **8. FINANCE AND GOVERNANCE**

### **8.1 2017/18 FINANCIAL POSITION**

There was submitted a report by the Chief Finance Officer (G/18/10) providing a summary of the issues impacting on the financial position of the Board in 2017/18.

### **Resolved:**

The forecast financial position of the Board for 2017/18, as set out in Report G/18/10, be noted.

## **9. DEVELOPING STRATEGIC OBJECTIVES**

### **9.1 STRATEGIC UPDATE**

There was submitted a report by the Chief Officer (G/18/11) providing an update on progress against tasks outlined in the rolling actions list.

### **Resolved:**

- (i) Progress on each issued listed within Report G/18/11 be noted.
- (ii) The Chief Officer be requested to submit reports by the due dates as set out in the action point update.

## **9.2 PROPOSAL TO REVISE ARRANGEMENTS FOR STRATEGIC PLANNING ACROSS PERTH AND KINROSS HEALTH AND SOCIAL CARE PARTNERSHIP**

There was submitted a report by the Chief Officer (G/18/12) seeking approval from the IJB for a refreshed approach to Strategic Planning for the Perth and Kinross Health and Social Care Partnership.

### **Resolved:**

- (i) The process of refreshing structures for strategic planning across the partnership, as set out in Report G/18/12, be approved.
- (ii) The Chief Officer be commissioned to refresh the membership of the Strategic Planning Group for approval at the Board in March 2018.
- (iii) The Chief Officer be commissioned to present a refreshed role, remit and terms of reference for each of these groups by March 2018.

## **9.3 VISUAL IDENTITY FOR THE HEALTH AND SOCIAL CARE PARTNERSHIP**

There was submitted a report by the Chief Officer (G/18/13) seeking approval of a new strapline for the Health and Social Care Partnership as part of its visual identity.

### **Resolved:**

The strapline 'Supporting healthy and independent lives' and the final version of the partnership logo as reflected within Report G/18/13, be approved.

## **9.4 IMPROVING SCOTLAND'S HEALTH: A HEALTHIER FUTURE – ACTIONS AND AMBITIONS ON DIET, ACTIVITY AND HEALTHY WEIGHT**

There was submitted a report by the Director of Public Health, NHS Tayside (G/18/14) asking the Board to consider and make comment on The Scottish Government's consultation document 'A Healthier future' to influence the final strategy for Scotland.

### **Resolved:**

- (i) It be recognised that the Scottish Government has firmly identified obesity as a priority for action.
- (ii) Board members to provide any additional comments to the Director of Public Health and the Chief Officer to enable the co-creation of a partnership response from NHS Tayside.
- (iii) A future Board development session to be arranged on the role of public health in the work of the Board.

## **9.5 DELIVERING THE NEW 2018 GENERAL MEDICAL SERVICES CONTRACT IN SCOTLAND**

There was submitted a report by the Chief Officer (G/18/15) outlining (1) the content of the proposed new 2018 General Medical Services (GMS) Contract in Scotland; (2) the Memorandum of Understanding (MoU) between Scottish Government, British Medical Association, Integration Authorities and NHS Boards; and (3) the requirement for Primary Care Improvement Plans to be developed by 1 July 2018.

**Resolved:**

- (i) The contents of Report G/18/15 be noted.
- (ii) It be noted that following a ballot of GPs and GP trainees that the full Scottish General Practices Committee (SGPC) met on 18 January 2018 to decide whether the contract should be accepted on behalf of the profession.
- (ii) Should the contract have been accepted on 18 January 2018, the Chief Officer be instructed to progress the necessary actions within the Perth and Kinross IJB to develop the Primary Care Improvement Plan, as set out in Section 13 of Report G/18/15, and present this to the IJB in June 2018 for approval.

Post Meeting Note: The SGPC had approved the contract on 18 January 2018.

**10. UPDATE PAPERS FOR INFORMATION**

The following items were submitted and noted for information:

**10.1 DIRECTOR OF PUBLIC HEALTH ANNUAL REPORT 2016/17 – TRANSFORMATIONAL PUBLIC HEALTH**

Board members noted a report by the Director of Public Health, NHS Tayside (G/18/16) and supported the recommendations for 2017/18 outlined in the report.

**10.2 UPDATE ON THE IMPLEMENTATION OF THE SOCIAL CARE (SELF DIRECTED SUPPORT) (SCOTLAND) ACT 2013 IN PERTH AND KINROSS**

Board members noted a report by the Chief Officer (G/18/17) and that the topic would be the subject of a future Board development session.

**10.3 STANDARDS COMMISSION FOR SCOTLAND: PROFESSIONAL BRIEFING JANUARY 2018**

Board members noted the briefing (G/18/18) and that the Commission would be holding a training workshop for all IJB members later in 2018.

**11. FUTURE MEETING DATES 2018**

Friday 23 February 2018 at 9.30am – Briefing Session  
Friday 23 March 2018 at 9.30am – IJB Meeting  
Friday 11 May 2018 at 9.30am – Briefing Session  
Friday 22 June 2018 at 9.30am – IJB Meeting  
Friday 24 August 2018 at 9.30am – Briefing Session  
Friday 28 September 2018 at 9.30am – IJB Meeting  
Friday 26 October 2018 at 9.30am – Briefing Session  
Friday 30 November 2018 at 9.30am – IJB Meeting

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PERTH AND KINROSS COUNCIL  
SCRUTINY COMMITTEE  
18 APRIL 2018

## SCRUTINY COMMITTEE

Minute of meeting of the Scrutiny Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 18 April 2018 at 2.00pm.

Present: Councillors G Laing, S McCole, C Ahern, H Anderson, K Baird (substituting for Councillor H Coates), D Doogan, A Jarvis (substituting for Councillor D Illingworth), A Parrott, C Purves and C Stewart.

In Attendance: B Renton (Executive Director, Housing and Environment); S Devlin (Executive Director, Education and Children's Services); K McNamara (Depute Director, Housing and Environment); J Pepper (Depute Director, Education and Children's Services); C McCarthy, F Robertson, L Simpson, G Taylor, C Vaskevicius and D Williams (all Corporate and Democratic Services); R Hill, S Johnston, James Chiles and P Davidson (all Education and Children's Services); M Dow (Housing and Environment).

Apologies: Councillors H Coates and D Illingworth.

Councillor G Laing, Convener, Presiding.

### 201. WELCOME AND APOLOGIES

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

### 202. DECLARATIONS OF INTEREST

Councillor G Laing declared a non-financial interest in Item 4(i).

### 203. MINUTE OF THE MEETING OF THE SCRUTINY COMMITTEE OF 7 FEBRUARY 2018

The minute of meeting of the Scrutiny Committee of 7 February 2018 (Arts.69-77) was submitted, approved as a correct record and authorised for signature.

Having declared a non-financial interest in the following item, Councillor Laing remitted the chair to Councillor McCole, Vice-Convener, who presided for the item.

### 204. UPDATE BY ARMS' LENGTH EXTERNAL ORGANISATION

#### (i) Live Active Leisure

J Moyes, Chief Executive; P Cromwell, Chief Executive Designate; and M Robinson, Chair, Live Active Leisure, provided a verbal update on progress with governance; business performance and highlights / challenges and opportunities during 2017/18; and answered members' questions.

PERTH AND KINROSS COUNCIL  
SCRUTINY COMMITTEE  
18 APRIL 2018

Members sought assurance on matters such as: opportunities and participation of girls in sporting activities; the Active Under 10's scheme; the estate of Live Active Leisure; Community Sports Hubs.

Councillor McCole paid tribute to J Moyes, outgoing Chief Executive of Live Active Leisure, thanking him for his contribution to Live Active Leisure. Councillors Laing and Doogan also extended their thanks to J Moyes.

The Convener thanked the representatives of Live Active Leisure for their attendance and they left the meeting at this point.

COUNCILLOR LAING RESUMED THE CHAIR AT THIS POINT.

F ROBERTSON LEFT THE MEETING AT THIS POINT.

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

**205. SUMMARY REPORT ON CARE INSPECTORATE AND EDUCATION  
SCOTLAND INSPECTIONS**

There was submitted a report by the Executive Director (Education and Children's Services) (18/139) providing an overview of the performance of Education and Children's Services inspected and reported on over the past year by the Care Inspectorate and Education Scotland and setting out the Services' approach to implementing improvement actions arising out of the inspection findings.

In response to a comment from Councillor Parrott regarding the good performance being achieved in Perth and Kinross compared with other local authorities, S Devlin, Executive Director (Education and Children's Services) highlighted the importance of leadership and support for staff in being able to deliver positive results. S Johnston, Education and Children's Services, emphasised the strength of the work being undertaken with partner providers, and in particular the work with nurseries, playgroups and childminders.

S Devlin also brought to the attention of the Committee the positive findings of the report published by the Care Inspectorate on 17 April 2018 on integrated Children's Services delivered by Perth and Kinross Community Planning Partners. S Devlin paid tribute to staff in achieving these positive results, and informed members that the report would be submitted to a future meeting of the Council. Councillor Laing highlighted the professionalism involved in achieving such results and Councillor Baird extended her congratulations to those involved.

**Resolved:**

The contents of the Summary Report on Care Inspectorate and Education Scotland Inspections, be noted.

PERTH AND KINROSS COUNCIL  
SCRUTINY COMMITTEE  
18 APRIL 2018

**206. LOCAL GOVERNMENT BENCHMARKING FRAMEWORK 2016/17**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/138) presenting a summary of Perth and Kinross Council's performance during 2016/17 against the Local Government Benchmarking Framework indicators published by the Improvement Service on 12 February 2018.

The benchmarking data helps the Council, members of the public and other stakeholders see how Perth and Kinross Council is performing in key areas compared to other local authorities.

Councillor Laing raised a query regarding council tax collection costs being higher in Perth and Kinross than the Scottish National Average. In response, C Hendry, Housing and Environment, stated that different local authorities included different overhead costs when calculating council tax collection costs, and that Perth and Kinross Council's figures included all related service centre costs. Councillor Doogan stated that this was a helpful interim answer, adding that he would like to see further information on this at a future date.

Councillor Parrott stated that he saw the figures in the benchmarking data as a starting point for further inquiry, highlighting that different local authorities had different priorities. With regards to a specific point raised by Councillor Parrott regarding the time taken for non-emergency repairs, M Dow, Housing and Environment, responded that there had been some improvement in performance but that this was not reflected in the report due to the time-lag with the publication of the report.

Councillor Stewart raised a query regarding the comparative family groups in the Local Government Benchmarking Framework, and specifically whether local authorities had any input into who would appear in their family group. In response, B Renton, Executive Director (Housing and Environment), informed members that family groups were allocated by the Improvement Service, adding that Perth and Kinross were one of only two local authorities to belong to multiple family groups.

**Resolved:**

The Committee noted the Local Government Benchmarking Framework results for 2016/17, and that the results would be used to inform the development of the Council's Transformation Programme and the Council's wider performance management and planning framework.

**207. SCRUTINY FORWARD PLANNER 2018/19**

There was submitted and noted a report by the Depute Chief Executive & Chief Operating Officer (18/140) presenting a forward planner for scrutiny at Perth and Kinross Council in 2018/19.

**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.**



PERTH AND KINROSS COUNCIL  
SCRUTINY COMMITTEE  
18 APRIL 2018

**208. MINUTE OF MEETING OF THE SOCIAL WORK COMPLAINTS REVIEW  
COMMITTEE OF 12 OCTOBER 2017**

There was submitted and noted the minute of the Social Work Complaints Review Committee of 12 October 2017.

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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 April 2018 at 11.00am.

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

In Attendance: D Coyne, C Flynn, G Fogg, R Huczynska, K Molley (all Corporate and Democratic Services); D Davidson, S Merone and W Young (all Housing and Environment).

Councillor B Band, Convener, Presiding.

### **209. WELCOME AND APOLOGIES**

Councillor B Band welcomed all present to the meeting.

### **210. DECLARATIONS OF INTEREST**

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

### **211. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Perth Common Good Fund Committee of 28 February 2018 (Arts. 98-104) was submitted, approved as a correct record and authorised for signature.

### **212. MATTERS ARISING**

#### **(i) Tay Railway Viaduct Steps – Replacement**

Councillor D Doogan, raised the issue of expenditure of the steps at Moncrieff Island in the hope of the current proposition being paused to look into other options.

Councillor W Wilson suggested that a discussion be held outwith the committee with officers to gain further clarification on the matter. He suggested that the Convener, Councillor Doogan and the 4 local ward members should attend.

#### **Resolved:**

- (i) It be agreed that the contract be temporarily paused and a meeting with officers be arranged, as a matter of urgency to gain clarity over the issue of the steps. The Convener, Councillor Doogan and the four local members to attend the meeting.
- (ii) Councillor P Barrett's dissent be noted.

**(ii) Training of Carilloners**

In response to a query from Councillor W Wilson, C Flynn advised the committee that at the moment there is no further update on training of Carilloners but will report back to committee.

G FOGG, D DAVIDSON AND W YOUNG LEFT THE MEETING AT THIS POINT.

**213. ADVISORY NON-VOTING MEMBER**

As it's meeting on 20 December 2017, the Council agreed that Common Good Fund Committees have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as an advisory non-voting member. The Committee was asked to determine how it wishes to implement that decision.

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

Motion (Councillors W Wilson and P Barrett)

Invite Community Councils which are in Perth City to send in Nominations and to review the situation after a year.

**Amendment (Councillors D Doogan and H Coates)**

**Do not invite Community Councils to send representatives.**

3 members voted for the Motion as follows:  
Councillors P Barrett, M Lyle and W Wilson

9 members voted for the Amendment as follows:  
Councillors C Ahern, B Band, A Coates, H Coates, D Doogan, E Drysdale, S McCole, A Parrott and J Rebbeck.

**Resolved:**

In accordance with the Amendment.

**214. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Depute Chief Executive (18/141 Revised) asking the Perth Common Good Fund Committee to consider 8 applications for financial assistance.

**Resolved:**

**(1) Hearts & Minds Group**

Hearts & Minds Group be awarded a grant of £1,000 towards the costs of running their 'Elderflowers' project which supports people with dementia.

**(2) Perthshire Brass**

Perthshire Brass be awarded a grant of £1,000 towards the costs of a trip to Bydgoszcz in Poland to perform 3 concerts and visit a school.

PERTH AND KINROSS COUNCIL  
PERTH COMMON GOOD FUND  
25 April 2018

- (3) **City of Perth Early Childhood Centre Parent Council**  
City of Perth Early Childhood Centre Parent Council be awarded a grant of £522 towards a trip to Camperdown Wildlife Centre.
- (4) **Breathe Easy Perthshire**  
Breathe Easy Perthshire be awarded a grant of £140 towards the cost of a trip to Crieff.
- (5) **Tulloch Primary School Parent Council**  
Tulloch Primary School Parent Council be awarded a grant of £700 towards the costs of a summer trip for pupils.
- (6) **Perth Academy**  
Perth Academy be awarded a grant of £600 towards the cost of a school trip to France.
- (7) **Perth Highland Games**  
Perth Highland Games be awarded a grant, in arrears, to cover any shortfall in the event's running costs up to £5,900.
- (8) **PKAVS Mental Health & Wellbeing Hub**  
The Walled Garden be awarded a grant of £253 towards the cost of an art exhibition for participants as part of the Perth Open Studios week.

**215. 2017/18 AND 2018/19 AND 2018/19 FINANCIAL STATEMENT**

There was submitted a report by the Head of Finance (18/142) detailing the Income and Expenditure and the projected outturn to 31 March 2018 for Financial Year 2017/18; and the Income and Expenditure to 4 April 2018 and the projected outturn to 31 March 2019 for Financial Year 2018/19.

**Resolved:**

- (i) The Perth Common Good Fund Income and Expenditure and the projected outturn to 31 March 2018 for Financial Year 2017/18 as set out in Appendix 1 to report 14/142, be noted.
- (ii) The Perth Common Good Income and Expenditure to 4 April 2018 and the projected outturn to 31 March 2019 for Financial Year 2018/19 as detailed in Appendix 2 to report 14/142, be noted.

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## **ABERFELDY COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Aberfeldy Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 April 2018 at 11.40am.

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

In Attendance: D Coyne, C Flynn, R Huczynska, K Molley and J Salisbury (all Corporate and Democratic Services) and S Merone (Housing and Environment).

Councillor M Williamson, Convener, Presiding.

### **216. WELCOME AND APOLOGIES**

Councillor Williamson welcomed all present to the meeting.

### **217. DECLARATIONS OF INTEREST**

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

### **218. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Aberfeldy Common Good Fund Committee of 4 October 2017 (Arts. 547-553/17) was submitted, approved as a correct record and authorised for signature.

### **219. MATTERS ARISING**

There were no matters arising in terms of Councillors' Code of Conduct.

### **220. ADVISORY NON-VOTING MEMBER**

As it's meeting on 20 December 2017, the Council agreed that Common Good Fund Committees have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as an advisory non-voting member. The Committee was asked to determine how it wishes to implement the decision.

#### **Resolved:**

- (i) The Community Council be invited to send a representative to join the Committee as an advisory non-voting members.
- (ii) The advisory non-voting membership of the Committee be reviewed after a year.

### **221. 2018/19 BUDGET & 2017/18 FINANCIAL STATEMENT**

There was submitted a report by the Head of Finance (18/143) (1) seeking approval of the budget for Financial Year 2018/19; and (2) providing details of the

PERTH AND KINROSS COUNCIL  
ABERFELDY COMMON GOOD FUND  
25 APRIL 2018

Income and Expenditure to 31 March 2018 and the projected outturn for Financial Year for the Aberfeldy Common Good Fund.

**Resolved:**

- (i) The Aberfeldy Common Good Fund budget for Financial Year 2018/19, as set out in Appendix 1 to Report 18/143, be approved.
- (ii) The Aberfeldy Common Good Fund Income and Expenditure and the projected outturn to 31 March 2018, as detailed in Appendix 2 to Report 18/143, be noted.

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## **AUCHTERARDER COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Auchterarder Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 April 2018 at 11.45am.

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

In Attendance: D Coyne, C Flynn, R Huczynska, K Molley and J Salisbury (all Corporate and Democratic Services) and S Merone (Housing and Environment).

Councillor T Gray, Convener, Presiding.

### **222. WELCOME AND APOLOGIES**

Councillor Gray welcomed all present to the meeting.

### **223. DECLARATIONS OF INTEREST**

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

### **224. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Auchterarder Common Good Fund Committee of 4 October 2017 (Arts. 709-714/17) was submitted, approved as a correct record and authorised for signature.

### **225. MATTERS ARISING**

There were no matters arising in terms of Councillors' Code of Conduct.

### **226. ADVISORY NON-VOTING MEMBER**

As its meeting on 20 December 2017, the Council agreed that Common Good Fund Committees have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as an advisory non-voting member. The Committee was asked to determine how it wishes to implement the decision.

#### **Resolved:**

- (i) The community council be invited to send a representative to join the Committee as an advisory, non-voting members.
- (ii) The advisory non-voting membership of the Committee be reviewed after a year.

### **227. 2018/19 BUDGET & 2017/18 FINANCIAL STATEMENT**

There was submitted a report by the Head of Finance (18/144) (1) seeking approval of the budget for Financial Year 2018/19; and (2) providing details of the

PERTH AND KINROSS COUNCIL  
AUCHTERARDER COMMON GOOD FUND  
25 APRIL 2018

Income and Expenditure to 31 March 2018 and the projected outturn for Financial Year 2017/18 for the Auchterarder Common Good Fund.

**Resolved:**

- (i) The Auchterarder Common Good Fund budget for Financial Year 2018/19, as set out in Appendix 1 to Report 18/144, be approved.
- (ii) The Auchterarder Common Good Fund Income and Expenditure and the projected outturn to 31 March 2018, as detailed in Appendix 2 to Report 18/143, be noted.

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## **CRIEFF COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Crieff Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 April 2018 at 11.50am.

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

In Attendance: D Coyne, C Flynn, R Huczynska, K Molley and J Salisbury (all Corporate and Democratic Services) and S Merone (Housing and Environment Service).

Councillor S Donaldson, Convener, Presiding.

### **228. WELCOME AND APOLOGIES**

Councillor Donaldson welcomed all present to the meeting.

### **229. DECLARATIONS OF INTEREST**

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

### **230. MINUTE OF PREVIOUS MEETING**

The minute of meeting of 20 December 2017 (Arts. 715-720) was submitted, approved as a correct record and authorised for signature.

### **231. MATTERS ARISING**

There were no matters arising in terms of Councillors' Code of Conduct.

### **232. ADVISORY NON-VOTING MEMBER**

As it's meeting on 20 December 2017, the Council agreed that Common Good Fund Committees have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as an advisory non-voting member. The Committee asked to determine how it wishes to implement the decision.

#### **Resolved:**

- (i) The community council be invited to send a representative to join the Committee as an advisory, non-voting members.
- (ii) The advisory non-voting membership of the Committee be reviewed after a year.

### **233. 2018/19 BUDGET & 2017/18 FINANCIAL STATEMENT**

There was submitted a report by the Head of Finance (18/145) (1) seeking approval of the budget for Financial Year 2018/19; and (2) providing details of the

PERTH AND KINROSS COUNCIL  
CRIEFF COMMON GOOD FUND  
25 APRIL 2018

Income and Expenditure to 31 March 2018 and the projected outturn for Financial Year for the Crieff Common Good Fund.

**Resolved:**

- (i) The Crieff Common Good Fund budget for Financial Year 2018/19, as set out in Appendix 1 to Report 18/145, be approved.
- (ii) The Crieff Common Good Fund Income and Expenditure and the projected outturn to 31 March 2018, as detailed in Appendix 2 to Report 18/145, be noted.

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PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
25 APRIL 2018

## COUNCIL MEETING

Minute of meeting of Perth and Kinross Council held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 April 2018 at 2.00pm.

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, I James, A Jarvis, G Laing, M Lyle, R McCall, S McCole, X McDade, T McEwan, A Parrott, B Pover, C Purves (up to and including Item 9), J Rebbeck, C Reid, W Robertson, F Sarwar, C Shiers, L Simpson, C Stewart (up to and including Art. Item 9), R Watters, M Williamson and W Wilson.

In Attendance: B Malone, Chief Executive; J Valentine, Depute Chief Executive and Chief Operating Officer; S Devlin, Executive Director (Education and Children's Services); B Renton, Executive Director (Housing and Environment); K McNamara, Depute Director (Housing and Environment); J Pepper, Depute Director (Education and Children's Services); C Mailer and S Merone (both Housing and Environment Service); G Taylor, S Hendry, S Mackenzie, L Simpson, S Walker, R Fry, L Potter and L Aitchison (all Corporate and Democratic Services); Mrs M McFarlane (Non-elected Member of Lifelong Learning Committee).

Provost D Melloy, Presiding.

### 234. WELCOME AND APOLOGIES

Provost Melloy welcomed Councillor J Duff to his first meeting of the Council following his success at the by-election on 19 April 2018.

There were no apologies submitted.

### 235. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, the following Councillors declared a non-financial interest in the following items on the agenda:

- Item 3                      Councillors E Drysdale, X McDade and C Reid
- Items 3 and 9          Councillor C Ahern
- Item 9                     Councillors H Anderson, P Barrett, H Coates and A Parrott

THE HEAD OF DEMOCRATIC SERVICES STEPPED ASIDE FROM THE MEETING TABLE DURING CONSIDERATION OF ITEM 3 IN HER ROLE AS THE CLERK TO THE PERTH AND KINROSS INTEGRATION JOINT BOARD.

PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
25 APRIL 2018

**236. NOTICE OF MOTION IN TERMS OF STANDING ORDER 39**

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

Motion (Councillors A Parrott and R Watters)

*Council notes that at the meeting of the Perth & Kinross Integration Board (IJB) on 23 March 2018 the IJB considered a paper by its Chief Officer titled "Review of Residential Care." This summarised 4 options and recommended one of these options to voting members for approval.*

*Council further notes that on the motion of the IJB Chair a decision was taken to approve the recommended option which would mean the closure of Beechgrove Care Home in Perth.*

*Council wishes its disapproval at this decision to be noted and therefore requests the Leader of the Council to write to the Chair of the Perth and Kinross Integration Board accordingly.*

Following a suggestion by Councillor M Lyle, the mover and seconder of the Motion agreed to amend the last sentence as follows:

*Council wishes its disapproval at this decision to be noted and therefore requests the Leader of the Council to write to the Chair of the Perth and Kinross Integration Board accordingly, and similarly write to the Chair of Tayside NHS Board and the Cabinet Secretary for Health and Sport, Shona Robison MSP.*

**Resolved:**

In accordance with the Revised Motion.

**237. MINUTES OF PREVIOUS MEETINGS**

**(i) Minute of special meeting of Perth and Kinross Council of 22 February 2018**

The minute of the special meeting of Perth and Kinross Council of 22 February 2018 (Arts. 93-97) was submitted, approved as a correct record and authorised for signature.

**(ii) Minute of meeting of Perth and Kinross Council of 7 March 2018**

The minute of meeting of Perth and Kinross Council of 7 March 2018 (Arts. 108-124) was submitted, approved as a correct record and authorised for signature.

PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
25 APRIL 2018

**238. MINUTES OF MEETINGS OF COMMITTEES FROM 14 FEBRUARY 2018 to 3 APRIL 2018**

The decisions recorded in Arts. 78-92, 98-107, and 125-175, copies of which had been circulated to all members of the Council, were submitted and noted.

**239. TREASURY ACTIVITY AND COMPLIANCE REPORT – 2017/18 QUARTER 4**

There was submitted a report by the Head of Finance (18/148) (1) providing a summary of Loans Fund transactions for the quarter ending 31 March 2018; and (2) reporting on compliance with the Council's Treasury Management Policy Statement; Treasury Management Practices; the Investment Strategy and the Prudential Indicators for the same period.

**Resolved:**

The contents of Report 18/148, submitted in accordance with the Council's Treasury Management Practices, be noted.

**240. REPORT OF A JOINT INSPECTION OF SERVICES FOR CHILDREN AND YOUNG PEOPLE IN PERTH AND KINROSS APRIL 2018**

There was submitted a joint report by the Chief Executive and Executive Director (Education and Children's Services) (18/149) providing an overview of the inspection findings and evaluations of a Joint Inspection of Services for Children and Young People in the Perth and Kinross Community Planning Partnership area between 11 September and 13 November 2017.

S Devlin, Executive Director (Education and Children's Services) gave a presentation on the contents of the inspection report and answered a number of questions from Councillors.

**Resolved:**

- (i) The Council notes with pride and wholehearted thanks to everyone involved the Care Inspectorate's assessment that Services for Children and Young People are excellent.
- (ii) The Council also notes that a joint action plan would be prepared and progress reported to the Children, Young People and Families Partnership.

**241. LOCAL SCRUTINY PLAN 2018/2019**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/150) outlining the Local Scrutiny Plan for Perth and Kinross Council.

**Resolved:**

The Local Scrutiny Plan 2018/19, attached as Appendix 1 to Report 18/150, be noted.

PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
25 APRIL 2018

**242. HARBOUR BUSINESS PLAN – PROGRESS UPDATE**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/151) (1) providing an update on the delivery of the Perth Harbour Business Plan; and (2) setting out proposals for the next steps.

It was noted that in Section 2.2 of Report 18/151, the figure quoted in the last paragraph in relation to income should read £28,747 and not £287,747, and in relation to Section 2.3, the net loss figure quoted was less than the budgeted net loss figure quoted.

**Resolved:**

- (i) The current financial position, as set out in Report 18/151, be noted.
- (ii) The offer from Calmac Ferries Ltd, as the preferred bidder for Harbour operation services, and as set out in Report 18/151, be agreed.
- (iii) The Marine Scotland Licence requests be noted and the Depute Chief Executive and Chief Operating Officer be instructed to take the necessary actions to obtain the Licence.
- (iv) The dredging contract tender publication to be issued when the Licence has been determined to firm up costs and timescales, with the outcome to be reported back to Council.
- (v) Engagement with stakeholders be continued to mitigate risk in terms of costs and timescales.

COUNCILLORS C PURVES AND C STEWART LEFT THE MEETING AT THIS POINT

**243. APPOINTMENTS TO COMMITTEES/OUTSIDE BODIES**

**Resolved:**

Local Review Body

- (i) Councillor L Simpson replace Councillor W Wilson as Convener of the Local Review Body, with effect from 1 June 2018.

Tayside Contracts Joint Committee

- (ii) Councillors L Simpson and A Coates replace Councillors W Wilson and C Shiers on the Tayside Contracts Joint Committee.

Tayside Valuation Joint Board

- (iii) Councillors L Simpson and A Coates replace Councillors W Wilson and C Shiers on the Tayside Valuation Joint Board.

PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
25 APRIL 2018

Perthshire Public Arts Trust

- (iv) Councillor A Forbes replace Councillor C Stewart on the Perthshire Public Arts Trust.

Pitlochry Civic Trust

- (v) Councillor J Duff be appointed to Pitlochry Civic Trust.

Pitlochry Festival Theatre

- (vi) Councillor J Duff be appointed to Pitlochry Festival Theatre.

SEEMis Board of Management

- (vii) Councillor J Duff replace Councillor R McCall on the SEEMis Board of Management.

Tayside Area Support Team for the Children's Hearing System

- (viii) Councillor K Baird replace Councillor R McCall on the Tayside Area Support Team for the Children's Hearings System.

Lifelong Learning Committee and Perth and Kinross Integration Joint Board

**(ix) Motion (Councillors M Lyle and P Barrett)**

**Councillor J Duff replace Councillor X McDade on the Lifelong Learning Committee.**

**Councillor A Jarvis replace Councillor X McDade on the Perth and Kinross Integration Joint Board.**

First Amendment (Councillors M Barnacle and R Brock)

The Council defer consideration of the proposed changes in membership of the Lifelong Learning Committee and Perth and Kinross Integration Joint Board as set out in the Motion.

Second Amendment (Councillors X McDade and J Rebbeck)

Councillor X McDade remain a member of both the Lifelong Learning Committee and the Perth and Kinross Integration Joint Board.

THERE FOLLOWED A TEN MINUTE RECESS AND THE MEETING  
RECONVENED AT 4.25PM

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

PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
25 APRIL 2018

22 members voted for the First Amendment as follows:

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

16 members voted for the Second Amendment as follows:

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

The First Amendment became the substantive Amendment and was put against the Motion:

19 members voted for the Motion as follows:

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

17 members voted for the Amendment as follows:

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

There were 2 abstentions from Councillors A Bailey and R Brock.

**Resolved:**

In accordance with the Motion

**244. TIMETABLE OF MEETINGS 2018**

**Resolved:**

A special meeting of the Council take place on Wednesday 29 August 2018 at 2.00pm to consider the Local Development Plan 2.

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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 1 May 2018 at 10.30am.

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

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

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

Councillor W Wilson, Convener, Presiding.

### 245. DECLARATIONS OF INTEREST

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

### 246. MINUTE

The minute of meeting of the Local Review Body of 3 April 2018 was submitted and noted.

### 247. APPLICATIONS FOR REVIEW

- (i) **TCP/11/16(513) – Review of Refusal to Discharge Condition 5 of Consent 12/01423/FLL to permit the alternative installation of 7 No. Senvion MM92 Turbines – Tullymurdoch Limited**

Members considered a Notice of Review seeking a review of the refusal to discharge Condition 5 of Consent 12/01423/FLL to permit the alternative installation of 7 No. Senvion MM92 turbines.

The Planning Adviser summarised the extensive planning history of the two planning applications relating to this windfarm development.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning and Legal Advisers, 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 refusal to discharge Condition 5 of Consent 12/01423/FLL to permit the alternative installation of 7 No. Senvion MM92 turbines, be granted and Condition 5 of Consent 12/01423/FLL be discharged to that effect.

PERTH AND KINROSS COUNCIL  
LOCAL REVIEW BODY  
1 MAY 2018

**Justification**

The Local Review Body recognised that the Council had already approved the siting of 7 No. Servion MM92 turbines as proposed in the context of 15/01561/FLL and that the planning application had been implemented in terms of a commencement of development on site and therefore justified the discharge of Condition 5 of Consent 12/01423/FLL.

**(ii) TCP/11/16(524) - Planning Application – 17/02047/FLL – Erection of a dwellinghouse (in principle), land north of 59 Station Road, Invergowrie – Mr S Adams**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection a dwellinghouse (in principle), on land north of 59 Station Road, Invergowrie.

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

**Decision:**

Resolved by unanimous decision that:

- (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), on north of 59 Station Road, Invergowrie, be refused for the following reasons:
  - 1. The proposal, by virtue of the sites narrow width and close relationship with the existing property, would have an adverse impact on the density and visual character of the area whilst not achieving a satisfactory level of separation between the proposed new dwelling and the existing dwelling. To this end, the proposal is contrary to Policies PM1A and RD1 of the adopted Perth and Kinross Local Development Plan 2014, which both seek to ensure that new developments within residential areas do not adversely affect the character, density and amenity (visual and residential) of existing areas.

**Justification**

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

**248. DEFERRED APPLICATIONS FOR REVIEW**

**(i) TCP/11/16(508) – Planning application - 17/01250/FLL – Erection of a dwellinghouse, land 400 metres north east of Leepark, Coldrain – Mr D S McFadzean**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of a dwellinghouse, land 400 metres north east of Leepark, Coldrain.

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.

It was noted that, at its meeting of 6 February 2018, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without (i) an updated report from SAC on the justification of need, reflective of the additional land referred to in the Notice of Review and; (ii) comment from the Development Quality Manager on the updated report from SAC. With the requested 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, including the requested further information, 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, land 400 metres north east of Leepark, Coldrain, be refused for the following reasons:
  - 1. The proposal is contrary to Policy PM1A: Placemaking, of the Perth and Kinross Local Development Plan 2014 as the development would not contribute positively to the quality of the surrounding environment. The density and siting of the development does not respect the character and amenity of the place.
  - 2. The proposal is contrary to Policy PM1B, criterion (c) of the Perth and Kinross Local Development Plan 2014, as the proposal fails to create a sense of identity and erodes the character of the countryside.

**Justification**

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

PERTH AND KINROSS COUNCIL  
LOCAL REVIEW BODY  
1 MAY 2018

**(ii) TCP/11/16(523) - Planning Application – 17/01749/FLL – Erection of a dwellinghouse and stables on land 90 metres west of Findatie Farm, Kinross – S Kinnaird**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of a dwellinghouse and stables on land 90 metres west of Findatie Farm, Kinross.

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

It was noted that, at its meeting of 3 April 2018, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without clarification on the siting and position of the proposed site. With the 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, including the requested clarification on the siting and position of the proposed site, and the comments from the Planning Adviser, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) an unaccompanied site visit be carried out;
- (i) following the site visit, the application be brought back to the Local Review Body.

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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 9 May 2018 at 10.00am.

Present: Councillors R McCall, B Brawn, H Anderson, B Band, M Barnacle, H Coates, E Drysdale, T Gray, I James, A Jarvis, L Simpson, R Watters and W Wilson.

In Attendance: N Brian, A Condliffe, G Bissett, M Barr, E Jordan, M Lee and L Reid (all Housing and Environment); L Aitchison, S Richards, C Elliott and D Williams (Corporate and Democratic Services).

Councillor R McCall, Convener, Presiding.

### **249. WELCOME AND APOLOGIES**

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

### **250. DECLARATIONS OF INTEREST**

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

### **251. MINUTES**

The minute of meeting of the Planning and Development Management Committee of 11 April 2018 (Arts. 176-180) was submitted, approved as a correct record and authorised for signature.

### **252. DEPUTATIONS**

A request for deputation was made with regards to Art. 253(1)(ii). In terms of Standing Order 72, deputations are not permitted on deferred applications, and the request for deputation was not granted.

### **253. APPLICATIONS FOR DETERMINATION**

#### **(1) Applications Previously Considered**

- (i) 12/00546/FLL – CROOK OF DEVON – Formation of five permanent gypsy/travellers pitches, Crookmoss, Crook of Devon – Report 18/152 – Messrs J Johnstone and M MacDonald**

Motion (Councillors W Wilson and T Gray)  
A closing report be brought to the Planning and Development Management Committee once all planning matters have been resolved.

PERTH AND KINROSS COUNCIL  
PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE  
9 MAY 2018

Amendment (Councillors M Barnacle and H Coates)  
Defer for a visit to the environs of the site to clarify the adequacy of the landscaping and the general condition of the site.

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

10 members voted for the Motion as follows:  
Councillors H Anderson, B Band, B Brawn, E Drysdale, T Gray, I James, R McCall, L Simpson, R Watters and W Wilson.

3 members voted for the Amendment as follows:  
Councillors M Barnacle, H Coates and A Jarvis.

**Resolved:**

In accordance with the Motion.

**(ii) 17/01260/FLL – COUPAR ANGUS – Erection of 2 dwellinghouses, land east of Abbeyhill, Precinct Street, Coupar Angus – Report 18/153 – Ward Builders**

In terms of Standing Order 28, it was agreed that only Members who had attended the first consideration of the application would be eligible to vote. Councillors H Coates and R Watters declared that they would not be eligible to vote on the item.

Motion (Councillors W Wilson and E Drysdale)  
Grant, subject to the terms, conditions and informatives contained in Report 18/153.

**Amendment (Councillors B Brawn and L Simpson)**  
**Refuse the application for the following reason:**  
**The proposal is contrary to Policy PM1A of the Perth and Kinross Local Development Plan 2014, as the proposed development does not contribute positively to the surrounding built environment as the house proposed for plot 2 to the south of the site would not fit within the local landscape due to inappropriate narrow size of the plot.**

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

5 members voted for the Motion as follows:  
Councillors H Anderson, E Drysdale, T Gray, R McCall and W Wilson.

6 members voted for the Amendment as follows:  
Councillors B Band, M Barnacle, B Brawn, I James, A Jarvis and L Simpson.

**Resolved:**

In accordance with the Amendment.

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## **SPECIAL MEETING OF THE LICENSING COMMITTEE**

Minute of the Special Meeting of the Licensing Committee held in Room 410, Fourth Floor, Council Building, 2 High Street, Perth on Thursday 10 May 2018 at 10.00am.

Present: Councillors R Brock (Convener), I James (Vice-Convener), C Ahern, B Brawn, A Coates and A Jarvis.

In Attendance: M McLaren, S Michie, L Cormack and A Taylor (all Corporate and Democratic Services); and K McKenzie (The Environment Service).

Apologies for Absence: Councillors D Illingworth, A Parrott, B Pover, J Rebbeck, F Sarwar, L Simpson and R Watters.

Councillor R Brock (Convener), Presiding.

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

The Convener welcomed everyone to the meeting. Apologies for absence were submitted and noted as above.

### **255. DECLARATIONS OF INTEREST**

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

### **256. GRANT OF MARKET OPERATOR LICENCE NO. MO76**

There was submitted a report by the Head of Legal and Governance Services (18/154) together with a letter of objection from Mr E Grierson, dated 5 April 2018.

Ms Ashleigh Van Blerk, IMG (UK) Ltd, was in attendance and spoke to the application. Ms Van Blerk also answered Members' questions.

The Committee also heard from Councillor Xander McDade, representing the objector. Councillor McDade also answered Members' questions.

FOLLOWING A SHORT ADJOURNMENT THE COMMITTEE RECONVENED.

#### **Resolved:**

Market Operator Licence No. MO76 be granted for a period of 3 years.

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## **HOUSING AND COMMUNITIES COMMITTEE**

Meeting of the Minute of the Housing and Communities Committee held in the Council Chambers, 2 High Street, Perth on Wednesday 16 May 2018 at 10.00am.

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

In Attendance: B Renton, Executive Director (Housing and Environment Service); K McNamara, Depute Director (Housing and Environment Service); C Mailer, C Hendry, M Dow and D McPhee (all Housing and Community Safety); C Flynn, S Richards, D Stokoe and A Taylor (all Corporate and Democratic Services).

Also in Attendance: Chief Superintendent P Anderson (from Art. 262(ii)) and Chief Inspector I Scott (both Police Scotland); Area Manager G Pryde, Group Manager B McLintock and Station Manager S Gibson (all Scottish Fire and Rescue Service); C Stewart and J Rose (both Tenants' Representatives).

Apologies: Councillor A Bailey.

Councillor Barrett, Convener, Presiding.

### **257. WELCOME AND APOLOGIES**

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

### **258. DECLARATIONS OF INTEREST**

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

### **259. MINUTE OF THE MEETING OF THE HOUSING AND COMMUNITIES COMMITTEE OF 28 MARCH 2018 FOR APPROVAL AND SIGNATURE**

The minute of the meeting of the Housing and Communities Committee of 28 March 2018 (Art. 155-163) was submitted and approved as a correct record and authorised for signature.

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

**IT WAS RECOMMENDED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER**



**TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS  
OF SCHEDULED 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973.**

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

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

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

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

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

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

**(i) Fire and Rescue Quarterly Performance Report – 1 January to  
31 March 2018**

There was submitted a report by Area Manager G Pryde, Scottish Fire and Rescue Service (18/160) 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 fourth quarter, 1 January to 31 March 2018.

In responding to a question from Councillor Shiers on road traffic collision incidents between the A85 through to the A93 up to the Spittal of Glenshee where a number of incidents have occurred and whether there was any way of breaking down the type of vehicles involved in these collisions, Area Manager Pryde advised that the Scottish Fire and Rescue Service do not hold these kind of statistics but that they are held within the Road Safety Partnership. He further advised that SFRS work closely with all partners to identify who should be targeted through education, prevention and enforcement, to ensure all partners get the message right.

Councillor McEwen made reference to a fire safety video regarding people living in caravans and the influx of seasonal workers coming into Perthshire; he also referenced the current growth of permanent caravan sites in the area where people are now choosing to live permanently and queried the inspections carried out by SFRS on these sites and the outcomes from these inspections. Area Manager Pryde confirmed there is specific legislation covering caravan sites, these are

PERTH AND KINROSS COUNCIL  
HOUSING AND COMMUNITIES COMMITTEE  
16 MAY 2018

in relation to firefighting provision on-site and the spacing between premises/caravans, significant work continues to be carried out with migrant sites around educational and enforcement work, Area Manager Pryde agreed to provide a breakdown of the inspection and community engagement work that had been done at the various sites in Perth and Kinross.

Councillor Ahern asked if any common faults had been identified on the number of unwanted fire alarm calls due to equipment failure and what could be done to counter these. In response Area Commander Pryde confirmed that a lot of the equipment failures were caused by poor maintenance, he stressed that every time SFRS attend an unwanted fire alarm call the officers from the front line appliances engage with the owner/occupier of the premises to identify the cause and to see if any remedial actions can be put in place and offer support and advice to prevent repeat calls.

**Resolved:**

The performance of the Scottish Fire and Rescue Service in Perth and Kinross area for the fourth quarter, 1 January to 31 March 2018, as detailed in Report 18/160, be noted.

**(ii) Perth and Kinross Local Policing Area Performance Results – 1 January to 31 March 2018**

There was submitted a report by Chief Superintendent P Anderson, Police Scotland 'D' Division (Tayside) (18/161) on the performance of Police Scotland against the local policing priorities for the Perth and Kinross area as set out in the Local Policing Plan for the period 1 January – 31 March 2018.

Councillor McEwen made reference to a recent case and subsequent arrests where cannabis oil was being used in the production of sweets and whether this was another mechanism being used by dealers to distribute cannabis with full psychoactive properties. Chief Inspector Scott confirmed that in this case the criminality was much more destructive, it was looking to encourage young people in particular to take sweets with psychoactive properties.

Councillor Shiers asked about the Police Scotland work with licensed premises throughout Perth and Kinross through the Pubwatch Scheme to deal with the underage drinking, and specifically those premises that are failing to engage properly with the Scheme. Chief Inspector Scott stated that in his opinion licensed premises in Perth and Kinross are well run due to the professionalism and positivity that make them safe places, he further stated that the majority of underage drinking is facilitated more by parents, friends and siblings. He advised that Police Scotland are more proactive in relation to visiting licensed premises, on average fifty licensed premises across the Perth and

PERTH AND KINROSS COUNCIL  
HOUSING AND COMMUNITIES COMMITTEE  
16 MAY 2018

Kinross area are visited over a weekend and any friction points addressed at the time of the visit are taken back to the Licensing Team to ensure that any longer term issues identified with problem premises can be challenged, supported and educated and ultimately reported to the Procurator Fiscal, if necessary.

In response to a question from Councillor Brawn regarding burglaries and the recent high profile incident in England, he queried exactly what the public can and cannot do should they be unfortunate to encounter a burglar in their property, Chief Inspector Scott advised people should be encouraged not to overreact, but members of the public are entitled to defend themselves and their property, any action taken has to be proportionate and realistic at the time.

**Resolved:**

The performance of Police Scotland against the local policing priorities for the Perth and Kinross area as detailed in Report 18/161 be noted.

FOLLOWING A SHORT ADJOURNMENT THE COMMITTEE RECONVENED AT 11.40AM.

CHIEF SUPERINTENDENT P ANDERSON AND CHIEF INSPECTOR I SCOTT BOTH LEFT THE MEETING AT THIS POINT.

**263. COMMUNITY PLANNING PARTNERSHIP UPDATE**

There was submitted a report by the Depute Director (Housing and Environment) (18/159) providing an update on the activities of the Community Planning Partnership (CPP).

**Resolved:**

The progress made in relation to Community Planning be noted.

**264. SCOTTISH FIRE AND RESCUE SERVICE TRANSFORMATION CONSULTATION – OVERVIEW OF TRANSFORMATION PROPOSALS AND PERTH AND KINROSS COUNCIL RESPONSE**

Members heard a presentation by C Mailer, Head of Housing, providing details of the Council's response to the Scottish Fire and Rescue Service Transformation Consultation. Following the presentation, C Mailer answered Members' questions.

Area Manager G Pryde of the Scottish Fire and Rescue Service (SFRS) also answered Members questions.

**Resolved:**

The Executive Director (Housing and Environment) in consultation with the Convener and Vice-Convener be remitted to agree the final wording of the Council's

PERTH AND KINROSS COUNCIL  
HOUSING AND COMMUNITIES COMMITTEE  
16 MAY 2018

response to the Scottish Fire and Rescue Service Transformation Consultation before the 18 May 2018 deadline.

AREA MANAGER G PRYDE, GROUP MANAGER B MCLINTOCK AND STATION MANAGER S GIBSON ALL LEFT THE MEETING AT THIS POINT.

**265. GYPSY/TRAVELLER STRATEGY 2013-18 – REVIEW REPORT**

There was submitted a report by the Head of Strategic Commissioning and Organisational Development (18/162) providing a progress report on the actions contained in the Gypsy/Traveller Strategy 2013-18, following, a review prior to a revised Strategy being developed later this year.

**Resolved:**

- (i) The contents of Report 18/162 be approved.
- (ii) The update on agreed actions as detailed in Appendix 1 of Report 18/162, be noted.
- (iii) It be agreed that the report be shared with the Community Planning Partnership.
- (iv) Following consultation, the Executive Director (Housing and Environment Service) be instructed to bring the revised Strategy back to this Committee in August 2018.

**266. HOUSING AND ADULT SOCIAL CARE COMPLAINTS AND CUSTOMER FEEDBACK**

There was submitted a report by the Executive Director (Housing and Environment) (18/163) (1) providing details of complaints received between 1 April 2017 and 31 March 2018 across Housing and Adult Social Care; (2) the number of Stage 1 and Stage 2 complaints received including examples of feedback from the customer satisfaction surveys; and (3) providing an overview of actions taken to improve services as a result of customer feedback.

**Resolved:**

- (i) The contents of Report 18/163 and the impact that feedback from customers has had on improving services be noted.
- (ii) The improvement actions outlined to support and improve how we handle complaints and improve the customer experience be noted.
- (iii) It be noted that this report will also be submitted to the Scrutiny Committee.

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## **LIFELONG LEARNING COMMITTEE**

Minute of meeting of the Lifelong Learning Committee held in the Council Chamber, 2 High Street, Perth, PH1 5PH on Wednesday 16 May 2018 at 2.00pm.

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

In attendance: Councillor M Barnacle (up to and including Art. 272; S Devlin, Executive Director (Education & Children's Services); R Hill, S Johnston, G Boland, J Cockburn, G Findlay, K Robertson and C Taylor (all Education & Children's Services); P Marshall (Housing and Environment); S Richards, M Willis, S Rodger; C Flynn and S Hendry (all Corporate and Democratic Services); R McCall and F Macdonald, Perth and Kinross Youth Forum.

Apologies for absence: Councillors H Anderson and C Purves; Mrs A McAuley and Mrs M McFarlane.

Councillor C Shiers, Convener, Presiding.

### **267. WELCOME AND APOLOGIES**

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

### **268. DECLARATIONS OF INTEREST**

In terms of the Councillors' Code of Conduct, Councillor F Sarwar declared a financial interest in Art. 273, and Councillor X McDade declared a non-financial interest in Art. 273.

### **269. REQUEST TO ADDRESS COMMITTEE**

In terms of Standing Order 66, the Committee agreed to hear from Councillor M Barnacle in relation to Art. 272.

The Committee agreed to vary the order of business to hear from Councillor M Barnacle immediately before Art. 272.

### **270. MINUTES**

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

The minute of meeting of the Lifelong Learning Committee of 21 March 2018 (Arts. 145-154) was submitted, approved as a correct record and authorised for signature.

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

The minute of meeting of the Joint Negotiating Committee for Teaching Staff of 16 January 2018 was submitted and noted. (**Appendix I**)

**271. APPOINTMENTS**

**Resolved:**

- (i) Robert McCall and Fraser Macdonald from the Perth and Kinross Youth Forum be appointed to the Lifelong Learning Committee.
- (ii) Councillor C Purves be appointed to the Executive Sub-Committee of the Lifelong Learning Committee.
- (iii) Councillor K Baird be appointed to the Perth and Kinross Joint Negotiating Committee for Teaching Staff.
- (iv) Councillors A Coates, J Duff, C Purves, J Rebbeck, F Sarwar and W Wilson be appointed to the Perth and Kinross Educational Trust Committee.

**272. OPTIONS APPRAISAL – BLAIRINGONE PRIMARY SCHOOL**

There was submitted a report by the Executive Director (Education and Children's Services) (18/155) seeking agreement to commence statutory consultation on a proposal to close Blairingone Primary School.

In terms of Standing Order 66, Councillor M Barnacle addressed the Committee as a local member of Ward 8. Following answering a number of questions from the Committee, he withdrew to the public benches.

**Motion (Councillors C Shiers and K Baird)**

- (i) The recommendation of the options appraisal, attached as Appendix A to Report 18/155, that a statutory consultation in relation to the closure of Blairingone Primary School should take place, be approved.
- (ii) The Executive Director (Education and Children's Services) be instructed to prepare and publish a proposal paper to close Blairingone Primary School, transfer pupils to Fossoway Primary School and extend the delineated area of Fossoway Primary School to subsume the whole catchment area of Blairingone Primary School.
- (iii) The Executive Director (Education and Children's Services) be instructed to formally consult the appropriate bodies and persons on the terms of the proposal paper, all in terms of the Schools (Consultation) (Scotland) Act 2010.
- (iv) The Executive Director (Education and Children's Services) be delegated authority to investigate and manage any alleged omissions or inaccuracies during the consultation process and to take appropriate action in accordance with The Schools (Consultation) (Scotland) Act 2010.
- (v) The Executive Director (Education and Children's Services) be instructed to prepare a report on the results of the consultation and

PERTH AND KINROSS COUNCIL  
LIFELONG LEARNING COMMITTEE  
16 MAY 2018

**report back on the outcome of the consultation to a future meeting of the Lifelong Learning Committee.**

Amendment (Councillors X McDade and J Rebbeck)

- (i) Delete recommendations 4.1 and 4.2 of Report 18/155 and keep Blairingone Primary School open, recognising the strong developer interest in building a significant number of new houses within the catchment that would potentially increase the school roll. Also recognising that a rural school is the heart of it's community and the detrimental effect the closure would have on the area.
- (ii) Requests that the Executive Director (Education & Children's Services) explore the possibility of establishing a nursery class within Blairingone Primary School, to help sustain the future school roll and support the delivery 1140 hours childcare locally, following the recent closure of a local private nursery. Asks that the Executive Director report back on the feasibility of this at a future Lifelong Learning Committee meeting.

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

9 Members voted for the Motion as follows:

Councillors K Baird, A Coates, J Duff, A Forbes, R McCall, C Reid, C Shiers and W Wilson; and Mrs P Giles.

5 Members voted for the Amendment as follows:

Councillor X McDade, T McEwan, B Pover, J Rebbeck and F Sarwar.

**Resolved:**

In accordance with the Motion.

THERE FOLLOWED A 10 MINUTE RECESS AND THE MEETING RECONVENED AT 3.28PM.

**273. EXPANSION OF EARLY LEARNING AND CHILDCARE**

There was submitted a report by the Executive Director (Education and Children's Services) (18/156) (1) providing an update on progress on the planning for delivery of 1140 hours of Early Learning and Childcare by 2020; (2) outlining the main changes made to the draft expansion plan following engagement with the Scottish Government Service Delivery Group; and (3) detailing proposals for the next phase of implementation.

**Resolved:**

The contents of Report 18/156 be noted and the Executive Director (Education and Children's Services) be instructed to provide a further report on the progress achieved over session 2018/2019 by August 2019.

Councillor X McDade requested his dissent be recorded in relation to the lack of rural provision in Ward 4 of Early Learning and Childcare.

## **274. IMPLEMENTATION OF CARERS (SCOTLAND) ACT 2016**

There was submitted a report by the Executive Director (Education and Children's Services) (18/157) (1) setting out proposals for implementing new duties in relation to Young Carers contained in the Carers (Scotland) Act 2016; (2) setting out the outcomes of consultation with people with caring responsibilities; and (3) seeking approval for a framework of eligibility and support for Young Carers.

### **Resolved:**

- (i) The progress made to meet the duties contained within the Carer (Scotland) Act 2016, as detailed in Report 18/157, be noted.
- (ii) The *Getting it Right for Young Carers: A Framework for Support*, as set out in Report 18/157, be approved for implementation over 2018/19.

## **275. MAXIMISING PRIMARY SCHOOL CAPACITIES**

There was submitted a report by the Executive Director (Education and Children's Services) (18/158) seeking approval to maximise capacities in specific primary schools on a temporary basis if required, applying Scottish Government guidance of 1.7m<sup>2</sup>.

### **Resolved:**

- (i) It be agreed that the Executive Director (Education and Children's Services) can apply the Scottish Government guidance of 1.7 m<sup>2</sup> per pupil for primary schools, if required, to accommodate children living in the catchment area.
- (ii) The Executive Director (Education and Children's Services) be requested to include an update on the use of the variations in the annual Reserved Places Report to Lifelong Learning Committee.

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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 16 January 2018 at 2.30pm.

**Present:**

**Representing Perth and Kinross Council**

Councillor K Baird (substituting for Councillor C Shiers); R Hill, D MacLeod, T Pupillo and A Thomson (all Education and Children's Services) (ECS); P Steel (Corporate and Democratic Services).

**Representing Teachers' Associations**

E Campbell, E Connon, J Cook, M Laurie and C Weston (all EIS); A Johnston (SSTA); and S Topen-Cooper (NASUWT).

**In Attendance:**

A McAuley (Joint Secretary for Teachers' Side); C Flynn and L Brown (for Joint Secretary, Management Side); B Martin-Scott (ECS).

**Apologies:**

B Berhane and C Rose (both EIS), C McDonald (VOICE); Councillors R McCall, F Sarwar and C Shiers; S Devlin and S Johnston (both ECS).

E Campbell, Convener, Presiding.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were submitted and noted as above.

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

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

**3. APPOINTMENT OF VICE-CONVENER**

Councillor R McCall be appointed Vice-Convener of the JNC until 30 April 2019.

**4. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Joint Negotiating Committee for Teaching Staff of 14 November 2017 was submitted and approved as a correct record.

**5. MATTERS ARISING**

**(i) Bertha Park High School – (Item 4(i) refers)**

R Hill confirmed that first round interviews were scheduled for the forthcoming week for the Headteacher post at Bertha Park High School.

**(ii) Joint Inspection of Children, Young People and Families Service**

R Hill reported that positive feedback had been received from the inspectors on the joint inspection of the Children, Young People and Families Service. A professional discussion meeting was scheduled to take place in the near future at which any issues on the feedback received will be discussed. The final report on the inspection will be published at the end of March 2018.

**(ii) Empowering Schools: A Consultation on the Provision of the Education (Scotland) Bill**

R Hill advised a copy of the consultation on the provision of the Education (Scotland) Bill had been sent out to all head teachers in Perth and Kinross Council's school on 8 January 2018. A draft response to the consultation was being prepared for discussion by the ECS Senior Management Team.

**6. REPORTS OF VIOLENCE AND AGGRESSION AGAINST STAFF IN PERTH AND KINROSS SCHOOLS – TERM 1 (15 AUGUST 2017 – 6 OCTOBER 2017) – ACADEMIC SESSION 2017-2018**

There was submitted a statistical report by the Executive Director (Education and Children's Services) (G/18/1) detailing the number of reported incidents of violence and aggression against staff in schools during the period 15 August to 6 October 2017; Term 1 of Academic Session 2017-18.

R Hill reported that a working group had been established to look in to the introduction of an electronic version of the incident reporting form. Through C Weston he extended an invitation for a representative of teaching professions to join the working group.

In response to a question from the teaching representatives R Hill advised that he would investigate and report back on how the target numbers within the report are created. He confirmed in response to a further question that the number of agencies involved with the young people involved in these incidents is quite significant. He advised that Local Management Groups are encouraging staff in schools to report any incidents. E Campbell welcomed the news that head teacher are viewing the reporting these incidents as a positive step.

It was noted that in the specialist provision sector the number of recorded incidents of violence and aggression had decreased significantly compared to

Secondary schools where there was an increasing trend. It was further noted that there was a continuing trend where most of the incidents involved boys and therefore specific strategies to address this should be considered.

The Committee noted the report.

## **7. TAY REGIONAL COLLABORATIVE**

The Committee received a verbal report by R Hill on the Tay Regional Collaborative.

- Five priority groups linked to the priorities of the Tayside Plan for Children & Young People are now well established.
- The Tayside Learning and Attainment Group (TLAG) consists of four Heads of Service, Education Scotland Regional Lead Officer, Care Inspectorate Regional Lead Officer and the leads of the Regional Improvement Collaborative themes.
- A draft TRIC plan will be submitted to the Scottish Government at the end of January 2018.
- Four themes for collaborative working to bring about improvement have been identified using NIF data, CfE data, School Improvement Plans and EA plans. The four themes are Numeracy, Learning & Teaching, School Improvement and Leadership Development.
- All members of the Leadership Development sub-theme will take part in the new national leadership development programme from SCEL/ADES - Leading Systems Change
- S Devlin, as TRIC lead will be attending all Headteacher meetings across the 3 Education Authorities (EA) and a board meeting at NHS Tayside to provide an update.
- Twilights for all staff will be arranged for this term in each EA – information sharing and Q & A opportunities.
- A 6-8 weekly communication bulletin will be issued for all staff
- S Devlin and the other six regional leads are members of the Scottish Education Council chaired by John Swinney, Deputy First Minister and Cabinet Secretary for Education and Skills.
- 21 February 2018 – Tayside and SG led Headteacher meeting to share practice across the area in the use of Pupil Equity Fund funding for school leaders.

## **8. INCLUSION SERVICE REVIEW UPDATE**

There was submitted for information a paper on the review of Inclusion Services (G/18/2). The paper provided an update on the review and detailed the work completed to date by the 5 work streams of: (1) Inclusive Ethos; (2) Predictable Needs; (3) Exceptional Needs; (4) Specialist Resourcing and (5) Inclusion Support Services.

The Committee noted the paper.

**9. NEW ROUTES INTO TEACHING**

The Committee received a presentation from Bernadette Scott, Quality Improvement Officer on new routes into teaching.

**10. ANY OTHER COMPETENT BUSINESS**

**(i) Teachers' Pay Award**

P Steel advised a circular on the pay awards to teaching staff had been received on 19 December 2017. It was hoped that this would be paid into teachers January salaries. She advised that no backdated pay would be made to anyone who is not currently employed by Perth and Kinross Council, unless a letter requesting this is received from the individuals involved. P Steel agreed to check if there was a time limit for this.

**Post meeting note:**

P Steel advised retirees will receive the pay award back pay automatically, however, others must submit a request. Requests will not be time limited.

**(ii) Timetable of Meetings for 2018**

L Brown reported that the meeting of the JNCT timetabled for November 2018 and January 2019 will be replaced by a meeting on 4 December 2018.

The Committee noted the position.

**11. DATE OF NEXT MEETING**

27 March 2018 at 2.30pm.

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## **ENVIRONMENT AND INFRASTRUCTURE COMMITTEE**

Minute of meeting of the Environment and Infrastructure Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 23 May 2018 at 10.00am.

Present: Councillors A Forbes, X McDade (up to and including Art. 283) (substituting for Councillor M Barnacle), C Ahern (Substituting for Councillor R McCall), A Bailey, K Bair, S Donaldson, D Doogan, D Illingworth (Substituting for Councillor C Purves) A Jarvis, G Laing, A Parrott, W Robertson, C Reid, R Watters and M Williamson.

In Attendance: B Renton, Executive Director (Housing & Environment); B Cargill, A Clegg, S D'All, A Graham, D McKeown, S Perfett, B Reekie, and W Young (all Housing & Environment) C Flynn and K Molley (both Corporate and Democratic Services).

Apologies for Absence: Councillors M Barnacle, R McCall and C Purves.

Councillor A Forbes, Convener, Presiding.

### **276. WELCOME AND APOLOGIES**

The Convener welcomed everyone to the meeting and apologies and substitutions were noted as above.

### **277. DECLARATIONS OF INTEREST**

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

### **278. REQUEST FOR DEPUTATION**

In terms of Standing Order 72, The Committee agreed that Neil Combe be allowed to address the Committee in relation to Art. 281.

### **279. MINUTE OF PREVIOUS MEETING**

- (i) It had been agreed at the previous meeting (Art. 132 refers) that a report on the conditions of the Roads in Perth and Kinross be brought to this Committee. The Committee agreed to hear a presentation from S D'All, Housing and Environment on this subject. S D'All addressed the Committee and answered questions from members. It was agreed that all Councillors would get a copy of S D'All's presentation. The Convener thanked S D'All for his presentation.

- (ii) Perth Winter Festival (Art. 134 refers)

In response to a query from Councillor Laing, regarding the closure of public toilets throughout the winter period, B Renton confirmed that the Council have their own stock of portable toilets and a number of comfort schemes already

PERTH AND KINROSS COUNCIL  
ENVIRONMENT AND INFRASTRUCTURE COMMITTEE  
23 MAY 2018

exist for specific events. B Renton confirmed that she would check the difference in cost between deploying portable toilets compared to keeping the toilets open throughout the winter period.

- (iii) The minute of the meeting of the Environment and Infrastructure Committee of 21 March 2018 was submitted, approved and a correct record and authorised for signature.

**280. BURIAL AND CREMATION FEES FOR CHILDREN**

**Resolved:**

The Committee agreed to waive the fees for burials and cremations for children and young people under 18 years of age and to extend this to 21 years of age subject to the costs identified being within the delegated authority of the Executive Director (Housing & Environment).

**281. RURAL EVENTS FUNDING AND RURAL EVENT APPLICATION – CRIEFF PROMENADE PERFORMANCE EVENT**

Mr Combe addressed the Committee and answered questions from members before returning to the public gallery.

The Convener thanked Mr Combe for his attendance.

There was submitted a report by the Executive Director (Housing and Environment) (18/173) (1) proposing the approach to the criteria and approval process in respect of the 2018/19 non-recurring budget to support rural events; and (2) asking the Committee to consider a request for funding from Crieff Succeeds Ltd from this budget, for a new promenade performance event in Crieff.

**Motion (Councillors A Forbes and C Ahern)**

- (i) **The proposed approach to the management and allocations from the budget for rural start up events, as detailed in Report 18/173, be approved.**
- (ii) **The outlined criteria and conditions of funding for this budget be approved, as detailed in Report 18/173, and subject to the following amendments:**
- **Include Scone in the scheme and remove ‘for example, gala day type events, bonfire nights etc’ from the proposal to allow people who demonstrate the correct scale and that they will qualify for the scheme, no matter what the event may be (paragraph 1.4 of report 18/173 refers)**
  - **Change the criteria from ‘An vent is in its inaugural year and appears viable’ to ‘An event which is in its first or second year and presents a robust indication of ongoing viability’ (paragraph 1.7 of report 18/173 refers)**
  - **Change the criteria ‘There are other sources of funding projected’ to ‘There are other sources of income identified including ticket**

**sales, sponsorship and other grants' (paragraph 1.7 of report 18/173 refers)**

- (iii) The background to the development of the "Horrible Histories" promenade performance event concept by the Crieff Succeeds Ltd Business Improvement District be noted.**
- (iv) A grant of £30,000 be awarded from the 2018/19 revenue budget for rural start up events to Crieff Succeeds Ltd for the purposes of staging the event in its first year.**

Amendment (Councillors D Doogan and G Laing)

In accordance with the Motion, with the grant awarded to Crieff Succeeds Ltd to be £15,000 in 2018/19 and £15,000 in 2019/20.

In terms of Standing Order 17 the Convener ruled that Councillor D Illingworth would not be permitted to vote as he was not present for the whole debate on the item.

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

7 members voted for the Motion as follows:

Councillors C Ahern, K Baird, S Donaldson, A Forbes, A Jarvis, C Reid and W Robertson

7 members voted for the Amendment as follows:

Councillors A Bailey, D Doogan, G Laing, X McDade, A Parrott, R Watters and M Williamson.

In accordance with Standing Order 56, the Convener made a casting vote from the Motion.

**Resolved:**

In accordance with the Motion.

**282. VEHICLE-ACTIVATED SIGN (VAS) PROGRAMME**

There was submitted a report by the Executive Director (Housing & Environment) (18/174) (1) detailing the development and implementation of the vehicle-activated sign (VAS) programme in 2017/18; and (2) seeking Committee approval for an expansion of the VAS programme through 2018/19 and 2019/20.

**Resolved:**

- (i) The list of new VAS installed in 2017/18, as detailed in Appendix 1 to report 18/174, be noted.**
- (ii) The list of existing VAS replaced or upgrade in 2017/18, as detailed in Appendix 2 to report 18/174, be noted.**
- (iii) The list of new VAS sites to be installed, starting in 2018/19 as detailed in Appendix 3 to report 18/174, be approved.**
- (iv) The list of existing VAS to be replaced or upgraded, starting in 2018/19 as detailed in Appendix 4 to report 18/174, be approved.**

- (v) It be noted that the implementation of the VAS programme is scheduled over the next two financial years (2018/19 and 2019/20).

**283. ACTIVE TRAVEL STRATEGY – NEW RURAL FOOTWAYS ASSESSMENT CRITERIA**

There was submitted a report by the Executive Director (Housing & Environment) (18/177) detailing the assessment criteria for the list of requested rural footways and recommends the new footway schemes to be progressed in 2018/19.

**Resolved:**

- (i) The revised assessment criteria for requests for rural footways be approved.
- (ii) The completed footway schemes, as detailed in Appendix 1 to report 18/177, be noted.
- (iii) The Executive Director (Housing and Environment) be instructed to bring back a further report in due course on the implementation of the assessment criteria.

**284. ACTIVE TRAVEL STRATEGY - CYCLING, WALKING AND SAFER STREETS (CWSS) PROJECTS 2018/19**

There was submitted a report by the Executive Director (Housing & Environment) (18/175)(1) detailing the Cycling, Walking and Safer Streets (CWSS) projects implemented in 2017/18); and (2) seeking approval for a list of Cycling, Walking and Safer Streets projects for 2018/19 and for potential schemes in 2019/20.

**Resolved:**

- (i) The schemes implemented from the Cycling, Walking and Safer Streets Grant Funding in 2017/18, as detailed in Appendix 1 to report 18/175, be noted.
- (ii) The list of works for Cycling, Walking and Safer Streets Projects for the financial year 2018/19, as detailed in Appendix 2 to report 18/175, be approved.
- (iii) The proposed subjects to be progressed in 2018/19 and carried out in 2019/20 be noted.

COUNCILLORS A BAILEY AND X MCDADE LEFT THE MEETING AT THIS POINT

**285. COMMUNITY ENVIRONMENT FUND CHALLENGE**

There was submitted a report by the Executive Director (Housing & Environment) (18/176) (1) providing an update on the award of Community Environment Challenge Funding to community groups between April 2017 and March 2018; (2) recommending that an allocation from the fund be available to assist community groups to leverage additional funding from the Scottish Landfill Communities Fund; and (3) recommending that the Fund is expanded to include applications in relation to the improvement of sports pitches and sports ground pavilions.



PERTH AND KINROSS COUNCIL  
ENVIRONMENT AND INFRASTRUCTURE COMMITTEE  
23 MAY 2018

**Resolved:**

- (i) The Executive Director (Housing & Environment) be instructed to report the outcomes of the Community Environment Challenge Fund (CECF) for 2018/19 to the Committee in 12 months' time.
- (ii) The Council continue to act as a Contributing Third Party and that an allocation of £20,000 from the CECF is available as a contribution to assist community groups to leverage further funding from the Scottish Landfill Communities Fund.
- (iii) The expansion of the CECF to include applications in relation to the improvement of sports pitches and sports ground pavilions be approved.

**286. ACTIVE TRAVEL STRATEGY - REDETERMINATION OF BUTE DRIVE, PERTH – FOOTWAYS FOR SHARED USE**

There was submitted a report by the Executive Director (Housing & Environment) (18/177) (1) proposing to re-determine the footpath at Bute Drive, Perth to shared use for pedestrians and cyclists; and (2) indicating where shared use is proposed and seeking approval to commence the legal process required to implement this.

**Resolved:**

The legal process for the promotion of a Redetermination Order Under Section 15(2) of the Roads (Scotland) Act 1984 to allow the footways identified in Appendix 1 to report 18/177 to be converted to shared use for pedestrians and cyclists be approved.

**287. ACTIVE TRAVEL STRATEGY - RE-DETERMINATION OF SHORE ROAD AND TAY STREET, PERTH – FOOTWAYS FOR SHARED USE**

There was submitted a report by the Executive Director (Housing & Environment) (18/179) proposing to re-determine the footway at Shore Road and Tay Street, Perth to shared use for pedestrians and cyclists.

**Resolved:**

The legal process for the promotion of a Redetermination Order Under Section 15(2) of the Roads (Scotland) Act 1984 to allow the footways identified in Appendix 1 to report 18/179 to be converted to shared use for pedestrians and cyclists be approved.

**288. PROPOSED VARIATION TO WAITING RESTRICTIONS BUTE DRIVE, PERTH (WARD 12)**

There was submitted a report by the Executive Director (Housing & Environment) (18/180) (1) outlining problems experienced by residents in Bute Drive, Perth due to indiscriminate parking; and (2) recommending a variation to the Perth City Management Order to vary the waiting restrictions on Bute Drive, Perth.

**Resolved:**

The promotion of a variation to the relevant Traffic Regulation Order to introduce No Waiting at Any Time waiting restrictions on Bute Drive, as described in Report 18/180, be approved.

**289. PROPOSED ONE WAY ROAD AT MARKET SQUARE, ALYTH (WARD 2)**

There was submitted a report by the Executive Director (Housing & Environment) (18/181) (1) proposing to introduce a one way road restriction at Market Square, Alyth (Ward 2); and (2) recommending the start of varying the Traffic Regulation Order for the one way road restriction.

**Resolved:**

The promotion of a variation to the relevant Traffic Regulation Order to allow the start of the process towards the introduction of a one way road restriction in Market Square, Alyth, be agreed.

**290. PROPOSED 40MPH SPEED LIMIT AT STRATHTUMMEL(B8019) (WARD 4)**

There was submitted a report by the Executive Director (Housing & Environment) (18/182) proposing to introduce a 40mph Speed limit at Strathtummel (B8019). The report recommended 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, be agreed.

**291. PROPOSED 40MPH SPEED LIMIT AT NEWBURGH ROAD (A913), ABERNETHY (WARD 9)**

There was submitted a report by the Executive Director (Housing & Environment) (18/183) (1) proposing to introduce a 40mph Speed Limit at Newburgh Road, Abernethy; 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 be agreed.

**292. PROPOSED 30MPH SPEED LIMIT AT MONEYDIE (C408) (WARD 5)**

There was submitted a report by the Executive Director (Housing & Environment) (18/184) (1) proposing to introduce a 30mph Speed Limit at Moneydie; and (2) recommending the start of varying the Traffic Regulation Order for 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 be agreed.

**293. PROPOSED 30MPH SPEED LIMIT AT CROFTINLOAN (U165), PITLOCHRY (WARD 4)**

There was submitted a report by the Executive Director (Housing & Environment) (18/185) (1) proposing to introduce a 30mph Speed Limit at Croftinloan, Pitlochry; and (2) recommending the start of varying the Traffic Regulation Order for 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 be agreed.

**294. PROPOSED 40MPH SPEED LIMIT AT PERTH ROAD (B934), DUNNING (WARD 7)**

There was a report submitted by the Executive Director (Housing & Environment) (18/186) (1) proposing to introduce a 40mph Speed Limit at Perth Road, Dunning; and (2) recommending the start of varying the Traffic Regulation Order for 40mph Speed Limit at Perth Road, Dunning.

**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 be agreed.

**295. AMENDMENTS TO THE LIST OF PUBLIC ROADS**

There was a report submitted by the Executive Director (Housing & Environment) (18/187) recommending that the List of Public Roads be updated to take account of the amendments detailed in the report.

**Resolved:**

The amendments to the list of public roads, as detailed in Appendix 1 to Report 18/187, be agreed.

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## **AUDIT COMMITTEE**

Minute of meeting of the Audit Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 23 May 2018 at 2.00pm.

Present: Councillors E Drysdale, B Band, K Baird, A Coates, S Donaldson, D Illingworth and X McDade.

In Attendance: D Adam, J Clark, C Irons, M Morrison, G Taylor and S Walker (all Corporate and Democratic Services); J Cockburn (Education and Children's Services).

Also in Attendance: A Shaw, KPMG

Councillor Drysdale, Convener, Presiding.

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

The Convener welcomed everyone to the meeting.

### **297. DECLARATIONS OF INTEREST**

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

### **298. MINUTE**

The minute of meeting of the Audit Committee of 28 March 2018 (Arts.164-171) was submitted and approved as a correct record and authorised for signature.

### **299. GENERAL DATA PROTECTION REGULATION**

D Henderson, Information Compliance Manager and Data Protection Officer, gave a presentation on the work being done to prepare for the implementation of the General Data Protection Regulation (GDPR).

#### **Resolved:**

- (i) That training on GDPR would be provided to Councillors in the week of 4 June 2018, be noted.
- (ii) The presentation be made available to all elected members for their information.

### **300. INTERNAL AUDIT FOLLOW UP**

There was submitted a report by the Chief Internal Auditor (18/167) presenting a current summary of Internal Audit's follow up work.

With regard to the Environment Service's LEADER audit (16-20), in response to a question from Councillor Drysdale, J Clark advised she would confirm whether

PERTH AND KINROSS COUNCIL  
AUDIT COMMITTEE  
23 MAY 2018

or not the business plan had been submitted to the Scottish Government by the end of April 2018.

**Resolved:**

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

**301. INTERNAL AUDIT UPDATE**

There was submitted a report by the Chief Internal Auditor (18/168) presenting a summary of Internal Audit's work against the 2017/18 Annual Plan.

**Resolved:**

- (i) The progress of work against the 2017/18 Annual Plan be noted.
- (ii) The findings from the initial review of controls following a significant fraud in another local authority be noted.
- (iii) The outcomes from consultancy work be noted.

The Committee considered the following final reports:-

**(i) Corporate and Democratic Services**

**(a) 17-23 – IT Change Management**

There was submitted a report by the Chief Internal Auditor (18/169) on an audit to ensure (1) that a Governance Framework Policy and Procedures for IT Change Management were in place and complied with IT management best practice and Council corporate strategy and business plans to ensure consistent and timely processing of changes; (2) that change control was recorded for confirmation that change was controlled and authorised at each stage; (3) that monitoring of change control was carried out and checks made to confirm changes made have produced the required outcomes including compliance with the Council change management policy framework and (4) that any emergency change was controlled and documented in true emergencies.

J Clark confirmed that arrangements were in place for the IT Change Management and highlighted that the internal controls were all rated as strong.

**Resolved:**

- (i) Internal Audit's findings, as detailed in Report 18/169, be noted.
- (ii) That Highland Council were no longer in a position to undertake IT audits for this Council and other arrangements would be made, be noted.

**(ii) Education and Children's Services**

**(a) 17-25 – Pupil Equity Fund**

There was submitted a report by the Chief Internal Auditor (18/170) on an audit to ensure that was a framework in place to support schools to understand and evidence requirements relevant to the Pupil Equity Fund.

J Cockburn confirmed that where there was underspending in the Fund, this could be carried forward in exceptional circumstances. He also confirmed that the effectiveness of the Fund would be reviewed and reported at the end of the academic year.

**Resolved:**

Internal Audit's findings, as detailed in Report 18/170, be noted.

**302. INTERNAL AUDIT ANNUAL REPORT 2017/18**

There was submitted a report by the Chief Internal Auditor (18/171) presenting the year-end report and audit opinion of the Chief Internal Auditor for 2017/18, as set out in Section 7 of Report 18/171.

J Clark also advised that an external quality assessment would be undertaken by North Lanarkshire Council in June 2018.

J Clark confirmed that an advert should be placed soon for the recruitment of staff to the Internal Audit team. It was noted that the Trainee accountant had been a temporary post within the Internal Audit team and that had now ended.

J Clark also confirmed that measures were taken to ensure any whistleblowing reports were kept anonymous.

**Resolved:**

The Audit Opinion of the Chief Internal Auditor set out in Section 7 of Report 18/171 be noted.

**303. PERTH AND KINROSS COUNCIL INTERIM MANAGEMENT REPORT AND AUDIT STATUS SUMMARY**

There was submitted and noted a report by the Council's External Auditor, KPMG (18/172) on the Council's interim management report and audit summary to 31 March 2018.

A Shaw, KPMG, advised the report summarised their initial audit testing.

In response to a question from Councillor Illingworth, A Shaw advised that the valuation of property, plant and equipment was necessary as a true value of assets required to be shown on the Council's balance sheets.

PERTH AND KINROSS COUNCIL  
AUDIT COMMITTEE  
23 MAY 2018

S Walker confirmed that unaudited accounts would be submitted to the Audit Committee on 27 June 2018 and the audited accounts would be submitted to the meeting on 26 September 2018.

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PERTH AND KINROSS COUNCIL  
LICENSING COMMITTEE  
24 MAY 2018

## **LICENSING COMMITTEE**

Minute of Meeting of the Licensing Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Thursday 24 May 2018 at 2.00pm.

Present: Councillors R Brock (Convener), I James (Vice-Convener), C Ahern, B Brawn, A Coates, D Illingworth, A Jarvis and A Parrott.

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

Apologies for Absence: Councillors B Pover, J Rebbeck, F Sarwar, L Simpson and R Watters.

Councillor R Brock (Convener), Presiding.

### **304. WELCOME AND APOLOGIES**

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

### **305. DECLARATIONS OF INTEREST**

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

### **306. MINUTES**

The Minute of Meeting of the Licensing Committee of 12 April 2018 was submitted and approved as a correct record.

### **307. LIMIT ON TAXI NUMBERS IN PERTH AND BLAIRGOWRIE**

There was submitted a report by the Head of Legal and Governance Services (18/188) outlining the findings and recommendations of the recent survey carried out on the demand for taxis in Perth and Blairgowrie

Mr McDonald, LVSA, was in attendance, addressed the Committee and answered Members' questions.

#### **Resolved:**

- (i) The findings of the survey carried out by HKZ Services Ltd, trading as LVSA, as detailed in Appendix A of Report 18/188 be noted.
- (ii) It be agreed that the current limits of 70 operator licenses and 12 operator licenses granted by the Council for the areas of Perth and Blairgowrie respectively remain unchanged.



PERTH AND KINROSS COUNCIL  
LICENSING COMMITTEE  
24 MAY 2018

- (iii) It be agreed that the Council engage further with the taxi trade and stakeholders to identify whether there are any further steps which they should take to increase the availability of wheelchair accessible vehicles.

**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.**

**308. SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO TD1451**

There was submitted a report by the Head of Legal and Governance Services (18/189) together with a letter of objection from Police Scotland dated 22 January 2018 in terms of Schedule 1, Paragraph 11(2)(a) of the Civic Government (Scotland) Act 1982 regarding suspension of Taxi/Private Hire Car Driver's Licence (TD1451).

The Committee noted that this item had been withdrawn from the agenda at the request of the applicant.

THE COMMITTEE UNANIMOUSLY AGREED TO VARY THE ORDER OF BUSINESS

**309. GRANT OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO. TD1756**

There was submitted a report by the Head of Legal and Governance Services (18/191) together with letter of objection from Police Scotland dated 10 May 2018 regarding application for grant of a Taxi/Private Hire Car Driver's Licence TD1756.

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.

**Resolved:**

Taxi/Private Hire Car Driver's Licence TD1756 be granted for a period of 1 year with effect from 24 May 2018.

**310. GRANT OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO. TD1749**

There was submitted a report by the Head of Legal and Governance Services (18/190) together with a letter of representation dated 18 April 2018 from Police Scotland regarding Grant of Taxi/Private Hire Car Driver's Licence No. TD1749.

The applicant failed to attend.

The representative from Police Scotland addressed the Committee and answered Members' questions.

PERTH AND KINROSS COUNCIL  
LICENSING COMMITTEE  
24 MAY 2018

**Resolved:**

The application for grant of Taxi/Private Hire Car Driver's Licence TD1749 be deferred to the next meeting of the Licensing Committee.

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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 29 May 2018 at 10.30am.

Present: Councillors W Wilson, T Gray and L Simpson.

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

Also Attending: Councillor B Brawn; C Brien (the Environment Service); S Richards (Corporate and Democratic Services); members of the public, including agents and applicants.

Councillor W Wilson, Convener, Presiding.

### **311. DECLARATIONS OF INTEREST**

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

### **312. MINUTE**

The minute of meeting of the Local Review Body of 1 May 2018 was submitted and noted.

### **313. APPLICATIONS FOR REVIEW**

- (i) **TCP/11/16(525) - Planning Application – 18/00081/IPL – Erection of a dwellinghouse (in principle) on land 20 metres south of Scarhead Cottage, Glenfarg – Mr A Cameron**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection a dwellinghouse (in principle), on land 20 metres south of Scarhead Cottage, Glenfarg.

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

**Decision:**

Resolved by unanimous decision that:

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

PERTH AND KINROSS COUNCIL  
LOCAL REVIEW BODY  
29 MAY 2018

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of a dwellinghouse (in principle), on land 20 metres south of Scarhead Cottage, Glenfarg, be refused for the following reasons:
1. The proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014 as it does not comply with any of the categories of the policy guidance where a dwellinghouse would be acceptable in principle at this location.
  2. The proposal is contrary to the Council's Housing in the Countryside Guide (SPG) 2014 as it does not comply with any of the categories of the policy guidance or criterion where a dwellinghouse would be acceptable in the location.
  3. The proposal is contrary to Policy PM1A of the Perth and Kinross Local Development Plan 2014, as the proposed siting of the development does not respect the density and siting of the existing dwelling and therefore does not respect the character and amenity of this area of Perth and Kinross.
  4. The proposal is contrary to Policy PM1B, criterion (b), of the Perth and Kinross Local Development Plan 2014, as the proposal fails to respect the wider landscape character of the area due to the proposal being squeezed in. In addition, a further dwelling squeezed into the site results in an inappropriate density contrary to criterion (c).
  5. The proposal is contrary to Policy EP3C: Water, Environment and Drainage of the Perth and Kinross Local Development Plan 2014, as it has not been demonstrated that a Sustainable Urban Drainage System can be accommodated on this constrained site.
  6. The proposal is contrary to Policy ER6(a) of the Perth and Kinross Local Development Plan 2014 as the formation of a dwelling and its curtilage would erode local distinctiveness, diversity and the quality of Perth and Kinross's landscape character.

**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(526) - Planning Application – 17/01297/FLL – Erection of a garage/workshop on land north west of Choc Sualtach, Kirkmichael – Mr M Aitken**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection a garage/workshop on land north west of Choc Sualtach, Kirkmichael.

PERTH AND KINROSS COUNCIL  
LOCAL REVIEW BODY  
29 MAY 2018

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

**Decision:**

Resolved by unanimous decision that:

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

Thereafter, resolved by majority decision that:

- (ii) the Review application for the erection of a garage/workshop on land north west of Choc Sualtach, Kirkmichael, be refused for the following reasons:
  - 1. As the necessary controls which would be required to mitigate noise at neighbouring residential properties are not considered to be reasonably controllable or enforceable via planning conditions, the proposal would have an adverse impact on the residential amenity of adjacent properties. To this end, the proposal is contrary to Policy EP8 (Noise Pollution) of the Perth and Kinross Local Development Plan 2014 which states that there is a presumption against the siting of new development which will generate high levels of noise in the locality of noise sensitive uses.
  - 2. As the necessary controls which would be required to mitigate noise at neighbouring residential properties are not considered to be reasonably controllable or enforceable via planning conditions, the proposal would have an adverse impact on the residential amenity that is currently enjoyed by adjacent properties, and the proposal is not considered to be compatible with the surrounding land uses. To this end, the proposal is contrary to Policy ED3(a) (Rural Businesses and Diversification) of the Perth and Kinross Local Development Plan 2014, which seeks to ensure that all new proposals are compatible with the surrounding land uses and will not detrimentally impact on the amenity of residential properties within or adjacent to the site.
  - 3. The proposal is contrary to Policies PM1A and PM1B(b) of the Perth and Kinross Local Development Plan 2014 as the proposed building would not compliment the built and natural environment, and also not respect the wider landscape character of the area, due to its incongruous design.

**Justification**

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

PERTH AND KINROSS COUNCIL  
LOCAL REVIEW BODY  
29 MAY 2018

**Note:** Councillor Gray dissented from the majority decision. He considered that the Appointed Officer's decision should be overturned and that permission for the erection of a garage/workshop should be granted. In his view, there was precedence with existing workshops/garages, and that the proposed development therefore complied with the Perth and Kinross Local Development Plan 2014, and that suitable conditions could be reasonably enforced.

**(iii) TCP/11/16(527) - Planning Application – 18/00015/FLL – Erection of a dwellinghouse on land north east of Firgrove Park, Golf Course Road, Blairgowrie – Mr & Mrs Clark**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection a dwellinghouse on land north east of Firgrove Park, Golf Course 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, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) defer the application to allow for clarification from the Development Quality Manager on terms of grant of other developments in the vicinity of the proposed development identified by the applicant, and the planning context of those sites including whether they are within the designated open space;
- (iii) following receipt of comment from the Development Quality Manager, the applicant be given the opportunity to make further comment;
- (iv) an unaccompanied site visit be carried out;
- (v) following the receipt of all further information, the application be brought back to the Local Review Body.

**(iv) TCP/11/16(529) - Planning Application – 17/01958/FLL – Change of use from an agricultural store, yard and former grain store to business (class 4), general industrial unit (class 5) and storage and distribution unit (class 6), and erection of a temporary office building (in retrospect), former grain store, Inchcoonans, Errol – Munro Estates Ltd.**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse a change of use from an agricultural store, yard and former grain store to business (class 4),

PERTH AND KINROSS COUNCIL  
LOCAL REVIEW BODY  
29 MAY 2018

general industrial unit (class 5) and storage and distribution unit (class 6), and erection of a temporary office building (in retrospect), former grain store, Inchcoonans, Errol.

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 a change of use from an agricultural store, yard and former grain store to business (class 4), general industrial unit (class 5) and storage and distribution unit (class 6), and erection of a temporary office building (in retrospect), former grain store, Inchcoonans, Errol, be refused for the following reasons:

1. The proposal is contrary to Policy ED3 (Rural Business) of the Perth and Kinross Local Development Plan 2014 which states that there is a preference that rural businesses are located within or adjacent to settlements. The site is located outwith a settlement and no site specific resource is apparent and no locational justification has been provided for this specific site.
2. There is a lack of environmental information to assess the impacts of the scheme with regards to noise. This has meant the application cannot be fully assessed against Policy EP8 (Noise Pollution) of the Perth and Kinross Local Development Plan 2014.
3. There is a lack of information on the foul drainage arrangements installed at the site to access the acceptability against Policy EP3B 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.

THERE FOLLOWED A 15 MINUTE RECESS

**314. DEFERRED APPLICATIONS FOR REVIEW**

- (i) **TCP/11/16(519) – Planning application - 17/02272/FLL – Alterations and extension to dwellinghouse at Evearn, Forgandenny, Perth, PH2 9HS – Mr A & Mrs C Gordon**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for alterations and extension to dwellinghouse at Evearn, Forgandenny, Perth, PH2 9HS.

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.

It was noted that, at its meeting of 3 April 2018, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without an unaccompanied site visit. With the unaccompanied site visit having taken place on 24 May 2018, the Local Review Body reconvened.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, and having carried out a site visit on 24 May 2018, 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 alterations and extension to dwellinghouse at Evearn, Forgandenny, Perth, PH2 9HS, be granted subject to:
1. The imposition of relevant conditions and informatives including the submission of details and proposed colour(s) for any external materials that differ from the existing corresponding external materials of the existing dwellinghouse.

**Justification**

The proposed alterations and extension, with the imposition of relevant conditions and informatives, was not assessed as being contrary to the Local Development Plan.

- (ii) **TCP/11/16(521) – Planning application - 17/01915/IPL – Erection of a dwellinghouse (in principle) on land 30 metres south of Balnacree House, Donavourd – Mr P McRobbie**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of a dwellinghouse (in principle) on land 30 metres south of Balnacree House, Donavourd.



PERTH AND KINROSS COUNCIL  
LOCAL REVIEW BODY  
29 MAY 2018

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.

It was noted that, at its meeting of 3 April 2018, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without an unaccompanied site visit. With the unaccompanied site visit having taken place on 24 May 2018, the Local Review Body reconvened.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, and having carried out a site visit on 24 May 2018, sufficient information was before the Local Review Body to determine the matter without further procedure;

Thereafter, resolved by majority decision that:

- (ii) the Review application for the erection of a dwellinghouse (in principle) on land 30 metres south of Balnacree House, Donavourd , be refused for the following reasons:
  - 1. The proposal is contrary to Policy RD3, Housing in the Countryside, of the Perth and Kinross Local Development Plan 2014 and the Council's Housing in the Countryside Guide 2012 as the proposal fails to satisfy any of categories (1) Building Groups, (2) Infill Sites, (3) 'New Houses in the Open Countryside', (4) Renovation or Replacement of Houses, (5) Conversion or Replacement of Redundant Non Domestic Buildings, or (6) Rural Brownfield Land. In particular the proposal does not meet the building group criteria (1) as it does not respect the layout and building pattern of the group and does not extend the group into a definable site formed by existing topography and or well established landscape features.
  - 2. The proposal is contrary to Policy PM1A: Placemaking of the Perth and Kinross Local Development Plan 2014. Due to the open, sloping nature of the site, the lack of a landscape framework and its position below and detached from other buildings in the group above it is considered that development of a dwellinghouse on this site would have an adverse visual impact and would not contribute positively to the built and natural environment.

**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 Gray dissented from the majority decision. He considered that the Appointed Officer's decision should be overturned and that permission for the erection of a

PERTH AND KINROSS COUNCIL  
LOCAL REVIEW BODY  
29 MAY 2018

dwellinghouse (in principle) should be granted. Whilst accepting that the proposed development would not comply with the Perth and Kinross Local Development Plan 2014, in his view the proposed development would improve the visual landscape amenity and create a balance in that part of Perth and Kinross.

**(iii) TCP/11/16(523) - Planning Application – 17/01749/FLL – Erection of a dwellinghouse and stables on land 90 metres west of Findatie Farm, Kinross – S Kinnaird**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of a dwellinghouse and stables on land 90 metres west of Findatie Farm, Kinross.

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

It was noted that, at its meeting of 3 April 2018, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without clarification on the siting and position of the proposed site. With the further information having been received, the Local Review Body reconvened on 1 May 2018. At its meeting on 1 May 2018, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without an unaccompanied site visit. With the unaccompanied site visit having taken place on 24 May 2018, the Local Review Body reconvened.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, including the requested clarification on the siting and position of the proposed site, the comments from the Planning Adviser, and having carried out a site visit on 24 May 2018, 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 and stables on land 90 metres west of Findatie Farm, Kinross, be refused for the following reasons:
  - 1. The proposal is contrary to Policy RD3, Housing in the Countryside, of the Perth and Kinross Local Development Plan 2014 and the Council's Housing in the Countryside Guide 2012 as the proposal fails to satisfactorily comply with category (1) Building Groups, or category (2) Infill Sites. It is also considered that the proposal cannot satisfy any of the remaining categories, (3) New Houses in the Open Countryside, Activity (4) Renovation or

PERTH AND KINROSS COUNCIL  
LOCAL REVIEW BODY  
29 MAY 2018

Replacement of Houses, (5) Conversion or Replacement of Redundant Non Domestic Buildings, or (6) Rural Brownfield Land.

2. The proposal is contrary to Policy PM1A Placemaking of the Perth and Kinross Local Development Plan 2014 as the proposed development would not contribute positively to the quality of the surrounding natural environment, due to the openness of the site and prominence of the proposed dwelling.
3. The proposal is contrary to Policy PM1B(b) of the Perth and Kinross Local Development Plan 2014 as the development fails to consider and respect site topography and the wider landscape character of the area, specifically within the Loch Level Special Catchment Area, due to the openness of the site and prominence of the proposed dwelling.
4. The proposal is contrary to Policy ER6 of the Perth and Kinross Local Development Plan 2014 as the proposal would be detrimental to local landscape character and would jeopardise completing the implementation and establishment of landscaping proposals approved as part of planning application 15/00449/AML (Erection of 16 holiday lodges and associated works), to integrate the chalets into the Loch Leven Special Catchment Area.

**Justification**

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

**315. VALEDICTORY**

This being his last meeting as Convener of the Perth and Kinross Local Review Body, Councillor Wilson paid tribute to all fellow members who had served on the Local Review Body during his time as Convener. He also expressed thanks to all officers, with specific gratitude to David Harrison, Planning Adviser, for his assistance during his time as Convener of the Local Review Body.

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## PERTH AND KINROSS COUNCIL

20 June 2018

**Planning Reference 18/00200/FLN - Section 42 of the Town and Country Planning (Scotland) Act 1997 to modify condition 3 (landscaping) of planning permission 12/00948/FLM (Erection of an electricity substation, formation of landscaping, access tracks and associated works) at land 450 metres North West of Haughend Farm, Meigle**

**Report by Executive Director (Housing & Environment) (Report No. 18/216)**

This report principally recommends the approval of the application to modify condition 3 (landscaping) of National Planning Consent 12/00948/FLM (Erection of an electricity substation, formation of landscaping, access tracks and associated works) at land north west of Haughend Farm, Meigle. It also seeks agreement to extend planning consent timescales to five years in association.

### 1. BACKGROUND

- 1.1 The electricity substation proposals associated with this application is a link element of the Keith to Kincardine 400kV East Coast Reinforcement Project, forming part of the National Developments identified within National Planning Framework 3 (NPF). The NPF seeks to establish an enhanced high voltage energy transmission network as part of a wider strategy to achieve a low carbon place.
- 1.2 Planning permission was originally granted by Perth and Kinross Council to Scottish Hydro Electric Transmission Plc (SHE Transmission) (the applicant) for the 'Erection of a new 400/275kV electricity substation and associated work including landscaping and access tracks' on 19 December 2012, approved by Full Council (planning reference 12/00948/FLM).
- 1.3 The overhead transmission lines currently operate at a voltage of 275kV. The upgrade results in the transmission line between Kintore and Kincardine operating at 400kV with the line from Haughend to Tealing (just north of Dundee) remaining at 275kV. In order to accommodate both voltages, the 275/400kV substation was required at, or close to, the existing T-junction at Haughend, where the three lines converge.
- 1.4 The overhead line element of the proposed works (consisting of restringing the existing pylons) was the subject of an application to the Scottish Ministers under Section 37 of the Electricity Act, where the Council was formally consulted with no objection (13/00858/OHL). However, the formation of the substation was required to be assessed under the Town and Country Planning (Scotland) Act 1997 (as amended) (paragraph 1.2 applies).
- 1.5 In November 2014, a further application was submitted (planning reference 14/01949/FLM), seeking a renewal of planning permission 12/00948/FLM,

which was presented to Full Council on 25 February 2015 (**report 15/90**) and was subsequently granted consent for a further three years.

- 1.6 A review of current programming works identify that the substation is now scheduled to be required by SHE Transmission by 2023.

### **National Policy and Guidance**

- 1.7 The Scottish Government expresses its planning policies through The National Planning Frameworks, the Scottish Planning Policy (SPP), Planning Advice Notes (PAN), Creating Places, Designing Streets, National Roads Development Guide and a series of Circulars.

### **National Planning Framework**

- 1.8 NPF3 is a long-term strategy for Scotland and is a spatial expression of the Government's Economic Strategy and plans for development and investment in infrastructure. Under the Planning etc. (Scotland) Act 2006, this is a statutory document and a material consideration in any planning application. The document provides a national context for development plans and planning decisions as well as informing the on-going programmes of the Scottish Government, public agencies and local authorities.
- 1.9 The East Coast Reinforcement project was included within the National Planning Framework for Scotland 2 (NPF2). The requirement for these electricity infrastructure upgrade works have been carried forward and included within the current National Planning Framework, NPF3. A statement within NPF3 confirms the associated classes of development are required to support the delivery of an enhanced high voltage electricity transmission grid. This is identified as vital in meeting national targets for electricity generation, statutory climate change targets and the security of energy supply.

### **Scottish Planning Policy(SPP) 2014**

- 1.10 The SPP is a statement of Scottish Government policy on land use planning. The following sections of the SPP will be of particular importance in the assessment of this proposal:-
- 1.11 Of relevance to this paper are;
- A Successful Sustainable Place
- Paragraphs 92 – 108 Supporting Business & Employment
  - Paragraphs 135 – 151 Valuing the Historic Environment
- A Low Carbon Place
- Paragraphs 152 – 174 Delivering Heat & Electricity
- A Natural, Resilient Place
- Paragraphs 193 – 218 Valuing the Natural Environment
  - Paragraphs 219 – 233 Maximising the Benefits of Green Infrastructure

## **Development Plan**

- 1.12 The Development Plan for the area comprises the TAYplan Strategic Development Plan 2016-2036 and the Perth and Kinross Local Development Plan 2014.

## **TAYPlan Strategic Development Plan 2016-2036**

- 1.13 TAYPlan sets out a vision for how the region will be in 2036 and what must occur to bring about change to achieve this vision. The vision for the area as set out in the plans states that:
- 1.14 “By 2036, the TAYplan area will be sustainable, more attractive, competitive and vibrant without creating an unacceptable burden on our planet. The quality of life will make it a place of first choice where more people choose to live, work, study and visit, and where businesses choose to invest and create jobs.”
- 1.15 The following sections of the TAYplan 2016 are of particular importance in the assessment of this application.

## **Policy 7 Energy, Waste and Resources**

- 1.16 Relates to pursuing the delivery of low/zero carbon future for the city region to contribute towards meeting Scottish Government energy and waste targets and indicates that, in determining development proposals, consideration should be given to the effect on off-site properties, the sensitivity of landscapes and cumulative impacts.

## **Policy 9 Managing TAYplans Assets**

- 1.17 Seeks to respect the regional distinctiveness and scenic value of the TAYplan area and presumes against development, which would adversely affect environmental assets.

## **Perth and Kinross Local Development Plan 2014**

- 1.18 The Local Development Plan (LDP) was adopted by Perth and Kinross Council on 3 February 2014. The LDP sets out a vision statement for the area and states that, *“Our vision is of a Perth and Kinross which is dynamic, attractive and effective which protects its assets whilst welcoming population and economic growth.”* It is the most recent statement of Council policy and is augmented by Supplementary Guidance.
- 1.19 The principal relevant policies in the assessment of this paper are, in summary:

## **Policy NE4 – Green Infrastructure**

- 1.20 Development should contribute to the creation, protection, enhancement and management of green infrastructure, in accordance with the criteria set out.

## **Policy ER2 – Electricity Transmission Infrastructure**

- 1.21 Proposals for electricity transmission will be supported. Appropriate mitigation will be required in environmentally sensitive locations.

## **Policy ER6 – Managing Future Landscape Change to Conserve and Enhance the Diversity and Quality of the Areas Landscapes**

- 1.22 Development proposals will be supported where they do not conflict with the aim of maintaining and enhancing the landscape qualities of Perth and Kinross and the tests set out in the 7 criteria.

## **Proposed Perth and Kinross Local Development Plan 2 (LDP2)**

- 1.23 Perth & Kinross Council is progressing with preparation of a new Local Development Plan to provide up-to-date Development Plan coverage for Perth & Kinross. When adopted, the Perth & Kinross Local Development Plan 2 (LDP2) will replace the current adopted Perth & Kinross Local Development Plan (LDP). The Proposed Local Development Plan 2 was approved at the Special Council meeting on 22 November 2017 (Report No. 17/387 refers). The Proposed LDP2 sets out a clear, long-term vision and planning policies for Perth & Kinross to meet the development needs of the area up to 2028 and beyond. The Proposed LDP2 is considered consistent with the Strategic Development Plan (TAYplan) and Scottish Planning Policy (SPP) 2014.
- 1.24 The Proposed LDP2, as approved by Perth & Kinross Council, was subject of a 9 week period of representation, which ended on 2 February 2018. Any unresolved representation to the Proposed Plan after this period is likely to be considered at an Examination by independent Reporter(s) appointed by the Scottish Ministers. The Reporter(s) will thereafter present their conclusions and recommendations on the plan, which the Council must accept prior to adoption. It is only in exceptional circumstances that the Council can elect not to do this.
- 1.25 The Proposed Plan represents Perth & Kinross Council's settled view in relation to land use planning and, as such, it is a material consideration in the determination of planning applications. The Proposed Plan is, however, at a stage in the statutory preparation process where it may be subject to modification. As such, limited weight can therefore currently be given to its content and the policies and proposals of the plan are only referred to where they would materially alter the recommendation or decision. The weight of the Proposed Plan may change following consideration of representation received during consultation, at which time the level of significance of any objection to strategy, policies or proposals within the plan will be known.

## **Site History**

- 1.26 11/00005/PAN Formation of a 6 hectare 275/400kV substation, including site access, site drainage, landscaping and construction of laydown areas 17 May 2011.



- 1.27 12/00948/FLM Erection of a new 400/275kV electricity substation and associated works including landscaping and access tracks Application Approved by Full Council on 12 December 2012.
- 1.28 12/01393/FLL Erection of tower and timber structures Application Approved under Delegated Powers on 15 October 2012.
- 1.29 13/00858/OHL Installation of East Coast 400kV reinforcement project. No objection lodged on 26 June 2013.
- 1.30 14/01949/FLM Renewal of permission (12/00948/FLM) erection of a new 400/275kV electricity substation and associated works including landscaping and access tracks Application Approved by Full Council on 25 February 2015.

### **Consultations and Representations**

- 1.31 Due to the nature of the application, no internal or external bodies were consulted on this occasion.
- 1.32 The application has not attracted any letters of representation.

## **2. PROPOSALS**

- 2.1 This section 42 (S42 of the Town and Country Planning (Scotland) Act 1997 (as Amended)) application is submitted to PKC to seek to vary the terms of condition 3 of planning consent 12/00948/FLM (as detailed below) to introduce a phased approach to the delivery of the landscaping scheme. This approach would provide further flexibility to the applicant in terms of the delivery of the different elements of landscaping at the appropriate stage in the development.
- 2.2 Currently Condition 3 of planning permission 12/00948/FLM states in full: “3. Prior to the commencement of development full details of both hard and soft landscaping works shall be submitted to and approved in writing by the Local Planning Authority. These details shall include proposed finished levels or contours detailing cut/fill and height of bunding; means of enclosure; hard surfacing materials and exact location of lighting. Soft landscape works shall include planting plans, written specifications (including cultivation and other operations associated with plant and grass establishment); schedules of plants, noting species, plant sizes and proposed number/densities where appropriate. Thereafter the landscape works shall be carried out as approved prior to the site being brought into use or earlier.
- 2.3 The applicant proposes the following wording variation to condition 3, introducing the underlined wording: “3. Prior to the commencement of development full details of both hard and soft landscaping works and a proposed phasing plan shall be submitted to and approved in writing by the Local Planning Authority. These details shall include proposed finished levels or contours detailing cut/fill and height of bunding; means of enclosure; hard surfacing materials and exact location of lighting. Soft landscape works shall

include planting plans, written specifications (including cultivation and other operations associated with plant and grass establishment); schedules of plants, noting species, plant sizes and proposed number/densities where appropriate. A phasing plan shall be submitted setting out a phased approach to the delivery of both hard and soft landscaping works. Thereafter the landscape works shall be carried out as approved and in accordance with the approved phasing plan unless otherwise agreed in writing with the Local Planning Authority.

- 2.4 In association, the applicant has also requested that consideration be given to extend the planning consent beyond the standard three year consent timeframe to a five year consent , accommodating current operational programmed timetabling.
- 2.5 In addition to the above. Matters relating to conditions 5 and 7 of the consent (archeological investigation and osprey mitigation) have been discharged or partially discharged through information submitted to PKC for approval and as a consequence these conditions do not required to be reported in any subsequent consent.

### **3. APPRAISAL**

- 3.1 Section 42 of the Town and Country Planning (Scotland) Act 1997 enables the determination of applications to develop land without compliance with conditions previously attached. The legislation specifies that on such an application, the Planning Authority shall consider only the issue of the conditions to be attached to any resulting permission. If they decide that planning permission should be granted subject to conditions differing from those subject to which the previous permission was granted, or that it should be granted unconditionally, they shall grant planning permission accordingly. If they decide that planning permission should be granted subject to the same conditions as those subject to which the previous permission was granted, they shall refuse the application.
- 3.2 The principal determining issue in this case is whether the proposed introduction of a landscape phasing plan within Condition 3 would be consistent with the relevant provisions of the associated Development Plans; or if an exception to these provisions is justified by other material considerations. In addition, there is a further consideration on whether the five year time limit that the applicant seeks to be included as part of this consent is appropriately justified.
- 3.3 Although not a requirement of this application, it was considered appropriate to request a draft phasing plan to be submitted at this stage, which assists in giving an indication of the approach and phasing to be pursued. A draft phasing plan was submitted (18/00200/3), which as part of phase one identifies the securing of early planting on the eastern extents along with bunding from earthworks. This would be an appropriate approach and phasing strategy given the nature of the construction works and the

associated visual impacts anticipated for nearby residential neighbours Gamekeepers cottage and Haughend Farm cottage.

- 3.4 The proposed introduction of revised conditional wording of Condition 3 to include a phasing plan is, in itself, considered both reasonable and logical given the scale of the development, the construction phases. It also gives the Planning Authority the additional opportunity to guide early planting in key areas. The specifics of the proposed wording have been reviewed and recommended to be further edited to wording set out below in the Conclusion and Recommendation section.
- 3.5 Scottish Government Circular 3/2013: Development Management Procedures provides guidance on addressing S42 applications in 'Annex 1: Applications for Planning Permission under Section 42 of the Act'. This confirms in paragraph 2a) that the effect of granting permission for a S42 application is such that a new and separate permission exists for the development with different (or no) conditions attached. The previous planning permission remains unaltered by, and is not varied by, the decision on the S42 application.
- 3.6 Following review of the initial submission and in discussion with the applicant, it was made clear that the current committed phasing programme is indicated to now be on the ground by 2023. This has the potential to take the timescales to a total of five years, two years beyond applying the standard three year consent as set out in the Planning Act.
- 3.7 Paragraph 2b) stipulates that the duration of the new permission is specified in the Act. Alternatively, authorities may direct that a longer or shorter period applies. Paragraph 8) specifies that, where a new permission is granted, the new duration will be as specified in Section 58 or 59 of the Act. However, it is possible for the Planning Authority to direct that an alternative time period applies. In this case, it is considered competent and reasonable to include a direction allowing for a five year consent, coinciding with the current identified infrastructure programme.
- 3.8 The proposal does not alter the proposed development, which has previously been deemed to be in accordance with the Development Plan for the area. The proposed development remains as described in the extant planning permission. The only change relates to the introduction of the requirement for a phasing plan, which incorporates a phased approach to the delivery of the landscaping scheme. The detailed landscape proposals and proposed phasing will be submitted for approval by PKC at the appropriate stage.

#### **Direction by Scottish Ministers**

- 3.9 Under the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013, regulations 30-33 there have been no directions by the Scottish Government in respect of an Environmental Impact Assessment screening opinion, call in or notification relating to this application.

#### **4. CONCLUSION AND RECOMMENDATIONS**

- 4.1 In supporting the current application, there will be no physical change from the consented position in terms of the proposed development including, siting, design, layout and associated impacts. The proposed introduction of a phasing plan to the condition wording provides further flexibility to the applicant in terms of delivery of an appropriately phased landscaping plan, whilst also providing the opportunity for a welcome commitment to potentially establishing early landscaping around the periphery. The proposed variation to condition 3 is not deemed to result in a change to the acceptability of the previously consented development and continues to provide Perth and Kinross Council with the necessary controls in terms of monitoring and enforcement of the landscape proposals.
- 4.2 In summary, the position of the consent has not changed. The Planning Authority remains content that the scheme remains compliant with the updated policy positions, including continued support through NPF3. The proposed extension of the consent timescale by a further two years is also considered acceptable, given the current lead in timescales presented.
- 4.3 The Council is asked to:
- i) Note the contents of the report
  - ii) Approve the proposed amended wording to condition 3 as set out below.
  - iii) Approve the departure from the standard three year timescale to extend the permission for five years, consistent with the current project timescales.

#### **5. APPROVE THE APPLICATION SUBJECT TO THE FOLLOWING DIRECTION AND CONDITIONS:**

##### **5.1 Direction**

Perth and Kinross Council direct that subsections (2), (3) and (3a) of section 58 of the Town and Country Planning (Scotland) Act 1997 apply as respects to application 18/00200/FLN with the substitution for the period of 3 years to 5 years.

##### **5.2 Conditions**

- 1 No alterations or amendments shall be made to the details contained in the approved plans referred to in this decision notice unless so indicated by conditions attached to this consent or agreed in writing with the Local Planning Authority.

Reason: To ensure a satisfactory development as indicated on the submitted drawings.

- 2 Prior to the commencement of development, a full site specific drainage scheme shall be submitted for the written approval of the planning authority, in consultation with SEPA and the Council's Flood Prevention Authority, and all work shall be carried out in accordance with the said scheme. The submitted information shall include a detailed drawing of the SUDS layout for the proposal site.

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

- 3 Prior to the commencement of development, full details of both hard and soft landscaping works and a supporting phasing plan shall be submitted to, and approved in writing by, the Local Planning Authority. These details shall include proposed finished levels or contours detailing cut/fill and height of bunding; means of enclosure; hard surfacing materials and exact location of lighting. Soft landscape works shall include planting plans, written specifications (including cultivation and other operations associated with plant and grass establishment); schedules of plants, noting species, plant sizes and proposed number/densities, where appropriate. The phasing plan shall be submitted no later than 24 months prior to the commencement of development, setting out a detailed, phased approach to the delivery of both hard and soft landscaping works. Thereafter, the landscape works shall be carried out as approved and in accordance with the approved phasing plan.

Reason: To ensure that the proposed development does not prejudice the appearance of the locality and to preserve and enhance nature conservation interests.

- 4 Any trees or planting associated with condition 3 which, within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced within the next planting season with others of similar size and species unless the Local Planning Authority gives written consent to any variation.

Reason: To ensure that the proposed development does not prejudice the appearance of the locality and ensure the Local Planning Authority retains effective control.

- 5 No development shall take place within the development site as outlined in red on the approved plan(s) 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, agreed by Perth & Kinross Heritage Trust, and approved by the Local Planning Authority. Thereafter, the developer shall ensure that the programme of archaeological works is fully implemented and that all recording and recovery of archaeological resources within the development site is undertaken to the reasonable satisfaction of the Local Planning Authority in agreement with Perth & Kinross Heritage Trust.

Reason: To safeguard any archaeological interest of the site.

- 6 Prior to the commencement of development, details of an independent and suitably qualified Ecological Clerk of Works to be appointed by the developer, together with details of a reporting scheme to the planning authority by the person appointed, have been submitted to and approved in writing by, the Planning Authority. The Ecological Clerk of Works shall undertake a watching brief throughout the felling of trees associated with the formation of the site access and oversee compliance with the ecological mitigation measures provided in Appendix II of ECHOES Ecology Ltd dated 23 July 2012. The appointment of the Ecological Clerk of Works shall end following completion of the felling associated with the site access.

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

- 7 At least two months prior to the commencement of any works, a full site specific Construction Environmental Management Document (CEMD) must be submitted for the written approval of the planning authority in consultation with SEPA, SNH, Historic Environment Scotland and the Council's Environmental Health Department. Thereafter, all work shall be carried out in accordance with the approved plan.

Reason: To ensure compliance with the commitments contained within the environmental appraisal and the subsequent recommendations contained within the consultation responses.

- 8 Construction operations shall only be carried out at the site between the hours of 07.00 to 19.00 in April to September and 07.30 to 17.00 in October to March. At weekends, the working hours shall be approximately 07.00 to 17.00 in April to September and 07.30 to 17.00 in October to March. Any variation in these working hours shall only be as be agreed in writing and in advance by this Council as Planning Authority.

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

- 9 Only the plant machinery and equipment specified in the Environmental Statement submitted with the application (or similar plant which generates no greater sound power levels) shall be used, unless otherwise agreed in writing with this Council as Planning Authority. All vehicles, plant and machinery shall operate only during the permitted hours of operation, and shall at all times be silenced in accordance with the manufacturer's recommendations and so operated as to minimise noisy emissions. The Planning Authority reserves the right to insist on any reasonable additional measures to further minimise noise emissions, should it prove expedient to do so.

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

- 10 The only external lighting within the site shall be for inspection and maintenance purposes and shall be sufficiently installed, screened and aligned to the satisfaction of this Council as Planning Authority, in consultation with the Environmental Health Section, so as to ensure that light spillage beyond the site boundaries is minimised and maintained as agreed.

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

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

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

- 12 Prior to the commencement of development ,a scheme of localised road widening, junction improvements and other associated strengthening or upgrade works shall be agreed in writing with this Council as Planning Authority in consultation with the Roads Authority and such other parties as considered appropriate.

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

### 5.3 Justification

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

### Informatives

- 5.4 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.

- 5.5 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.

- 5.6 The development will require the 'Display of Notice while development is carried out' under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. In accordance with Regulation 41, the notice must be:

- Displayed in a prominent place at, or in the vicinity of, the site of the development
- Readily visible to the public
- Printed on durable material

- 5.7 The applicant is advised that in, terms of Section 56 of the Roads (Scotland) Act 1984, he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.

**Author**

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**Approved**

Name	Designation	Date
Barbara Renton	Executive Director (Housing & Environment)	7 May 2018

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>No</b>
Corporate Plan	<b>No</b>
<b>Resource Implications</b>	
Financial	<b>No</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>Yes</b>
Legal and Governance	<b>No</b>
Risk	<b>No</b>
<b>Consultation</b>	
Internal	<b>No</b>
External	<b>No</b>
<b>Communication</b>	
Communications Plan	<b>No</b>

### 1. Strategic Implications

Community Plan / Single Outcome Agreement

1.1 N/A

Corporate Plan

1.2 N/A

### 2. Resource Implications

Financial

2.1 N/A

Workforce

2.2 N/A

Asset Management (land, property, IT)

2.3 N/A

### **3. Assessments**

#### Equality Impact Assessment

3.1 N/A

#### Strategic Environmental Assessment

3.2 N/A

#### Sustainability

3.3 Following an assessment using the Integrated Appraisal Toolkit, it has been considered that the report is likely to have some positive future implications regarding the Council's corporate sustainable development principles.

#### Legal and Governance

3.4 N/A

#### Risk

3.5 N/A

### **4. Consultation**

#### Internal

4.1 N/A

#### External

4.2 N/A

### **5. Communication**

5.1 N/A

### **2. BACKGROUND PAPERS**

2.1 Planning etc. (Scotland) Act 2006  
TAYplan 2016-36  
Scottish Planning Policy  
Local Development Plan 2014

### **3. APPENDICES**

3.1 Appendix 1a Full Council Committee Report December 2012 (12/00948/FLM)  
Appendix 1b Full Council Committee Report February 2015 (14/01949/FLM)

12/573

**PERTH AND KINROSS COUNCIL****12 December 2012****Report of Handling by Development Quality Manager**

Erection of a new 400/275KV electricity substation and associated works including landscaping and access tracks on Land 450 Metres North West of Haughend Farm by Meigle.

Ref. No: 12/00948/FLM  
Ward No: N2 - Strathmore

**Summary**

This report assesses the application for the erection of a new 400/275KV electricity substation and associated works including landscaping and access tracks. It recommends approval as it complies with the National Planning Framework for Scotland (NPF2) as well as the policies within the Structure and Local Development Plans for the Area.

As this proposal is a National Planning Application for which, under Paragraph 27.1(a) of The Town and County Planning (Development Management Procedure) (Scotland) Regulations 2008, a pre-determination hearing is required to be held prior to the application being presented to Full Council for determination.

**Background and Description**

1. This application is a key element of the Keith to Kincardine East Coast Reinforcement Project which is a national development contained within the National Planning Framework for Scotland (NPF2). The NPF statement of need confirms that the strategic reinforcement project is essential to provide the transmission capacity necessary to realise the potential of Scotland's renewable energy resources, maintain long-term security of electricity supply and support sustainable economic development.
2. Presently the overhead transmission lines operate at a voltage of 275kV. The proposed upgrade by Scottish Hydro Electric Transmission Limited (SHETL) would result in the transmission line between Kintore and Kincardine operating at 400kV with the line from Haughend to Tealing (just north of Dundee) remaining at 275Kv. In order to accommodate both voltages it is necessary to construct a 275/400kV substation at or close to the existing T-junction at Haughend where the three lines converge.
3. The overhead line element of the proposed works (which consists of restringing the existing pylons) will be subject of an application to the Scottish Ministers under Section 37 of the Electricity Act, although the Council would be formally consulted. However the formation of the substation is required to be assessed under the Town and Country Planning (Scotland) Act 1997(as amended).

## **PRE-APPLICATION CONSULTATION**

4. The proposed development is classed as a national development which requires pre-application consultation with the local community to be undertaken. A Proposal of Application Notice (PAN) was submitted to the Planning Authority as required by Regulation 6 of The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008 and Section 35 B of the Planning Act in April 2011. The content of the PAN was subsequently agreed.
5. The applicant has submitted documentation with the submission which details the extent of pre-application consultation undertaken in the form of a pre-application consultation summary report. Having had the opportunity to take account of this correspondence and its relationship with the content contained within the PAN I am satisfied that the pre-application consultation activity is sufficient.

## **National Policy and Guidance**

### **National Planning Framework**

6. The second National Planning Framework for Scotland (NPF) was published in June 2009, setting out a strategy for Scotland's spatial development for the period up until 2030. Under the Planning etc (Scotland) Act 2006 this is now a statutory document and a material consideration in any planning application. The document provides a national context for development plans and planning decisions as well as informing the on-going programmes of the Scottish Government, public agencies and local authorities.
7. The NPF identifies sustainable development as a key issue to be addressed through future planning, in the form of efficient use of resources, reduction in energy use and CO<sub>2</sub> emissions and the development of new and renewable sources of energy. It also offers a commitment towards EU objectives of working towards deriving 20% of all energy used from renewable sources by 2020. To facilitate the growth in renewable generation, the NPF recognises the need to increase the capacity of Scotland's existing transmission infrastructure, stating that, 'Grid connections between rural energy resources and the centres of electricity consumption need to be improved.'

### **The Scottish Planning Policy 2010**

8. This SPP is a statement of Scottish Government policy on land use planning and contains:
  - the Scottish Government's view of the purpose of planning,
  - the core principles for the operation of the system and the objectives for key parts of the system,
  - statutory guidance on sustainable development and planning under Section 3E of the Planning etc. (Scotland) Act 2006,

- concise subject planning policies, including the implications for development planning and development management and,
- the Scottish Government's expectations of the intended outcomes of the planning system.

9. Of relevance to this application are:

- Paragraphs 45 – 48: Economic Development
- Paragraph 97: Prime Quality Agricultural Land
- Paragraphs 110 – 124 Historic Environment
- Paragraphs 125 – 148: Landscape & Natural Heritage
- Paragraphs 196 – 211: Flooding and Drainage

### **Scottish Planning Advice Notes**

10. The following Scottish Government Planning Advice Notes (PANs) are of interest:

- PAN 1/2011 Planning and Noise
- PAN 2/2011 Planning and Archaeology
- PAN 40 Development Management
- PAN 51 Planning and Environmental Regulation (Revised 2006)
- PAN 60 Planning for Natural Heritage
- PAN 61 Planning and Sustainable Urban Drainage Systems
- PAN 68 Design Statements
- PAN 79 Water and Drainage

### **Scottish Government's guidance note, "Controlling Light Pollution and Reducing Lighting Energy Consumption" (March 2007).**

11. This sets out the commitment to reduce light pollution and save energy by specifying appropriate lighting standards.

### **Development Plan**

12. The Development Plan for the area consists of TAYplan Strategic Development Plan 2012 – 2032 and the Eastern Area Local Plan 1998.

### **TAYplan Strategic Development Plan 2012 – 2032 Approved June 2012**

### **Policy 3: Managing TAYplan's Assets**

13. Understanding and respecting the regional distinctiveness and scenic value of the TAYplan area through: safeguarding habitats, sensitive green spaces, forestry, watercourses, wetlands, floodplains (in-line with the water framework directive), carbon sinks, species and wildlife corridors, geodiversity, landscapes, parks, townscapes, archaeology, historic buildings and monuments and allow development where it does not adversely impact upon or preferably enhances these assets.

## **Policy 6: Energy and Waste/Resource Management Infrastructure**

- A.** Local Development Plans should identify areas that are suitable for different forms of renewable heat and electricity infrastructure and for waste/resource management infrastructure or criteria to support this; including, where appropriate, land for process industries (e.g. the co-location/proximity of surplus heat producers with heat users).
- B.** Beyond community or small scale facilities, waste/resource management infrastructure is most likely to be focussed within or close to the Dundee and/or Perth Core Areas (identified in Policy 1).
- C. Local Development Plans and development proposals should ensure that all areas of search, allocated sites, routes and decisions on development proposals for energy and waste/resource management infrastructure have been justified, at a minimum, on the basis of these considerations:**
- The specific land take requirements associated with the infrastructure technology and associated statutory safety exclusion zones;
  - Waste/resource management proposals are justified against the Scottish Government's Zero Waste Plan and support the delivery of the waste/resource management hierarchy;
  - Proximity of resources (e.g. woodland, wind or waste material); and to users/customers, grid connections and distribution networks for the heat, power or physical materials and waste products, where appropriate;
  - Anticipated effects of construction and operation on air quality, emissions, noise, odour, surface and groundwater pollution, drainage, waste disposal, radar installations and flight paths, and, of nuisance impacts on off-site properties;
  - Sensitivity of landscapes (informed by landscape character assessments and other work), the water environment, biodiversity, geo-diversity, habitats, tourism and listed/scheduled buildings and structures;
  - Impacts of associated new grid connections and distribution or access infrastructure;
  - Cumulative impacts of the scale and massing of multiple developments, including existing infrastructure; and,
  - Impacts upon neighbouring planning authorities (both within and outwith TAYplan).

## **Eastern Area Local Plan 1998**

14. The principal relevant policies are in summary: -

## **Policy 01 Eastern Sustainable Development**

15. The Council will seek to ensure, where possible, that development within the Plan area is carried out in a sustainable manner. Where development is considered to be unsustainable but has other benefits to the area which outweigh the sustainability issue, the developer will be required to take whatever mitigation measures are deemed both practical and necessary to minimise any adverse impact. The following principles will be used as guidelines in assessing the sustainability of projects:-
- a) Non-renewable resources should be used wisely and sparingly, at a rate which does not restrict the options of future generations.
  - b) Renewable resources should be used within the limits of their capacity for regeneration.
  - c) The quality of the environment as a whole should be maintained and improved.
  - d) In situations of great complexity or uncertainty the precautionary principle should apply.
  - e) There should be an equitable distribution of the costs and benefits (material and non-material) of any development.

## **Policy 02 Eastern General Development Policy**

16. All developments within the Plan area not identified as a specific policy, proposal or opportunity will also be judged against the following criteria:-
- (a) Rural sites should have a landscape framework capable of absorbing or, if necessary, screening the development; where required, opportunities for landscape enhancement will be sought.
  - (b) In the case of built development, regard should be had to the scale, form, colour and density, of existing developments within the locality.
  - (c) The development should be compatible with its surroundings in land use terms and should not result in significant environmental damage or loss to the amenity or character of the area.
  - (d) The road network should be capable of coping with traffic generated by the development and satisfactory access on to that network provided.
  - e) Where applicable there should be sufficient spare capacity in drainage, water and education services to cater for new development.
  - (f) The site should be large enough to accommodate the development satisfactorily in site planning terms.

- (g) Buildings and layouts for new development should be designed so as to be energy efficient.
- (h) Built development should, where possible, be built in those settlements which are the subject of inset maps.

### **Policy 03 Eastern Flood Risk**

- 17. Development in areas liable to flood, or where remedial measures would adversely affect flood risk elsewhere, will not normally be permitted.
- 18. For the purposes of this policy flood risk sites will be those which are judged to lie within:-
  - (1) Areas which flooded in January 1993.
  - (2) Sites which lie within a flood plain.
  - (3) Low lying sites adjacent to rivers, or to watercourses which lead to categories 1 and 2.

Note:- This policy reflects the Council's Interim Flood Risk Policy. A Flood Appraisal Group has been set up to prepare a more detailed Policy on this topic.

### **Policy 06 Eastern Light Pollution**

- 19. The Council will not grant consent for proposals which would result in unnecessary and intrusive light pollution. The use of locations and lighting systems which limit light pollution, together with conditions to control the period of usage will be encouraged.

### **Policy 09 Eastern Renewable Energy**

- 20. The Council will encourage, in appropriate locations, developments which contribute towards the Scottish Renewables Obligation. In the absence of a detailed Council wide policy on renewable energy production, developments will be assessed against the following criteria:
  - 1. That provision can be made for construction traffic, without danger to road traffic safety or the environment.
  - 2. That the development will not have a significant detrimental effect on sites of nature conservation interest or sites of archaeological interest.
  - 3. That the development will not result in an unacceptable intrusion on the intrinsic landscape quality of the area.
  - 4. That the development will not result in a loss of amenity to neighbouring occupiers by reasons of noise emission, visual dominance, electromagnetic disturbance or reflected light.
  - 5. The cumulative impact of having two or more windfarms in the same area will be considered.



21. The proposed transmission lines between development and the National Grid will be considered an integral part of the development and their impact will also be assessed in relation to the above criteria. Developers will be required to enter into an agreement for the removal of the development and the restoration of the site, following the completion of the development's useful life.

#### **Policy 12 Eastern Environment and Conservation**

22. In the absence of imperative reasons of overriding public interest, the Council will not grant consent for, or support, development which would damage the integrity of Sites of Special Scientific Interest, National Nature Reserves, Special Protection Areas, Ramsar Sites and Special Areas of Conservation.
23. Note:- Further details of protected sites and areas are contained in the Technical Appendix

#### **Policy 13 Eastern Environment and Conservation**

24. The Council will not normally grant consent for any development which would have an adverse effect on sites of local nature conservation interest and will seek to protect the integrity of such sites identified on the proposals maps and any others approved by the Council, which may be identified by Scottish Natural Heritage, SWT and others with the owners' agreement during the Plan period. The Council will apply the same policy to principal wildlife corridors.

#### **Policy 14 Eastern Environment and Conservation**

25. The Council will not normally grant consent for any development which would have an adverse effect on:- sites supporting species mentioned in Schedules 1, 5 and 8 of the Wildlife and Countryside Act, 1981 as amended; Annex II or IV of the European Community Habitat and Species Directive; Articles 1.4 and 1.2 of the European Community Wild Birds Directive.
26. Note:- A list of protected species is contained in the Technical Appendix.

#### **Policy 15 Eastern Environment and Conservation**

27. The Council will not normally grant consent for any development which would have an adverse effect upon those habitats and species listed in Annex I and II of the EC Habitats and Species Directive.
28. Note:- The list of protected habitats and species is contained in the Technical Appendix.

#### **Policy 16 Eastern Environment and Conservation**

29. The Council will seek to protect native woodland from development and will encourage and support the protection and expansion of existing native woods and the creation of new ones

### **Policy 18 Eastern Trees**

30. Individual trees or groups of trees with considerable amenity value will be protected by the use of Tree Preservation Orders, where they are considered to be in danger. Only in exceptional cases will Tree Preservation Orders be applied to woodlands or commercial plantations.
31. Note:- Further information on T.P.O.s is contained in the Technical Appendix.
32. Community Woodland: the Council will encourage the provision of Community Woodland schemes. Priority will be given to encouraging the expansion, by up to 20 ha of the woodland recreational opportunities in the area surrounding Blairgowrie and Rattray, Coupar Angus and Alyth.

### **Policy 20 Eastern Archaeology**

33. The Council will safeguard the settings and archaeological landscapes associated with Scheduled Ancient Monuments (protected under the Ancient Monuments and Archaeological Areas Act 1979), unless there are exceptional circumstances.
34. Note:- Further details of the list of Scheduled Ancient Monuments is contained in the Technical Appendix.

### **Policy 21 Eastern Archaeology**

35. The Council will seek to protect unscheduled sites of archaeological significance. Where development is proposed in such areas, there will be a strong presumption in favour of preservation in situ and where in exceptional circumstances preservation of the archaeological features is not feasible, the developer, if necessary through appropriate conditions attached to planning consents, will be required to make provision for the excavation and recording of threatened features prior to development commencing.
36. Note:- A list of unscheduled sites of archaeological significance is contained in the Technical Appendix.

### **Policy 22 Eastern Archaeology**

37. Where it is likely that archaeological remains may exist, the prospective developer will be required to arrange for an archaeological evaluation to be carried out by a professionally qualified archaeological organisation or archaeologist before the planning application is determined.

### **Policy 23 Eastern Listed Buildings**

38. There will be a presumption against the demolition of Listed Buildings and a presumption in favour of consent for development involving the sympathetic restoration of a Listed Building, or other buildings of architectural value. The setting of Listed Buildings will also be safeguarded.

### **Policy 38 Eastern Landward general policies**

39. Developments in the landward area, as shown on Proposals Map A, on land which is not identified for a specific policy, proposal or opportunity will generally be restricted to agriculture, forestry, recreation, tourism related projects or operational developments of statutory undertakers and telecommunications operators, for which a countryside location is essential. Developments will also be judged against the following criteria:-
- a. The site should have a good landscape framework capable of absorbing, and if necessary, screening the development.
  - b. In the case of built development the scale, form, colour, density and design of development should accord with the existing pattern of building.
  - c. The development should be compatible with its surroundings in land use terms and should not result in a significant loss of amenity to the local community.
  - d. The local road network should be capable of absorbing the development and a satisfactory access onto that network provided.
  - e. Where applicable there should be sufficient spare capacity in local services to cater for the new development.
  - f. The site should be large enough to accommodate the development satisfactorily in site planning terms.
  - g. Built development should not be located adjoining and outwith those settlements which are the subject of Inset maps.

### **Policy 39 Eastern Rural Land Uses - Agricultural**

40. The Council will support agriculture remaining as a major land use and a source of employment in the Plan area. In line with government policy, there will be a presumption against the use of significant areas of prime quality agricultural land for irreversible development.

### **Policy 47 Eastern Historic gardens and design landscapes**

41. The Council will protect and seek to enhance the Historic Gardens and Designed Landscapes identified on Proposals Map A and any others which may be identified by Historic Scotland and Scottish Natural Heritage during the Plan period.
42. Note:- Further details are contained in the Technical Appendix.

### **Perth and Kinross Council Local Development Plan - Proposed Plan January 2012**

43. Members will be aware that on the 30 January 2012 the Proposed Plan was published. The adopted Local Plan will eventually be replaced by the Proposed Local Development Plan. The Council's Development Plan Scheme sets out the timescale and stages leading up to adoption. Currently undergoing a period of representation, the Proposed Local Development Plan may be modified and will be subject to examination prior to adoption. This means that it is not expected that the Council will be in a position to adopt the Local Development Plan before December 2014. The Plan may be regarded as a material consideration in the determination of this application, reflecting a more up to date view of the Council.
44. Under the LDP the principal policies of relevance are as follows:-

### **Policy PM2 – Design Statements**

45. Design statements will be required for developments falling within any of a series of specified categories

### **Policy TA1: Transport Standards and Accessibility Requirements**

46. The Plan identifies that encouragement will be given to the retention and improvement of existing infrastructure

### **Policy HE1: Scheduled Monuments and Non-Designated Archaeology**

47. There is a presumption against development which would have an adverse effect on the integrity of a Scheduled Monument and its setting and the Council will seek to protect areas or sites of archaeological interest and their settings

### **Policy NE1: Environment and Conservation Policies**

48. Development proposals should not have any significant impact on International Nature Conservation Sites, National Designations, Local Designation or European Protected Species.

### **Policy NE2 – Forestry, Woodlands and Trees**

49. The Council will seek to protect all wildlife and wildlife habitats, including grasslands, wetlands and peat-lands and habitats that support rare or endangered species.

### **Policy NE3: Biodiversity**

50. The Council will seek to protect and enhance all wildlife and wildlife habitats.

### **Policy NE4: Green Infrastructure**

51. This policy sets out a series of criteria under which development can contribute to the creation, protection, enhancement and management of green infrastructure.

### **Policy ER2: Electricity Transmission Infrastructure.**

52. Proposals for electricity transmission infrastructure (including lines, towers/pylons/poles, substations, transformers, switches and other plant) will be supported. In environmentally sensitive locations appropriate mitigation will be required and should be considered as part of the preparation of any proposal. Underground alternatives to overhead route proposals will generally be supported where they would not have a significantly detrimental impact on the environment. Where new infrastructure provision will result in existing infrastructure becoming redundant, the Council will seek the removal of the redundant infrastructure as a requirement of the development.

### **Policy ER5: Prime Agricultural Land**

53. Development on prime agricultural land will not be permitted unless it is necessary to meet a specific established need such as a major infrastructure proposal and there is no other suitable site available on non prime land.

### **Policy ER6: Managing Future Landscape Change to Conserve and Enhance the Diversity and Quality of the Area's Landscapes**

54. Development and land use change should be compatible with the distinctive characteristics and features of Perth and Kinross's landscapes.

## **Policy EP2: New Development and Flooding**

55. There will be a general presumption against proposals for built development or land raising on a functional flood plain and in areas where there is a significant probability of flooding from any source or where the proposal would increase the probability of flooding elsewhere.

## **Policy EP3: Water Environment and Drainage**

56. Proposals will need to have regard to the Scottish River Basin Management Plan and any associated Area Management Plans.

## **Policy EP4: Health and Safety Consultation Zones**

57. Consultation zones are identified for pipelines and other modifiable installations within which the Health and Safety Executive must be consulted over certain types of development proposals.

## **Policy EP5: Nuisance from Artificial Light and Light Pollution**

58. The Council's priority will be to prevent a statutory nuisance from occurring first and foremost, from artificial light and light pollution.

## **Site History**

59. None.

## **Consultations**

60. **Health and Safety Executive** – Does not advise against approval of the application.
61. **Historic Scotland** – No objection
62. **Environmental Health** – No objection but conditions are recommended
63. **Perth and Kinross Council Flooding Section** – No objection subject to a condition which will ensure the submission of the finalised arrangement of the Sustainable Urban Drainage System (SUDS).
64. **Scottish Water** – No objection.
65. **Scottish Environment Protection Agency** – No objection subject to conditions.
66. **Scottish Natural Heritage** – No objection.
67. **Perth and Kinross Heritage Trust** – No objection subject to conditions.
68. **RSPB** – No objection.

## **Representations**

69. One letter of objection has been received raising the following issues:-

- Visual Impact
- Noise
- Loss of prime agricultural land
- Economic Impact on Farming Operations
- Impact on Scheduled Ancient Monument

70. These issues are all raised in the Appraisal section of this report.

## **ADDITIONAL STATEMENTS**

71.Environment Statement	Not required
Screening Opinion	Not required
Environmental Impact Assessment	Not required
Appropriate Assessment	Not required
Design Statement / Design and Access Statement	Submitted
Report on Impact or Potential Impact	Environmental Appraisal/Surveys submitted.

## **Appraisal**

72. Sections 25 and 37(2) of the Town & Country Planning (Scotland) Act 1997 (as amended) requires the determination of the proposal to be made in accordance with the provisions of the Development Plan, unless material considerations indicate otherwise. The Development Plans that are applicable to this area comprise the approved Tayplan 2012 – 2032 and the Eastern Area Local Plan 1998. The Perth and Kinross Council Proposed Local Development Plan 2012 is a material consideration in the determination of the application.

73. The determining issues in this case are:- whether the proposal complies with Development Plan policy; whether the proposal complies with supplementary planning guidance; or if there are any other material considerations which justify a departure from policy.

## **Substation Site Selection**

74. SHETL has a statutory duty under Schedule 9 of the Electricity Act 1989 to develop and maintain an efficient, co-ordinated and economical electrical transmission system in its licensed areas. Where there is a requirement to extend, upgrade or reinforce its transmission network, SHETL's aim is to achieve an environmentally aware, technically feasible and economically viable solution that would cause the least disturbance to the environment and the people who use the area.

75. As part of this process SHETL carried out a site selection exercise that identified four potential sites for the substation. These options were then considered by specialist consultants over spring and summer 2010 which

included site investigations to inform the selection and consultation with statutory bodies. The outcome of this process resulted in a preferred option being chosen by SHETL which is now subject to this application.

## **The Substation**

76. The proposed substation is approximately 7.2 hectares in area with the maximum height of equipment and plant within the substation at 11.3m. The substation will be surrounded by a 2.4 metre palisade fence. A single storey building will house the site services and control equipment which is located to the west. A new access to the substation will be created from the public road which will require an element of tree felling.
77. The substation will be operated remotely and unmanned aside for regular inspections every two weeks, and less frequent periodic maintenance and upgrades. The lifespan of the substation is estimated at 40 years, after which time it can be decommissioned or upgraded. The proposal includes illumination, however, SHETL has confirmed the floodlights would only be used in the event of a fault during the hours of darkness.

## **Construction and Operational Noise**

78. The closest residential properties to the site of the proposed substation are Gamekeepers Cottage approximately 120 metres, Haughend Farm Cottage approximately 150 metres and Haughend Farm approximately 220 metres away.
79. Construction is planned to take 18 months from initiation to completion which consist of 3 phases. Phase 1 Site Access and construction compound, Phase 2 Site preparation, platform formation, control building, tower construction, Phase 3 Electrical installation and commissioning.

### **Construction Noise**

80. Construction plant noise levels have been estimated using BS55228 for each phase of works. The noise levels predicted for Phase 1 are lower than the 65dB(A) lower cut off value for daytime construction noise, predicted noise level is to be no greater than 54dB (A) and the effect from construction noise on all receptors is negligible.
81. Predicted noise levels for Phase 2 are above the 65dB (A) threshold. At Gamekeepers Cottage, with mitigation, the noise level would be 69dB (A) which is still a moderate–major effect. Haughend Farm Cottage and Haughend Farm will be mostly affected by noise from the tower construction stage. The tower construction work even with general mitigation measures may not be sufficient to reduce noise levels to below the 65dB (A) threshold. However, the activity is a short-duration activity and peak level would only be encountered for short periods, if at all. The effect on these locations is therefore considered to be minor-moderate.



82. Predicted noise levels at all assessed receptors for Phase 3 are within the 65 dB(A) threshold, except at Gamekeepers Cottage where the noise level predicted is 68dB(A) however mitigation measures should reduce this by 5 dB, thus resulting in a minor effect at worst. It should be noted that these predictions are if all plant is in operation simultaneously at full power, and if all plant is situated at the region of the site nearest to the receptor.
83. No vibration impacts have been identified at any of the receptors.
84. The Environmental Appraisal has suggested time limits associated with construction works which Environmental Health has requested to be incorporated into a condition.

#### Operational Noise

85. There are four main sources of noise from the operation of the proposed new substation
  1. Transformer noise; transformers create a steady humming noise caused by the power frequency oscillation within the iron core of the unit, cooling fans are used only when a transformer is out of service for maintenance or is faulty, estimated usage of fan is one week every two years.
  2. Switchgear operation; the switchgear would only operate in response to faults or for planned maintenance; the number of operations is expected to be in the order of ten per year. The noise associated with the switchgear is a single instantaneous noise event. The design and specification of the site will ensure that noise from the switchgear events will not exceed 57 dB Lmax externally at the nearest noise sensitive receptors.
  3. Corona Discharge is the result of the breakdown of particles in the air, in areas of high electrical stress. It regularly occurs around high voltage electrical installations and is most prevalent in areas of high pollution and under damp atmospheric conditions. The main source of corona discharge at the substation would be from the overhead lines which enter the site and will be located 200 meters away from the closest noise sensitive receptor.
  4. Reactor Noise; reactive compensation devices; resonate with power frequency oscillation in a similar manner to transformers, and has a particularly high tonal content.
86. The applicant has assessed the impact of operational noise on the nearest properties to the substation site using criteria in BS 4142 with noise levels at the nearest sensitive receptors being calculated using a three dimensional noise propagation model. The model has used typical transformer and cooling fan sound power values associated with the proposed type of substation. The applicant states that the assessment of internal noise levels are predicted to

be significantly below the day and night time noise rating levels of NR20 (night) and NR35(day) at all locations. Environmental Health has been consulted on the application and they advise a condition should be imposed on the consent to limit operational noise associated with the substation.

## **Light Pollution**

87. Substations are not generally illuminated, however, this proposal includes floodlights as there may be times when illumination is required for safety purposes during the hours of darkness, during the winter months or for any overrun of planned works. It is acknowledged that there is no requirement for the site to be constantly illuminated and that use will be limited to operational requirements.
88. Minimising obtrusive light and reducing lighting energy usage are important environmental factors which are detailed in the Scottish Government's guidance note entitled Controlling Light Pollution and Reducing Lighting Energy Consumption (March 2007). In this instance I consider conditional control of permanent floodlights could ensure light spillage beyond the boundaries of the site is minimised by ensuring the equipment is aligned and or screened appropriately. This would likely reduce the impact in comparison to portable/temporary lighting that could be deployed at this site.

## **Air Quality**

89. Ambient air quality legislation in Europe derives from the 1996 Air Quality Framework Directive (Directive 96/62/ EC), which established an EU-wide framework for addressing air quality issues. Three Daughter Directives set Limit Values for seven air pollutants - benzene, carbon monoxide, lead, nitrogen dioxide, ozone, particles and sulphur dioxide - and dates by which they should be achieved. A proposed fourth Daughter Directive contains target values for a further five pollutants - arsenic, cadmium, mercury, nickel and polycyclic aromatic hydrocarbons (PAHs) - which should be brought down to levels as low as is practicable.
90. Overall responsibility for achieving the Limit Values lies with the Scottish Ministers, and ultimately with the UK Government as the EU Member State. However, local authorities play a central role through their duties in working towards the domestic air quality objectives.
91. The Environmental Appraisal has taken account of the potential impact on air quality by using ADMS4, a dispersion model used to identify the air quality impact of existing and proposed industrial installations. The Environmental Appraisal concludes that the development is consistent with the current Environmental Protection UK guidance. No properties are predicted to be affected by slight, moderate or major air quality construction impacts; no exceedance of air quality objectives or limit values are predicted; and uncertainty in the prediction undertaken has been minimised through the

application of worst case assumptions. Accordingly the Environmental Health Section of the Council offers no objection.

## **Nature Conservation Effects**

### **River Tay Special Area of Conservation**

92. The proposal is close to the River Tay Special Area of Conservation (SAC), designated for its clear water lochs, Atlantic salmon, sea lamprey, otter, brook lamprey and river lamprey. It also contains populations of freshwater pearl mussel.
93. The site's status means that the requirements of either the Conservation (Natural Habitats, &c.) Regulations 1994 as amended, (the "Habitats Regulations") apply, or the Conservation of Habitats and Species Regulations 2010 as amended apply.

#### **Atlantic salmon and lamprey**

94. Atlantic salmon and lamprey spawning grounds are vulnerable to construction run-off, which can smother the gravel spawning areas with silt. There is a risk of sediment being mobilised or pollution due to spillage of fuels etc during the construction of the substation. The applicant will be following SEPA Pollution Prevention Guidelines, which greatly reduce these risks. In addition, the distance from the SAC and the topography of the site mean that it is unlikely that there will be a significant effect on any of the qualifying interests either directly or indirectly, this view is also confirmed by Scottish Natural Heritage.

#### **Otters**

95. Otters can be disturbed by construction near watercourses. In this case, the nearest signs of otter activity are over 480 metres away from the substation footprint and over 235 metres from the reconfiguration works associated with the overhead line. Therefore it is unlikely that this proposal will cause any significant disturbance to otters. Scottish Natural Heritage recommends, as good practice, that any exposed pipes are capped and that trenches or holes have mammal exit ramps installed when contractors are off site.

#### **Freshwater pearl mussel**

96. Freshwater pearl mussels are protected under Schedule 5 of the Wildlife and Countryside (Scotland) Act 1981 (as amended). Freshwater pearl mussels are vulnerable to being smothered by silt from construction run-off and are sensitive to pollutants. Consultation with Scottish Natural Heritage confirms there are no records of pearl mussel beds near the proposed construction site.

#### **Requirement for an Appropriate Assessment**

97. Given the proposal is not likely to have a significant effect on the qualifying interests of the River Tay Special Area of Conservation (SAC), an appropriate assessment is not required in this instance.

## **Protected Species**

### **Red Squirrels**

98. Red squirrels are protected under Schedule 5 of the Wildlife and Countryside (Scotland) Act 1981 (as amended). Red squirrels have been reported in the plantation north of the substation site, however, the red squirrel survey confirms that there are no dreys. Due to the small number of trees to be felled the agent's consultant advises that the proposed works are not expected to impact upon the local red squirrel population.
99. Consultation with Scottish Natural Heritage confirms they are content with the information provided and recommend the mitigation method statement at appendix II of ECHOES Ecology Ltd's report is adhered to.

### **Bats**

100. Bats are European Protected Species (EPS), protected in Scotland by the Conservation (Natural Habitats, &c.) Regulations 1994 (as amended). Destruction of a bat roost requires a licence, whether the bats are present at the time of felling or not.
101. Scottish Natural Heritage have advised in their updated response of the 10<sup>th</sup> of August 2012 that no direct signs of bats have been detected and the requirement for additional survey work, beyond what has been undertaken to date, would be disproportionate as only a small number of trees are required to be felled. Consequently they advise that the mitigation proposed by the applicant will minimise impacts on bats and they recommend that a bat ecologist is present during felling.

### **Ospreys**

102. Ospreys habitually nest on the pylon at Haughend Junction and the proposed substation will be a few metres away from the nest site. Ospreys are listed on Schedule 1 of the Wildlife and Countryside Act 1981 (as amended). It is an offence to disturb ospreys intentionally or recklessly whilst they are nesting. If they remain at their present nesting site, the construction and operation of the substation will almost inevitably cause disturbance to the ospreys.
103. Scottish Natural Heritage's preference was the selection of a substation site that would allow the ospreys to remain undisturbed at their existing location; however, due to other constraints, alternative sites were assessed as

unfeasible. The mitigation proposed is that an artificial nesting platform will be installed to the south west of the current nest site (see application 12/01393/FLL) and that the ospreys will be blocked from using their current nesting site outside the breeding season. There is a fair chance that the ospreys will nest on the new platform and it is far enough away from the substation that the chances of disturbance during construction and operation are low. Scottish Natural Heritage and the RSPB are content that expert advice has been followed and that the mitigation plans are the best option under the circumstances. This element will require conditional control to ensure the mitigation measures are put in place prior to the commencement of development.

104. Overall the implementation of appropriate mitigation will ensure compliance habitat and species are protected thereby complying with policies 3 and 6 of the Structure Plan as well as policies 12, 13, 14 and 15 of the Local Plan.

## **Flooding and Drainage**

### **Flooding**

105. The substation forms part of essential infrastructure, and as such the Risk Framework, in Scottish Planning Policy (SPP) paragraph 204, states that these forms of development should be developed outwith the risk of flooding from the 1 in 1000 year flood event to ensure that there is little or no flood risk to the development site.
106. In support of the application SHETL have submitted a flood risk assessment (FRA). Table 4 within the FRA shows the estimated flood levels adjacent to the development site for various flow estimates. The highest 1 in 200 year flood estimate is 39.43m AOD and the 1 in 1000 year flood estimated is 39.48m AOD.
107. The FRA has been forwarded to SEPA for comment. They confirm a single site analysis of the stage data at their gauging station has been carried out and they get very similar flood levels for the 200 year and 1000 year flood events. As site levels for the substation range between 40m AOD to 45m AOD the development is outwith the 1:1000 estimated flood area, consequently SEPA offer no objection on flood risk grounds.

### **Drainage**

108. Due to development reducing surface permeability by replacing vegetated ground with areas of hard standing the amount of water infiltrating into the ground will be reduced and increases in surface run-off will occur. The alteration of natural flow patterns (in both total quantity and in peak flow) can lead to problems elsewhere within the river catchment, particularly flooding downstream. It is therefore important to ensure that surface water is managed by the use of a sustainable drainage scheme (SUDS) as required by the policies of the development plan and national guidance.

109. The applicant has proposed that the drainage from the development be treated using SUDS, however, a full site specific surface drainage strategy has not been developed at this stage. Consultation has been undertaken with SEPA and the Council's Flooding Section. They have advised that a condition should be used to ensure the submission of the drainage strategy and, given the extent of the site area, I am satisfied that this can be incorporated into the site and a suspensive condition will be used to control this aspect.

## **Cultural Heritage**

### **Scheduled Ancient Monuments**

110. Scheduled monuments are archaeological sites, buildings or structures of national or international importance. The purpose of scheduling is to secure the long term legal protection of the monument in the national interest, *in-situ* and as far as possible in its existing state and within an appropriate setting. Development which will have an adverse effect on a scheduled monument, or the integrity of its setting, should not be permitted unless there are exceptional circumstances.
111. Due to the proximity of the proposal to Scheduled Monument 7263 'enclosure 500m West of Haughend' Historic Scotland were consulted. They advise the proposed substation will have an adverse impact on the setting of the Scheduled Ancient Monument however overall they recognise that the reconfiguration of the powerline and towers to accommodate the substation will result in an overall improvement to the setting of the monument and therefore no objection is offered.

### **Unscheduled Archaeology**

112. Archaeological sites are an important, finite and non-renewable resource and should be protected and preserved *in situ* wherever feasible. The presence and potential presence of archaeological assets should be considered by planning authorities when allocating sites in the development plan and when making decisions on applications. Where preservation *in-situ* is not possible planning authorities should, through the use of conditions or a legal agreement, ensure that developers undertake appropriate excavation, recording, analysis, publication and archiving before and/or during development.
113. Perth and Kinross Area Archaeologist (PKHT) has been consulted. They confirm that archaeological remains have been identified on the proposed site during a pre-planning archaeological evaluation. PKHT are content with the Cultural Heritage Chapter contained within the Environmental Appraisal subject to the mitigation measures being refined which will be secured by condition.

### **Listed Buildings**

114. While the word "setting" is not defined in planning legislation Historic Scotland's guidance on this matter confirms that authorities are firmly encouraged not to

interpret the word narrowly. It highlights at all times the listed building should remain the focus of its setting. Attention must never be distracted by the presence of any new development whether it be within or outwith the curtilage. In this rural location I consider the appropriate factors to take into account are the principal views either of or from the listed buildings.

115. The Environmental Appraisal identifies the listed buildings surrounding site and depicts the extent of visibility associated with the proposed development by using a Zone of Theoretical Visibility (ZTV). Having taken account of the content of the ZTV and having had the opportunity to undertake a site visit, as well as viewing the proposed site from surrounding vantage points and its relationship with the surrounding listed buildings, I am content that the impact on the setting would be minimal, especially when taking account of the existing presence of electricity infrastructure. The application therefore accords with Structure Plan Policy 3 and Local Plan Policy 23.

#### Historic Gardens and Designed Landscapes.

116. An Inventory of Gardens and Designed Landscapes of national importance is compiled by Historic Scotland. Planning authorities have a role in protecting, preserving and enhancing gardens and designed landscapes included in the current Inventory and gardens and designed landscapes of regional and local importance. Relevant policies are included in the development plans to ensure the effect of developments on a garden or designed landscape are considered in the determination of planning applications.
117. The Garden and Designed Landscape of Drumkilbo (141) is located 2.1km south-east of the proposed substation site. The Inventory confirms that panoramic views of the North from the landscape towards the Grampian Hills form an important part of this cultural asset. From my site visit views of the substation would be limited and the main change would result from the reconfiguration of the towers. I do not consider that this level of change would have a severe enough impact to warrant refusal especially when the existing powerline from Tealing to the Haughend T-Junction is immediately adjacent to this designed landscape.

#### Landscape and Visual Effects

118. The proposed substation lies within a relatively flat area of the river valley. To the North the land rises towards the Grampians while to the south the land rises to the Sidlaw Hills. The landscape surrounding the substation is predominantly of agricultural land use specialising in cereal crops, potatoes and soft fruit. Although Strathmore is relatively broad and open (especially when viewed from higher ground) there are local variations to topography and shelter belts/hedges splitting agricultural fields and entwined with woodlands and forestry plantations.
119. Zones of theoretical visibility have been prepared to ascertain the extent of visibility of certain components of the substation (fig12, 13 and 14 of the EA). This highlights that the main effect of the substation (excluding towers) will be confined to a 5km radius which falls within 4 Landscape Character Types as

defined by Scottish Natural Heritage's Tayside Landscape Character Assessment 1999 (TLCA). These are:-

- Broad Valley Lowlands
- Highland Foothills
- Igneous Hills
- Mid Highland Glens

120. Taking cognisance of the study of the landscape types it is apparent that the main impact is confined to the Broad Valley Lowland Landscape Type in which the substation is located. Mitigation measures are discussed in the Environmental Appraisal and detailed in fig 11, this should be brought forward by condition to diminish the impact on the landscape.
121. There will be potential effects from the reposition of the towers to accommodate the substation but the magnitude of change is minimal given the existing transmission line alignment.

### **Transport**

122. Consultation with the Council's Transport Planners has been undertaken with regards to the new site access from the substation to the public road and they have no objection.
123. While SHETL has taken account of the access requirements for long and heavy loads along the public road network in the design of the substation, these improvements (which are detailed in the Appendices of the Environmental Appraisal), fall outwith the site boundaries of the application site, therefore consent is not approved for these by the determination of this application.
124. Notwithstanding this, suitable and safe passage along the public carriageway requires to be secured, which can be controlled by ensuring road improvements are undertaken prior to the commencement of works associated with the construction of the substation.

### **Land Use, Tourism and Recreation**

#### **Prime Quality Agricultural Land**

125. Prime quality agricultural land is a finite national resource. Development on prime agricultural land should not be permitted unless it is an essential component of the settlement strategy or is necessary to meet an established need, for example for major infrastructure development, where no other suitable site is available.
126. In this case the development will result in the loss of some prime agricultural land to accommodate a national infrastructure project. Taking account of the numerous and complex constraints associated with this site I am content that the loss of this prime quality agricultural land is justified.



## Recreational Activities

127. There are no major tourist or recreational attractions in close proximity to the site. However, due to the proximity of the River Isla and local path networks, there is likely to be a localised but minor impact on recreational activities such as fishing and walking. The Environmental Appraisal has taken cognisance of this and made recommendations to reduce the impact associated with the development, which is discussed further under the landscape and access headings contained in this report.

## Radio and Television Interference Effects

128. High-voltage transmission lines can cause interference with other electrical and electronic equipment with the largest sources of interference occurring where the electrical field gradient is greatest. It is also dependant on weather conditions.
129. The Environmental Appraisal acknowledges that there are several properties within the vicinity of the Alyth substation which would detect insignificant radio interference from the substation, but considerable interference from the proposed transmission line diversions that will be subject to the Section 37 Application which will be determined by the Scottish Ministers. The applicant recognises that compensation measures are likely to be necessary.

## Electric and Magnetic Effects

130. In the UK there are presently no statutory regulations to limit the exposure of people to power frequency electric or magnetic fields. However, in 2004 the National Radiological Protection Board (NRPB) provided advice to Government, recommending the adoption in the UK of guidelines published in 1998 by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines are designed to set conservative exposure levels for the general public to 50 Hz electric and magnetic fields, and they are endorsed by the UK's Health Protection Agency, the World Health Organisation and the UK Government.
131. The Environmental Appraisal submitted with the application confirms that around substations electric magnetic fields occur due to circuits crossing the substation boundary, rather than the equipment located within the substation compound. It is noted that electric fields diminish within the vicinity of earthed objects and structures, therefore there would be a negligible electric field outwith the substation at Haughend due to the earthed metal fence surrounding the site. The field strengths at the publicly accessible substation boundary are likely to be greater than existing field strengths at the T junction but, as detailed in the Environmental Appraisal, will remain within accepted national and international guidelines.

## Legal Agreements

132. None required

## **Direction by Scottish Ministers**

133. Under the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008, regulations 30 – 32, there have been no directions by the Scottish Government in respect of an Environmental Impact Assessment screening opinion, call in or notification relating to this application.

## **Conclusion and Reasons for Recommendation**

134. In conclusion, the application must be determined in accordance with the adopted Development Plans unless material considerations indicate otherwise. In this respect, I have taken account of the numerous constraints associated with this site and applied them to the development plan. In this case I am content that alternatives have been explored and that the proposal represents the most appropriate option, subject to conditional control. Overall the proposal complies with the National Planning Framework, Tayplan and Eastern Area Local Plan. I have taken account of the Proposed Local Development Plan as well as other material considerations, however, there are none which would justify refusing the application.

## **Recommendation**

### **A                                      Approve the application subject to the following conditions:**

- 1        That no alterations or amendments shall be made to the details contained in the approved plans referred to in this decision notice unless so indicated by conditions, attached to this consent, or agreed in writing with the Local Planning Authority.
- 2        Prior to the commencement of development, a full site specific drainage scheme shall be submitted for the written approval of the planning authority, in consultation with SEPA and the Council as Flood Prevention Authority, and all work shall be carried out in accordance with the said scheme. The submitted information shall include a detailed drawing of the SUDS layout for the proposal site.
- 3        Prior to the commencement of development full details of both hard and soft landscaping works shall be submitted to and approved in writing by the Local Planning Authority. These details shall include proposed finished levels or contours detailing cut/fill and height of bunding; means of enclosure; hard surfacing materials and exact location of lighting. Soft landscape works shall include planting plans; written specifications (including cultivation and other operations associated with plant and grass establishment); schedules of plants, noting species, plant sizes and proposed numbers/densities where appropriate. Thereafter the landscape works shall be carried out as approved prior to the site being brought into use or earlier.

- 4 Any trees or planting associated with condition 3 which, within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased, shall be replaced within the next planting season with others of similar size and species unless the Local Planning Authority gives written consent to any variation.
- 5 No development shall take place within the development site, as outlined in red on the approved plan(s), 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, agreed by Perth & Kinross Heritage Trust, and approved by the Local Planning Authority. Thereafter, the developer shall ensure that the programme of archaeological works is fully implemented, and that all recording and recovery of archaeological resources within the development site is undertaken to the reasonable satisfaction of the Local Planning Authority, in agreement with Perth & Kinross Heritage Trust.
- 6 Prior to the commencement of development, details of an independent and suitably qualified Ecological Clerk of Works to be appointed by the developer, together with details of a reporting scheme to the planning authority by the person appointed, must be submitted to and approved in writing by the planning authority. The Ecological Clerk of Works shall undertake a watching brief throughout the felling of trees associated with the formation of the site access and oversee compliance with the ecological mitigation measures provided in Appendix II of ECHOES Ecology Ltd submission dated the 23 July 2012. The appointment of the Ecological Clerk of Works shall end following completion of the felling associated with the site access.
- 7 Before development commences on site, the mitigation measures that are approved under application 12/01393/FLL, which seek to protect the breeding Ospreys and specifically dissuade them from using areas of the site to be worked during the breeding season, shall be implemented in accordance with a timescale to be approved in writing by the Planning Authority, in Consultation with SNH, and such other parties as considered appropriate.
- 8 At least two months prior to the commencement of any works, a full site specific construction environmental management document (CEMD) must be submitted for the written approval of the planning authority in consultation with SEPA, SNH, Historic Scotland and the Council's Environmental Health Service. Thereafter all work shall be carried out in accordance with the approved plan.
- 9 Construction operations shall only be carried out at the site between the hours of 07.00 to 19.00 in April to September and 07.30 to 17.00 in October to March. At weekends, the working hours shall be approximately 07.00 to 17.00 in April to September and 07.30 to 17.00 in October to March. Any variation in these working hours shall only be

as be agreed in writing, and in advance, by this Council as planning authority.

- 10 Only the plant machinery and equipment specified in the Environmental Statement submitted with the application (or similar plant which generates no greater sound power levels) shall be used, unless otherwise agreed in writing with this Council as planning authority. All vehicles, plant and machinery shall operate only during the permitted hours of operation, and shall at all times be silenced in accordance with the manufacturer's recommendations and so operated as to minimise noise emissions. The planning authority reserves the right to insist on any reasonable additional measures to further minimise noise emissions, should it prove expedient to do so.
- 11 All external lighting within the site shall be sufficiently installed, screened and aligned to the satisfaction of this Council as planning authority, in consultation with the Environmental Health section, so as to ensure that light spillage beyond the boundaries is minimised and maintained, as agreed.
- 12 All plant or equipment associated with operation of the substation shall be so enclosed, attenuated and/or maintained such that any noise therefrom shall not exceed Noise Rating 35 between 0700 and 2300 hours daily, or Noise Rating 25 between 2300 and 0700 hours daily, within any neighbouring residential premises, with all windows slightly open, when measured and/ or calculated and plotted on a rating curve chart.
- 13 Prior to the commencement of development a scheme of localised road widening, junction improvements and other associated strengthening or upgrade works shall be agreed in writing with this Council as planning authority in consultation with the Roads Service and such other parties as considered appropriate.

#### Reasons

- 1 To ensure a satisfactory development as indicated on the submitted drawings.
- 2 To ensure the provision of an acceptable drainage system in the interests of the amenity of the area, for the protection of the water environment and to ensure that the development does not exacerbate flooding downstream of the development.
- 3 To ensure that the proposed development does not prejudice the appearance of the locality and to preserve and enhance nature conservation interests.
- 4 To ensure that the proposed development does not prejudice the appearance of the locality and ensure the Local Planning Authority retains effective control.

- 5 To safeguard any archaeological interest in the site.
- 6 - 7 To avoid habitat damage and safeguard natural heritage interests.
- 8 To ensure compliance with the commitments contained within the environmental appraisal and the subsequent recommendations contained within the consultation responses.
- 9-12 To protect the residential amenity of the occupiers of neighbouring properties and the amenity of this area of Perth and Kinross in accordance with the adopted development plans.
- 13 In the interests of pedestrian and traffic safety, and the interests of free traffic flow.

## **B JUSTIFICATION**

The proposal complies with the National Planning Framework, Tayplan and Eastern Area Local Plan. I have taken account of the Proposed Local Development Plan as well as other material considerations, however, there are none which would justify refusing the application.

## **C PROCEDURAL NOTES**

None

## **D INFORMATIVES**

- 1 This planning permission will only last 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 This development will require the 'Display of notice while development is carried out', under Section 27C(1) of the Town and Country Planning Act 1997, as amended, and Regulation 38 of the Development Management Procedure (Scotland) Regulations 2008. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 38 the notice must be:
  - Displayed in a prominent place at or in the vicinity of the site of the development
  - Readily visible to the public
  - Printed on durable material.

- 4 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.
- 5 The applicant is advised that in terms of Sections 56 of the Roads (Scotland) Act 1984 they 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.

**NICK BRIAN**  
**DEVELOPMENT QUALITY MANAGER**

Background Papers: One letter of representation  
Contact Officer: John Russell – Ext 75346  
Date: 30 November 2012

## PERTH AND KINROSS COUNCIL

25 February 2015

**Report of Handling by Development Quality Manager**

Renewal of permission (12/00948/FLM) erection of a new 400/275KV electricity substation and associated works including landscaping and access tracks on Land 450 Metres North West of Haughend Farm by Meigle.

Ref. No: 14/01949/FLM  
Ward No: 2 – Strathmore

**Summary**

This report assesses the renewal of application (12/00948/FLM) for the erection of a new 400/275KV electricity substation and associated works including landscaping and access tracks. It recommends approval as it complies with the updated National Planning Framework for Scotland (NPF3) as well as the policies within the TAYplan and Perth and Kinross Area wide Local Development Plan.

The proposal is a National Planning Application for which, under Paragraph 27.1(a) of The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008, a Pre-Determination Hearing is required to be held prior to the application being presented to full Council for determination.

**BACKGROUND AND DESCRIPTION**

- 1 Scottish Hydro Electric Transmission Limited (SHETL) seeks to renew the consent to form a substation at Haughend which is a key element of the Keith to Kincardine East Coast Reinforcement Project. The renewal is to ensure the substation can be delivered within the revised project timescales.
- 2 On 12 December 2012 full Council granted consent to application 12/00948/FLM, for the erection of a new 400/275KV electricity substation and associated works including landscaping and access tracks subject to conditional control and the Report of Handling for the earlier application is appended to this report (**Appendix 1**).
- 3 There has been no substantial change of circumstances in terms of the physical make-up of the site since the granting of consent, however some pre-commencement conditions associated with 12/00948/FLM have been submitted and approved, such as archaeology and ornithology. The consultees have been re-consulted on the renewal, their advice refers to previous commentary associated with the earlier scheme and their position of conditional control is reaffirmed. It should be noted that the national and local policy position has changed since the determination of the earlier application, accordingly this assessment predominantly focuses on how the renewal relates to the change in policy.

## **PRE-APPLICATION CONSULTATION**

- 4 The proposed development is classed as a national development which requires pre-application consultation with the local community to be undertaken. The applicant has submitted documentation with the submission which details the extent of pre-application consultation undertaken in the form of a pre-application consultation summary report for the formation of the substation site. The pre-application consultation activity is sufficient to satisfy the requirements contained within the PAN notice.

## **NATIONAL POLICY AND GUIDANCE**

### **National Planning Framework**

- 5 The East Coast Reinforcement project was contained within the National Planning Framework for Scotland (NPF2). The requirement for electricity infrastructure upgrade works is also included in the National Planning Framework for Scotland (NPF3). The updated NPF3 statement confirms these classes of development are needed to support the delivery of an enhanced high voltage electricity transmission grid which is vital in meeting national targets for electricity generation, statutory climate change targets, and security of energy supplies.

### **The Scottish Planning Policy 2014**

- 6 The Scottish Planning Policy (SPP) was published on 23 June 2014. It sets out national planning policies which reflect Scottish Ministers' priorities for operation of the planning system and for the development and use of land. The SPP promotes consistency in the application of policy across Scotland whilst allowing sufficient flexibility to reflect local circumstances. It directly relates to:
  - the preparation of development plans;
  - the design of development, from initial concept through to delivery; and
  - the determination of planning applications and appeals.

Of relevance to this application are:-

#### A Successful Sustainable Place

- Paragraphs 92 – 108: Supporting Business & Employment
- Paragraphs 135 – 151: Valuing the Historic Environment

#### A Low Carbon Place

- Paragraphs 152 - 174: Delivering Heat & Electricity



## A Natural, Resilient Place

- Paragraphs 193 – 218: Valuing the Natural Environment
- Paragraphs 219 – 233: Maximising the Benefits of Green Infrastructure
- Paragraphs 254 – 268: Managing Flood Risk & Drainage

## **Planning Advice Notes**

- 7 The following Scottish Government Planning Advice Notes (PAN) are also of interest:-

- PAN 3/2010 Community Engagement
- PAN 1/2011 Planning and Noise
- PAN 2/2011 Planning and Archaeology
- PAN 40 Development Management
- PAN 51 Planning, Environmental Protection and Regulation
- PAN 60 Planning for Natural Heritage
- PAN 61 Planning and Sustainable Urban Drainage Systems
- PAN 68 Design Statements
- PAN 69 Planning & Building Standards Advice on Flooding
- PAN 75 Planning for Transport
- PAN 79 Water and Drainage

## **DEVELOPMENT PLAN**

- 8 The Development Plan for the area comprises the TAYplan Strategic Development Plan 2012-2032 and the Perth and Kinross Council Local Development Plan 2014.

### **TAYplan Strategic Development Plan 2012 – 2032 - Approved June 2012**

- 9 The vision set out in the TAYplan states that:

*“By 2032 the TAYplan region will be sustainable, more attractive, competitive and vibrant without creating an unacceptable burden on our planet. The quality of life will make it a place of first choice, where more people choose to live, work and visit and where businesses choose to invest and create jobs.”*

### Policy 3: Managing TAYplan’s Assets

- 10 Seeks to respect the regional distinctiveness and scenic value of the TAYplan area and presumes against development which would adversely affect environmental assets.

### Policy 6: Energy and Waste/Resource Management Infrastructure

- 11 Relates to delivering a low/zero carbon future for the city region to contribute to meeting Scottish Government energy targets and indicates that, in determining proposals for energy development, consideration should be given to the effect on off-site properties, the sensitivity of landscapes and cumulative impacts.

## **PERTH AND KINROSS COUNCIL LOCAL DEVELOPMENT PLAN 2014**

- 12 The Local Development Plan was adopted by Perth and Kinross Council on 3 February 2014. It is the most recent statement of Council policy and is augmented by Supplementary Guidance.

The relevant policies are, in summary:

### Policy PM1A - Placemaking

- 13 Development must contribute positively to the quality of the surrounding built and natural environment, respecting the character and amenity of the place. All development should be planned and designed with reference to climate change mitigation and adaption.

### Policy PM1B - Placemaking

- 14 All proposals should meet all eight of the placemaking criteria.

### Policy PM2 - Design Statements

- 15 Design Statements should normally accompany a planning application if the development comprises 5 or more dwellings, is a non-residential use which exceeds 0.5 ha or if the development affects the character or appearance of a Conservation Area, Historic Garden, Designed Landscape or the setting of a Listed Building or Scheduled Monument.

### Policy TA1B - Transport Standards and Accessibility Requirements

- 16 Development proposals that involve significant travel generation should be well served by all modes of transport (in particular walking, cycling and public transport), provide safe access and appropriate car parking. Supplementary Guidance will set out when a travel plan and transport assessment is required.

### Policy HE1A - Scheduled Monuments

- 17 There is a presumption against development which would have an adverse effect on the integrity of a Scheduled Monument and its setting, unless there are exceptional circumstances.

### Policy HE1B - Non Designated Archaeology

- 18 Areas or sites of known archaeological interest and their settings will be protected and there will be a strong presumption in favour of preservation in situ. If not possible provision will be required for survey, excavation, recording and analysis.

#### Policy NE1A - International Nature Conservation Sites

- 19 Development which could have a significant effect on a site designated or proposed as a Special Area of Conservation, Special Protection Area or Ramsar site will only be permitted where an Appropriate Assessment shows that the integrity of the site will not be adversely affected, there are no alternative solutions and there are imperative reasons of overriding public interest.

#### Policy NE2A - Forestry, Woodland and Trees

- 20 Support will be given to proposals which meet the six criteria in particular where forests, woodland and trees are protected, where woodland areas are expanded and where new areas of woodland are delivered, securing establishment in advance of major development where practicable.

#### Policy NE2B - Forestry, Woodland and Trees

- 21 Where there are existing trees on a development site, any application should be accompanied by a tree survey. There is a presumption in favour of protecting woodland resources. In exceptional circumstances where the loss of individual trees or woodland cover is unavoidable, mitigation measures will be required.

#### Policy NE3 - Biodiversity

- 22 All wildlife and wildlife habitats, whether formally designated or not, should be protected and enhanced in accordance with the criteria set out. Planning permission will not be granted for development likely to have an adverse effect on protected species.

#### Policy NE4 - Green Infrastructure

- 23 Development should contribute to the creation, protection, enhancement and management of green infrastructure, in accordance with the criteria set out.

#### Policy ER2 - Electricity Transmission Infrastructure

- 24 Proposals for electricity transmission infrastructure will be supported. Appropriate mitigation will be required in environmentally sensitive locations.

#### Policy ER6 - Managing Future Landscape Change to Conserve and Enhance the Diversity and Quality of the Area's Landscapes

- 25 Development proposals will be supported where they do not conflict with the aim of maintaining and enhancing the landscape qualities of Perth and Kinross and they meet the tests set out in the 7 criteria.

#### Policy EP2 - New Development and Flooding

- 26 There is a general presumption against proposals for built development or land raising on a functional flood plain and in areas where there is a significant probability of flooding from any source, or where the proposal would increase the probability of flooding elsewhere. Built development should avoid areas at significant risk from landslip, coastal erosion and storm surges. Development should comply with the criteria set out in the policy.

#### Policy EP5 - Nuisance from Artificial Light and Light Pollution

- 27 Consent will not be granted for proposals where the lighting would result in obtrusive and / or intrusive effects.

#### Policy EP8 - Noise Pollution

- 28 There is a presumption against the siting of proposals which will generate high levels of noise in the locality of noise sensitive uses, and the location of noise sensitive uses near to sources of noise generation.

### **OTHER POLICIES**

- 29 None

### **SITE HISTORY**

- 30 11/00005/PAN Formation of a 6 hectare 275/400KV substation, including site access, site drainage, landscaping and construction of laydown areas 17 May 2011.
- 31 12/00948/FLM Erection of a new 400/275KV electricity substation and associated works including landscaping and access tracks 19 December 2012 Application approved by full Council.
- 32 12/01393/FLL Erection of tower and timber structures, 15 October 2012. Application permitted under delegated powers
- 33 13/00858/OHL Installation of East Coast 400kv reinforcement project. No objection raised, 26 June 2013.
- 34 14/01915/FLL Road widening, formation of stairs and demolition of railway bridge. Pending consideration.

### **CONSULTATIONS**

#### **EXTERNAL**

- 35 **Alyth Community Council** – No response within consultation period.

- 36 **R S P B** – No objection.
- 37 **Scottish Natural Heritage** – No response.
- 38 **Scottish Environment Protection Agency** – No objection subject to conditional control being imposed.
- 39 **Historic Scotland** – No objection.
- 40 **Angus Council** – No response within consultation period.
- 41 **Scottish Water** - No response within consultation period.
- 42 **Perth And Kinross Area Archaeologist** – No objection subject to conditional control.

## INTERNAL

- 43 **Transport Planning** – No objection.
- 44 **Environmental Health** – No objection subject to conditions.
- 45 **Community Greenspace Access Officer** - No response within consultation period.
- 46 **Local Flood Prevention Authority** – No objection.

## REPRESENTATIONS

- 47 No letters of representation have been received.

## ADDITIONAL STATEMENTS RECEIVED:

48

Environment Statement	Not Required
Screening Opinion	Not Required
Environmental Impact Assessment	Not Required
Appropriate Assessment	Not Required
Design Statement or Design and Access Statement	Submitted
Report on Impact or Potential Impact e.g. Flood Risk Assessment	Submitted

## **APPRAISAL**

- 49 Sections 25 and 37 (2) of the Town and Country Planning (Scotland) Act 1997 require that planning decisions be made in accordance with the Development Plan unless material considerations indicate otherwise. The Development Plan for the area comprises the approved TAYplan 2012 and the adopted Perth and Kinross Council Local Development Plan 2014.

The determining issues in this case are whether the proposal complies with Development Plan policy, or if there are any other material considerations which justify a departure from policy.

### **Substation Site Selection**

- 50 The justification for the substation site selection was accepted under the previous assessment. There are no changes which require the site selection process to be revisited under this renewal.

### **Construction and Operational Noise**

- 51 There is a presumption against the siting of proposals which will generate high levels of noise in the locality of noise sensitive uses, and the location of noise sensitive uses near to sources of noise generation under Policy EP8 Noise Pollution.
- 52 Construction and operational noise was assessed under the earlier application and deemed to be acceptable. Further consultation has been undertaken with Environmental Health and they have reiterated that conditional control is required. In light of this it is considered that conditional control can ensure compliance with Policy EP8. (See Conditions 9, 10 and 12 of 12/00948/FLM).

### **Light Pollution**

- 53 Consent will not be granted for proposals where the lighting would result in obtrusive and / or intrusive effects. Conditional control can secure the alignment of permanent floodlighting that is required for operational reasons. Accordingly the proposal complies with Policy EP5 Nuisance from Artificial Light and Light Pollution. (See Condition 11 of 12/00948/FLM).

### **Air Quality**

- 54 There are no air quality concerns and the Environmental Health Section of the Council offers no objection.

### **Nature Conservation Effects - River Tay Special Area of Conservation**

- 55 The development is not considered to contravene Policy NE1A International Nature Conservation Sites as conditional control can ensure works are undertaken without a detrimental effect on the Special Area of Conservation. (See Conditions 2, 6 and 8 of 12/00948/FLM).

### **Nature Conservation Effects - Protected Species**

- 56 Appropriate mitigation is required to ensure habitat and species are protected thereby complying with Policy NE3 Biodiversity. This has been secured by conditions. (See Conditions 6, 7 and 8 of 12/00948/FLM).

### **Flooding and Drainage**

- 57 The site is outwith the 1 in 1000 year flood estimate. Accordingly the application adheres to the requirements of Policy EP2 New Development and Flooding. Conditional control will secure a sustainable urban drainage system. (See Condition 2 of 12/00948/FLM).

### **Cultural Heritage**

- 58 Historic Scotland offers no objection to the application associated with historic assets that fall within their remit. Conditional control has already secured a written scheme of investigation as required by Perth and Kinross Heritage Trust but requires to be implemented during the construction of the development. (See Condition 5 of 12/00948/FLM).

### **Landscape and Visual Effects**

- 59 The site selection has already been justified and accepted. Landscaping is proposed to reduce the visual impact of the scheme and this will ensure compliance with Policy ER6 - Managing Future Landscape Change to Conserve and Enhance the Diversity and Quality of the Area's Landscapes. (Condition 3 of 12/00948/FLM secures both hard and soft landscaping while Condition 4 of 12/00948/FLM requires maintenance of the landscaping scheme for 5 years).

### **Transport**

- 60 Transport Planning are content with the junction arrangement to the public road to ensure there is no conflict with Policy TA1B Transport Standards and Accessibility Requirements. A localised road widening scheme is required to ensure construction components can be delivered to the site and this is controlled via Condition 13 on application 12/00948/FLM. Application 14/01915/FLL has been submitted by SHETL to meet the aims of Condition 13. At the time of writing this application is still pending consideration.

### **Land Use, Tourism and Recreation**

- 61 The loss of agricultural land is justified by the site selection process. There are no significant adverse effects on recreation or tourism.

### **Radio and Television Interference Effects**

- 62 There are no significant adverse effects caused by the substation as borne out by the previous assessment.

### **Electric and Magnetic Effects**

- 63 There are no significant adverse effects caused by the substation as detailed in the previous assessment.

### **LEGAL AGREEMENTS**

- 64 None required.

### **DIRECTION BY SCOTTISH MINISTERS**

- 65 Under the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008, regulations 30 – 32 there have been no directions by the Scottish Government in respect of an Environmental Impact Assessment screening opinion, call in or notification relating to this application.

### **CONCLUSION AND REASONS FOR RECOMMENDATION**

- 66 In conclusion, the application must be determined in accordance with the adopted Development Plans unless material considerations indicate otherwise. In this respect, I have taken account of the updated policy position and explored how this relates to the previous assessment of the scheme as detailed in the Report of Handling prepared under reference 12/00948/FLM. I am content that the scheme is compliant with the updated policy position subject to adherence to the conditions imposed under the earlier consent and accordingly recommend that the renewal be granted as it complies with the Development Plan and there are no other material considerations that would justify refusing the application.

### **RECOMMENDATION**

#### **A APPROVE THE APPLICATION FOR THE FOLLOWING REASONS:**

- 1 The conditions contained in planning permission notice ref. 12/00948/FLM dated 19 December 2012 in respect of erection of a new 400/275KV electricity substation and associated works including landscaping and access tracks on Land 450 Metres North West of Haughend Farm by Meigle remain in full force and effect, unless discharged or purified to the satisfaction of the Planning Authority.

Reason:- For clarification purposes and for the avoidance of any possible misunderstanding.



## **B JUSTIFICATION**

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

## **C PROCEDURAL NOTES**

None.

## **D INFORMATIVES**

- 1 This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period. (See Section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
- 2 Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under Section 123(1) of that Act, which may result in enforcement action being taken.
- 3 This development will require the 'Display of notice while development is carried out', under Section 27C(1) of the Town and Country Planning Act 1997, as amended, and Regulation 38 of the Development Management Procedure(Scotland) Regulations 2008. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 38 the notice must be:
  - Displayed in a prominent place at or in the vicinity of the site of the development
  - Readily visible to the public
  - Printed on durable material.
- 4 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.
- 5 The applicant is advised that in terms of Section 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.

**NICK BRIAN  
DEVELOPMENT QUALITY MANAGER**

**Background Papers: None**  
**Contact Officer: John Russell – Ext 475346**  
**Date: 6 January 2015**

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**PERTH AND KINROSS COUNCIL**

**20 June 2018**

**ANNUAL TREASURY REPORT 2017/18**

**Report by Head of Finance (Report No. 18/211)**

**PURPOSE OF REPORT**

This report summarises the Council's treasury activities for the 2017/18 financial year and compares actual performance with the approved Treasury and Investment Strategy for 2017/18.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 A requirement of the Council's approved Treasury Management Practice 6 (TMP6 – Reporting Requirements & Management Information Arrangements) is the reporting to the Council of the expected treasury activity for the forthcoming year (i.e. the Treasury and Investment Strategy) and the subsequent reporting of the actual results and activities (i.e. this Annual Treasury Report). The Council meeting on 22 February 2017 approved the Treasury Strategy for the 6 financial years 2017/18 to 2022/23 and the annual Investment Strategy for 2017/18 (Report No. 17/81 refers).
- 1.2 This Annual Treasury Report covers:
- The Council's treasury position
  - The forecast economic outlook and borrowing strategy for 2017/18
  - The actual economic situation for 2017/18
  - Actual long term borrowing and repayments in 2017/18
  - The Statutory Loans Fund position
  - The Investment Strategy and outturn for 2017/18
  - Compliance with treasury policies and limits during 2017/18

**2. THE TREASURY POSITION**

- 2.1 In order to place this report in context, the Council's Treasury position at the beginning and at the end of the year is shown below:

	Principal Outstanding 31 Mar 2017  £M	Average Rate  %	Principal Outstanding 31 Mar 2018  £M	Average Rate  %
Fixed Rate/Long Term Funding				
• Public Works Loan Board (PWLB)	243.2	3.67	310.0	3.15
• Market & Local Authority Bonds	43.2	4.59	43.2	4.59
• Other Loans & Bonds*	<u>0.5</u>	<u>0.00</u>	<u>0.5</u>	<u>0.00</u>
	<u>286.9</u>	<u>3.80</u>	<u>353.7</u>	<u>3.32</u>
Variable Rate/Short Term Funding				
• Temporary Loans	1.5	0.21	2.5	0.17
• Internal Loans	<u>2.3</u>	<u>0.77</u>	<u>2.3</u>	<u>0.51</u>
	<u>3.8</u>	<u>0.54</u>	<u>4.8</u>	<u>0.33</u>
<b>TOTAL DEBT</b>	<b><u>290.7</u></b>	<b><u>3.75</u></b>	<b><u>358.5</u></b>	<b><u>3.28</u></b>
<b>SHORT TERM INVESTMENTS</b>	<b>53.7</b>	<b>0.51</b>	<b>37.6</b>	<b>0.73</b>

\*Interest free loans from Salix and the Scottish Government

### 3. THE FORECAST ECONOMIC OUTLOOK AND BORROWING STRATEGY 2017/18

3.1 Following a period of rising inflation and falling interest rates, the Council's Treasury strategy for 2017/18 was based on the view that the volatility in the global economy would continue, particularly in the aftermath of the "Brexit" vote and the economic uncertainties that arose from the decision for the UK to leave the EU. This made it difficult to forecast interest rates with any degree of certainty. The Bank of England's Monetary Policy Committee (MPC) cut the Bank base rate from 0.50% to 0.25% in August 2016, although any further change was not expected to be imminent. The forecast was that the first increase would be in 2019 after the Brexit negotiations had concluded, however if inflation remained high then the increase in the Bank base rate could be brought forward. Medium and longer term interest rates were expected to rise slowly throughout 2017/18 and future years and remain at a higher level than short term rates.

3.2 The effect on interest rates for the UK was, therefore, expected to be as follows:

- Short-Term Interest rates – it was anticipated that the Bank base rate would initially remain at its low level of 0.25% for most of 2017/18, with the chances of subsequent movement in either direction equally balanced. It was still expected that there would be steady increases in later years.
- Long-Term Interest Rates – it was anticipated that long term Public Works Loan Board (PWLB) rates for 10 years would slowly increase during 2017/18, reaching around 2.3% by the year end (March 2018). The 50 year rate was expected to reach around 2.80% by the end of the year.

3.3 The estimated capital borrowing for 2017/18 at the start of the year was £60M, with the new borrowing requirement over the remaining six year period

of the Capital programme totalling £307.8M. This included refinancing of maturing debt over the 6 year period, and incorporated an estimate of the annual borrowing requirement to be carried-forward between years. This borrowing requirement reflected the Capital Budget approved by the Council in June 2016, and was significantly larger than in previous years. The borrowing requirement was also significant as the start of 2017/18 coincided with the period of low forecast interest rates, which were expected to steadily rise over the coming years.

- 3.4 Effective Treasury Management considers the longer-term position in order to minimise costs and risks in the Council's portfolio. This included consideration of borrowing for future year requirements earlier within the 6 year period, whilst rates were at their forecast low point, particularly if they started to rise quickly. This approach is consistent with the Prudential Code, but should be considered in conjunction with the assessment of the additional risks and potentially low returns from the resultant short-term increase in the level of investments.
- 3.5 Whilst the use of short term borrowing would initially be cheaper, the use of longer term borrowing would give rise to longer term savings and reduce the refinancing risk in later years. However, if rates stayed low, new borrowing could be delayed and short term borrowing used to meet immediate cashflow requirements.
- 3.6 The approved Treasury Strategy allowed for consideration of other market borrowing instruments where they offered favourable rates and terms. However, the associated risks due to their variable rate nature and their less flexible terms in comparison to the Public Works Loan Board would also need to be considered.
- 3.7 The Council has traditionally adopted a policy of minimising exposure to risk, thus favouring fixed longer term borrowing. However, it was acknowledged that there were several factors which could impact on interest rates over the year. Therefore, the Council sought to apply an approach of managing risk and monitoring interest rates on an ongoing basis with a view to reviewing this strategy should circumstances change.

#### **4. ACTUAL ECONOMIC SITUATION 2017/18**

- 4.1 2017/18 proved to be another unsettled year for the financial markets. Economic growth in the UK was around 0.4% per quarter over most of the year. At the same time, Consumer Price Index (CPI) inflation increased steadily from 2.3% at the start of the year to 3.1% in November 2017, before reducing and ended the year at 2.5% in March 2018. Unemployment levels remained fairly static throughout the year at around 4.3% to 4.4%, whilst average earnings remained below the rate of inflation throughout the year.
- 4.2 The most significant factor affecting the economic situation in the UK was the continuing uncertainty around the impact of "Brexit". However, global political tensions in America, North Korea, Russia and China also impacted the financial markets, resulting in ongoing volatility. Gilt yields increased early in

the year due to anticipated increases in the Bank base rate. However, due to ongoing political uncertainties around North Korea, the yields subsequently drifted lower as investors sought safe-haven investments. By September 2017, due to increasing inflation, the MPC advised that an increase in the Bank base rate was imminent, thus causing yields to rise sharply again.

- 4.3 The MPC subsequently increased the Bank base rate to 0.50% in November 2017, and at the same time, also advised that subsequent increases would be gradual. This caused longer term rates to fall. However, by February, the MPC advised that future increases in the Bank base rate would be sooner than previously expected, causing yields to rise again, particularly for short to medium term periods. However, at the same time, political tensions with Russia and an American-China trade war restricted the increases, and resulted in longer dated yields falling during March 2018.
- 4.4 Consequently, the 1 year PWLB rate rose from 1.03% at the start of the year, to 1.67% at the end of the year. The 10 year rate followed a similar pattern, rising from 2.11% to 2.43%. However, the 50 year rate started the year at 2.54% rising to 2.59% in October and peaking at 2.64% in February, before falling sharply to 2.29% at the end of March. All PWLB fixed rates were lower than forecast in the original strategy.
- 4.5 Various PWLB Standard Rates for the year are shown graphically at Appendix I. It should be noted that the 20 and 30-year rates remained higher than the 50-year rate throughout the year, and thus the longer-dated 50 year rates offered particular value for borrowing. It was also noteworthy that the difference in 10 year and 50 year rates narrowed over the year, and with 50 year rates briefly falling below the 10 year rate in March 2018. This differential between 10 and 50 year rates gave rise to opportunities for debt rescheduling, as detailed in Section 5.5 below.
- 4.6 Investment deposit rates increased slightly in the second half of the year from a relatively low level. This reflected the increased Bank base rate during the year, as well as expectations of further increases in the Bank Rate in the near future. The average rate on the Council's investments at the start of the year was 0.51%, which increased to 0.73% at the end of the year.

## **5. ACTUAL LONG TERM BORROWING & REPAYMENTS**

- 5.1 The actual treasury activities during 2017/18 are comprehensively detailed in the four quarterly Treasury reports previously submitted to the Council (Report No's 17/318, 17/412, 18/66 and 18/148 refer).
- 5.2 As noted in Section 3.3 above, before the start of the year, the Council estimated that new capital borrowing for 2017/18 would be £60M, and the actual borrowing requirement and strategy would be subject to review, for example if interest rates started to increase rapidly. This may have included borrowing of future year's requirements.
- 5.3 A total of £75M of new longer-term borrowing was undertaken over the course of the year from the PWLB at an average rate of 2.28% and for an average

period of 44 ½ years. The increased borrowing arose as a result of some acceleration of the budget for major capital schemes commencing during the year. In addition, the amount of the borrowing requirement carried forward from 2017/18 to 2018/19 was less than originally assumed.

- 5.4 The Council's scheduled repayments to the PWLB during the year related to 2 maturing loans which had been borrowed for 7 and 8 years totalling £8M at an average interest rate of 2.86%. One further scheduled repayment instalment of £80,645 was made on the EIP (Equal Instalment of Principal) loan, prior to the loan been prematurely repaid later in the year.
- 5.5 There were two debt rescheduling exercises undertaken during 2017/18, as detailed in the quarterly reports (reports 17/412 and 18/148 refer). As a result, a total of £14.1M of PWLB debt at an average interest rate of 6.81% and with an average of 20 years remaining was prematurely repaid during the year. This debt was replaced with 2 new loans for 50 years totalling £14M at an average rate of 2.38%. As a result of these premature repayments, a total of £10M of premiums were incurred, however total net savings over the life of the loans amount to £3.67M (£2.98M at current value), after allowing for the amortisation of the premium.
- 5.6 The average PWLB debt portfolio rate for the Council reduced from 3.67% at the start of the year, to 3.15% for the total of £310M of PWLB debt held by the Council at 31 March 2018.
- 5.7 In addition, scheduled instalments totalling £56,890 of the Council's interest-free loan with Salix Finance were repaid during the year. Overall, the Council's total Fixed Rate borrowing increased by £66.8M to £353.7M, whilst the average rate reduced from 3.80% to 3.32%.
- 5.8 Short term variable funding at the year-end increased from £3.8M at 31 March 2017 to £4.8M at 31 March 2018. The increase mostly relates to an amount received during the year which is held by the Council under a Section 75 planning obligation. The total of internal loans for the Common Good and Charities remained broadly unchanged over the year.
- 5.9 As a result of the above strategy and actual treasury activities in the year, the Council's average Consolidated Loans Fund (CLF) interest rate reduced from 3.38% in 2016/17 to 3.19% in 2017/18 (based on applying statutory guidance). This decrease reflects the impact of borrowing at lower rates and the debt rescheduling exercises undertaken during the year.
- 5.10 A comparison of the Council's CLF rate over recent years with the average for other Scottish Local authorities is shown graphically at Appendix II. Whilst figures for the Scottish average will not be published for 2017/18 until the autumn, this graph shows that over time, this Council's average borrowing costs have reduced to a level significantly below the Scottish average. This equates to savings in Loan Charges of around £2.5M per annum on the Council's portfolio compared to the Scottish average.

## 6. STATUTORY LOANS FUND

6.1 The Loans Fund is an internal fund operated by the Council to manage:

- The write down (or “amortisation”) of capital expenditure (capital advances) over the life of the various assets being funded by borrowing as part of the Council’s Loan Charges, and
- To manage the external borrowing raised to finance the capital expenditure.

6.2 Whilst both these elements of the Loans Fund operate independently of each other, because they are based on the same capital plans of the Council, they will broadly be consistent to each other over the long term. However, significant differences may arise over the short-term. This may include, for example, delaying external borrowing, or borrowing in advance in light of prevailing interest rates, or where the Council has significant levels of Reserves.

6.3 Following a review of Loans Fund policies, on 20 December 2017 (report 17/414 refers) the Council approved the amortisation of capital expenditure (advances) for periods of up to 50 years in line with the asset useful lives. The Council also approved the continuation of the annuity method for the repayment of all capital advances. The Loans Fund regulations also allow for the repayment of Loans Fund advances to be deferred until the asset being funded is completed and operational.

6.4 It is also a requirement of the regulations that the outstanding amount of Loans Fund advances at the end of each financial year is reported as part of the annual report. The value of Loans Fund advances outstanding (subject to audit) at 31 March 2018 is £399,959,734 (subject to completion and audit of the Council’s statutory accounts). This is made up as follows:

- Capital Advances outstanding 1 April 2017 - £338,039,062
- Add New capital Advances 2017/18 - £77,553,375
- Less Capital Advances repaid in the year - £15,632,703

6.5 The future repayment of these advances is summarised in the table below:

	Core Composite Programme	Prudential Borrowing	Sub-Total: General Fund	Housing Revenue Account	TOTAL
(£'000)					
Within 1 Year	9,232	3,269	<b>12,501</b>	4,356	<b>16,857</b>
Between 1 and 2 Years	9,915	3,029	<b>12,944</b>	4,263	<b>17,207</b>
Between 2 and 5 Years	30,354	6,956	<b>37,310</b>	12,181	<b>49,491</b>
Between 5 and 10 Years	48,755	7,752	<b>56,507</b>	20,199	<b>76,706</b>
Between 10 and 15 Years	42,528	7,698	<b>50,226</b>	15,960	<b>66,186</b>
Between 15 and 20 Years	32,418	7,287	<b>39,705</b>	10,617	<b>50,322</b>
Between 20 and 25 Years	28,172	4,107	<b>32,279</b>	11,548	<b>43,827</b>
More than 25 Years	60,841	2,908	<b>63,749</b>	15,615	<b>79,364</b>
<b>TOTAL</b>	<b>262,215</b>	<b>43,006</b>	<b>305,221</b>	<b>94,739</b>	<b>399,960</b>



- 6.6 Comparison of the capital advances above with the long term external debt shown in Section 2.1 shows that the Council is currently “under-borrowed” by around £46.2M, ie actual capital expenditure funded by borrowing is higher than the actual borrowing undertaken to date. This reflects the strategy adopted in recent years of utilising short term cash balances (which have arisen due to the levels of reserves held by the Council in the short term) before undertaking new borrowing. This strategy has reduced the risks and low returns associated with investments in recent years.
- 6.7 The last report to the Strategic Policy & Resources Committee on 18 April 2018 (report 18/134) approved adjustments to the General Fund Composite Capital Budget and Housing Investment Programmes. The amount of capital expenditure to be funded by borrowing (ie new Loans Fund advances) in each of the next 5 years as approved in April is as follows:

	Composite Programme	Housing Investment Programme	<b>TOTAL</b>
(£'000)			
2018/19	46,919	10,846	<b>57,765</b>
2019/20	40,889	4,828	<b>45,717</b>
2020/21	65,313	5,298	<b>70,611</b>
2021/22	77,105	4,492	<b>81,597</b>
2022/23	49,936	23,485	<b>73,421</b>
<b>TOTAL</b>	<b>280,162</b>	<b>48,949</b>	<b>329,111</b>

The Composite Capital Budget is on the agenda for this Council meeting, and therefore the above borrowing estimates are subject to revision.

- 6.8 All the above Loans Fund repayments have been included in the Loan Charge estimates within the approved Medium Term Financial Plan, and therefore remain affordable under the current Loan Charge Budget strategy. This includes estimates of new borrowing in the years beyond 2022/23.

## **7. INVESTMENT STRATEGY AND OUTURN 2017/18**

- 7.1 Short term deposit rates remained at low levels throughout the year, however they did increase from November 2017 following the increase in the Bank of England base rate. The low deposit rates also reflected regulatory changes and funding requirements for banks, which make it less attractive for banks to hold short term cash deposits. Therefore, instant access and short term deposit rates remained low relative to the bank rate.
- 7.2 As a result of the Council's positive cashflow in the first half of the year, the level of investments steadily increased, largely in the form of fixed rate deposits. With longer-term borrowing being undertaken throughout the year and being required to meet ongoing capital expenditure, the new borrowing did not significantly impact the level of investments. Therefore, the level of investments over the course of the year generally reflected the Council's cashflow on a day to day basis. The level of investments reduced over the year, from £53.75M at 31 March 2017 to £37.59M at 31 March 2018.

- 7.3 For shorter investment periods, notice deposit accounts and money market funds held by the Council provided a higher return on investments than rates available on instant access and shorter term fixed deposits. These facilities also helped to meet daily cashflow requirements and keep within counterparty limits. However, towards the financial year-end there was an increase in shorter term lending rates in the inter-local authority market, and therefore some lending for shorter periods was undertaken during this period.
- 7.4 During the year, no investment was made for more than 12 months, and all investment activities were in line with the approved strategy for 2017/18. The average rate on investments outstanding at 31 March 2018 was 0.73% (0.51% at 31 March 2017). This increase in the average rate over the year reflected the increase in the Bank base rate and the local authority lending rates. In comparison, the average temporary borrowing rate for the year was 0.20%. Total interest received on investments in 2017/18 amounted to £278,595 (£421,046 in 2016/17). This reflected the reduced level of investment activity during 2017/18, as well as the higher rates available in 2016/17 offsetting the increased rates in the second half of 2017/18.
- 7.5 The original Strategy also anticipated that investments would not exceed £70M during the year unless, for example, new borrowing was undertaken early in the year or the Council's expenditure during the year was later than anticipated. As described in Section 5.3, although £75M of new borrowing was undertaken in the year, it was spread throughout the year. In addition, expenditure within the Capital Programme has increased and been incurred more evenly over the year. Consequently, the level of investments was only briefly higher than expectations and peaked at £70.8M for 1 day on 6 September 2017. The level of investments slowly reduced over the remainder of the year and stood at £37.6M at the end of the financial year.
- 7.6 All financial investments by the Council's Common Good Funds and Charitable Trusts were made through the Council's Loans Fund, in accordance with the Council's and Common Good Fund's policy for Permitted Investments. As a result, £2,243,000 of Common Good funds and Charitable Trusts were placed on deposit with the Loans Fund for periods of between 6 and 12 months at an average rate of 0.51%.
- 7.7 Any investments held with external fund managers are outside the scope of the investment regulations, as they all relate to funds held by Council administered Charities or Trusts.
- 7.8 The Annual Property Investment Strategy for 2017/18 was also approved by the Council at its meeting on the 22 February 2017 (Report 17/81 refers) and was complied with in full, with no breaches in compliance with permitted investment limits.
- 7.9 The budgeted income from the Council's property portfolio for 2017/18 was originally projected to be £1,732,000, and subsequently increased to £1,738,600. The actual Income for the Council's property portfolio for 2017/18 was £1,967,000. The increase in income relates to the unexpected delay in releasing sites to developers within the Commercial Property portfolio, a

number of year-end adjustments made to the portfolio and several rent reviews which resulted in increased rental income.

- 7.10 There were no additional risks identified or new property investments entered into over the year. The strategy action plan remained on programme.

## **8. COMPLIANCE WITH TREASURY POLICIES AND LIMITS**

- 8.1 There were no breaches of compliance with the Council's approved borrowing and investment policies and strategy in 2017/18. All aspects of the Prudential Code, including Prudential Indicators and limits, were also fully adhered to throughout the year.

## **9. CONCLUSION AND RECOMMENDATIONS**

- 9.1 Global economic and political uncertainties have kept UK interest rates low for several years. During 2017/18 longer term rates continued to fall, particularly due to political tensions and uncertainties. There was, however, an increase in the Bank of England base rate in November 2017. With long term rates originally forecast to increase over the year, the borrowing strategy was to undertake borrowing when rates were relatively low. The estimated borrowing requirement was significantly higher in 2017/18 than in previous years, reflecting the increased expenditure in the Capital programme.
- 9.2 Consequently, during the year £89M of new long term borrowing was undertaken, whilst £8.1M of debt was repaid at maturity and £14.1M of was repaid prematurely. Therefore, the Council's long term PWLB debt portfolio increased over the year by £66.8M, whilst the average interest rate fell to 3.15%.
- 9.3 There was reduced investment activity as a result of increased cashflow requirements, particularly in relation to the capital programme. Therefore, a higher proportion of investments were with notice accounts and Money Market Funds at lower interest rates to meet liquidity requirements. Investment rates increased in line with the Bank base rate from November 2017.
- 9.4 There were no breaches of compliance with the lending policy and all Prudential Indicators were complied with throughout the year. As a result of the activities undertaken during 2017/18 the Council's plans remain affordable, prudent and sustainable. The report also includes detailed information on the repayment profiles and future estimates of Loans Fund Advances.
- 9.5 The Council's Consolidated Loans Fund (CLF) rate for the year reduced from 3.38% last year to 3.19%. The Council's CLF continues to be below the Scottish average, and equates to over £2M in savings compared to the average for Scottish local authorities.
- 9.6 It is recommended that the Council notes the content of this report, which is submitted in accordance with the Council's approved Treasury Management Practices (TMPs).

**Author(s)**

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**Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Stewart MacKenzie	Head of Finance	21 May 2018
Jim Valentine	Depute Chief Executive and 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	Yes
<b>Communication</b>	
Communications Plan	None

### 1. Strategic Implications

#### 1.1. Corporate Plan

- 1.1.1. 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.

- 1.1.2 This report relates to all of these objectives.

### 2. Resource Implications

#### 2.1. Financial

- 2.1.1. There are no direct financial implications arising from this report other than those reported within the body of the main report.

## 2.2. Workforce

- 2.2.1. There are no direct workforce implications arising from this report other than those reported within the body of the main report.

## 2.3. Asset Management (land, property, IT)

- 2.3.1. There are no direct asset management implications arising from this report other than those reported within the body of the main report.

# 3. **Assessments**

## 3.1. Equality Impact Assessment

- 3.1.1. 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.
- 3.1.2. 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.

## 3.2 Strategic Environmental Assessment

- 3.2.1 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.2.2 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.

## 3.3 Sustainability

- 3.3.1 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.
- 3.3.2 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, Capita Asset Services, have been consulted in the preparation of this report.

## **5. BACKGROUND PAPERS**

- 5.1 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.

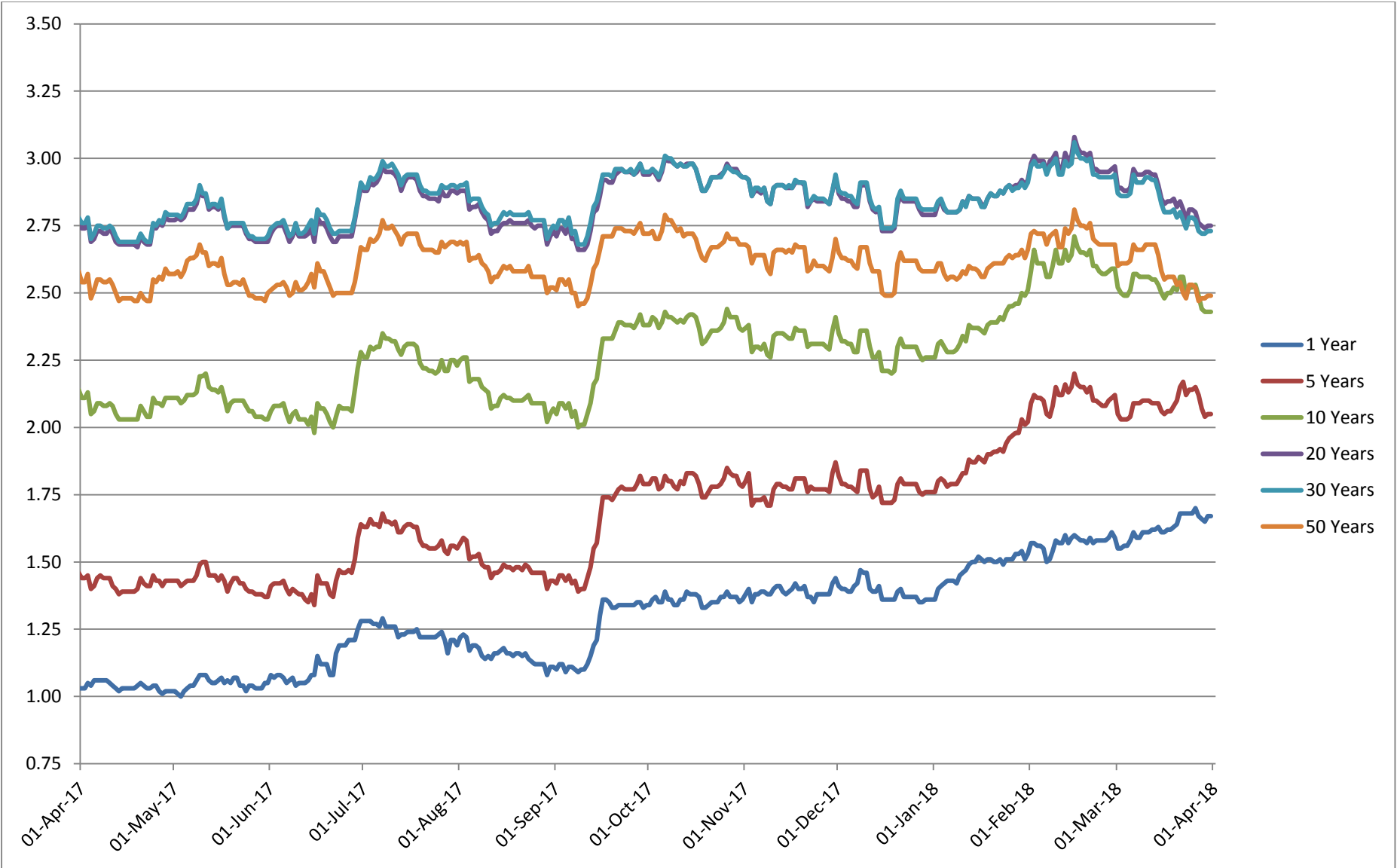
## **6. APPENDICES**

Appendix I – PWLB Fixed Maturity Interest Rates From 1 April 2017 to 1 April 2018.

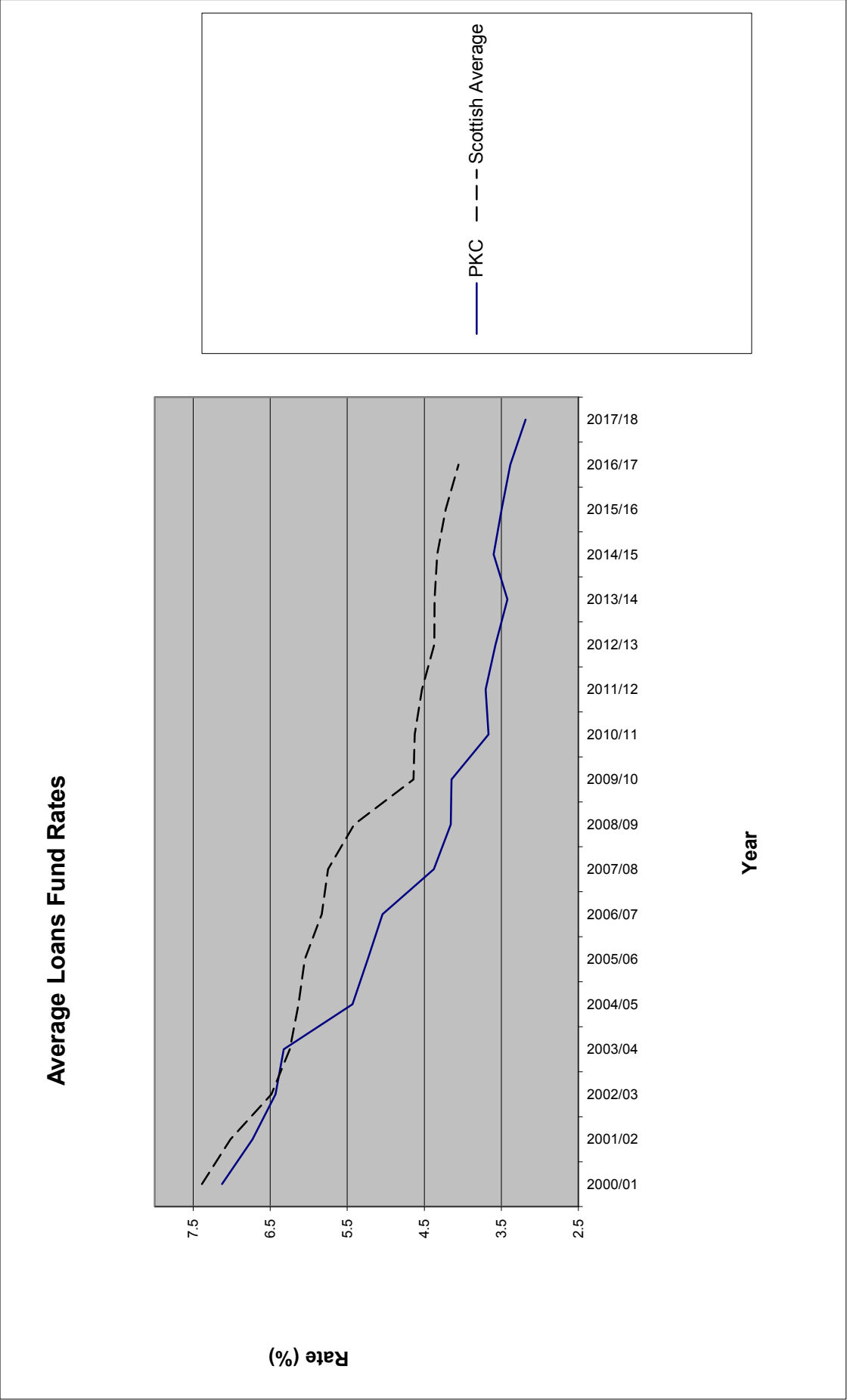
Appendix II – Average Loans Fund Rates.













# PERTH AND KINROSS COUNCIL

20 June 2018

## COMPOSITE CAPITAL BUDGET 2018 - 2028

Report by Head of Finance (Report No. 18/212)

### PURPOSE OF REPORT

This report seeks Council approval for the Provisional Composite Capital Budget for years 2018/19 to 2027/28. Approval is also sought for the Capital Strategy and Prudential Indicators for years 2018/19 to 2027/28 as detailed within the report.

### 1. BACKGROUND/MAIN ISSUES

- 1.1 At the meeting on 4 October 2017 (Report No.17/317 refers) the Council agreed to approve indicative Capital Resource limits for 2023/24 and 2024/25 and to “top-slice” resources in each year for specific projects and programmes. Subsequently, at the meeting on 22 February 2018 (Report No. 18/47 refers) it was agreed to defer the setting of a new Composite Capital Budget to June 2018 in anticipation of an announcement on the Tay City Deal. Whilst, at the time of writing, there has been no announcement on the Tay City Deal, it is proposed to set a new budget covering an extended period of ten years. This will allow Council to consider Capital investment decisions over a longer timescale and permit Services to plan ahead for the delivery of approved projects and programmes.
- 1.2 This report, therefore, sets out the estimated resources and the recommended Provisional Composite Capital Budget for the years 2018/19 to 2027/28.
- 1.3 **ACTION: The Council is asked to approve the setting of a ten year Capital Budget for financial years 2018/19 to 2027/28.**

### 2. CAPITAL RESOURCES 2018/19 TO 2027/28

- 2.1 The monitoring reports submitted to the Strategic Policy & Resources Committees throughout 2017/18 incorporated full details of resources and expenditure within the approved six year programme to 2022/23. Monitoring Report No.4 submitted to the Strategic Policy & Resources Committee on 18 April 2018 (Report No. 18/134 refers) outlined the latest estimates for these years.
- 2.2 A comprehensive review of all the available resources has now been undertaken, including the additional years to 2027/28. The estimated new resources available for 2018/19 to 2027/28 are outlined below and summarised at Appendix I.

- 2.3 The level of new borrowing included in the programme is consistent with the amount assumed in the Council's approved Medium Term Financial Plan, and has been maintained at £12M for each year to 2027/28.
- 2.4 The estimates of Scottish Government General Capital Grant allocated to the Council since the last Capital Budget was set in June 2016 have been reviewed. The actual amount of Capital Grant received in the last two years has increased from the original estimates. It is, therefore, considered appropriate to reflect a prudent increase in future General Capital Grant funding. Accordingly, assumptions on future Capital Grant funding have been increased by £1M in 2019/20 and by £1.5M in each of the years 2020/21 to 2022/23, whilst £14M has been assumed in each of the new years to 2027/28. The additional £236,000 awarded in 2018/19, as detailed in the Revenue Budget report on 22 February 2018 (Report No. 18/47 refers), has also been included.
- 2.5 On 1 May 2018 the Scottish Government announced Early Learning & Childcare ring-fenced Capital grant allocations. These total £14.2M for the Council over the 3 years 2018/19, 2019/20 and 2020/21, which have now been included in the programme. Ring-fenced grant for Cycling Walking & Safer Streets (CWSS) has also been included, and assumed to continue at the current level of £200,000 per annum. It should be noted that all estimates for future levels of Scottish Government Capital grant funding will be subject to revision when actual allocations become known.
- 2.6 It is assumed that a number of projects will be funded by Developer Contributions over the longer term, and that these contributions will be received by the Council in line with future house building rates. Consequently, an estimate of Developer Contributions to be received by the Council has been included in each year to 2027/28, based on building rates in the larger developments. Further, an additional £71,000 of property disposal receipts has been included in 2021/22 (£21,000) and 2022/23 (£50,000) and it is proposed that a provision of £250,000 per annum is included for each of the new years to 2027/28. This will also be subject to ongoing review throughout the budget period.
- 2.7 The total new resources available for allocation, as detailed above, are summarised at Appendix I and amount to £162.757M. The revised total resources available for the ten year period 2018/19 to 2027/28 amount to £585.169M and are set out in Appendix II.
- 2.8 **ACTION: The Council is asked to agree the level of Capital resources for 2018/19 to 2027/28 set out in Section 2 above and Appendices I and II.**

### **3. CAPITAL BUDGET PROPOSALS 2018/19 TO 2027/28**

- 3.1 Updated Capital Budgets for 2018/19 to 2022/23 have previously been approved by the Strategic Policy and Resources Committee. There are, however, a number of proposed amendments to the current approved programme, and these are outlined in the sections below.

- 3.2 When approving the Capital Budget on 22 June 2016 (Report No. 16/277 refers), the Council also approved the commitment of resources to the year beyond 2022/23. This related to the building of new primary schools at Oudenarde and North/West Perth in line with anticipated future house building, with £5.412M and £5.35M required in 2023/24 for each school respectively. These were also included in the Medium Term Financial Plan approved by the Council on 4 October 2017 (Report No 17/317 refers).
- 3.3 It is also proposed to maintain the current practice of “top-slicing” resources for structural maintenance, footways and expenditure previously transferred from the Revenue Budget in each year of the 10 year programme. However, the amount top-sliced has not increased since setting the budget in 2012, and has remained fixed up to 2022/23. Due to the impact of inflation over this period, this has steadily reduced the purchasing capacity of the Structural Maintenance programme. Therefore, it is proposed that the amount allocated to the Structural Maintenance Budget is increased by £1M in each year from 2018/19 to £7.8M. The remaining top-sliced programmes relate to Early Learning & Childcare and CWSS which are ring-fenced grant funded expenditure.
- 3.4 In light of the lack of clarity over the Tay Cities Deal and the limited Capital resources available (without undertaking additional borrowing), the Council approved in October 2017 that no new Business Cases for Capital projects should be developed at this time. Consequently, it is proposed that any remaining resources are allocated to either existing rolling programmes in order that they can continue beyond 2022/23 or to emerging issues identified by the Council’s Executive Officer Team in the context of reviewing the existing approved programme.
- 3.5 The Executive Officer Team have reviewed the Capital Programme and recommend the inclusion of the following adjustments to the Provisional Capital Budget based upon an assessment of the strategic and operational risks presented to the Council should the issues identified not be addressed. Section 3.6 below sets out a number of specific adjustments to the previously approved Capital Budget to contribute to the replacement of Perth High School. The Executive Officer Team consider Perth High School to be the most significant and urgent strategic priority for capital investment in the school estate.

#### Perth High School

- 3.6 Perth High School is the largest secondary school in Perth and Kinross, with existing capacity for c1,600 pupils, drawing young people from 15 primary schools from across Perth City and beyond. The Executive Director (Education & Children’s Services) considers Perth High School to be of strategic importance to the continued delivery of educational services because of the number of young people impacted and the current absence of alternative provision.

- 3.7 The building is over 40 years old and recent structural and condition surveys of Perth High School indicate that it is rated C (poor) for both suitability and condition. The Council continues to invest in the school in order to ensure that the school remains operational. However this provides no improvement in the educational environment or extension to the operational life of the school. It is anticipated that over the next few years the building will further deteriorate.
- 3.8 Replacement of the school is, therefore, considered the most cost effective and educationally beneficial option in the medium term. The cost of a replacement school on the existing site has been estimated at approximately £50M. Although there has been no announcement, to date, on any further Scottish Government support for investment in the education estate, recent discussions with the Scottish Futures Trust indicate that it is not likely that any Scottish Government funding would be available in the short to medium term for a like for like replacement for Perth High School, if at all.
- 3.9 Accordingly, the only option currently available to the Council which does not incur additional revenue costs (loan charges) is to fund a replacement school through a reprioritisation of projects and programmes already included within the existing approved Capital Budget. The proposed Capital Budget, therefore, recommends the following funding strategy for the replacement of Perth High School based upon the re-allocation of budgeted expenditure from projects currently included in the approved Capital programme.

	£'000
Existing Perth High School Funding	13,800
Review of Existing Capital Budget Provision – Learning Estate - see paragraphs 3.11 and 3.12	23,829
Review of Existing Capital Budget Provision – Community Facilities - see paragraphs 3.13 to 3.17	9,443
Review of Existing Capital Budget Provision - Infrastructure – see paragraph 3.18	750
Funding No Longer Required -	
• <i>Ladywell Landfill</i>	117
• <i>Lewis Place</i>	100
• <i>Beechgrove RHE</i>	241
Allocation of new Capital resources	1,720
<b>TOTAL ESTIMATED COST</b>	<b>50,000</b>

- 3.10 In the event that any future announcement is made by the Scottish Government on possible funding, this will be evaluated at that time. This may include consideration of other school projects which are currently unfunded as a result of ongoing reviews of the School Estate.



Oudenarde Primary School (reduction of £10.029M)

- 3.11 Perth & Kinross Council has demonstrated continued commitment to this project for over 15 years with specific funding approved within the Capital Budget, however there has been limited progress with the housing development to date. The new development at Oudenarde has been further deferred pending the outcome of the current planning enquiry. Revised proposals for the new school will be brought forward at a future date once there is more clarity on the timing of future house building at the site. The Council remains committed to this development and will keep the situation under review.

Pitlochry Primary School Replacement (reduction of £13.8M)

- 3.12 The Council has committed c£2.8M in improvement works to Pitlochry Primary School. This investment will ensure that the building remains operational beyond the timescale of this current Capital Budget. Therefore, it is proposed to remove the funding for the replacement of Pitlochry Primary School from the programme at this stage.

Blairgowrie Recreation Centre (reduction of £3M)

- 3.13 The Provisional Capital Budget includes significant investment of £14.7M in Blairgowrie Recreation Centre. This investment will provide an enhanced leisure facility which will deliver the requirements of the local community and the school curriculum. Since the initial inception of the project the design has been rescoped to reduce the recurring revenue costs of the facility which will be included in future Revenue Budget submissions. The implications of this exercise are that £3M can be redirected within the Capital Budget.

PH20 (reduction of £4.725M)

- 3.14 The PH20 Project is a Live Active Leisure (LAL) proposal to redevelop Perth Leisure Pool which is now in excess of 30 years old and requires ongoing maintenance. Discussions are ongoing with LAL on how best to progress the project as additional funding sources have not been forthcoming to date. It is also necessary to update the market appraisal that supports the outline business case for PH20, as market conditions have changed since the project was first proposed in 2012. The Council is jointly funding this further analysis to assist LAL in making progress.
- 3.15 The findings of this exercise will be reported to a joint LAL/Council officer working group in late summer 2018 when any required revisions to the business case and consequent changes to the design brief will be considered, which may include transfer of the site to the Council. Further updates will also be provided to the Council as they become available.
- 3.16 The Council are supportive of this strategic project and is investigating alternative funding options, including Prudential Borrowing, to take this forward in partnership with LAL.

#### Letham Wellbeing Hub, Perth (reduction of £1.718M)

- 3.17 The Council is committed to the Letham Wellbeing Hub and working with the community to deliver this project. Officers are working with the community to evaluate the assumptions underpinning the operating model to ensure that the revenue costs of the new facility can be met. This may include reviewing the activities to be delivered from the new facility. The proposed Capital Budget includes an investment of £1.25M in this facility. This may be used by the Community to attract other match funding to deliver this project.

#### Road Improvements Due to A9 Works Dualling (reduction of £0.750M)

- 3.18 It is proposed to remove the Road Improvements due to A9 Dualling project from the programme at this stage as the actual impact on future traffic flow/levels resulting from the A9 dualling programme remains unclear. Further, the budget provision of £750,000 is likely to be insufficient to fund any significant road improvements required, with further work requiring to be undertaken on the detailed design and ground investigations before options can be fully costed. Revised proposals will be reconsidered at a future date as the Scottish Government dualling works progress.

- 3.19 **ACTION: The Council agrees to funding for a replacement of Perth High School as set out in paragraphs 3.6 to 3.18.**

- 3.20 The following paragraphs set out a number of new business critical expenditure pressures. These have been considered by the Executive Officer Team to represent significant strategic and operational risks and are, therefore, recommended for approval in the proposed Capital Budget. This includes provision for increases in costs which are, largely, outwith the Council's control.

#### Microsoft Licences & Office 365

- 3.21 Microsoft products remain a core component of the Council's ICT infrastructure. Current licensing arrangements are due for renewal over the next few years. This investment will provide the Council with more flexibility to adapt to meet its evolving business requirements and transformation needs. It will also ensure compliant use of Microsoft software and relicence the entire Microsoft Office estate. It is recommended that the Council provide for £4.4M in the proposed Capital Budget to meet future price increases and licensing costs over the 10 year period of the Capital programme.

#### SWIFT Social Work System Replacement

- 3.22 The SWIFT social work system is integral to the management and delivery of social care both across Council Services and the Integration Joint Board. The previous software vendor Northgate had advised that they were not continuing with the operation of the SWIFT social care system beyond March 2020. Whilst a new supplier (OLM Systems) has since purchased the system they have subsequently confirmed that they will continue to support it but will not

undertake any further developments of the system. As the availability of a modern and adaptable social care system is critical to the delivery of the Council's statutory responsibilities, the proposed Composite Capital Budget includes provision to procure a replacement social care system at an estimated cost of £2.7M (depending on the outcome of the tendering process). Currently this work is planned for 2019/20 and 2020/21.

#### Schools Audio-Visual Replacement Programme

- 3.23 Interactive audio visual equipment ("AV") is an effective medium for accessing and sharing a broad range of teaching resources and for supporting a wide range of learners and learning styles. Schools are increasingly dependent on legacy AV equipment, some of which is now more than ten years old. This lacks the functionality of more modern integrated solutions, is expensive to maintain and increasingly unreliable, which can be disruptive to learning and teaching.
- 3.24 At present there is no provision in the Composite Capital Budget for replacing school AV equipment. It is therefore recommended that a rolling replacement programme is established to address current gaps/shortfalls in provision and manage ongoing replacement of the existing estate. The indicative cost is £4.5 million between 2019/20 and 2027/28 at £500,000 per annum.

#### Structural Maintenance

- 3.25 The Strategic Policy & Resources Committee has previously approved that £5M of expenditure be transferred from the Structural Maintenance budget for 2018/19 to 2022/23 to meet projected cost increases on the Almondbank Flood Protection Scheme. Having reviewed the impact of this adjustment on the Council's future Structural Maintenance programme together with other pressures on the programme, such as cost inflation, the Executive Officer Team recommend that the amount of £5M be re-instated to the Structural Maintenance budget.

#### A9/A85 Junction Improvements

- 3.26 The A9/A85 project is currently budgeted at £45M and is progressing well with completion anticipated in spring 2019. In accordance with the contract, a series of compensation events have, however, been submitted by the main contractor resulting from factors such as unforeseen ground conditions and inclement weather. These are currently forecast at £2.2M with further unbudgeted costs arising from statutory utility works; temporary traffic management and land compensation claims.
- 3.27 Based on industry standards, projects of the scale and complexity of the A9/A85 Junction Improvements report typical unavoidable cost increases of between 10-14%. The latest projections for this project indicate a potential over spend of c£3M which represents 6% of the approved budget. As the project is still to complete, this projection remains under review and may require to be adjusted further.

- 3.28 **ACTION: The Council is asked to approve the additional expenditure proposals set out in paragraphs 3.21 to 3.27.**

#### Annual Rolling Programmes

- 3.29 There are a number of rolling programmes included within the current approved budget which are due to come to an end in the next five years. In order to continue investment in the Council's existing infrastructure and assets and ensure that they remain fit-for-purpose, it is proposed that the funding for these programmes is continued to 2027/28. The programmes are as follows:

- Investment in the Learning Estate
- Structural Maintenance
- Road Safety
- Traffic Signals
- Bridges & Parapets
- Disability Adaptation Works
- Property Improvements
- Property Compliance
- Community Greenspace
- Cemetery Extensions
- Council Contact Centre
- ICT Infrastructure

- 3.30 The proposed allocation to each programme is based on recent average allocations, and is summarised in Appendix III except for Structural Maintenance where the budget has been enhanced by £1M each year and Bridges & Parapets which has been enhanced by £240,000 each year.

- 3.31 **ACTION: The Council is asked to approve the Annual Rolling Programmes set out in paragraphs 3.29 and 3.30 and Appendix III.**

#### Prudential Borrowing Projects

- 3.32 It is also proposed that various annual replacement programmes, relating to Fleet Vehicles, Commercial and Domestic Wheeled Bins, Other Waste Containers, Litter Bins and Energy Efficiency continue to be funded by Prudential Borrowing. These projects either generate sufficient revenue savings to offset the associated investment costs or have their investment costs met through other revenue sources.

- 3.33 **ACTION: The Council is asked to approve the Prudential Borrowing projects set out in paragraph 3.32 and Appendix IV.**

- 3.34 All the above projects outlined in Section 3 above are included in the proposed Composite Capital Budget for 2018/19 to 2027/28 shown at Appendix IV. This shows that the Council's proposed total gross investment on the Composite Capital Programme in the ten years to 2027/28 amounts to £585.169M.

- 3.35 **ACTION: The Council is asked to approve the Capital expenditure proposals as set out in Section 3 and Appendix IV of this report.**

#### **4. PRUDENTIAL CODE AND INDICATORS**

- 4.1 The principal means of monitoring and controlling adherence to the Council's capital and treasury plans, and ensuring that they remain affordable, sustainable and prudent, is the determination and monitoring of Prudential Indicators. These Indicators must relate to, and be consistent with, the Council's approved Capital Budget and Treasury Management Strategy.
- 4.2 It is, therefore, proposed to set new Prudential Indicators for the ten year period covered by the proposed Composite Capital Budget outlined in this report. In addition, the Housing & Communities Committee at its meeting on 24 January 2018 (Report No. 18/16 refers) set a revised Housing Investment Programme for the years to 2022/23. In order to match the time period covered by these Capital programmes, provisional estimates have been assumed for the Housing Investment Programme for later years to 2027/28.
- 4.3 The full set of proposed Prudential Indicators for 2018/19 to 2027/28, including limits, is shown at Appendix V. The Council is free to set each indicator or limit at any level felt appropriate, however, once set, they must not be breached. Any amendment to these limits must be approved by the Council. The limits proposed are based on the levels of capital investment that have been calculated as being affordable and sustainable, on a prudent basis. In the case of Treasury Management, the proposed limits have been set to allow sufficient flexibility for the Council to consider new opportunities that may arise, such as debt rescheduling exercises, or to manage exceptional (short-term) cashflows whilst maintaining the desired level of control and risk management.
- 4.4 The Indicators include estimates of the Council's underlying need to borrow for a Capital purpose (Capital Financing Requirement or Borrowing Requirement), and also ensure that the borrowing periods are consistent with the type of capital expenditure being funded. The amount of external debt is measured at two levels:
- Operational Boundary – is the level of external debt *estimated* for each year. The actual level of debt may exceed this level in the short-term following exceptional cashflows, however the trend over the period being considered should be consistent with the Operational Boundary. As such it is not a limit, but an indicator of the probable level of external debt.
  - Authorised Limit – is the *maximum* level of external debt approved by the Council, and is also known as the "Statutory Limit", and must not be exceeded. It includes headroom over the Operational Boundary to allow for some unexpected fluctuations or movements. It therefore measures the level of debt which could be affordable in the medium-term, but which may not be sustainable in the longer term. Any increase to the Authorised Limit,

for example following revision to the Council's Capital Plans or due to unforeseen circumstances, would require the prior approval of the Council.

- 4.5 For the current Capital plans and Treasury Strategy described in this report, it is proposed to increase the Authorised Limit from £640M to £770M for each year from 2018/19 to 2027/28. This is consistent with the funding strategy for the Council's Capital plans, as well as Loans Fund policies and the Medium Term Financial Plan. It is based on total gross external borrowing and long-term liabilities under PPP/PFI arrangements, and takes account of when the borrowing requirement is at its peak over the ten year period and is then applied in each year (to allow flexibility). The Operational Boundary for each year is also shown within Appendix V.
- 4.6 Given that many of the new resources in the proposed Composite programme are applied in the earlier years, the resultant acceleration of the borrowing will be managed by the continuation of the Capital Fund Strategy over the medium to long term. Updated Capital Fund projections, based on the proposed Composite Capital Budget are shown at Appendix VI. The projections show that, on current assumptions, Loan Charges can be contained by the use of the Capital Fund until 2038/39, and therefore, the Capital Budget remains affordable, prudent and sustainable. These projections will be kept under continuous review.
- 4.7 In December 2017, CIPFA published a revised Prudential Code and Treasury Management Code of Practice. The revised codes are effective from 1 April 2018, however CIPFA has advised that they may be implemented on a phased basis during 2018/19 as a result of the delays in their publication. The revised codes include some changes to the Prudential Indicators, as well as new requirements relating to "non treasury management" investments, and the setting of a Capital Strategy each year.
- 4.8 The number of Prudential Indicators required has been reduced, and no new ones have been included. In particular, the Indicators relating to adoption of the code, interest rate exposures and debt maturity profile have been removed, with such matters being included within the Council's approved policies and Treasury Management Practices. In addition, the Incremental Impact of Capital Plans on Council tax and Housing Rents have also been removed, with these matters forming part of the Council budget setting process.
- 4.9 All of the proposed Indicators at Appendix V comply with the revised CIPFA Code of Practice for Treasury Management in the Public Services, whilst the Capital Strategy is described in the Section below.
- 4.10 **ACTION: The Council is asked to approve the Prudential and Treasury Management Indicators for 2018/19 to 2027/28 as set out in Section 4 and Appendix V of this report.**

## **5. CAPITAL STRATEGY**

- 5.1 The revised Prudential Code requires that Councils produce a Capital Strategy each year in order to demonstrate that capital expenditure is in line with service objectives. The Capital Strategy should outline the context in which capital investment decisions are taken, including asset management plans, the availability of resources and affordability in the long term. It should also take a long-term view on capital investment decisions, and outline the risks and benefits to the Council in undertaking the capital investment plans.
- 5.2 The formulation and updating of the Capital Strategy should be integrated into the planning and budget setting process. The Capital Strategy should also improve governance and delivery of the plans, and assist the understanding of the long term implications and risks of undertaking the capital plan. This would include outlining the Council's estimated long term liabilities position and all future revenue consequences resulting from the Capital plan.
- 5.3 The proposed Composite Capital Budget for 2018/19 to 2027/28 assumes that the Council is successful in attracting funding through the Tay Cities Bid for specific projects, most notably the Cross Tay Link Road. At the time of preparing this report, there has been no announcement by the Scottish and UK Governments on heads of terms for the Tay Cities Bid. There is, therefore, a risk to the affordability of the Provisional Composite Capital Budget should there be a significant difference between the Tay Cities Bid funding assumed in preparing the budget and the detail of any eventual announcement.
- 5.4 The Council will be advised, in due course, on progress with the Tay Cities Bid and any financial implications for the Council's Composite Capital Budget will be reported to the Strategic Policy & Resources Committee for consideration.
- 5.5 The Council has previously approved a School Estate Strategy and a Corporate Property Asset Review. The School Estate Strategy assumes recurring Revenue savings of £200,000 from a reduction in the Council's school estate, subject to statutory consultation. The Corporate Property Asset Review, which forms part of the Council's Transformation Programme, assumes recurring Revenue savings of £1.8m over the next three years through the rationalisation of the Council's property estate.
- 5.6 The delivery of savings from both the School Estate Strategy and the Corporate Property Asset Review are assumed within the Council's approved Revenue Budget for 2018/19 and Provisional Budgets for 2019/20 and 2020/21. Any delay in the achievement of these savings will impact upon the Council's future Revenue expenditure which, in turn, may impact on the affordability of the borrowing levels assumed in the proposed Composite Capital Budget.
- 5.7 In working within an overall budgeted resource limit of £585.169M for the 10 year period, as set out in paragraph 2.7 above and Appendix II attached, it is recommended that a number of ongoing Capital programmes are maintained

at their current level. The impact of cost inflation, over time, will reduce the level of activity which can be funded from these programmes and, accordingly, funding for these programmes will require to be assessed, reviewed and adjusted as necessary in light of Council priorities and updated projections of affordability.

- 5.8 The proposed Composite Capital Budget for 2018/19 to 2027/28 and Capital Strategy are based on estimates of affordable borrowing; Scottish Government General Capital Grant funding; Tay Cities Deal funding and third party and other income. All of the assumptions within the Provisional Budget will be subject to ongoing review and refinement as more information becomes available.
- 5.9 The proposed Capital Strategy is shown at Appendix VII.
- 5.10 **ACTION: The Council is asked to approve the Capital Strategy set out at Appendix VII to this report.**

## **6. PROJECT APPRAISAL AND GOVERNANCE**

- 6.1 The Council has previously approved that all potential Capital investment decisions should be supported by a business case in line with guidance from Audit Scotland. The Council's business case template is based on guidance from the HM Treasury Green Book which is considered best practice (Report 15/396 refers).
- 6.2 As noted in paragraph 3.5 above, in setting the Medium Term Financial Plan the Council agreed to "not invite new detailed business cases from Services at this time." (Report 17/317 refers).
- 6.3 The Council is, therefore, advised that in proposing any new projects not already reflected within the existing Capital Budget:
- i. All such projects require to be approved in principle only, subject to the preparation of a detailed business case.
  - ii. The estimated funding for any such project requires to be identified.
  - iii. Final consideration of the business case for new projects and confirmation of funding will be subject to approval by the Strategic Policy & Resources Committee.

## **7. CONCLUSION AND RECOMMENDATIONS**

- 7.1 This report outlines the review of resources available for the Composite Capital Budget, and details the proposed Composite Capital Budget for the 10 years 2018/19 to 2027/28.



7.2 It is recommended that the Council:

- (i) Approve the setting of a ten year Capital Budget for financial years 2018/19 to 2027/28 – see paragraph 1.3.
- (ii) Agree the level of Capital resources for 2018/19 to 2027/28 set out in Section 2 above and Appendices I and II – see paragraph 2.8.
- (iii) Agrees to funding for a replacement of Perth High School as set out in paragraphs 3.6 to 3.18 – see paragraph 3.19.
- (iv) Approve the additional expenditure proposals set out in paragraphs 3.21 to 3.27 – see paragraph 3.28.
- (v) Approve the Annual Rolling Programmes set out in paragraphs 3.29 and 3.30 and Appendix III – see paragraph 3.31
- (vi) Approve the Prudential Borrowing projects set out in paragraph 3.32 and Appendix IV – see paragraph 3.33.
- (vii) Approve the Capital expenditure proposals as set out in Section 3 and Appendix IV of this report – see paragraph 3.35
- (viii) Approve the Prudential and Treasury Management Indicators for 2018/19 to 2027/28 as set out in Section 4 and Appendix V of this report- see paragraph 4.10.
- (ix) Approve the Capital Strategy set out at Appendix VII to this report – see paragraph 5.10.

**Author(s)**

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**Approved**

Name	Designation	Date
Stewart MacKenzie	Head of Finance	12 June 2018
Jim Valentine	Depute Chief Executive (Chief Operating Officer)	

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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	
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	
Workforce	
Asset Management (land, property, IST)	
<b>Assessments</b>	
Equality Impact Assessment	<b>Yes</b>
Strategic Environmental Assessment	<b>Yes</b>
Sustainability (community, economic, environmental)	
Legal and Governance	
Risk	
<b>Consultation</b>	
Internal	
External	
<b>Communication</b>	
Communications Plan	

### 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 The Chief Executive's Service provides a range of functions for internal and front-line customers alike. Those functions support the work of the whole Council by assisting them in the delivery of the Council's Corporate Objectives. As a consequence, this report does not specifically relate to one of the objectives, but assists with the delivery of all five.

### 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 other than those reported within the body of the main report.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 The information presented in this report was considered under the Corporate Equalities Assessment Framework and the determination was made that the items summarised in this report do not require further assessment as they do not have a direct impact on people's wellbeing.

### 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.

The matters presented in this report were considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

## **4. Consultation**

There has been no consultation in the preparation of this report.

## **2. BACKGROUND PAPERS**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

## **3. APPENDICES**

Appendix I – New Composite Capital Budget Estimated Resources 2018/19 to 2027/28

Appendix II – Total Composite Capital Budget Estimated Resources 2018/19 to 2027/28

Appendix III – Proposed Annual Rolling Programmes 2018/19 to 2027/28

Appendix IV - Proposed Composite Capital Budget 2018/19 to 2027/28

Appendix V – Prudential and Treasury Indicator Limits 2018/19 to 2027/28

Appendix VI – Loan Charges and Capital Fund Projections

Appendix VII – Capital Strategy 2018/19 to 2027/28



**PERTH AND KINROSS COUNCIL**  
**COMPOSITE CAPITAL BUDGET 2018/19 TO 2027/28**  
**ESTIMATED NEW CAPITAL RESOURCES**

**APPENDIX I**

**8**

**NEW CAPITAL RESOURCES**

	(£'000)	2018/19	2019/20	2020/21	2021/22	2022/23	New Years					TOTAL
							2023/24	2024/25	2025/26	2026/27	2027/28	
Composite Capital Borrowing	0	0	0	0	0	0	12,000	12,000	12,000	12,000	12,000	60,000
General Fund Property Disposal Receipts	0	0	0	21	50	50	250	250	250	250	250	1,321
General Capital Grant	236	1,000	1,500	1,500	1,500	1,500	14,000	14,000	14,000	14,000	14,000	75,736
Ring Fenced Capital Grants (CWSS)	0	0	0	0	0	0	200	200	200	200	200	1,000
Ring Fenced Capital Grants (ELC)	4,800	5,600	3,800	0	0	0	0	0	0	0	0	14,200
Developer Contributions	0	0	0	0	0	0	2,100	2,100	2,100	2,100	2,100	10,500
Other Third Party Contributions	0	0	0	0	0	0	0	0	0	0	0	0
Revenue Contributions	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total New Capital Resources</b>		<b>5,036</b>	<b>6,600</b>	<b>5,300</b>	<b>1,521</b>	<b>1,550</b>	<b>28,550</b>	<b>28,550</b>	<b>28,550</b>	<b>28,550</b>	<b>28,550</b>	<b>162,757</b>



**PERTH AND KINROSS COUNCIL**  
**COMPOSITE CAPITAL BUDGET 2018/19 TO 2027/28**  
**ESTIMATED RESOURCES**

**APPENDIX II**

	Capital Resources 2018/19 (£'000) Proposed Budget	Capital Resources 2019/20 (£'000) Proposed Budget	Capital Resources 2020/21 (£'000) Proposed Budget	Capital Resources 2021/22 (£'000) Proposed Budget	Capital Resources 2022/23 (£'000) Proposed Budget	Capital Resources 2023/24 (£'000) Proposed Budget	Capital Resources 2024/25 (£'000) Proposed Budget	Capital Resources 2025/26 (£'000) Proposed Budget	Capital Resources 2026/27 (£'000) Proposed Budget	Capital Resources 2027/28 (£'000) Proposed Budget	Total Capital Resources (£'000) Proposed Budget
<b><u>Capital Grants</u></b>											
General Capital Grant	15,101	17,354	25,341	25,220	15,191	14,000	14,000	14,000	14,000	14,000	168,207
Cycling, Walking & Safer Streets	205	242	200	200	200	200	200	200	200	200	2,047
Early Learning & Childcare	4,800	5,600	3,800	0	0	0	0	0	0	0	14,200
Total Capital Grants	20,106	23,196	29,341	25,420	15,391	14,200	14,200	14,200	14,200	14,200	184,454
<b><u>General Capital Receipts</u></b>											
General Fund - Capital Receipts/Disposal	918	109	503	271	550	250	250	250	250	250	3,601
General Fund - Housing Receipts	3	3	3	3	0	0	0	0	0	0	12
Ring Fenced Receipts - Vehicle Disposals	461	268	256	221	354	300	300	300	300	300	3,060
Total Capital Receipts	1,382	380	762	495	904	550	550	550	550	550	6,673
<b><u>Commercial Property Capital Receipts</u></b>											
Capital Receipts b/f	0	2,233	3,106	1,896	1,785	2,120	2,120	2,120	2,120	2,120	0
Commercial Property Capital Receipts	3,329	1,468	110	184	925	0	0	0	0	0	6,016
Capital Receipts c/f	(2,233)	(3,106)	(1,896)	(1,785)	(2,120)	(2,120)	(2,120)	(2,120)	(2,120)	(2,120)	(2,120)
Total Commercial Capital Receipts Applied	1,096	595	1,320	295	590	0	0	0	0	0	3,896
<b><u>Contributions</u></b>											
Third Party Contributions	4,407	5,000	3,500	0	0	0	0	0	0	0	12,907
Developer Contributions	1,810	1,810	1,810	2,010	2,020	2,100	2,100	2,100	2,100	2,100	19,960
Revenue Budget Contributions	180	180	0	0	0	0	0	0	0	0	360
Total Contributions	6,397	6,990	5,310	2,010	2,020	2,100	2,100	2,100	2,100	2,100	33,227
<b><u>Capital Borrowing Requirement</u></b>											
Corporate Borrowing Requirement	(52,575)	(5,802)	(9,215)	(44,325)	(31,348)	(12,613)	(21,413)	(21,413)	(21,413)	(21,413)	(241,530)
Prudential Net Borrowing Requirement	102,133	41,430	87,581	131,340	91,290	29,815	28,715	28,715	28,715	28,715	598,449
Total Capital Borrowing Requirement	49,558	35,628	78,366	87,015	59,942	17,202	7,302	7,302	7,302	7,302	356,919
<b>TOTAL CAPITAL RESOURCES/ GROSS BUDGET EXPENDITURE</b>	<b>78,539</b>	<b>66,789</b>	<b>115,099</b>	<b>115,235</b>	<b>78,847</b>	<b>34,052</b>	<b>24,152</b>	<b>24,152</b>	<b>24,152</b>	<b>24,152</b>	<b>585,169</b>





<u>ANNUAL ROLLING PROGRAMMES</u>	Revised Budget 18-Apr-18	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Total Budget 2018/19- 2027/28 (£'000)
PROJECT/NATURE OF EXPENDITURE	2017/18 (£'000)	2018/19 (£'000)	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)	2023/24 (£'000)	2024/25 (£'000)	2025/26 (£'000)	2026/27 (£'000)	2027/28 (£'000)	
<u>Education &amp; Children's Services</u>												
Investment in the Learning Estate	0	0	0	0	4,650	4,650	4,650	4,650	4,650	4,650	4,650	32,550
<u>Housing &amp; Environment</u>												
Road safety	0	0	0	0	0	0	100	100	100	100	100	500
Traffic Signals	0	0	0	0	0	0	100	100	100	100	100	500
Bridges & Parapets	0	240	240	240	240	240	740	740	740	740	740	4,900
Property DDA Works	0	0	0	0	0	0	200	200	200	200	200	1,000
Property Improvements	0	0	0	0	0	0	2,000	2,000	2,000	2,000	2,000	10,000
Property Compliance	0	0	0	0	0	0	650	650	650	650	650	3,250
Community Greenspace	0	0	0	0	0	0	300	300	300	300	300	1,500
Cemetery Extensions	0	0	0	0	0	100	100	100	100	100	100	600
<u>Corporate &amp; Democratic Services</u>												
Council Contact Centre	0	0	0	0	0	40	40	40	40	40	40	240
ICT Infrastructure	0	0	0	0	0	0	2,000	2,000	2,000	2,000	2,000	10,000
<b>TOTAL</b>	<b>0</b>	<b>240</b>	<b>240</b>	<b>240</b>	<b>4,890</b>	<b>5,030</b>	<b>10,880</b>	<b>10,880</b>	<b>10,880</b>	<b>10,880</b>	<b>10,880</b>	<b>65,040</b>



## PROPOSED COMPOSITE CAPITAL BUDGET 2018/19 to 2027/28

SUMMARY OF NET EXPENDITURE

SERVICE	Revised Budget 18-Apr-18  2017/18 (£'000)	Proposed Budget  2018/19 (£'000)	Proposed Budget  2019/20 (£'000)	Proposed Budget  2020/21 (£'000)	Proposed Budget  2021/22 (£'000)	Proposed Budget  2022/23 (£'000)	Proposed Budget  2023/24 (£'000)	Proposed Budget  2024/25 (£'000)	Proposed Budget  2025/26 (£'000)	Proposed Budget  2026/27 (£'000)	Proposed Budget  2027/28 (£'000)	Proposed Total Budget 2018/19- 2027/28 (£'000)
EDUCATION & CHILDREN'S SERVICES	20,148	8,315	19,759	43,428	44,699	27,760	13,950	5,150	5,150	5,150	5,150	178,511
HOUSING & ENVIRONMENT	57,537	54,883	22,434	45,965	67,163	47,748	16,830	15,730	15,730	15,730	15,730	317,943
HEALTH & SOCIAL CARE	281	860	1,250	1,950	250	250	250	250	250	250	250	5,810
CORPORATE & DEMOCRATIC SERVICES	2,440	4,428	12,056	16,000	2,702	2,535	2,522	2,522	2,522	2,522	2,522	50,331
<b>TOTAL NET BUDGET</b>	<b>80,406</b>	<b>68,486</b>	<b>55,499</b>	<b>107,343</b>	<b>114,814</b>	<b>78,293</b>	<b>33,552</b>	<b>23,652</b>	<b>23,652</b>	<b>23,652</b>	<b>23,652</b>	<b>552,595</b>

<b>EDUCATION &amp; CHILDREN'S SERVICES</b>	<b>Revised Budget 18-Apr-18</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Total Budget 2018/19- 2027/28 (£'000)</b>
<b>PROJECT/NATURE OF EXPENDITURE</b>	<b>2017/18 (£'000)</b>	<b>2018/19 (£'000)</b>	<b>2019/20 (£'000)</b>	<b>2020/21 (£'000)</b>	<b>2021/22 (£'000)</b>	<b>2022/23 (£'000)</b>	<b>2023/24 (£'000)</b>	<b>2024/25 (£'000)</b>	<b>2025/26 (£'000)</b>	<b>2026/27 (£'000)</b>	<b>2027/28 (£'000)</b>	
Arts Strategy Phase 1 - Redevelopment of Perth Theatre	7,457	186	0	0	0	0	0	0	0	0	0	186
Third Party Contributions	(4,808)	(200)	0	0	0	0	0	0	0	0	0	(200)
Revenue Contribution from Reserves	(609)	0	0	0	0	0	0	0	0	0	0	0
MIS - Procurement & Integration	55	469	49	49	74	0	0	0	0	0	0	641
Campus Online Booking System	0	100	0	0	0	0	0	0	0	0	0	100
Blairgowrie Recreation Centre - Replacement	12	278	6,000	8,400	0	0	0	0	0	0	0	14,678
Inspiring Learning Spaces	2	0	0	0	0	0	0	0	0	0	0	0
Early Learning & Childcare	882	4,800	7,832	3,800	0	0	0	0	0	0	0	16,432
Scottish Government Grant	(887)	(4,800)	(5,600)	(3,800)	0	0	0	0	0	0	0	(14,200)
<u>School Modernisation Programme</u>												
Investment in the School Estate	533	1,784	6,255	8,754	4,650	4,650	4,650	4,650	4,650	4,650	4,650	49,343
Alyth Primary School Upgrade Project	1,638	0	0	0	0	0	0	0	0	0	0	0
Blackford Primary School (Developer Contribution)	0	0	173	0	0	0	0	0	0	0	0	173
Kinross Primary School Upgrade Project	7,348	928	0	0	0	0	0	0	0	0	0	928
Tulloch Primary School Upgrade Project	6,098	1,200	0	0	0	0	0	0	0	0	0	1,200
Inchtute Primary School MUGA	42	0	0	0	0	0	0	0	0	0	0	0
Invergowrie Primary School Upgrade Project	4	0	0	0	0	0	0	0	0	0	0	0
Oudenarde - New Primary School Development	0	0	0	0	0	0	0	0	0	0	0	0
Third Party Contribution from Developer	0	(500)	0	0	0	0	0	0	0	0	0	(500)
Oakbank Primary School Upgrade Project	79	0	0	0	0	0	0	0	0	0	0	0
North/West Perth - New Primary School	0	0	0	0	500	8,500	5,350	0	0	0	0	14,350
North Perth Primary School Replacement	0	0	750	5,000	10,250	0	0	0	0	0	0	16,000
Technology Upgrades	607	200	500	500	675	0	0	0	0	0	0	1,875
School Audio-Visual (AV) Equipment Replacement Programme	0	0	500	500	500	500	500	500	500	500	500	4,500
Perth Academy - New Sport Facilities	133	1,408	150	0	0	0	0	0	0	0	0	1,558
Perth Academy - Refurbishments	1,069	1,850	200	3,000	6,000	3,085	0	0	0	0	0	14,135
<b>TOTAL CARRIED FORWARD</b>	<b>19,655</b>	<b>7,703</b>	<b>16,809</b>	<b>26,203</b>	<b>22,649</b>	<b>16,735</b>	<b>10,500</b>	<b>5,150</b>	<b>5,150</b>	<b>5,150</b>	<b>5,150</b>	<b>121,199</b>

Page 209 of 474

<b>HOUSING &amp; ENVIRONMENT</b>	<b>Revised Budget 18-Apr-18</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Total Budget 2018/19- 2027/28 (£'000)</b>
<b>PROJECT/NATURE OF EXPENDITURE</b>	<b>2017/18 (£'000)</b>	<b>2018/19 (£'000)</b>	<b>2019/20 (£'000)</b>	<b>2020/21 (£'000)</b>	<b>2021/22 (£'000)</b>	<b>2022/23 (£'000)</b>	<b>2023/24 (£'000)</b>	<b>2024/25 (£'000)</b>	<b>2025/26 (£'000)</b>	<b>2026/27 (£'000)</b>	<b>2027/28 (£'000)</b>	
<u>Traffic &amp; Road Safety</u>												
Road Safety Initiatives (20mph zones etc.)	79	65	43	50	50	50	100	100	100	100	100	758
Road Safety Initiatives	536	886	0	0	0	0	0	0	0	0	0	886
Broich Road, Crieff - Road Realignment & Safety Measures	0	320	0	0	0	0	0	0	0	0	0	320
Third Party Contributions (Developers)	0	(195)	0	0	0	0	0	0	0	0	0	(195)
Third Party Contributions (Sustrans)	0	(60)	0	0	0	0	0	0	0	0	0	(60)
Revenue Contribution	0	(65)	0	0	0	0	0	0	0	0	0	(65)
Vehicle Activation Signs	176	23	0	0	0	0	0	0	0	0	0	23
Cycling Walking & Safer Streets	237	205	242	200	200	200	200	200	200	200	200	2,047
Scottish Government Grant - Cycling Walking Safer Streets	(205)	(205)	(242)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(2,047)
Third Party Contribution	(16)	0	0	0	0	0	0	0	0	0	0	0
Revenue Contribution	(16)	0	0	0	0	0	0	0	0	0	0	0
Car Parking Investment	0	100	0	0	0	0	0	0	0	0	0	100
<u>Asset Management - Roads &amp; Lighting</u>												
Structural Maintenance	8,723	11,391	7,678	7,678	7,678	7,678	7,800	7,800	7,800	7,800	7,800	81,103
Third Party Contribution	(1,501)	0	0	0	0	0	0	0	0	0	0	0
Street Lighting - Renewals/Upgrading/Unlit Areas	154	161	161	150	0	0	0	0	0	0	0	472
Traffic Signals - Renewals/Upgrading	26	126	63	65	65	67	100	100	100	100	100	886
Unadopted Roads & Footways (Match Funding)	20	88	0	0	0	0	0	0	0	0	0	88
Third Party Contributions	(7)	0	0	0	0	0	0	0	0	0	0	0
Footways	407	512	435	435	435	435	435	435	435	435	435	4,427
Road Safety Barriers	18	101	50	0	0	0	0	0	0	0	0	151
Third Party Contribution	(7)	(12)	0	0	0	0	0	0	0	0	0	(12)
<u>Asset Management - Bridges</u>												
Port Na Craig Footbridge - Assess & Strengthening	5	0	0	0	0	0	0	0	0	0	0	0
Bridge Refurbishment Programme	0	240	426	615	615	615	740	740	740	740	740	6,211
West of Fearnan Culvert	445	33	0	0	0	0	0	0	0	0	0	33
Pitcur Culvert	188	0	0	0	0	0	0	0	0	0	0	0
Vehicular Bridge Parapets Programme - Assess & Upgrade	4	121	50	0	0	0	0	0	0	0	0	171
<b>TOTAL CARRIED FORWARD</b>	<b>9,266</b>	<b>13,835</b>	<b>8,906</b>	<b>8,993</b>	<b>8,843</b>	<b>8,845</b>	<b>9,175</b>	<b>9,175</b>	<b>9,175</b>	<b>9,175</b>	<b>9,175</b>	<b>95,297</b>

<b>HOUSING &amp; ENVIRONMENT</b>	<b>Revised Budget 18-Apr-18</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Total Budget 2018/19- 2027/28 (£'000)</b>
<b>PROJECT/NATURE OF EXPENDITURE</b>	<b>2017/18 (£'000)</b>	<b>2018/19 (£'000)</b>	<b>2019/20 (£'000)</b>	<b>2020/21 (£'000)</b>	<b>2021/22 (£'000)</b>	<b>2022/23 (£'000)</b>	<b>2023/24 (£'000)</b>	<b>2024/25 (£'000)</b>	<b>2025/26 (£'000)</b>	<b>2026/27 (£'000)</b>	<b>2027/28 (£'000)</b>	
<b>TOTAL BROUGHT FORWARD</b>	<b>9,266</b>	<b>13,835</b>	<b>8,906</b>	<b>8,993</b>	<b>8,843</b>	<b>8,845</b>	<b>9,175</b>	<b>9,175</b>	<b>9,175</b>	<b>9,175</b>	<b>9,175</b>	<b>95,297</b>
<u>Improvement Schemes</u>												
New Rural Footways	53	0	0	0	0	0	0	0	0	0	0	0
A9/A85 Road Junction Improvements	22,594	10,168	0	0	0	0	0	0	0	0	0	10,168
Third Party Contribution	(129)	0	0	0	0	0	0	0	0	0	0	0
Perth Transport Futures	1,042	2,654	1,235	11,175	34,690	27,194	0	0	0	0	0	76,948
A977 Upgrades	79	515	0	0	0	0	0	0	0	0	0	515
<u>Rural Flood Mitigation Schemes</u>												
Almondbank Flood Prevention Scheme	11,287	5,437	0	0	0	0	0	0	0	0	0	5,437
Third Party Contribution	(104)	0	0	0	0	0	0	0	0	0	0	0
Comrie Flood Prevention Scheme	483	422	931	11,149	11,620	0	0	0	0	0	0	24,122
Milnathort Flood Prevention Scheme	6	79	55	1,629	10	0	0	0	0	0	0	1,773
South Kinross Flood Prevention Scheme	0	145	95	150	1,848	924	0	0	0	0	0	3,162
Scone Flood Prevention Scheme	0	75	45	495	30	0	0	0	0	0	0	645
<u>Planning Conservation</u>												
Conservation of Built Heritage	73	615	0	0	0	0	0	0	0	0	0	615
Third Party Contribution	0	(100)	0	0	0	0	0	0	0	0	0	(100)
Mill Street Environmental Improvements	1,248	0	0	0	0	0	0	0	0	0	0	0
Revenue Contribution (Car Parking Reserve)	(160)	0	0	0	0	0	0	0	0	0	0	0
Third Party Contribution	(10)	0	0	0	0	0	0	0	0	0	0	0
<u>Perth &amp; Kinross Place-making</u>												
- City Digital	122	0	0	0	0	0	0	0	0	0	0	0
- Pontoons	15	0	0	0	0	0	0	0	0	0	0	0
- St. Pauls Church	350	1,573	549	0	0	0	0	0	0	0	0	2,122
- Perth City Hall/Vennels	0	50	500	0	0	0	0	0	0	0	0	550
- Auchterarder	0	0	300	0	0	0	0	0	0	0	0	300
- Perth City Centre Golden Route (Rail Station)	3	97	400	0	0	0	0	0	0	0	0	497
- Green Network Routes	1	49	114	0	0	0	0	0	0	0	0	163
- City Greening	11	89	100	100	0	0	0	0	0	0	0	289
- Tay Street, Perth	0	0	170	500	1,200	0	0	0	0	0	0	1,870
- Mill Street, Perth (Phase 3) - Shared Space at Bus Station	0	50	550	0	0	0	0	0	0	0	0	600
- South Street, Perth - Transport Hub	0	0	0	0	200	900	0	0	0	0	0	1,100
Perth & Kinross Lighting Action Plan	301	1,360	1,068	999	819	453	0	0	0	0	0	4,699
<b>TOTAL CARRIED FORWARD</b>	<b>46,531</b>	<b>37,113</b>	<b>15,018</b>	<b>35,190</b>	<b>59,260</b>	<b>38,316</b>	<b>9,175</b>	<b>9,175</b>	<b>9,175</b>	<b>9,175</b>	<b>9,175</b>	<b>230,772</b>

<b>HOUSING &amp; ENVIRONMENT</b>	<b>Revised Budget 18-Apr-18</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Total Budget 2018/19- 2027/28 (£'000)</b>
<b>PROJECT/NATURE OF EXPENDITURE</b>	<b>2017/18 (£'000)</b>	<b>2018/19 (£'000)</b>	<b>2019/20 (£'000)</b>	<b>2020/21 (£'000)</b>	<b>2021/22 (£'000)</b>	<b>2022/23 (£'000)</b>	<b>2023/24 (£'000)</b>	<b>2024/25 (£'000)</b>	<b>2025/26 (£'000)</b>	<b>2026/27 (£'000)</b>	<b>2027/28 (£'000)</b>	
<b>TOTAL BROUGHT FORWARD</b>	<b>46,531</b>	<b>37,113</b>	<b>15,018</b>	<b>35,190</b>	<b>59,260</b>	<b>38,316</b>	<b>9,175</b>	<b>9,175</b>	<b>9,175</b>	<b>9,175</b>	<b>9,175</b>	<b>230,772</b>
<u>Other Planning Projects</u>												
Creative Exchange (former St. John's Primary School)	243	4,007	7	0	0	0	0	0	0	0	0	4,014
Third Party Contribution	(243)	(1,566)	0	0	0	0	0	0	0	0	0	(1,566)
Letham Wellbeing Hub	130	1,254	0	0	0	0	0	0	0	0	0	1,254
Gypsy Travellers Site Improvement Works	134	0	0	0	0	0	0	0	0	0	0	0
<u>Community Greenspace</u>												
Play Areas - Improvements Implementation Strategy	140	878	0	0	0	0	0	0	0	0	0	878
Third Party Contribution	(33)	(43)	0	0	0	0	0	0	0	0	0	(43)
Revenue Contribution	(90)	0	0	0	0	0	0	0	0	0	0	0
Fiends of Park Development - MacRosty Park, Crieff	30	0	0	0	0	0	0	0	0	0	0	0
Countryside Sites	0	165	0	0	0	0	0	0	0	0	0	165
Community Greenspace Sites	0	0	740	784	0	0	300	300	300	300	300	3,024
Small Parks	5	30	0	0	0	0	0	0	0	0	0	30
Community Greenspace Bridges	50	0	0	0	0	0	0	0	0	0	0	0
Core Path Implementation	21	33	0	0	0	0	0	0	0	0	0	33
Pitlochry Recreation Park	121	0	0	0	0	0	0	0	0	0	0	0
Third Party Contribution	(42)	0	0	0	0	0	0	0	0	0	0	0
Alyth Environmental Improvements	16	540	0	0	0	0	0	0	0	0	0	540
Third Party Contribution	0	(33)	0	0	0	0	0	0	0	0	0	(33)
Revenue Contribution	0	(25)	0	0	0	0	0	0	0	0	0	(25)
Parks Development - Riverside Masterplan	8	0	0	0	0	0	0	0	0	0	0	0
Premier Parks	0	75	0	0	0	0	0	0	0	0	0	75
The Knock	6	94	0	0	0	0	0	0	0	0	0	94
Kinnoull Hill	6	114	0	0	0	0	0	0	0	0	0	114
Countryside Access	0	10	0	0	0	0	0	0	0	0	0	10
Cemetery Extensions	24	181	95	100	100	100	100	100	100	100	100	1,076
<b>TOTAL CARRIED FORWARD</b>	<b>47,057</b>	<b>42,827</b>	<b>15,860</b>	<b>36,074</b>	<b>59,360</b>	<b>38,416</b>	<b>9,575</b>	<b>9,575</b>	<b>9,575</b>	<b>9,575</b>	<b>9,575</b>	<b>240,412</b>



<b>HOUSING &amp; ENVIRONMENT</b>	<b>Revised Budget 18-Apr-18</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Total Budget 2018/19- 2027/28 (£'000)</b>
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<b>TOTAL BROUGHT FORWARD</b>	<b>47,057</b>	<b>42,827</b>	<b>15,860</b>	<b>36,074</b>	<b>59,360</b>	<b>38,416</b>	<b>9,575</b>	<b>9,575</b>	<b>9,575</b>	<b>9,575</b>	<b>9,575</b>	<b>240,412</b>
<u>Support Services</u>												
PC Replacement & IT Upgrades - Hardware	112	0	0	0	0	0	0	0	0	0	0	0
PC Replacement & IT Upgrades - Licenses	125	167	124	106	106	106	120	120	120	120	120	1,209
Corporate Programme Management System	37	23	0	0	0	0	0	0	0	0	0	23
Third Party Contribution (HRA)	(17)	(3)	0	0	0	0	0	0	0	0	0	(3)
Revenue Contribution (ECS)	(20)	0	0	0	0	0	0	0	0	0	0	0
<u>Property Division</u>												
DDA Adaptation & Alteration Works Programme	389	210	275	200	200	200	200	200	200	200	200	2,085
Crematorium	558	0	0	0	0	0	0	0	0	0	0	0
Property Compliance Works Programme	854	748	400	790	790	792	650	650	650	650	650	6,770
Capital Improvement Projects Programme	650	1,404	800	2,200	2,500	2,500	2,000	2,000	2,000	2,000	2,000	19,404
Life Expired Building Replacement Programme	134	0	0	0	0	0	0	0	0	0	0	0
Fire Audit Work - Robert Douglas Memorial School	30	340	26	0	0	0	0	0	0	0	0	366
Pitlochry High School - Upgrade Programme	0	806	502	502	502	502	0	0	0	0	0	2,814
Relocation of Area Office to Former Rannoch Road Day Centre	29	0	0	0	0	0	0	0	0	0	0	0
<u>Commercial Property Investment Programme</u>												
North Muirton Industrial Estate - Site Servicing & Provision of Units	2,058	185	423	1,023	0	0	0	0	0	0	0	1,631
Western Edge, Kinross - Site Servicing	6	20	0	0	0	0	0	0	0	0	0	20
Additional Infrastructure Investment - Broxden	0	50	0	0	0	0	0	0	0	0	0	50
Creative Industries Land/Advance Units	0	250	0	0	0	0	0	0	0	0	0	250
Rural Business Units Programme	0	195	172	297	295	590	0	0	0	0	0	1,549
<u>Prudential Borrowing</u>												
Wheeled Bin Replacement Programme - Domestic Bins	215	200	200	200	200	200	200	200	200	200	200	2,000
Wheeled Bin Replacement Programme - Commercial Bins	6	8	7	12	12	18	20	20	20	20	20	157
Wheeled Bin Replacement Programme - 140L Bins	167	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL CARRIED FORWARD</b>	<b>52,390</b>	<b>47,430</b>	<b>18,789</b>	<b>41,404</b>	<b>63,965</b>	<b>43,324</b>	<b>12,765</b>	<b>12,765</b>	<b>12,765</b>	<b>12,765</b>	<b>12,765</b>	<b>278,737</b>

<b><u>HOUSING &amp; ENVIRONMENT</u></b>	<b>Revised Budget 18-Apr-18</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Total Budget 2018/19- 2027/28 (£'000)</b>
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<b>TOTAL BROUGHT FORWARD</b>	<b>52,390</b>	<b>47,430</b>	<b>18,789</b>	<b>41,404</b>	<b>63,965</b>	<b>43,324</b>	<b>12,765</b>	<b>12,765</b>	<b>12,765</b>	<b>12,765</b>	<b>12,765</b>	<b>278,737</b>
Recycling Containers, Oil Banks & Battery Banks - Replacement Program Capital Receipts	<b>44</b> <b>(1)</b>	<b>89</b> <b>0</b>	<b>56</b> <b>0</b>	<b>56</b> <b>0</b>	<b>60</b> <b>0</b>	<b>62</b> <b>0</b>	<b>65</b> <b>0</b>	<b>65</b> <b>0</b>	<b>65</b> <b>0</b>	<b>65</b> <b>0</b>	<b>65</b> <b>0</b>	<b>648</b> <b>0</b>
Litter Bins	<b>40</b>	<b>25</b>	<b>25</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>350</b>
Smart Cities - Smart Waste Third Party Contribution (EDRF)	<b>90</b> <b>(36)</b>	<b>155</b> <b>(63)</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>155</b> <b>(63)</b>
Vehicle Replacement Programme Capital Receipts - Vehicle Disposals	<b>2,300</b> <b>(151)</b>	<b>4,047</b> <b>(461)</b>	<b>2,679</b> <b>(268)</b>	<b>2,559</b> <b>(256)</b>	<b>2,206</b> <b>(221)</b>	<b>3,543</b> <b>(354)</b>	<b>3,000</b> <b>(300)</b>	<b>3,000</b> <b>(300)</b>	<b>3,000</b> <b>(300)</b>	<b>3,000</b> <b>(300)</b>	<b>3,000</b> <b>(300)</b>	<b>30,034</b> <b>(3,060)</b>
Energy Conservation & Carbon Reduction Programme	<b>143</b>	<b>331</b>	<b>145</b>	<b>145</b>	<b>145</b>	<b>145</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>1,661</b>
POP - 2 High Street Essential Compliance & Improvement Works	<b>92</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Crematorium - Memorial Garden Enhancement	<b>10</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47</b>
Crematorium - Abatement Works Revenue Contribution	<b>2,332</b> <b>(560)</b>	<b>360</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b> <b>0</b>	<b>360</b> <b>0</b>
Street Lighting Renewal - LED & Column Replacement	<b>790</b>	<b>1,008</b>	<b>1,008</b>	<b>1,007</b>	<b>1,008</b>	<b>1,028</b>	<b>1,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,159</b>
Smart Cities - Intelligent Street Lighting Third Party Contribution (EDRF) Third Party Contribution (CIF)	<b>37</b> <b>(15)</b> <b>(30)</b>	<b>328</b> <b>(132)</b> <b>0</b>	<b>0</b> <b>0</b> <b>0</b>	<b>0</b> <b>0</b> <b>0</b>	<b>0</b> <b>0</b> <b>0</b>	<b>0</b> <b>0</b> <b>0</b>	<b>0</b> <b>0</b> <b>0</b>	<b>0</b> <b>0</b> <b>0</b>	<b>0</b> <b>0</b> <b>0</b>	<b>0</b> <b>0</b> <b>0</b>	<b>0</b> <b>0</b> <b>0</b>	<b>328</b> <b>(132)</b> <b>0</b>
Perth Harbour - Dredging	<b>62</b>	<b>719</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>719</b>
Land Purchase & Development	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>
Technology & Innovation Incubator Units	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>
<b>TOTAL</b>	<b>57,537</b>	<b>54,883</b>	<b>22,434</b>	<b>45,965</b>	<b>67,163</b>	<b>47,748</b>	<b>16,830</b>	<b>15,730</b>	<b>15,730</b>	<b>15,730</b>	<b>15,730</b>	<b>317,943</b>

	Revised Budget 18-Apr-18	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Total Budget 2018/19- 2027/28 (£'000)
HEALTH & SOCIAL CARE												
PROJECT/NATURE OF EXPENDITURE	2017/18 (£'000)	2018/19 (£'000)	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)	2023/24 (£'000)	2024/25 (£'000)	2025/26 (£'000)	2026/27 (£'000)	2027/28 (£'000)	
Occupational Therapy Equipment	262	250	250	250	250	250	250	250	250	250	250	2,500
Housing with Care - Communal Facilities	0	363	0	0	0	0	0	0	0	0	0	363
Refurbish & Extend Lewis Place Day Care Centre for Older People	0	18	0	0	0	0	0	0	0	0	0	18
JELS - Facility Service Enhancement	3	0	0	0	0	0	0	0	0	0	0	0
Developing Supported Tenancies	0	229	0	0	0	0	0	0	0	0	0	229
Dalweem RHE - Refurbish Communal Areas	16	0	0	0	0	0	0	0	0	0	0	0
Swift Social Work System Replacement	0	0	1,000	1,700	0	0	0	0	0	0	0	2,700
TOTAL	281	860	1,250	1,950	1,750	250	250	250	250	250	250	5,810

<b><u>CORPORATE &amp; DEMOCRATIC SERVICES</u></b>	<b>Revised Budget 18-Apr-18</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Proposed Total Budget 2018/19- 2027/28 (£'000)</b>
<b>PROJECT/NATURE OF EXPENDITURE</b>	<b>2017/18 (£'000)</b>	<b>2018/19 (£'000)</b>	<b>2019/20 (£'000)</b>	<b>2020/21 (£'000)</b>	<b>2021/22 (£'000)</b>	<b>2022/23 (£'000)</b>	<b>2023/24 (£'000)</b>	<b>2024/25 (£'000)</b>	<b>2025/26 (£'000)</b>	<b>2026/27 (£'000)</b>	<b>2027/28 (£'000)</b>	
<u>City Centre Developments - Cultural Attractions</u>												
Perth City Hall	467	830	9,802	10,503	500	0	0	0	0	0	0	21,635
Revenue Contribution	0	(90)	(180)	0	0	0	0	0	0	0	0	(270)
Perth Museum & Art Gallery (PMAG)	88	597	3,787	1,977	48	0	0	0	0	0	0	6,409
Collections Store	95	2,438	937	20	0	0	0	0	0	0	0	3,395
Third Party Contribution	0	(1,500)	(5,000)	(3,500)	0	0	0	0	0	0	0	(10,000)
<u>Information Systems and Technology</u>												
ICT Infrastructure & Replacement & Upgrade Programme	1,691	1,922	2,580	2,470	1,959	2,425	2,412	2,412	2,412	2,412	2,412	23,416
MS Licences & Microsoft Office 365	0	0	0	4,400	0	0	0	0	0	0	0	4,400
Council Contact Centre	4	141	40	40	75	40	40	40	40	40	40	536
Software Licence Charges (Housing)	95	90	90	90	120	70	70	70	70	70	70	810
<b>TOTAL</b>	<b>2,440</b>	<b>4,428</b>	<b>12,056</b>	<b>16,000</b>	<b>2,702</b>	<b>2,535</b>	<b>2,522</b>	<b>2,522</b>	<b>2,522</b>	<b>2,522</b>	<b>2,522</b>	<b>50,331</b>

**PERTH AND KINROSS COUNCIL**  
**PRUDENTIAL INDICATORS 2018/19 TO 2027/28**

**1 RATIO OF FINANCING COSTS:NET REVENUE BUDGET**

The ratio of Capital Financing Costs, including PPP Unitary Charges, to the Council's net revenue budget shall not exceed the following limits, which are based on historical levels, and allow some headroom for movement in interest rates etc.

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
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	8.25%	8.65%	9.21%	9.83%	10.19%	10.47%	10.59%	10.39%	10.48%	9.88%
Prudential Limit - HRA	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%
Estimated Ratio of Financing Costs to Revenue	25.22%	24.68%	23.50%	23.46%	23.58%	25.24%	25.71%	26.20%	24.69%	24.20%

**2 GROSS & NET DEBT AND CAPITAL FINANCING REQUIREMENT**

External borrowing must not exceed the total capital financing requirement, to ensure that over the medium term, borrowing is only undertaken for capital purposes. The estimated total borrowing and Capital Financing Requirement at the end of each of the years is shown below. Borrowing figures include the amount outstanding under PPP arrangements.

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£	£	£	£	£	£	£	£	£	£
Net External Debt	457,730,000	495,989,000	551,822,000	623,883,000	681,203,000	691,482,000	692,002,000	702,521,000	713,041,000	723,561,000
Gross External Debt	487,730,000	520,989,000	576,822,000	648,883,000	706,203,000	716,482,000	717,002,000	727,521,000	738,041,000	748,561,000
Capital Financing Requirement	556,211,000	579,384,000	645,648,000	718,492,000	782,180,000	788,416,000	783,962,000	779,794,000	775,787,000	772,171,000

**3 ESTIMATES OF CAPITAL EXPENDITURE**

The total estimated Capital Expenditure contained within the Council's Budgets for each year is as follows:

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£	£	£	£	£	£	£	£	£	£
Composite Programme	80,539,000	68,789,000	117,099,000	117,235,000	80,847,000	36,052,000	26,152,000	26,152,000	26,152,000	26,152,000
PPP Expenditure Programme	0	0	0	0	0	0	0	0	0	0
HRA	13,930,000	8,320,000	9,632,000	9,389,000	28,677,000	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000
Total Estimated Capital Expenditure	94,469,000	77,109,000	126,731,000	126,624,000	109,524,000	51,052,000	41,152,000	41,152,000	41,152,000	41,152,000

**4 ESTIMATE OF CAPITAL FINANCING REQUIREMENT OF YEAR**

The estimate of the Capital Financing Requirement (i.e. new borrowing requirement for Capital Expenditure) for each year based on these plans is as follows:

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£	£	£	£	£	£	£	£	£	£
Composite Programme	48,558,000	35,628,000	78,366,000	87,015,000	59,942,000	17,202,000	7,302,000	7,302,000	7,302,000	7,302,000
PPP Programme	0	0	0	0	0	0	0	0	0	0
HRA	10,846,000	4,828,000	5,298,000	4,492,000	23,485,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000
Estimated Capital Financing Requirement	59,404,000	40,456,000	83,664,000	91,507,000	83,427,000	27,202,000	17,302,000	17,302,000	17,302,000	17,302,000

The total Capital Financing Requirement (i.e. including all prior years outstanding capital expenditure to be financed by borrowing) is shown above under indicator No.3

**PERTH AND KINROSS COUNCIL**  
**PRUDENTIAL INDICATORS 2018/19 TO 2027/28**

**APPENDIX V**

**5 EXTERNAL DEBT (GROSS)**

The estimated maximum total external debt (gross of investments and including amounts outstanding under PPP arrangements) based on the Council's plans for each of the years is as follows:

Operational Boundary	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£	£	£	£	£	£	£	£	£	£
Gross External Borrowing	378,271,000	415,768,000	475,840,000	552,140,000	613,940,000	628,700,000	633,700,000	648,700,000	663,700,000	678,700,000
Other Long Term Liabilities	109,459,000	105,221,000	100,982,000	96,743,000	92,263,000	87,782,000	83,302,000	78,821,000	74,341,000	69,861,000
<b>TOTAL OPERATIONAL BOUNDARY</b>	<b>487,730,000</b>	<b>520,989,000</b>	<b>576,822,000</b>	<b>648,883,000</b>	<b>706,203,000</b>	<b>716,482,000</b>	<b>717,002,000</b>	<b>727,521,000</b>	<b>738,041,000</b>	<b>748,561,000</b>
<b>TOTAL AUTHORISED LIMIT</b>	<b>770,000,000</b>	<b>770,000,000</b>	<b>770,000,000</b>	<b>770,000,000</b>	<b>770,000,000</b>	<b>770,000,000</b>	<b>770,000,000</b>	<b>770,000,000</b>	<b>770,000,000</b>	<b>770,000,000</b>

The Operational Boundary estimates the most likely level of borrowing based on the Council's plans. It is therefore likely that throughout the year the actual level of borrowing may be above or below the Operational Boundary due to uneven cashflows. The Authorised Limit for total external debt (gross of investments) allows some headroom over the Operational Boundary above in the event of exceptional cashflows, e.g. when debt restructuring, or in the vent of unforeseen circumstances.

**6 PRINCIPAL SUMS INVESTED LONGER THAN ONE YEAR**

The upper limit for the Council's investments invested for a period longer than 1 year is as follows:

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£	£	£	£	£	£	£	£	£	£
Sums invested for longer than 1 year	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000

**PERTH AND KINROSS COUNCIL**  
**LOAN CHARGES AND CAPITAL FUND PROJECTIONS**

**APPENDIX VI**

**LOANS FUND - Updated Projections**

(£'000)	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40
Loans Fund Budget	17,651	17,651	17,651	17,651	17,610	17,610	17,610	17,610	17,610	17,610	17,610	17,610	17,610	17,610	17,610	17,610	17,610	17,610	17,610	17,610	17,610	17,610
Estimated General Fund Loan Charges*	13,429	14,234	16,029	18,247	20,766	21,766	22,026	22,192	22,296	22,399	22,492	22,706	22,457	22,035	22,322	22,668	22,984	23,450	24,264	24,350	24,930	25,509
Transfer To/(From) the Capital Fund	4,222	3,417	1,622	(596)	(3,156)	(4,156)	(4,416)	(4,582)	(4,686)	(4,789)	(4,882)	(5,096)	(4,847)	(4,425)	(4,712)	(5,058)	(5,374)	(5,840)	(6,654)	(6,740)	(7,320)	(7,140)
Loans Fund Budget Surplus/(Deficit)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(759)

\* based on applying Statutory Guidance

Estimated CLF Interest Rate	2.92%	2.81%	2.84%	2.79%	2.81%	2.75%	2.78%	2.83%	2.91%	2.99%	3.05%	3.12%	3.10%	3.10%	3.11%	3.12%	3.10%	3.10%	3.11%	3.11%	3.12%	3.13%
New Composite Borrowing Included	41,464	31,776	74,093	83,626	55,350	12,967	4,167	4,167	4,167	4,167	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000

(estimates for HRA and Prudential Borrowing have also been included in overall Loans Fund assumptions in all years)

**Notes:**

- 1 New borrowing estimates are per proposed Capital Budget to 2027/28 on the Core General Fund Programme.
- 2 Further new borrowing of **£12M** per annum assumed for all subsequent years.
- 3 Assumes gently increasing interest rates over the next few years.

**CAPITAL FUND - Updated Projections**

(£'000)	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40
Balance b/f	25,060	30,589	35,533	39,029	40,612	39,906	38,187	36,167	34,483	33,193	31,941	30,567	28,949	27,545	26,534	25,426	23,307	20,808	17,768	13,823	9,674	4,819
Contribution from General Fund	1,626	1,626	1,626	1,626	1,626	1,626	1,626	1,626	1,626	1,626	1,626	1,626	1,626	1,626	1,626	1,626	1,626	1,626	1,626	1,626	1,626	1,626
Contributions Carried Forward	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contribution (to)/from POP	(331)	(327)	(332)	(332)	(337)	(337)	(344)	(1)	358	365	374	385	399	412	632	0	0	0	0	0	0	0
Under/(Over)spend - Loans Fund	4,222	3,417	1,622	(596)	(3,156)	(4,156)	(4,416)	(4,582)	(4,686)	(4,789)	(4,882)	(5,096)	(4,847)	(4,425)	(4,712)	(5,058)	(5,374)	(5,840)	(6,654)	(6,740)	(7,320)	(7,140)
General Fund IORB Surplus/(Deficit)	(25)	75	225	300	350	350	350	550	550	550	550	550	550	550	550	550	550	550	550	550	550	550
IORB on Capital Fund balances	38	153	355	585	812	798	764	723	862	996	958	917	868	826	796	763	699	624	533	415	290	145
Balance c/f	30,589	35,533	39,029	40,612	39,906	38,187	36,167	34,483	33,193	31,941	30,567	28,949	27,545	26,534	25,426	23,307	20,808	17,768	13,823	9,674	4,819	0

**IORB to General Fund - Updated Projections**

£'000	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40
General Fund IORB per Budget	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
Latest Estimated IORB	175	275	425	500	550	550	550	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750
Additional IORB	(25)	75	225	300	350	350	350	550	550	550	550	550	550	550	550	550	550	550	550	550	550	550







# **Capital Strategy 2018/19 to 2027/28**

## **Introduction and Background**

The Capital Budget contains provision for the Council's investments in its assets covering the 10 years to 2027/28. This includes investment to enhance existing assets by extending their useful life or to improve the facilities to meet modern requirements, and investment in new assets either to replace life-expired assets or to provide additional facilities for the provision of services.

Perth and Kinross is experiencing a period of continued expansion and population growth. This is evidenced by the creation of major housing developments around Perth, and throughout the region. This is matched with a significant programme of capital investment in infrastructure in the Council's Capital Budget.

This Capital Investment Strategy outlines the principles and framework that shape the Council's capital investment proposals. The principal aim is to deliver an affordable programme of capital investment consistent with the Council's financial strategy and that contributes to the achievement of the Council's priorities and objectives as set out in the Corporate Plan 2018 – 2022.

The Strategy defines, at the highest level, how the capital programme is to be formulated and designed; it identifies the issues and options that influence capital spending, and sets out how the resources and capital programme will be managed. As well as detailing the approved capital investment programme over the forthcoming ten years, the document also sets out the Council's ambitions over the medium to longer term.

The basic elements of the Strategy therefore include:

- A direct relationship to the Corporate Plan 2018 - 2022;
- A framework for the review and management of existing and future assets (the Property Asset Management Plan);
- An investment programme expressed over the medium term;
- A document that indicates the opportunities for partnership working;
- A framework that prioritises the use of capital resources;
- A consideration of the need to pursue external financing (grants, contributions etc.), which reconcile external funding opportunities with the Council's priorities and organisational objectives, so that it is the achievement of the latter that directs effort to secure the former;
- A direct relationship with the Treasury Management Strategy, and the limitations on activity through the treasury management Prudential Indicators.

This document is intended for the use by all stakeholders to show how the Council makes decisions on capital investment:

- for the Council – to decide on capital investment policy within the overall context of investment need/opportunity and affordability;
- for elected members – to provide an understanding of the need for capital investment and help them scrutinise policy and management;
- for Council officers – to provide an understanding of the Council's capital investment priorities, to assist them in bidding for capital resources, and to confirm their role in the capital project management and monitoring arrangements;
- for taxpayers – to demonstrate how the Council seeks to prudently manage capital resources and look after its assets;
- for partners – to share with them our Vision and help to co-ordinate and seek further opportunities for joint ventures.

The Council's overall budgeted capital expenditure is approx. £655.1m gross and is managed as two programmes:

- the composite capital programme (circa £585.2m for the 10 years 2018/19 to 2027/28), which deals with the funding of capital expenditure on general fund services. Much of this is allocated to projects to support the growth in the City of Perth and surrounding areas. This includes major infrastructure projects; investing in new and replacement schools together with the upgrade and expansion of much of the existing school estate; and investment in cultural, leisure and place-making initiatives to enhance communities and economic development.
- the housing investment programme (circa £69.9m for the 5 years 2018/19 to 2022/23 ), which deals with the funding of capital expenditure on the Housing Revenue Account.

This Capital Strategy document sets out the strategic background, the Council's long term objectives and how the Council allocates its capital resources to meet these objectives.

### **Contribution to Service Objectives**

#### **THE COUNCIL'S VISION**

The Council's Corporate Plan clearly sets out the vision for our area, our communities and our people.

*"Our vision is of a confident and ambitious Perth and Kinross with a strong identity and clear outcomes that everyone works together to achieve. Our area will be vibrant and successful; a safe, secure and healthy environment; and a place where people and communities are nurtured and supported."*

#### **THE COUNCIL'S STRATEGIC OBJECTIVES**

From the vision, there are five strategic objectives which inform decisions about policy direction and budget spending. The strategic objectives within the Community Plan and the Council's Corporate Plan are:

1. Giving every child the best start in life
2. Developing educated, responsible and informed citizens
3. Promoting a prosperous, inclusive and sustainable economy
4. Supporting people to lead independent, healthy and active lives
5. Creating a safe and sustainable place for future generations

Perth & Kinross Council will play a key role in the delivery of all strategic objectives while individual services will lead on the following Strategic Objectives and Local Outcomes. (this is based on the structure of the Council prior to 1 April 2018).

#### **The Environment Service:**

- Promoting a prosperous, inclusive and sustainable economy
- Supporting people to lead independent, healthy and active lives
- Creating a safe and sustainable place for future generations.

A link to the full Environment Service Business Management and Improvement Plan (BMIP) can be found [here](#).

#### **Education & Children's Services:**

- Giving every child the best start in life
- Developing educated, responsible and informed citizens

A link to the full Education & Children Service's Business Management and Improvement Plan (BMIP) can be found [here](#).

#### **Health & Social Care Partnership:**

- Developing educated, responsible and informed citizens

- Supporting people to lead independent, healthy and active lives

A link to the full Health & Social Care Partnership Business Management and Improvement Plan (BMIP) can be found [here](#).

Housing & Communities:

Underpinning Perth & Kinross Councils strategic objectives within the **Housing & Communities Service** there are the following vision and aims:-

***Our Aims: Delivering high quality affordable housing in safe and secure neighbourhoods is a key priority for Perth and Kinross.***

***Our vision: “We want to make Perth and Kinross a place where people will have access to good quality, energy efficient housing which they can afford, that is in a safe and pleasant environment. People will have access to services that will enable them to live independently and participate in their communities”.***

The Council has built strong relationships with all its partners and it is through this collaboration that it will achieve its vision and its objectives. Good quality housing and the surrounding local environment make a significant contribution to the wider aims to create safe and sustainable communities that people want to live in. In addition, good quality housing helps tackle poverty and health inequalities and give children the best start in life. The Council’s **Housing strategic priorities** and planned outcomes are:-

- Supply of Housing and Sustainable Communities
- Housing and Homelessness
- Independent Living
- House Condition, Fuel Poverty and Climate Change

A link to the full Housing and Communities Business Management and Improvement Plan can be found [here](#).

There are also a number of key strategies and policies which support these objectives. These include:-

- The Local Development Plan found [Perth & Kinross Council - Development Plan](#)
- The Tay Cities Deal [Home | Tay Cities Deal](#)
- The Perth City Plan
- The Tay Cities Economic Strategy
- The Employability Strategy
- The Events and Tourism Strategy
- The Inner Tay Masterplan

## **Risk Management**

Throughout the life of a project there will be risks that need to be managed, to reduce the likelihood and impact of unwanted outcomes such as time and cost overruns as a result of changes both internal and external to the project. Where suppliers or partners are involved in the project, it is essential that there is a shared understanding of risk and the process being applied.

### **What is a risk?**

A risk is an uncertain event or set of events that, should they occur, will have an effect on the achievement of objectives. It consists of a combination of the probability of a perceived threat or opportunity occurring, and the magnitude of its impact on objectives, where:

- Threat is used to describe an uncertain event that could have a negative impact on objectives.

- Opportunity is used to describe an uncertain event that could have a favourable impact on objectives.

In the context of a project, it is the project's objectives that are at risk. These will include completing the project to a number of targets, typically covering time, cost, quality, scope, benefits and risk.

### Risk Management

Risk Management is the process of identifying risks, evaluating their potential consequences and determining the most effective methods of controlling or avoiding them or responding to them. The aim is to reduce the frequency of risk events occurring and minimise the severity of the consequences if they do occur.

Risk Management should be a continuous and developing process which runs throughout the lifecycle of the project. It should address methodically all the risks surrounding the project's activities.

Risk Management Objectives are

- To minimise the probability that certain risks will materialise
- Take contingent actions to deal with the risks if they do occur

### Risk Assessment

The key to managing risks is to identify them early and systematically reassess them on a regular basis. The earlier a risk is identified, the easier it is to manage.

### Involve others in the risk assessment

The Project Team should all be involved in the risk assessment, as this builds consensus for the risk assessment and lays the groundwork for approval of the risk management controls developed. In addition, discussion of identified risks often results in their elimination. It is a good idea to involve all stakeholders of the project - this will provide a useful insight into other potential risks.

Effective communication of risk management information is critical to the success of the project. The information captured during the workshop/exercise, and on a continuing basis, will be input into a risk register and ownership and continuing maintenance would be by Project Manager.

### Any team member can identify a new risk

The Risk Management process should be followed to identify any additional risks. The additional risks raised and agreed should then be input onto the risk register.

### Risk Register

The Risk Register lists all the identified risks and the results of their analysis and evaluation. Information on the status of the risk is also included. These details can then be used to track and monitor their successful management as part of the activity to deliver the required, anticipated benefits.

Fitness for purpose checklist:

- Is the Risk Register part of a framework for managing risk?
- Does the status indicate whether action has been taken or is in a contingency plan?
- Are the risks uniquely identified?
- Has each risk been allocated to an owner?
- Is access to the Risk Register controlled?
- Are activities to review the Risk Register in the project plans?

### Corporate Risk

The Corporate Risk Management Strategy and Process will provide a structured framework to address risk consistently across the Council.

### **Process for Considering & Approving Capital Projects**

The Council has a structured assessment and approval process for the inclusion of capital projects in the Composite Capital Programme. This includes scoring criteria for ranking capital bids, a standardised business case methodology and documentation and a framework to allow for effective scrutiny to ensure that the most appropriate projects and programmes, linked to Council objectives, are approved and included.

The Council has developed a business case approach to preparing and submitting Capital proposals, based on the 5 case model published by the UK Treasury in their Green Book. Strategic Business Cases are developed by Services, and then subjected to scrutiny and considerations by various groups, including the Service's own Management Team, Corporate Resources Group (CRG), the Executive Officer Team (EOT) and Elected Member Budget Review Groups (BRG). The criteria were approved by the Strategic Policy & Resources Committee on 23 September 2015 (report 15/396). A draft Capital Budget is then prepared for consideration and approval by the Council.

Business cases are considered within the context of the overall available resources to fund the budget in each year, together with ongoing revenue budget implications arising from projects.

This overall process is described through the [Capital Programme intranet site](#) and associated [project management toolkit](#) both of which contain relevant information, templates and links detailing project development, management and monitoring expectations. Training has been carried out with project personnel and elected members and future training needs will continue to be identified and supported.

### **Asset Management Planning**

Asset Management Planning is a compulsory requirement for the proper management and monitoring of assets and as a tool for robust and sound investment decision making.

An integrated asset management, service management and capital planning system is a critical part of good management and a key principle in ensuring that all investment decisions are considered within an overall systematic appraisal system. This includes the use of business cases, asset management plans and strategies, impact analysis reports and annual status reports.

Asset management consists of key drivers that offer the building blocks for sound decision making. Collection of data on the key drivers forms the database on which well informed decisions and analysis can take place. The information for each of these drivers forms the basis for decision making, monitoring and reporting on the performance of the assets. The drivers are as follows:

Key Driver	Description
<b>Condition</b>	It is essential there is an understanding of the condition of all assets. Sampled surveys or full 100% surveys are therefore required to form a reliable picture. Usually a graded system is used to categorise the condition of assets.
<b>Suitability</b>	This is sometimes called the 'fitness for purpose' test. Many organisations find it difficult to assess whether an asset is delivering returns for the purpose for which it

	was intended. It goes beyond any question of condition and is concerned with how well the asset is suited to its current purpose. An example might be old head office premises that are in good condition but are cramped and full of corridors and small offices that are not suited to 21 <sup>st</sup> century working. This is a suitability issue rather than one of condition.
<b>Sufficiency</b>	This is about demand management and sustainability of the asset. Sufficiency is concerned with asset use both now and in the future. It is critically important because it helps to identify under-utilised assets that can be identified for possible disposal or reconfiguration. It is primarily concerned with asset capacity compared to asset use and again taking the example above of the head office premises, it may have a capacity of say 300 people but is currently occupied with say only 100 meaning an occupancy rate of only 33%. In the case of this particular asset this would be the key sufficiency indicator.
<b>Revenue Costs</b>	The costs of operating the asset are important. The asset management plan needs to include the revenue costs of running the asset in order that maintenance costs and heat and light costs are not only controlled but within ranges the Council wishes to pay. In theory these costs should be in line with the condition rating for the asset but information on the two should assist in deciding the relative merits or otherwise of continued, economic asset use.
<b>Investment Appraisal</b>	Whole-life or lifecycle costing is essential for investment appraisal and ensuring the running costs of the assets are sustainable. These costs are the cost of an asset throughout its lifecycle while fulfilling the performance requirements.
<b>Accessibility</b>	This can be on two levels. The first is linked to the Disability Discrimination Act (DDA) and how much the asset is accessible to people with disabilities. The second is concerned with accessibility generally. For example, there may be a special piece of computer equipment that can only be used by suitably trained Council personnel. In this case it would be useful to ensure that operatives are correctly identified and appropriate cover is in place (avoiding the situation of reduced usage-sufficiency-because of the unavailability of qualified staff).
<b>Value</b>	A list of values of assets not only acts as a reliable inventory check but can ensure that an accurate, appropriate valuation is listed. This might not necessarily be the valuation in the accounts but could be one that the responsible asset manager knows is an accurate market value (if the Council wished to dispose of the asset) or of a replacement value if it is to be replaced new.

A significant amount of work has been undertaken in developing asset management plans for the various asset streams within the Council, who have approved plans for Roads Infrastructure, Community Greenspace and Fleet Vehicles. Work on asset management planning is a continuous and ongoing process.

### **Sustainability & Long term Service Objectives**

A central element of asset management is the ability to assess and maximise the sustainability of the Council's Service delivery.

The key indicators for financial sustainability which have to be considered are the long term life cycle costs of assets and, in the more medium term, what funding plans are in place to provide the service in a sustainable manner.

Life cycle costs (or whole life costs) of an asset are the average costs that would be required to sustain a defined service level over the accepted life of that asset. Life cycle costs include maintenance and asset consumption (depreciation expense). Life cycle expenditure is the actual expenditure on that asset;

including maintenance and capital renewal expenditure. It should be noted that life cycle expenditure will vary depending on the timing of asset renewals.

Comparing theoretical life cycle costs against actual life cycle expenditure can give an indicator of the sustainability of service delivery. A gap between life cycle costs and life cycle expenditure gives an indication as to whether present consumers are paying their share of the assets they are consuming each year.

Identifying such sustainability gaps allows the Council to readdress the levels of service that its customers need, expect and can afford, and allows the Council to develop the necessary long term financial plans to provide this service in a sustainable manner.

Medium to long term financial planning, for both capital and revenue funding, is also seen as a key requirement to fully utilising the potential of asset management practices.

### **Funding of Capital Projects**

The Capital Programme is funded by a combination of long term borrowing, capital grants, capital receipts, third party & developer contributions, and contributions from the Revenue Budget.

The largest elements of the funding is borrowing, with the amount for each year determined by factors impacting the affordability of the new borrowing, and by capital grants which are allocated to the Council annually by the Scottish Government. Third Party and Revenue contributions are usually contributions to specific projects or programmes (ie, ring-fenced), and are not usually available to fund other capital expenditure. Developer Contributions are collected from housing developers under planning consent, and are to be applied according to the approved Contribution policy (usually education, transport infrastructure or social housing), or as agreed individually for larger developments. Capital receipts arise from the sale of capital assets (mostly properties) that are surplus to the Council's requirements, with the proceeds from disposal being re-invested into the Council's ongoing capital programme.

The amount of borrowing that is determined as affordable from the Corporate Loan Charge budget is then applied in developing the core capital programme. "Prudential Borrowing" is also included in the overall programme, to describe additional borrowing over and above the "core" amount, where the Service meets the Loan Charges on such projects. Prudential Borrowing can be used for spend-to-save projects, where investment in more efficient assets result in ongoing revenue budget savings, which are used to meet the Loan Charges of undertaking the investment. Prudential Borrowing can also be used where ongoing revenue costs are substituted for Loan Charges, for example purchase of Council vehicles, where the historic revenue budget provision for annual leasing costs from previous years is used to meet the Loan Charges from purchasing the vehicles (as opposed to leasing).

The Commercial Property Investment Programme (CPIP) is a ring-fenced capital expenditure programme, which is entirely funded from Commercial Property disposal proceeds. Accumulated receipts over the years are applied to fund new Commercial Property developments, which in turn will result in future receipts. Thus the programme is self-financing on an ongoing basis. Whilst the programme has prior approval for Prudential Borrowing in order to fund expenditure in lieu of future receipts, to date such borrowing has not been required.

Each year estimates of all the elements of capital funding are forecast for each of the years under consideration. The total amount available will then determine the size of the total capital programme for each year. The estimates are reviewed continuously, which is particularly important where estimates are determined for several years in advance. Regular capital monitoring reports are submitted to the Council's Strategic Policy & Resources committee throughout the financial year.



Capital projects have implications on the Council's ongoing revenue costs. This could include reduced operating costs as a result of improved efficiencies, or increased costs due to increased maintenance or energy requirements. In the case of building additional Council facilities, the total operating costs may be additional costs for the Council, including employee costs, rates, energy, maintenance etc. Therefore, the impact on the Council's operating costs will require to be considered when setting the Capital budget, and Capital expenditure business cases cannot be developed in isolation to the Council's overall Revenue position.

## **Prudential Code**

The Local Government in Scotland Act 2003 requires authorities to have regard to, and comply with, the Prudential Code (the Code) which has been developed by CIPFA, and was introduced from 1 April 2004 (and updated in 2017). The Code allows authorities to borrow and spend any amount of money for capital expenditure, as long as the repayments and servicing of the borrowing (ie Loan Charges) can be met in future years, i.e. the plans for capital expenditure are prudent, affordable and sustainable. It allows local authorities to consider alternative funding of capital expenditure. This system of self-regulation replaced Central Government's previous control over an authority's capital plans.

The Code considers both Capital and treasury management, which are intrinsically linked. The primary aim of the Code is to give local authorities more freedom and flexibility to determine their own levels of capital investment and long term borrowing, and therefore, be more accountable to the local population with such investment and expenditure no longer controlled by Central Government. The Code also strengthens the links between local strategic and asset management planning and option appraisal to the budget and decision-making processes. This ensures that the Council's plans offer value for money, meet service objectives, and proper stewardship of the Council's assets. The over-riding principle within the Code is that any spending decisions must be affordable, prudent, and sustainable in the long-term. Affordability is most commonly measured as the effect on Council Tax (General Fund) and Housing Rents (HRA). Another key objective of the Code is to ensure that treasury management is undertaken in accordance with good professional practice. Appropriate risk management strategies should be taken into account to ensure the plans are achievable and practical, and that they remain affordable in light of unforeseen or changing circumstances.

The Code gives greater freedom and flexibility to move resources between the Capital and Revenue budgets, and is a move away from the historic practice of having separate allocations for each. This means both budgets should be set simultaneously and with regard to each other. It is for Council's themselves to decide how best to provide service delivery to its local population, and in the most cost-effective manner. This will, therefore, determine the allocation and level of Revenue and Capital resources required to achieve this. This ensures that resources are utilised in the manner to best provide quality local public services, and makes the Council more accountable to local taxpayers.

There are a number of Prudential and Treasury Indicators introduced by the Code which the Council is required to maintain. These indicators should be linked with a three-year budgeting cycle, and estimated for at least the following 3 years on a rolling programme basis. For Perth & Kinross Council, the indicators are set for the whole duration of the Capital Budget being considered. They are designed to ensure that the Council's plans are affordable, sustainable and prudent. The Indicators are normally approved at the start of the financial year by the full Council, and any subsequent revisions required to any of the indicators are also approved by the Council. All Indicators must be consistent with each other, and viewed together rather than in isolation, and require to be monitored and reported upon throughout the year. After the financial year-end, actual Prudential and Treasury Indicators must be produced using information taken directly from the Council's published balance sheet. Due to local decision-making, policies and circumstances, the Indicators will vary between each local authority, and they are not designed to be used

for benchmarking purposes. The minimum indicators required are detailed in the Council's Treasury Management Practices (*TMP 2 Best Value and Performance Measurement*).

## Treasury Management

The Treasury Management function is managed within the Finance Division of Corporate and Democratic Services. The purpose of Treasury Management is to manage the Council's day-to-day cashflows, as well as provide the funding (particularly borrowing) for the long term capital expenditure plans of the Council. For the purpose of managing the different functions and funding streams, a Loans Fund is operated by the Council, and maintained by the Treasury Management Team.

For the purpose of this Capital Strategy, the only Treasury Managements considerations are the longer term funding for the Council in relation to the Capital Budget. The Council's Treasury Management Practices detail all the considerations in respect of raising long term funding (*TMP4 - Approved Instruments, Methods & Techniques, Schedule 4.4 Approved Methods of Raising Finance*).

## Capital Programme - Key Personnel/Governance Structure

Group / Individual	Role	Responsibility
Full Council	The approval of the Council's Composite Capital Budget	To approve the overall Capital Programme and approve the Council's Composite Capital Budget.
Housing and Health Committee	The approval of the Council's Housing Investment Programme	To scrutinise proposed additions to the Council's Housing Investment Programme and approve the Council's Housing Investment Programme.
Strategic Policy and Resources Committee	The approval of amendments to the approved Council's capital budget.	To scrutinise and where appropriate approve amendments to the Council's Composite Capital Budget and Housing Investment Programme arising from in-year expenditure monitoring.
CORPORATE GOVERNANCE		
Group / Individual	Role	Responsibility
Strategic Investment Group	To have strategic oversight of the Council's Capital Programme. To provide direction, support, challenge and scrutiny of the Council's Capital Programme.	To challenge, scrutinise and support at a strategic level Capital Programme projects which are moving towards being out-with agreed scope and tolerances.
Executive Officer Team	To direct, support and provide strategic direction across the Council through collaboration, collective responsibility and professional leadership in order to deliver excellence.	To formulate recommendations to Council on additions to the Capital Programmes. To formulate recommendations to Council on proposed amendments to the Capital Programme.
Head of Finance (Sec. 95 Officer)	To formally determine and propose funding strategies to Council for the delivery of the Capital Programme. To formally propose to Council	To monitor, scrutinise and challenge additions and amendments to the Capital Programme. To recommend to Council additions to the Capital

Group / Individual	Role	Responsibility
	additions to the Capital Programme. To formally propose to Council/SP&R amendments to the Capital Programme. To formally report to Council on expenditure and income on the Capital Programme. To ensure proper accounting for capital expenditure.	Programme based upon EOT direction. To recommend to Council amendments to the Capital Programme based upon EOT direction.
Corporate Resource Group	To ensure any proposed additions to the Capital Programme meet with strategic and budgetary requirements. To support the Strategic Investment Group in the scrutiny of the Capital Programme.	To challenge, scrutinise and support all capital projects and thereby facilitate the ongoing delivery of the Capital Programme. To approve in principle business cases for Capital projects and submit recommendations to the Executive Officer Team.
PROJECT MANAGEMENT ROLES		
Group / Individual	Role	Responsibility
Executive Director	Executive sponsor	To ensure that the Service Capital Programme achieves its objectives and delivers its expected benefits. To have responsibility for agreeing the Capital Programme project's business case. To have responsibility for committing the organisation's resources to a Capital Programme project.
Service Management Teams	Project sponsor To ensure the Service Capital Programme is delivered on time and on budget	To commission Capital Programme projects and produce the associated project mandates to include: identification of Senior Responsible Officer and definition and documentation of project-level tolerances. To develop strategies to address and manage out of tolerance changes to Capital Programme projects. To challenge, scrutinise and support all capital projects to facilitate the ongoing delivery of the Service's Capital Programme.
Project Senior Responsible Owner (SRO)	To deliver the project within the approved budget and time constraints in accordance with the project's mandate and business case.	To establish the project team including the Project Manager and Project Board membership. To ensure the project's business case is adhered to and maintained with inclusion of any approved updates. To lead the Project Board and ultimately to have responsibility for ensuring the project delivers its forecasted objectives in line with its business case.
Project Board	To ensure effective overall direction	To have accountability for the success

Group / Individual	Role	Responsibility
(Chair: SRO)	and management of the project within the constraints set out by the Project Sponsor	of the project. To approve all major plans and resources required by the project – within the constraints set out by the Project Sponsor.
Project Manager	The authority to run the project on behalf of the Project Board, within the constraints laid down by the Project Board	To manage all aspects of the project including, cost management, communications, quality and change management
PROGRAMME/PROJECT SUPPORT, SCRUTINY AND CHALLENGE ROLES		
Group / Individual	Role	Responsibility
Capital Programme Office	To co-ordinate, monitor and report on the delivery of the Council's Capital Programme.	To develop and implement effective project and programme management for the Capital Programme. To develop and implement effective challenge, scrutiny, support and reporting methodologies for the Capital Programme.
Corporate/ Service Finance	To co-ordinate and report on the corporate financial monitoring of the Council's Composite Capital Budget and the Council's Housing Investment Programme budget.	To challenge, scrutinise and support the financial assumptions of any additional or amendment to the Capital Programme. To undertake regular monitoring of the Capital Programme budget.
		To formally report on the status of the Capital Programme budget. To formally propose amendments and additions to the Capital Programme budget.
Corporate Procurement	To provide support, scrutiny and challenge on the procurement strategies for Capital Programme projects.	To ensure that appropriate procurement governance and processes are in place to allow for the delivery of Capital Programme projects. To ensure effective training is in place to ensure implementation of procurement governance and processes in the delivery of Capital Programme projects. To engage with the market to allow effective challenge of the commerciality of Capital Programme projects' procurement strategies.

# PERTH AND KINROSS COUNCIL

20 JUNE 2018

## SERVICE ANNUAL PERFORMANCE REPORTS 2017-18

Report by Depute Chief Executive (Chief Operating Officer) (Report No. 18/213)

### PURPOSE OF REPORT

This report presents the Annual Performance Reports 2017-18 for Council Services.

### 1. BACKGROUND/MAIN ISSUES

- 1.1 In previous years, Council Services have produced a Joint Business Management and Improvement Plan (BMIP) and Annual Performance Report (APR) on an annual basis. They set out the key actions which the Service will deliver in the coming year, to ensure better outcomes for everyone in Perth and Kinross, and to demonstrate how they contribute to the delivery of the Council's strategic objectives. They also allow an opportunity to reflect on the progress made in the previous year, and report on performance against the identified indicators and improvement actions.
- 1.2 These plans are an important part of the strategic planning framework for the organisation, translating the strategic objectives of the Community Plan (Local Outcomes Improvement Plan) and Corporate Plan into the contributions that each Service makes to achieving these objectives including the supporting actions and performance indicators. Individual team plans are based on Service BMIPs.
- 1.3 Service restructures have provided the opportunity to review our Service planning arrangements and new Service BMIPs are currently being developed and will be reported to Service Committees during August and September 2018.
- 1.4 This report presents the Service Annual Performance Reports for the period 2017-18 for:
  - Education and Children's Services;
  - Housing and Community Safety; and
  - The Environment Service.
- 1.5 The corporate Business Plan was in place last year and this covered the functions of Corporate and Democratic Services, therefore there was not a separate BMIP for the Service. The Business Plan has been superseded with the new Council Corporate Plan. Corporate and Democratic Services will be developing a new BMIP this year along with other Services.

## 2 PROPOSALS

- 2.1 The Service Annual Performance Reports include a performance summary and an update on the outcomes achieved against our objectives for 2017-18 and presents, where the information is available, an update on Service performance indicators. A progress update against Service improvement actions detailed in last year's BMIPs is also included.

## 3 CONCLUSION AND RECOMMENDATION

- 3.1 The Annual Performance Report for each Service, details progress against targets and improvement actions over the last year and how it has taken forward the Council's strategic objectives during 2017-18.
- 3.2 It is recommended that Council approves the Service Annual Performance Reports 2017-18.

### Author

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### Approved

Name	Designation	Date
Jim Valentine	Depute Chief Executive and Chief Operating Officer	08 June 2018

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic implications

#### Community Plan / Single Outcome Agreement

- 1.1 The Perth and Kinross Community Planning Partnership (CPP) brings together organisations to plan and deliver services for the people of Perth and Kinross. Together the CPP has developed the Perth and Kinross Community Plan which outlines the key things we think are important for Perth and Kinross:-

- (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 the future

- 1.2 The actions contained within this report contribute to all of the above objectives.

#### Corporate Plan

- 1.3 The Council's Corporate Plan 2018-2022 outlines the same five Objectives as those detailed above in the Community Plan (Local Outcomes Improvement Plan) 2017-2027. These objectives provide a clear strategic direction, inform decisions at a corporate and service level and shape resource allocation.

- 1.4 It is considered that the actions contained in the report contribute to all objectives as outlined in paragraph 1.1 above.

## **2. Resource Implications**

### Financial

- 2.1 None.

### Workforce

- 2.2 None.

### Asset Management (land, property, IT)

- 2.3 None.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 Assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 This section should reflect that the proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.6 None.



### Legal and Governance

3.7 None.

### Risk

3.8 None.

## **4. Consultation**

### Internal

4.1 Senior Management Teams have been consulted in the preparation of these reports.

### External

4.2 None.

## **5. Communication**

5.1 None.

## **2. BACKGROUND PAPERS**

The background papers referred to within the report are:

[Joint Business Management and Improvement Plans 2017-18 and Annual Performance Reports 2016-17.](#)

## **3. APPENDICES**

Annual Performance Reports 2017/18 for:

- Education and Children's Services;
- Housing and Community Safety; and
- The Environment Service.



# EDUCATION AND CHILDREN'S SERVICES

## ANNUAL PERFORMANCE REPORT 2017/18

### CONTENTS

	Page
Introduction	2
Strategic Overview	3
Headline Achievements 2017/18	4
Organised to deliver	13
Performance Indicators	16
Service Improvement Plan 2017/18	25

*Note that chart vertical axes may be adjusted to aid interpretation.*

# INTRODUCTION

This report sets out the key actions delivered by Education and Children's Services (ECS) in 2017/18 to ensure better outcomes for everyone in Perth and Kinross, and contribute to the delivery of the Council's strategic objectives. It allows us an opportunity to reflect on the progress we have made and report on our performance against the identified performance indicators.

The recent Joint Inspection of Services for children and young people in Perth and Kinross was overwhelmingly positive, and concluded that *"the life chances and wellbeing of children, young people and families in Perth and Kinross are improving as a result of strong leaders working collaboratively to deliver high quality and effective services"*.

At the heart of this report are the shared priorities identified in the Tayside Plan for Children, Young People and Families 2017-2020, which was jointly produced by the three Community Planning areas of Angus, Dundee and Perth & Kinross. This plan outlines a shared vision for children, young people and families across Tayside:

*"Our children and young people will have the best start in life and Tayside will be the best place in Scotland to grow up"*

The Tayside Plan highlights our combined partnership approach towards the planning, management, commissioning, delivery, evaluation and improvement of services for all children, young people and families. It outlines five key priorities, which align closely to three of the Council's five strategic objectives.

Tayside Plan Key Priorities				
Pre-birth & Early Learning	Learning & Attainment	Health & Well-being	Looked After Children, Care Leavers & Young Carers	Safeguarding & Child Protection
Council Strategic Priorities				
Giving every child the best start in life		Developing educated, responsible and informed citizens		Supporting people to lead independent, healthy and active lives

The Perth & Kinross Community Plan sets out an overarching vision for Perth & Kinross, and along with the Perth & Kinross Council Corporate Plan, ensures that all Council plans and strategies are focused on delivering a shared vision for Perth & Kinross.

In addition, this plan is also informed by the work of the Perth & Kinross Fairness Commission and the recommendations included in the commission's Fairer Futures report. Three of these recommendations are specifically pertinent to ECS responsibilities:

- *Take account of socio-economic disadvantage when making decisions.*
- *Identify the most powerful local interventions to tackle child poverty.*
- *Develop efficient and equitable access to support for individuals and families.*

Structural re-organisation in Perth & Kinross Council means that Criminal Justice Services is now managed through ECS; details of this service will appear in future versions of this report.

We are undertaking an ambitious programme of transformation projects, based on innovation, creativity and flexibility in service design and delivery, workforce development, asset management and stakeholder engagement. Central to improving outcomes for children and young people will be collaboration with partners in the public, private and 3<sup>rd</sup> sector, including those that deliver services for the adults in the families.

The transformation approach will allow the organisation to achieve redesign that will meet future financial challenges and service demand whilst maintaining high quality services.

We remain committed to ensuring that children and young people are safe, healthy, achieving, nurtured, active, respected, responsible and included and that they and their families receive the help they need, when they need it, to achieve meaningful outcomes for the people of Perth and Kinross. We will continue to ensure that our services are responsive to the needs of people and their communities.

**Sheena Devlin**  
Executive Director (Education & Children's Services)

## STRATEGIC OVERVIEW

Improving outcomes for children and young people is the core business of Education and Children's Services. Our focus is to ensure that children, young people and their families receive appropriate experiences and support to best meet their wellbeing and learning needs and achieve positive outcomes. Getting this right is critical when children are in their early years and at key transition points.

A key focus for our work is early intervention and prevention, embedding the principles of Evidence2Success and Getting It Right For Every Child (GIRFEC) and meeting the responsibilities of the Children and Young People (Scotland) Act 2014. The Education (Scotland) Act and the National Improvement Framework for Scottish Education bring responsibilities and opportunities, and a focus on raising attainment for all and closing equality gaps. We remain committed to delivering equity and enabling inclusion in all of our services.

We aim to optimise wellbeing and provide children and young people with the best possible start and, together with our partners, intervene at the earliest possible point and provide the appropriate support to address issues or concerns where required. Ensuring parents are supported to respond most effectively to their children's needs is key and our Parenting Strategy informs the provision of universal and targeted support, integrated working with services for adults and information for parents with children at all ages.

Whilst maintaining high quality universal services, we work in partnership to provide holistic and flexible support to families to cope with the challenges they may face in their daily lives. Our Corporate Parenting Plan provides the framework for ensuring better outcomes for our looked after children and young people and to ensure that they thrive and succeed.

Together all of this activity enables us to keep children in Perth and Kinross safe and protected, and to promote their wellbeing, we work in partnership to provide holistic support to families to cope with the challenges they may face in their daily lives. Together with the Early

Years and Parenting Strategies our approach seeks to enable children and young people to remain in their own homes and community wherever possible and to achieve their potential.

Raising attainment and achievement for all is a key priority for Education and Children's Services, with a focus on increasing children's engagement in their learning and local delivery of the National Improvement Framework for Scottish Education (NIF).

The current priorities of the NIF are:

- Improvement in attainment, particularly in literacy and numeracy;
- Closing the attainment gap between the most and least disadvantaged children;
- Improvement in children and young people's health and wellbeing and;
- Improvement in employability skills and sustained positive school-leaver destinations for all young people.

Notwithstanding the many improvements and successes that have been evident in recent years, there is still much work to be done in PKC to reduce the inequity gap that still persists. The Raising Attainment Strategy 2016-2019 sets out a range of actions and interventions designed to raise attainment and close the gap for all, focused on the nationally recognised drivers for improvement. The continuation of Pupil Equity Funding direct to schools as part of the Scottish Attainment Challenge is key to supporting schools to meet the most pertinent needs of their pupils.

The requirements of Continuing Care are also developing, affording young people who are care experienced more choice and providing a continuity of support that meets the welfare needs of the young person up to the age of 21. This is in order to provide a bridge from the protected status of a looked after child to adult independence.

## HEADLINE ACHIEVEMENTS 2017/18

**Our children will have the best start in life, they will be cared for and supported to learn in nurturing environments**

The recent Joint Inspection of Services for children and young people in Perth and Kinross identified that “Partners shared a commitment to ensuring children have the best start in life.”

ECS aims to improve outcomes for children from the earliest stage in life. We have worked in partnership with NHS Tayside and the Centre for Excellence for Looked After Children in Scotland (CELCIS) to identify how to strengthen support for pregnant women and their partners and for new parents, by improving identification of factors that could lead to neglect and enhancing their engagement in appropriate services.

Parents experiencing increased challenges in managing their new baby, including post-natal depression, confidence in their parenting skills, poor sleep patterns or digestive issues for their baby have benefited from the delivery of 21 Infant Massage courses. Courses were delivered across Perth & Kinross in 2017/18, with 140 families attending at least one session, and 126 completing the course. Monitoring of the impact of the courses has shown that parents;

- gain skills to continue to massage their babies at home;
- have more confidence to ask for information when they need it;
- increase their understanding of the cues their babies provide.

The 0-3 Partnership Planning group for children with complex disabilities has been refreshed. The group focuses on ensuring a smooth transition from Health to Education.

There has also been an expansion of support for children under 2 and their families through Little Explorers Groups, Get Set Go Group and development of the 0-3 ECP role.

The Scottish Government is committed to expanding the provision of funded Early Learning and Childcare (ELC) from 600 to 1140 hours by 2020. The Perth and Kinross ELC

Expansion Plan which will achieve this has been approved by the Scottish Government and early phasing is underway. This includes the introduction of extended hours for eligible families in the two settings within Perth City; City of Perth Early Childhood Centre (COPECC) and the newly-established Early Childhood Centre at Inch View Primary School.

In addition, 3 new Strong Start 2 provisions were established in Errol, Alyth and Tulloch, and 3 Partner Providers now have Strong Start 2 places available. The uptake of places has been steadily increasing, and as a result, 89% of two-year-olds with an additional eligibility had a nursery place. Together this investment in the expansion of early learning and childcare will support child development and closing the attainment gap, and is also supporting parents to return to work or study.

Inspection results for services providing Day Care for children, such as nurseries, playgroups, wrap-around care and afterschool clubs, have remained high, with 95% of services being rated as ‘Good’ or better for the quality of care and support they provide, and 100% being rated as ‘Good’ or better for the quality of staffing and the quality of the environment.

Play is key to children having the best start in life and helps them to learn and reach their potential. Over the past year a Play Framework for Perth and Kinross has been developed to enhance the availability of accessible, inclusive play within homes, schools, early learning and childcare settings and communities. The integration of play, including outdoor play, in the curriculum of schools is increasing, with several schools introducing opportunities such as freely chosen extended play, den building or Play Rangers in the playground. This Framework aims to improve the inclusion of play in the lives of all children, including those with additional support needs. One of the actions taken over the past year to improve play opportunities for children with complex needs has been the introduction of sensory play sessions “Little Explorers”.

Loose Parts training was delivered to senior managers, local authority and partner provider

staff by the Early Years Team. Support and Development visits have taken place across all nursery settings consisting of professional discussion and observations. Feedback from the visits has been very positive and has resulted in enhanced children's opportunities for the development of curiosity, inquiry and creativity.

Phase 2 of the 'Closing the Communication Gap' programme to upskill staff and parents to support children's early language development and early reading skills has been implemented in a further 12 nursery settings. Staff have begun engagement in a 12 month long improvement programme delivered in partnership with ECS Early Years Team and colleagues from NHS Tayside Speech and Language Therapy, supported by the national Children and Young People Improvement Collaborative, to help develop the local approaches used to address children's speech, language and communication needs, to improve gross and fine motor skills, and to raise attainment in early literacy.

Widespread, flexible and evidence-based approaches have helped to improve parents' skills and confidence. Parents and children completing structured programmes such as Incredible Years have reported that they have impacted positively on family life. For instance, almost 100 children had a parent or carer who completed the Incredible Years programme in 2017, and 72% of these children had improved behaviour. The availability of Playstart childcare provision as part of these programmes has reduced the barriers some parents experience to gaining parenting support.

A carefully structured Parent's Group was established at Navigate. This is facilitated by Teachers, SSCOs and partners of Navigate in promoting parents and young people's awareness and skills in areas such as Social Media, healthy eating and signposting to supportive services.

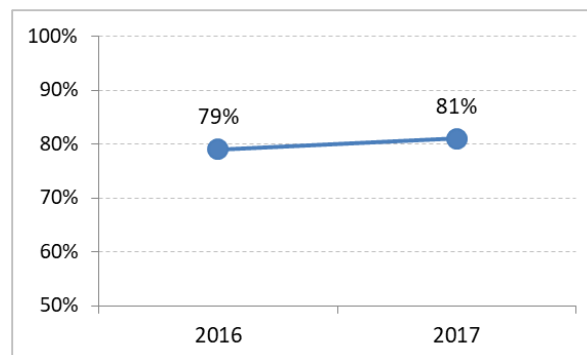
Targeted use of other parenting and family learning, such as the Peep Learning Together Programme, have improved levels of social & emotional development and early literacy and numeracy skills for children. An increased number of staff from a range of early learning and childcare settings completed training to deliver the Peep Learning Together Programme.

Pause Prompt Praise, an evidence-based intervention to close the attainment gap, has been further developed by Letham Primary School in partnership with the Educational Psychology Service, and extended to other schools as a parental engagement programme around literacy.

Throughout session 2017/18, 14 teachers have undertaken the role of Quality Assurance and Moderation Support Officers (QAMSOs). They have engaged in national quality assurance and moderation of literacy and numeracy, with an aim to supporting effective assessment and moderation across Perth and Kinross. Input has been successfully delivered to probationer teachers with feedback stating that the session was 'very useful as we will be able to use it in class to enhance our assessment.'

The proportion of children who reach all of their developmental milestones on entry to primary school is increasing. The aim is for 85% of all children to achieve all of their developmental milestones by 2020.

**Figure 1: P1 pupils meeting Developmental milestones 2017/18**



Source: ECS

Collaborative working between adult services, children's services and extended family members within a whole-family approach is helping to promote recovery and build resilience for families affected by the particularly challenging combination of mental ill health, substance misuse and domestic abuse.

The development of a Tayside & Fife partnership with HMP Perth is enabling access to an extended range of parenting and family learning opportunities, resulting in increased bonding and nurturing within families despite their separation.



**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**

Family Learning provides an opportunity for families, parents, carers and children, to participate in a range of learning experiences, either together or separately, to improve learning outcomes for children and young people. To support this, 17 additional Early Childhood Practitioner posts have been developed to expand family learning and parental engagement in early years settings.

The 2017/18 academic session has seen the successful implementation of Year 1 of the new Scottish National Standardised Assessments (SNSA), with very high levels of engagement. Initial analysis of the results of these assessments will inform teachers' professional judgements on the achievement of Curriculum for Excellence (CfE) levels.

The achievement of CfE levels shows a generally improving trend in literacy and numeracy. To strengthen this and address areas where less steady progress is being made a wide range of ECS staff and partners have collaborated to shape the direction of both a Literacy and a Numeracy Strategy.

Inspection results from Primary Schools and pre-school centres within Perth & Kinross inspected by Education Scotland continue to be very positive. During academic session 2017/18 four primary schools and two pre-school centres have been inspected. Of the 12 primary school quality indicators inspected, 5 have received 'Very Good' evaluations and 2 received the highest possible evaluation of 'Excellent'. Any areas for improvement identified during an inspection are addressed through a school action plan, developed in consultation with parents and elected members.

For the Senior Phase (S4-S6), the Literacy and Numeracy of school leavers is generally increasing; 92% of leavers achieved level 4 Literacy and 88% achieved level 4 Numeracy; 77% of leavers achieved level 5 Literacy and

62% achieved level 5 Literacy. However, there is a need for continued focus to achieve steady improvement.

Further, more detailed information on Attainment is contained in the Raising Attainment Strategy Update 2017.

The Pan Tayside 1+2 Collaboration is supporting the 1+2 approach to Language Learning, giving every child the opportunity to learn 2 languages in addition to their first language. All Primary schools are now providing French as a second language from P1 to P7, exceeding the expected milestones. Collaborative work is now in place between Primary and Secondary schools to support languages transition and to plan for L3. Perth Grammar School Cluster have been successful in their approach to language learning and are finalists in the Education Scotland 1+2 Award.

Implementation of the Perth and Kinross Digital Strategy is progressing, with Kinross, Milnathort and Portmoak Primaries all being awarded the Digital Schools Award. A further 15 schools have registered or are in the process of achieving the awards.

To contribute to development of our schools workforce the first cohort of "Learn to Teach" (LTT) candidates have successfully completed their first year as probationer teachers. As a result we will have 11 new teachers in our schools for next session. The value of the opportunity was summarised by one candidate

*"LTT enabled me to pursue a career in teaching without the financial concerns that would have come with taking on the full time PGDE."*

In March 2018 a pilot project to review approaches to reporting to parents of children and young people in Primary and Secondary Schools was concluded. This pilot has resulted in the development of a range of approaches to reporting in consultation with parents, staff and pupils that all schools will now have the opportunity to use in the coming session.

Around 80 staff working in Primary Schools and Early Years settings were involved in music training sessions delivered by the National



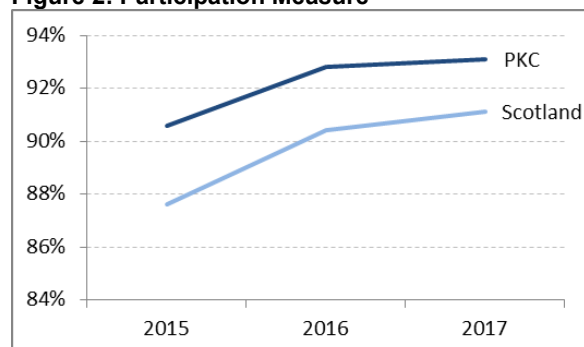
Youth Choir of Scotland (NYCOS). Through Singing Games and Rhymes, based on the Kodály music principles, staff were introduced to a variety of materials that engage children in a musical experience, while skills in literacy, numeracy and health and well-being are continually developing. Staff have continued to engage the pupils in songs and rhyme sessions in their own settings, with some staff about to begin a further small school/nursery based project with NYCOS tutors to further their skills in teaching music to children.

Five schools worked with a Quality Improvement Officer and the Children's University, to enhance wider achievement opportunities and reduce inequity. This aided schools to increase the number of partners providing wider achievement opportunities for their pupils and to develop approaches to tracking and celebrating the activities undertaken.

The Educational Psychology Service has developed a new collaboration with Developing the Young Workforce to develop and deliver a session in four schools on positive Psychology and Growth Mindset, as part of the 'Resolutions Mentoring' programme, with the aim of supporting young people to have a positive destination post-school.

The annual Participation Measure from Skills Development Scotland shows the proportion of 16-19 year-olds participating in education, training or employment. Results show that Perth & Kinross remains 2% higher than the national average for young people aged 16-19.

**Figure 2: Participation Measure**



Source: Skills Development Scotland – Participation Measure

The proportion of school leavers in Perth & Kinross who go on to positive destinations, such as employment or training, remains high

(94.5%) and higher than the national average (93.7%).

Perth and Kinross Youth Voice is in the early stages of becoming a representative voice of young people aged 12-25. The membership is made up of our 4 current members of the Scottish Youth Parliament (MSYPs) as well as some of our more under-represented young people such as the Young Carers, LGBT young people and young people involved through our Corporate parenting supports. The forum is heavily involved in consultation regarding future commissioning of universal youthwork opportunities across the authority.

To improve the representation of young people in Perth and Kinross Council two of the MSYPs have been co-opted to the Lifelong Learning Committee. In January 2018 Perth and Kinross Council removed Mosquito alarms after discussions with the MSYPs.

Participation in the Duke of Edinburgh's Award scheme continues to be high in Perth & Kinross, with 1382 young people from across the area involved in the scheme during 2017/18, which resulted in participants achieving 528 awards. Last year saw several young people at Navigate achieving the Bronze award, with two young people progressing onto the Silver Award in 2018. There were also awards across the authority in other areas such as Youth Achievement, Dynamic Youth and ASDAN.

Construction is progressing extremely well at Bertha Park High School, the first new Secondary School in Scotland for a generation. Building began in August 2017 and the doors will open to pupils in August 2019. The Head Teacher is now in post and has set about involving the local community in establishing the school's identity and planning the learning experiences for the young people. Jointly funded by The Scottish Government's Schools for the Future Programme, Bertha Park High will boast fabulous learning facilities for pupils and staff alike.

## Our children and young people will be physically, mentally and emotionally healthy

Children and young people have contributed to a consultation on their health and wellbeing priorities which has informed the Perth and Kinross ECS Health and Wellbeing Strategy. This document sets out the expectations for all to work in partnership to maintain or improve the mental, emotional, social and physical wellbeing of children and young people.

In 2017/18 558 young people received support from Services for Young People focusing on reducing youth offending and addressing levels of vulnerability and harmful risk taking behaviours. This has ranged from 1:1 individual support, thematic group work and support to foster and kinship placements. Many of the young people receiving support were able to stay within their own communities, re-engage with education, identify improvements with their behaviour, receive achievements or move onto more positive outcomes.

Joint delivery of the Early Bird Parent Programme for 16 parents of children with Autism has taken place between Health, 3rd Sector and Early Years Inclusion. Feedback from parents highlighted the positive impact the programme had on the whole family:

*"This group has really helped me understand and connect with my child; family time is much more fun".*

The Strengthening Families Programme has engaged with 30 families including 35 young people and 45 parents/carers to improve their resilience by enhancing family communication, their awareness and skills to manage or reduce peer pressure and risk taking behaviour, and to improve future thinking and health and wellbeing.

The Emotional Wellbeing Collaborative has provided opportunities for professionals from across the Community Planning Partnership to come together and work collectively to improve the emotional wellbeing of children and young people. The improvement projects developed have included the use of the Wellbeing Web Analyse Tool to improve use of data to inform school planning, raised awareness of Adverse Childhood Experiences through roll out of a

series of screenings of the Resilience film to over 1000 staff members, and completion of a Wellbeing survey by Blairgowrie High School to inform development of health and wellbeing actions in the coming year.

Staff at Navigate have been working closely with Child and Adolescent Mental Health Services (CAMHS) in developing awareness not only of mental health concerns, but that of developmental trauma, which links in with the recent work around Adverse Childhood Experiences.

Around 600 staff working with children and young people in Perth and Kinross have now completed training delivered by CAMHS to increase their skills and confidence to address emotional wellbeing issues raised by children and young people as quickly as possible before they develop and require specialist intervention. The majority of staff trained are based in schools.

Work supported jointly by the Educational Psychology Service and CAMHS has taken place over the course of this session with Secondary Schools to review good practice in the area of mental health. Four Schools have gone on to carry out practitioner enquiry projects to review needs and interventions specific to their school. In one Secondary School the Educational Psychologist has linked with key staff to further develop a programme to support 'exam resiliency' and reduce anxieties around exam performance. This has involved a combination of universal curricular input along with targeted group work.

Most primary schools (95%) have now been trained by the Educational Psychology Service (EPS) in Bounce Back (BB), a programme to promote resilience levels of children. As well as ongoing initial training, EPS support schools to review the fidelity and effectiveness of their implementation of BB. Training and support has also continued to embed Restorative Approaches across the authority.

Delivery of the Cook-It programme this year has focused on supporting the parents of children in their early years to improve their cooking skills and understand the benefits to their children of having a healthy diet; this included a programme specifically focused on the weaning stage. The number of referrals is increasing and parents

report positive outcomes from completion of the programme.

Pupils' physical and emotional health, educational attainment and life chances are enhanced by taking part in 2 hours/2 periods of PE per week that develop physical competence and confidence from the earliest age. To ensure primary and secondary pupils receive the correct amount and quality of PE, almost all Local Management Groups have established a Physical Education, Physical Activity & Sport (PEPAS) group. PE specialists in Primary & Secondary, Primary teachers, Active Schools and clubs work collaboratively to facilitate links with local clubs and between schools, organising events in the local area for pupils, improving transition from P7 to S1 and consistency between schools and professional learning opportunities.

Links with Live Active Leisure and working with Active Schools to deliver the Active under 10s project have been very successful. Delivery of Jungle Journeys in Early Years settings and development of afterschool clubs in targeted schools has seen an increase in physical activity.

In May this year children and young people from Navigate attended a successful four day residential excursion on the Tall Ships, travelling up the West Coast of Scotland. The promotion of emotional and physical resilience, along with working as part of the crew, enhanced the development of skills for learning, life and work.

Eight children at Connections aged, between 6 and 10 years old, also achieved a Paddle Power Passport in canoeing skills in 2017-18 as part of their outdoor education programme.

Supporting Transgender Young People in Schools Guidance from LGBT Youth Scotland has been endorsed by the council's Education Equalities group and shared with all PKC schools.

Sixteen schools were successful in obtaining funding to support health and wellbeing from NHS Tayside. Projects included developments in outdoor learning, food and nutrition, mountain biking, play and other developments linked to the Health and Wellbeing curriculum.

As part of the National BBC Ten Pieces Project, over 800 Primary School Pupils attended a concert at Perth Concert Hall organised by

Horsecross and the BBC Scottish Symphony Orchestra. The pupils were encouraged to share their creative responses to the set pieces of music in the form of art, drama, dance, composition, or animation. The works were on display in the foyer of the hall, and were projected on stage as the orchestra performed. For many pupils this was an opportunity to extend their awareness of opportunities as this was their first experience of the Concert Hall and of a live orchestra. Feedback was overwhelmingly positive for the project.

**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.**

Pupil Equity Funding, additional funding allocated directly to schools by the Scottish Government, is targeted at closing the poverty related attainment gap. To support schools in their planning and use of the funding, they have had access to evidence-based action research, informed by key demographic data such as ACORN, this has been particularly effective in achieving improvements. This action research has been supported by the Educational Psychology Service who have taken a central role in determining the effectiveness of universal and targeted approaches. Work has also been undertaken in schools to deliver interventions in health and wellbeing, such as self-regulation. Schools have also targeted gaps in attainment through the use of additional staff, funded by the Pupil Equity Fund, to support the delivery of interventions within schools

An audit of the Children and Young People's Plan (CYPP) has taken place, and as a result a stage 1 planning document was developed and is now in use. A Frequently Asked Questions document has been created to support users in completing good quality plans, with clear outcomes. This has enabled a wider recording of detailed needs of pupils and planning to support for pupils with Additional Support Needs. School and parents have stated that this reporting format has enabled parental and pupil involvement within the process with evidence of its successful implementation identified within Learning and Achievement Visits (LAV) and

Extended Learning and Achievement Visits (ELAV) across the local authority.

Development of support for children with Additional Support Needs (ASN) has seen 17 additional Pupil Support Assistants recruited and jointly co-ordinated by the Education Additional Support Officer Early Years and the Early Years Officer to ensure consistency of support for children with ASN. A training programme to support development of skills and knowledge within a nursery environment has been successfully implemented. This ensures a well trained workforce equipped to support children within early years.

There are currently more than 1,400 English as an Additional Language (EAL) pupils across Perth and Kinross, speaking more than 50 languages. The EAL service has provided regular support in 19 primary schools and 7 secondary schools, with additional monitoring visits to other schools totalling 274 pupils. Pupils have made progress in learning English, and have settled well into schools. Pupils, families and schools have been supported at enrolments and during transition at all stages.

*"Pupils engage with EAL teacher sessions, teaching staff are more confident in meeting needs, pupils at transition are supported well."*  
(Secondary School)

7 senior pupils were presented for Assessment and Qualifications Alliance (AQA) Polish qualifications in conjunction with Dundee Bilingual Support Service. 14 pupils were presented for English for Speakers of Other Languages (ESOL) qualifications from N3 to Higher, either through Perth City Campus or in outlying schools. These pupils have gained qualifications to allow them to enrol in college and university courses which would not otherwise have been possible.

Bilingual staff have also supported family learning opportunities such as, Incredible Years, Families Connect, and Family ESOL classes.

Continuing Professional Development opportunities have been offered at authority and school level, with schools more confident at supporting pupils and integrating them into the school community.

Connections staff have trained with the NHS Tayside Speech and Language Therapy Service to teach Word Awareness and Comprehension

Monitoring. Both are proven to impact directly on attainment in literacy and emotional literacy. Comprehension Monitoring equips children with the communication skills they need in order to ask for help effectively when in school.

Quantitative evidence gathered in 2016-17 about the impact of an evidence-based approach to improve self-regulation with primary pupils, highlighted it as having promise to support narrowing of the attainment gap. Building on this, two parallel groups of education staff have participated this year in a practitioner enquiry process to focus on this. Standardised data is being analysed from this year's cohort, with a focus on secondary young people. For the first time, staff from preschool settings have participated in the process.

LAC attendance and exclusion data analysis has led to a better understanding of the reasons behind attendance and exclusion data, and identified good practice in many schools.

An easy read guide has been produced to support PKC professionals through the Additional Support Needs Tribunal Service (ASNTS) process, providing guidance to professionals in their understanding of the complex legal framework around additional support for learning.

Following the introduction of the Kinship Care Assistance (Scotland) Order 2016, support has been delivered to 38 informal kinship care families, in the form of assessment of needs, provision of emotional support and help with application for legal orders. In addition to helping these kinship carers to provide safe care for children and young people, the consistent support from a dedicated link worker ensures that the carer has the knowledge and skills to positively manage the challenges of caring for a vulnerable child, which decreases the risk of children and young people becoming looked after. Qualitative evidence from those who are working with informal kinship families suggests that where this support has been provided, children and young people are engaging well in education, and health and emotional wellbeing is improved.

Looked After Children and young people are increasingly being accommodated in community placements, with reducing numbers in residential placements and external fostering

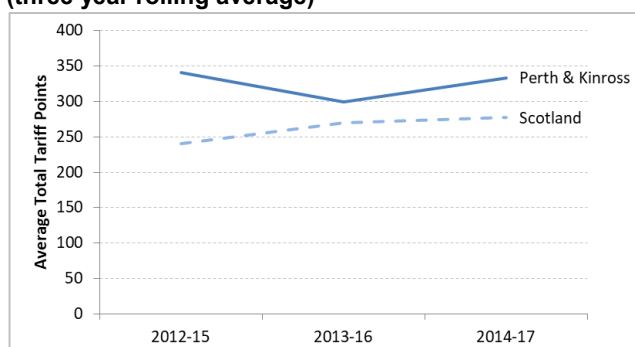
arrangements, and a 50% increase in the number of children and young people in Kinship Care placements.

The expansion of family based care has seen an increase in its first year of six new foster carers and is on target to recruit a further six in its second year. This will ensure that every child has a stable and nurturing placement.

There continues to be a rise in the number of young people in Continuing Care placements, providing support and opportunities to young people up to the age of 21, and providing a more supported move from care to living more independently.

The educational attainment of school leavers who are Looked After Children, while lower than the overall school population, is consistently better than the national average.

**Figure 3: Attainment for Looked After Children (three year rolling average)**



Source: Insight National Benchmarking Tool

Care experienced young people are also making good progress on leaving school, with 82% entering positive destinations, compared to 76% nationally.

Inspection results for Support and Residential Care services have remained high, with all ratings being 'Good' or better. Woodlea Cottage received the highest possible 'Excellent' rating for both the quality of care and support and the quality of management and leadership, and was also noted as an example of good practice in the recent Joint Inspection of Services for children and young people in Perth and Kinross.

This year has also seen the recruitment of two additional Supported Lodgings providers, who offer guidance and support, alongside the Through-care and Aftercare Team, to help the young person to develop practical skills, support for emotional and physical wellbeing, and

supporting them to access health, work, education and training opportunities.

**Our children and young people will be safe and protected from harm at home, school and in the community**

Elected Members, Chief Officers and the Community Planning Partnership (CPP) are committed to a partnership approach of *zero-tolerance to child abuse and exploitation and to ensuring a hostile environment* to such behaviour across Perth and Kinross. Elected Members have recorded that *there is no place for abuse and exploitation in our communities* and this remains a high priority and long-term shared commitment by partners. Keeping children and young people safe and protected from harm, abuse and exploitation is still *everyone's job*.

The recent Joint Inspection of Services for children and young people in Perth and Kinross, confirmed our "*partnership working to ensure and promote the safety and protection of children and young people*" as a major strength; adding that "*a wide range of preventative approaches and initiatives also helped children and young people to develop knowledge and skills to promote their own safety at school, in the community and online.*"

Throughout this report the Care Inspectorate highlighted a wide range of partnership programmes aimed at keeping children and young people safe; including Safe Start; Safe Drive/Stay Alive; Bike Ability, all of which are contributing to safer school environments and improving road safety; as well as the NSPCC Speak Out/Stay Safe Programme, which since May 2013 has been delivered in PKC primary schools. Since May 2013, over 6,000 children and young people have successfully undertaken this preventative and awareness raising programme, which continues to be evaluated highly.

The results from the annual Keeping Children and Young People Safe Survey continue to show that children and young people in Perth and Kinross schools have a good understanding about keeping themselves and others safe from harm, abuse and exploitation and have a high level of confidence in our services.

3,342 primary school pupils and 2,298 secondary school pupils who completed the survey showed that almost all children and young people knew how to keep themselves safe from abuse and exploitation; most knew how to keep themselves safe at home, in school, online and in the community and most knew who to speak to if they had a worry or a concern about themselves or another.

However, it is recognised that there is a need to ensure that continuation of the preventative alcohol, drugs and sexual health approaches in all our schools.

The annual Getting it Right: Keeping Your Child Safe Event, is a partnership event aimed at parents, carers and practitioners is consistently evaluated highly. In May 2018, over 600 delegates registered to attend this year's event; On-the-day exit evaluation forms showed that 79% of respondents reported that their knowledge of keeping children and young people safe online from abuse and exploitation was either improved or much improved.

In 2017, we supported the establishment of the Young People's Child Sexual Exploitation (CSE) Advisory Group, which continues to grow in reach and influence. In December 2017, they developed and implemented a Young People's Child Sexual Abuse (CSA)/CSE Awareness Survey which was rolled-out to all PKC Secondary Schools. 574 young people responded to this survey which gauged their levels and awareness of CSE; how and where they currently find information about CSA/CSE; how and where they would like to find information about CSA/CSE and asked whether CSA/CSE was an issue in their community. 18.1% responded that it was; 28.4% responded it was not and 53.5% did not know. The work of this Group is now informing our policy and practice approaches to CSA/CSE and a further survey is planned later in 2018.

Activity is developing across Tayside to up-skill key staff in a range of areas, reviews and quality assurance of key child protection processes. The group have also overseen significant improvement of the interview facility at Almondbank House in partnership with young people.

In 2017/2018 significant improvement work focussed on Child Protection Case Conferences

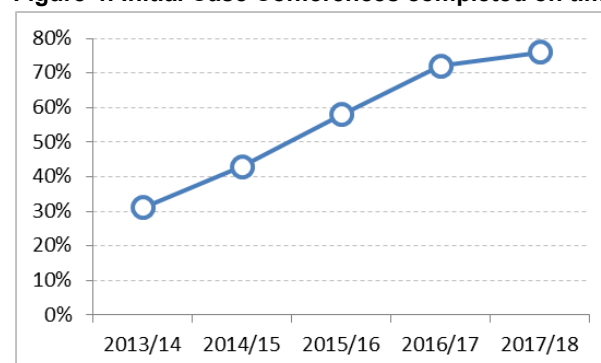
(CPCCs) was undertaken by a seconded ECS Improvement Officer. The officer chaired over 170 CPCCs; delivered CPCC improvement messages to over 250 multi-agency practitioners; supported the implementation of a new electronic administration system which has improved CPCC administration arrangements and implemented a new structure for CPCCs.

An electronic survey for professionals to record their experiences at CPCCs was also developed; and professionals have responded to the survey very positively.

Significant improvements have also been made in relation to CPCC timescales, particularly in relation to Initial, Transfer and Review CPCCs and plans are in place to ensure these improvements are sustained.

As a result, the proportion of Initial Child Protection Case Conferences held / completed within timescales shows a sustained improvement. There remain challenges in attaining the same results for the smaller numbers of Unborn Baby Case Conferences, and work is underway with colleagues in NHS Tayside improve processes.

**Figure 4: Initial Case Conferences completed on time**



Source: ECS



## ORGANISED TO DELIVER

### Customer Focus and Community Engagement

We are examining the operation of school offices in Primary and Secondary schools with a view to recommending improvements and changes which will enhance their performance. We are also working with PKC IT to develop an online service portal which will provide easy access to relevant education services and supporting SEEMiS in developing an online Parents Portal which will offer parents/ carers greater access to information about their child's learning and school activities. An ECS Digital Engagement Strategy will set out our thinking on how as many as possible can benefit from the digital revolution.

To support Headteachers in handling complaints, 53 members of staff attended a series of workshops. The sessions involving case studies and group activities, covered the complaints process, the new parental communication guidance and the ASN process for complaints. Post course evaluation scored good or better for all elements of the workshops.

In particular, the inclusion of the ASN information in the workshops has enabled earlier intervention of Education Additional Support Officers with families with concerns that have been successfully resolved at a school level, avoiding Additional Support Needs Tribunal references.

Support to schools was also strengthened by the development and launch of the Guidance for Schools on Parental Communications, focussing on support to schools in dealing with issues such as managing parental contact and de-escalating unacceptable behaviour.

The [Child Protection Public Information, Communication and Engagement Strategy 2015-2018](#) is a high-level approach to delivering a consistent and coordinated approach communication and engagement by promoting further stakeholder involvement and engagement, building community confidence, resilience, capacity and engagement across Perth and Kinross.

A recent assessment by [Better Connected](#) of the council's web pages for childcare and family information gave the maximum 4-star rating, and praised the "excellent, well-structured and balanced set of information".

### Preparing our people for the future

The Professional Development Framework for Support Staff developed by the Inclusion Team has won a Bronze Securing the Future Award 2018. The framework supports professional learning in this specialised field within a recognised and approved standard of knowledge and expertise in the specialist area of Inclusion. The 2017/18 Support Staff Survey has shown that 78% of respondents indicated that the framework has a positive impact on their working practice.

Improvement in parental engagement and partnership working has been evident following the [Help@Hand 2017](#) event. Partners from all sectors came together to support post-school transitions for pupils with ASN. This session, the Developing the Young Workforce (DYW) team joined with the organising team to develop an information session on the evening of the event specifically supporting parents of pupils with ASN. Six times more parents attended the event than in previous years with evaluations showing this as a valued support to families moving through this transition.

*"I didn't know much about the possibilities (for my child) so it is really good to find there is so much support available, thank you."  
(Parental quote from evaluation survey)*

In partnership with the University of Highlands and Islands, 13 staff have attended the ECS Future Leaders and Managers Programme and successfully achieved their SCQF level 6 qualification in "first line management". In addition, 24 Principal teachers from Primary and Secondary schools have completed the new Middle Leaders Programme to enhance their leadership of change and improvement.

Across the authority, forty-eight headteachers engaged in Headteacher Improvement Partnerships (HIP groups), formed of three headteachers who identified shared areas of improvement, working collaboratively on school improvement priorities. Across the year, headteachers have visited each other's schools and shared approaches. Planned days for headteachers have supported these priorities. The days have been supported by Quality Improvement Officers, Education Officers and Education Scotland officers. Staff members from across the authority have also shared approaches in their schools which have been successful in developing these priorities. Feedback from these events has been positive in supporting school improvement and sharing local and national guidance.

The Men in Childcare Course was recently recognised for Championing Gender Equality by the Scottish Public Service Awards. These accolades celebrate outstanding achievements made by public sector organisations in Scotland and are supported by both the Scottish Government and Scottish Parliament. Now in its fourth year, the course contributes to addressing the gender imbalance in the childcare workforce, encouraging more men into childcare and giving children access to a wider range of positive role models. In the past year 7 men completed the Men in Childcare course, with 5 of these men going on to work with children or undertake further training in Early Years and Childcare or teaching. Currently 13 men are enrolled in another course, with an expected completion date of June 2018.

The annual Employee Survey is an important part of the service's approach to continuous improvement, providing an opportunity to understand employees' experiences and to gather key messages about how the service can improve. This year, the results were very positive, with 11 of 17 statements showing improvements since 2016, and 15 of 17 showing long term improvements since 2011. The results show that staff in Education and Children's Services know what is expected of them, are treated fairly, and are encouraged and supported to develop.

## Partnership working

The last year has seen significant changes in developing strategic partnerships, with the development of the Tayside Plan for Children, Young People and Families and the evolution of the Tayside Regional Improvement Collaborative. There was also an increasing focus on partnership working through the Perth & Kinross Community Planning Partnership, involving a wide range of partners across the public, private and third sectors.

The recent Joint Inspection of Services for children and young people in Perth and Kinross, highlighted the multi-agency approach to Kinship Care as a notable strength, in providing secure, stable and nurturing homes for children and young people when they are no longer able to live with their birth parents. Dedicated work over the last few years has led to large increases in family-based care, both in the number of approved kinship carers and the number of children and young people looked after in kinship placements.

## Financial/Resource management

The council is committed to enabling a better range of choice for parents to pay for school related activities following the inception of The Scottish Government Digital Future First Strategy. The introduction of the ParentPay online payment system has allowed parents to pay for their child's school meals and other services online 24/7. The project is now looking to roll out this online payment system to other types of education payments and looking to further support schools to reducing their cash intake.

To support the council's Customer Focus Strategy, ECS is working to develop a strategic approach to the usage of ECS assets, rolling out an online booking system for the ease of the customer and ensuring a fair and consistent approach to charging. ECS is also working to optimise income generation within the context of PKC policies/service objectives.

This year has seen the transfer of the Facilities Management service to Tayside Contracts, which has enabled the delivery of £200k



efficiency savings per year from economies of scale through the integration and structural realignment of management teams, and staff training and support. This has also enabled improved succession planning for employees who wish to pursue their chosen career path with wider opportunities across Tayside.

Proposals are being developed to rationalize production kitchens in primary schools and replace with a Central Production unit supported by strategically located hub kitchens to achieve savings through economies of scale.

Consideration is also being given to the need to ensure that there is sufficient meals production capacity across Tayside to support early years expansion in 2020.

#### Performance, self-evaluation and risk management

The recent *Joint Inspection of Services for children and young people in Perth and Kinross*, required intensive self-evaluation (the quality of which was recognised by the inspectors) across the Service and the benefits of this will be built on with an expectation of further systematic self-evaluation across all areas.

The inspection also highlighted the use of performance information across the service as a key strength, noting the sophisticated and intelligent use of data to inform and support decision making, service planning and delivery and management of performance.

The Child Protection Committee (CPC) Management Information and Performance Outcome Framework includes key performance indicators across key partners and includes output indicators and proxy outcome indicators. The framework provides the CPC with quarterly reports and a more robust and comprehensive annual performance report. The framework allows the CPC to effectively monitor key child protection processes and practices and to provide reassurance to the Children, Young People's and Families Partnership. The framework continues to evolve and develop, in compliance with GIRFEC and the requirements of The Children and Young People (Scotland) Act 2014.

Risk management across the service is being comprehensively revisited in line with the new Corporate Risk Management Strategy and revised approach to risk management.

Each year the Educational Psychology Service review their performance; feedback from the schools they support continued to demonstrate positive ratings as to the difference made (77% of schools giving a 4 or 5 out of 5, compared to 56% in 2016-17).

#### Health and Safety

Volunteers and staff have undertaken training in EVOLVE, the excursion risk management system for Perth and Kinross Council.

Violence and Aggression and CALM reporting procedures are being reviewed and updated. The recording of violence and aggression within Schools is efficiently shared with Corporate Health and Safety colleagues and a streamlined online approach to recording is being piloted in advance of wider use to ease reporting and reduce administrative burden.

# PERFORMANCE INDICATORS

## Pre-birth and Early Learning

Indicator	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	23/24
<b>% of children meeting expected developmental milestones when entering primary school</b>	-	79%	81%	85% in each SIMD Quintile	85% in each SIMD Quintile	85% in each SIMD Quintile	85% in each SIMD Quintile
The target of 85% is being met in the higher (least deprived) SIMD quintiles 4 and 5. There is still work to do, by all partners, in supporting children and families where one or more milestones are not being met in quintiles 1 and 2.							
<b>Number of people involved in family learning and parenting programmes</b>	509	666	523	450	450	450	450
While performance has surpassed the target, there is a decrease in the number of identifiable clients attending parenting and family learning opportunities. In part this reflects the refocusing of the Parenting and Family Learning Teams to provide targeted support for families requiring enhanced support rather than universal provision. The targeted programmes and groups have resulted in high levels of positive, measureable outcomes for the parents and children involved, such as improved behaviour of the children, increased confidence of parents in how they can support their children and increased skills in supporting child development. The reduction also reflects changes in the focus of other teams which have decreased the number of parenting and family learning programmes they offered.							

## Learning & Attainment

Indicator	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	23/24
Percentage of pupils achieving expected levels in:							
Reading P1	91.0	98.5	-	-	Targets to be set after embedding of Scottish National Standardised Assessments to inform teacher judgements		
Reading P4	92.6	89.4	-	-			
Reading P7	87.1	87.0	-	-			
Writing P1	89.8	98.3	-	-			
Writing P4	90.3	89.6	-	-			
Writing P7	85.2	82.9	-	-			
Listening & Talking P1	92.6	98.3	-	-			
Listening & Talking P4	94.0	91.0	-	-			
Listening & Talking P7	88.3	87.7	-	-			
Numeracy P1	92.3	98.5	-	-			
Numeracy P4	92.8	88.1	-	-			
Numeracy P7	86.7	86.6	-	-			
The data gathered from teacher judgements shows a generally improving trend in literacy and numeracy. However, there is no room for complacency as the P4 and some P7 figures this year show that improvement is not sustained as in other stages. The improvement in numeracy, in all schools, has not been sustained in the last two years and is an area of focus in PKC and across the Tayside Regional Improvement Collaborative. The development and implementation of the Numeracy Strategy in session 2017-18 will provide further support in this area.							

Indicator	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	23/24
School leavers achieving 5 or more SQA subjects at SCQF level 5	63%	62%	-	62% (16/17)	Exceed virtual comparator		
School leavers achieving 5 or more SQA subjects at SCQF level 6	35%	35%	-	35% (16/17)	Exceed virtual comparator		
Perth and Kinross in general is consistently above the National results, and shows improvement over 5 years reflecting the dedication of pupils and staff to success across a broad range of subjects, and the effectiveness of the ongoing work to raise attainment for all.							
Average Total Tariff scores:							
Overall (LGBF)	943	945	-	922 (16/17)	Exceed virtual comparator		
SIMD Quintile 1 (LGBF)	528	558	-	579 (16/17)	Exceed virtual comparator		
SIMD Quintile 2 (LGBF)	746	657	-	700 (16/17)	Exceed virtual comparator		
SIMD Quintile 3 (LGBF)	848	1028	-	877 (16/17)	Exceed virtual comparator		
SIMD Quintile 4 (LGBF)	1025	951	-	928 (16/17)	Exceed virtual comparator		
SIMD Quintile 5 (LGBF)	1135	1124	-	1177 (16/17)	Exceed virtual comparator		
ACORN Category 5	588	514	-	-	Annual improvement		
Average Total Tariff for Looked After Children	244	398	-	507 (16/17)	Exceed virtual comparator		
Total tariff points are a way to recognise all types of achievements and awards from a range of providers. The attainment gap is clearly seen across SIMD quintiles, and ACORN 5. Pupils from lower deciles tend to leave school earlier and this has a strong influence on number of tariff points accrued. This trend is also apparent in children who are (or were previously) Looked After. Results for school leavers from deprived areas clearly demonstrate the challenge in addressing the attainment gap, and the Perth and Kinross Raising Attainment Strategy 2016-2019, sets out a range of actions being taken forward to understand and target the attainment gap between the most and least disadvantaged, one of the four National Improvement Framework priorities.							
School leavers achieving Literacy and Numeracy at SCQF Level 4	84%	86%	-	90% (16/17)	Exceed virtual comparator		
Looked After school leavers achieving Literacy and Numeracy at SCQF Level 4	28%	71% <sup>1</sup>	-	75% (16/17)	Exceed virtual comparator		
Literacy and Numeracy of school leavers is generally increasing. More recently this increase has fallen slightly behind the virtual comparator, highlighting the need for continued focus to maintain steady improvement. Trends in attainment of looked after children are generally in line with the virtual comparator, however Level 4 literacy appears consistently lower. Care should be taken when interpreting measures for Looked After Children due to the small numbers involved. Typically less than 20 young people fall into the Looked After School Leavers cohort.							

<sup>1</sup> Variation (28% to 71%) represents only 7 individuals extra. (5 of 18 compared to 12 of 17)

Indicator	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	23/24
Number of young people achieving awards	854	674	650	600	650	650	650
<ul style="list-style-type: none"><li>• Duke of Edinburgh: 1382 participants achieving 528 awards; 285 Bronze, 162 Silver and 81 Gold</li><li>• Youth Achievement: 6 awards</li><li>• Dynamic Youth: 94 awards</li><li>• ASDAN: 22 awards</li></ul>							
% Attendance for Primary School pupils	95.3%	95.3%	-	96% (16/17)	96%	96%	96%
% Attendance for Secondary School pupils	91.5%	91.2%	-	92% (16/17)	93%	93%	93%
Exclusion incidents per 1,000 Primary pupils	11	9	-	10 (16/17)	9	9	9
Exclusion incidents per 1,000 Secondary pupils	48	46	-	46 (16/17)	45	45	45
School attendance is unchanged in primary but shows a slight decline in the latest years in secondary. This is the subject of specific continued analysis to understand the effects of different kinds of absence. Attendance is clearly related to deprivation, more strongly in secondary, as is exclusion, which shows more general reductions over recent years.							
% of school leavers moving onto positive and sustained destinations	95%	94.5%	-	93% (16/17)	93%	93%	93%
This has been a steadily improving figure. Further work is needed to understand the nature, quality and sustainability of these destinations and the differences in outcomes that can be seen across SIMD quintiles.							
Participation measure for 16-19 year olds	91%	93%	93%	91%	Exceed national comparator		
The participation measure reports on the activity of the wider 16-19 year old cohort, including those at school, and this is the third year of publication. Once again, Perth and Kinross is performing above the national average (91%), and is doing so in every individual age group as well as overall.							
% of adults aged 16-64 with qualifications above SCQF level 4	92% (2015)	92% (2016)	94% (2017)	92% (2017)	92%	92%	92%
The latest figure places Perth & Kinross among the highest local authorities in Scotland and considerably higher than the national average (89%). It also shows steady progress over the last few years, increasing from 85% in 2009.							

## Looked After Children, Care Leavers & Young Carers

Indicator	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	23/24
<b>Average number of placement moves experienced by Looked After 5 year olds in a rolling year</b>	1.26	1.20	0.83	1	1	1	1
35 young people were 5 years old at some point during the reporting period and between them experienced a total of 29 moves. This indicator shows the continued effort to ensure that Looked After children are placed in a longer term placement at the point where they are beginning their formal education. Efforts will continue in both the recruitment of carers appropriate to meet demand as well as continued efforts in timely decision making.							
<b>% of looked after reviews (accommodated children) which are held within statutory timescales</b>	83%	80%	75%	95%	95%	95%	95%
248 out of 329 LAC reviews were held within timescales.							
<b>% of children with fewer than 3 placements in care in a care episode (accommodated children)</b>	86%	84%	88%	93%	95%	95%	95%
182 out of 206 young people who had a period of accommodation in the reporting period had fewer than three placements in their episode of care. An episode of care relates to the time where a child is accommodated up until they either return home, move to a permanent placement either fostering or adoption or leave care. This indicator shows stability of placement for looked after children and young people and evidenced continued improvement to reduce placement moves.							
<b>% of children with an approved permanence plan within 4 months of the decision to recommend for permanence</b>	48%	69%	35%	75%	80%	85%	90%
Of the 17 young people considered at Fostering and Permanence Panel within the reporting year, 6 young people were considered within 4 months of the LAC Decision. There are various reasons for delays, including complex legal and child protection issues.							
<b>% of children approved for permanence and who have been accommodated less than 12 months</b>	81%	79%	63%	83%	84%	85%	85%
Of the 8 young people approved for Permanence at the Fostering and Permanence or Kinship Panel, 5 were accommodated for less than 12 months.							
<b>Balance of care for looked after children (LGBF)</b>	92%	94%	92%	-	90%	90%	90%
This remains above the national average (90%) and is among the highest levels in Scotland. Increases in the use of Kinship Care placements, and reductions in Residential placements have resulted in more children and young people being placed in community placements.							

Indicator	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	23/24
<b>Proportion of Activity Agreement participants progressing onto positive destinations</b>	68%	84%	86%	85%	87%	88%	89%
65 young people left Activity Agreements with 56 going onto positive destinations. The most common destinations being employment, Further Education or Employability Fund placements.							
<b>% of Care Leavers in touch with Aftercare services between the ages of 16-25</b>	85%	84%	84%	88%	89%	90%	90%
260 care leavers engaged with Aftercare, out of a total of 309 care leavers. This indicator shows the commitment to continue to provide advice and guidance to care experienced young people at their request and up until their 26th birthday as per regulations. To make this as easily accessible as possible, the Aftercare team are based within the youth service at Scott Street and have access to a multi-disciplinary setting. Youth workers in localities will also offer support and guidance.							
<b>% of children/young people in community placement beyond the age of 16</b>	65%	56%	50%	New measure	TBC		
This is a complex measure as there are a range of choices for young people to take at age 16, such as Independent Living, Supported Lodgings etc. Critically, all Young People are fully informed of their rights to remain in care settings, and supported to make the best choice for themselves.							
<b>NEW INDICATOR</b> <b>% of young people referred to Services for Young People and who engaged with the service</b>					Baselining		

### Safeguarding & Child Protection

Indicator	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	23/24
<b>% of initial child protection case conferences within timescales</b>	58%	72%	76%	75%	80%	85%	95%
Out of a total of 38 Initial Case Conferences, 29 were completed within timescales. Throughout the year there has been significant improvement in the timescales for Initial CPCC, and this is now regularly exceeding targets. Quarter 4 timescales were affected by the severe weather experienced which resulted in a number of conferences being postponed and falling outwith 21 days.							
<b>% of Unborn Baby Initial Case Conferences held within timescales in line with revised national guidance</b>	58%	53%	27%	80%	85%	87%	95%
Out of a total of 30 Unborn Baby Case Conferences, only 8 were completed on time. Late notification of pregnancies continues to affect timescales; work is ongoing with health colleagues to improve referral notification process. New posts are now in place to address this area of work and there is closer collaboration with health colleagues to identify women at the earliest point. The importance of scheduling UBB CPCC within 21 days will continue to be reinforced.							

Indicator	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	23/24
<b>% of child protection review case conferences within agreed timescales</b>	-	94%	<b>91%</b>	<b>95%</b>	95%	95%	95%
Out of a total of 128 review case conferences, 116 were completed on time. The ongoing high performance in RCPCC timescales has been maintained through consistently arranging the RCPCC earlier so there is more room for rescheduling if necessary and by ensuring that staff are aware that RCPCCs should be prioritised as a highly important commitment.							
<b>% of children on child protection register over 9 months</b>	20%	17%	<b>24%</b>	<b>6%</b>	6%	5%	5%
23 out of 97 young people have been on the register for greater than 9 months. Over half (13) of these have been on the register for 12 months or less, with very few being registered for more than 18 months. This indicator is being closely monitored and the concerns relating to those on the register for more than 9 months include the impact on a few sibling groups, complexities of risk and obtaining Compulsory Supervision Orders from the Children's Hearing System to ensure the safeguarding of children post registration.							

## Creating a safe and sustainable place for future generations

*These indicators have transferred to ECS with Criminal Justice Services and will be reviewed and integrated more fully in future reports.*

Indicator	Performance
	17/18
Percentage of Community Order clients whose employment/training/education situation is improving	50%
Percentage of Community Order clients whose views on offending are improving	76%
Percentage of Community Order clients whose attitudes concerning desistance/stopping offending are improving	94%
Percentage of Community Order clients whose engagement with services is improving	91%
Number of clients who were over allocated	92
Number of new unpaid work job referrals	319
Average weekly hours worked by offenders to complete Level 1 unpaid work	4.8
Average weekly hours worked by offenders to complete Level 2 unpaid work	6.6
Percentage of prisoners receiving a social work induction within 5 days of allocation	58%
Percentage of statutory case closures signed off with 5 working days of release	89%



## Retired Indicators

Indicator	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	23/24
<b>Number of childcare places provided</b>	6,738	6,648	<b>6,556</b>	<b>6,700</b>	6,700	6,700	6,700
<p>Numbers of childcare services and available places fluctuate throughout the year with services cancelling their registration and new services registering. A large before-and-after school club closed within Q4 and reduced the number of places by 61, however another after school and holiday club opened with 26 places. 4 Childminders have cancelled their registration and a further 4 Childminder have become registered. Providers do not have to notify the Council of the reasons to cease trading, however we are aware that over the course of the past year childcare providers have cited low numbers and long-term sustainability of the business.</p> <p>The engagement of new childminders continues to be a priority for the Childcare Strategy Team which provides comprehensive pre-registration support to individuals interested in registering with the Care Inspectorate as a childminder. This is supported by regular communications campaigns which will be reviewed after the next pre-registration course to identify if any other actions can be taken to increase uptake further. There is also limited support available to new and existing community-led groups offering childcare, such as after school clubs, this includes support to management groups as well as training relevant to childcare. A range of training courses are also available to enable private childcare providers to access affordable training that helps them meet their Care Inspectorate registration requirements. Funding has been received from the Council in the February 2018 budget to support the development of additional community-led Safe Start clubs providing childcare before the school day begins.</p>							
<b>% of children successfully reintegrated full time into their mainstream class from a nurture provision</b>	47%	<b>44%</b>	-	<b>90%</b>	90%	90%	90%
<p>Nurture provision is designed to give special care and attention to children with social, emotional and behavioural difficulties stemming from attachment issues. It is intended to be a short-term intervention with pupils moving back to mainstream classroom education within 4 terms.</p>							
<b>% of assessment reports (IAR and SBR) requested by the Reporter which were submitted within target timescale</b>	69%	48%	<b>37%</b>	<b>70%</b>	-	-	-
<p>There were a total of 131 reports of which 49 met the timescale. The monitoring of IAR and SBR reports requested by the Reporter is monitored by each team and service on a monthly basis. This information is supplemented by regular meetings between the Service Manager and the Area Reporter Manager. No concerns have been expressed regarding timescales for receipt of reports and the target fluctuates as a consequence of having negotiated a postponement for legitimate reasons. The agreed postponement date cannot be logged within the timescale information and can then appear as a late report.</p>							
<b>Number of young people (12-16) engaged with early interventions provided by Services for Young People (Corporate Plan)</b>	-	-	<b>558</b>	-	-	-	-
<p>558 Young People received focussed and targeted support through a variety of interventions delivered by staff from Services for Young People. A more robust referral and recording process is in place to evidence the more targeted and focussed work of the service, with the service now more channelled toward working with young people exhibiting risk taking behaviour.</p>							
<b>Number of young people engaged in youth work activities</b>	13,394	6,153	-	-	-	-	-
<p>There has been a change of focus from providing a universal service to more targeted involvement, and monitoring this figure no longer supports the delivery of the service.</p>							

Indicator	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	23/24
Satisfaction with community campuses	-	-	-	90%	90%	-	-
Through discussions with Elected Members and Campus Management, it was determined that the primary marketing focus of the Campuses is to generate increased footfall and usage of the Campus. Community Campuses will review options to increase footfall and usage, in discussion with Local Elected Members, and this will inform their Campus Self-Evaluation Improvement plan and will be monitored through CCMGs going forward.							
Number of volunteers supporting and sustaining local Community Learning and Development (CLD) delivery	349	403	291	443	+10%	-	-
The use of volunteers within ECS services is focussed on the Duke of Edinburgh Award Scheme, and will now be monitored through the reporting of awards.							
Number of adults engaged in Community based Adult learning Opportunities (CBAL)	1,262	1,144	-	-	-	-	-
This indicator is no longer monitored through ECS Services.							
School leavers from 20% more deprived areas (SIMD) achieving 5 or more SQA subjects at SCQF level 5 (LGBF)	32%	31%	-	41% (16/17)	Exceed national average		
School leavers from 20% more deprived areas (SIMD) achieving 5 or more SQA subjects at SCQF level 6 (LGBF)	10%	10%	-	16% (16/17)	Exceed national average		
SIMD is a poor representation of deprivation in Perth & Kinross. There is a wide focus on closing the gap in a variety of areas, and the focus for deprivation is via use of ACORN indicators.							
% of adults satisfied with local schools (LGBF)	84%	83%	-	90% (16/17)	90%	90%	90%
Performance in Perth and Kinross exceeds the Family Group median performance and is consistently above the national average. Satisfaction with our schools remains high, and we use a variety of techniques to gather views and actively engage with the parents of children in schools. Parents are involved in Extended Learning and Achievement visits and also in locality evaluations around the learning community.							
These results are from the Scottish Household Survey and offer no context to the expression of satisfaction.							

## SERVICE IMPROVEMENT PLAN – 2017/18

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
<p>Work with key partners, including NHS Tayside and CELCIS to improve the levels of support pre-birth and the effectiveness of responses to unborn babies. (Head of Services for Children, Young People and Families)</p>	<p>Develop with partners an implementation plan for <i>getting it right in the pre-birth period and into the first year of life</i> intended to support enhanced support for parental readiness. (Service Manager – Fieldwork Services)</p>	<p>Dec 2017 <b>Revised date: Mar 2019</b></p>	<p><b>Ongoing</b> Implementation Leads were appointed in Feb 2018 within SCYPF and NHS Tayside (1x FTE) to take forward this project together. Progress towards developing an implementation plan is currently being explored by engaging key stakeholders in examining the current system and identifying the need to realign services to meet the needs of vulnerable pregnant women, their partners, families and infants. Three strands of work which will form the basis of the implementation plan have been identified as set out below and the current focus of work is exploring the steps that will be needed to achieve these outcomes:</p> <ol style="list-style-type: none"> <li>1. Better enable communities to offer help and support to women and their families</li> <li>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</li> <li>3. Better enable midwifery and health visiting to provide women and families with access to the right help and support</li> </ol>

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
	Continue with partners to improve multi-agency responses to vulnerable and at risk unborn babies. (Service Manager – Fieldwork Services)	Apr 2018 <b>Revised date: Sep 2019</b>	<b>Ongoing</b> Since August 2017, staff from the Family Focus and Change is a Must Team have been meeting on a weekly basis with midwives to help them consider what support is available to vulnerable pregnant women at the earliest stage and to consider when a referral through the Unborn Baby Protocol is required.
Through the commissioning strategy for children's services, commission highly quality, flexible family support services targeted at primary school aged children on the edge of care. (Head of Services for Children, Young People and Families)	Finalise and approve the ECS Commissioning Strategy. (Service Manager – Planning, Performance and Partnership)	Jul 2017	<b>Complete</b> The ECS Commissioning Strategy has been finalised and approved by Lifelong Learning and the Children, Young People and Families Partnership.
	Via the ECS Commissioned Services Board review all commissioned services through a phased approach and complete Phase 1. (Service Manager – Planning, Performance and Partnership)	Feb 2018	<b>Complete</b> Phase 1 of commissioned service reviews is now completed and all SLA reviews are now underway. The Commissioned Services Board will consider future phases for review from 2018/19 onwards.
	Develop specification and commission intensive and flexible family support services to meet assessed need and in line with relevant standards and legislation. (Service Manager – Planning, Performance and Partnership)	Apr 2018	<b>Complete</b> Commissioning of Intensive Family Support Services is complete and the services aligned to the new contract will be in place from Summer 2018.
Embed the approaches of Early Intervention and Prevention developed through the work of Evidence2Success. (Head of Education – Early Years and Primary)	Maintain the Incredible Years Parenting programmes at 20 groups per year. (Service Manager – Evidence2Success)	Mar 2018	<b>Complete</b> During 2017, 20 groups were delivered and 158 families enrolled, this included 182 caregivers. 37% of these families lived in areas experiencing deprivation. 72% of the children with pre and post group evaluation had an improved score, with 46% of those with a high score at the beginning moving into the normal score range.

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
	Embed the delivery of the Strengthening Families Programme in localities and increase the number of families experiencing improved family outcomes as a result of completing the programme. (Service Manager – Evidence2Success)	Mar 2018	<b>Complete</b> The Strengthening Families Programme has continued to be delivered, a total of 37 groups have now been attended by 216 families, including 281 parents or carers and 273 young people.
	Work with Community Planning Partners to develop a clear framework for the implementation of the Children and Young People's Improvement Collaborative (CYPIC) approaches to share good practice and evidence improved outcomes. (Service Manager – Evidence2Success)	Apr 2018	<b>Complete</b> Several strands of activity have been developed through the CYPIC. This includes the Emotional Wellbeing Collaborative detail below, continuation of use of the improvement methodology in schools to improve literacy and development of a partnership team, including Early Learning and Childcare, Health Visiting and Allied Health Professions, who are engaged in work through the national Language to Literacy Practicum. Work in these areas will continue.
Review the Early Years Strategy to accommodate legislative changes. (Head of Education – Early Years and Primary)	Monitor and track progress of draft implementation plan for delivery of 1,140 Hours of Early Learning and Childcare. (Service Manager – Early Years)	Jun 2017	<b>Complete</b> 1140 hours project team established and meeting fortnightly. Project board with SRO Sharon Johnston set up and regular meetings diaried
	Complete Draft Implementation Plan for Delivery of 1,140 hours ELC and submit to Scottish Government. (Service Manager – Early Years)	Sept 2017	<b>Complete</b> The Expansion of ELC 1140 Hours plan including the draft Implementation Plan and Financial Template were submitted to SG on 29 September 2017. Awaiting outcome of funding from SG by end of April 2018.

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
	Develop Project Plan with key actions and milestones for delivery of the full programme by 2020. (Service Manager – Early Years)	Oct 2017	<b>Complete</b> The Project Plan with key actions and milestones for delivery of the expansion of ELC 1140 hours was submitted to SG on 29 September 2017 as part of the PKC submission. The Project Plan is a living document which is constantly evolving. Progress is monitored through 2 weekly meetings with Workstream Leads and on a monthly basis through the Project Team.
	Establish Project team and develop workplans for each area of development. (Service Manager – Early Years)	Apr 2017	<b>Complete</b> Workstream leads have established membership of their workstreams and drafted workplans.
	Identify Key Outcomes for 2017-2020. (Service Manager – Early Years)	Jun 2017	<b>Complete</b> Drafted during Project Initiation Day; will be reviewed and refined during the writing of the refreshed strategy.
	Produce draft Early Years Strategy. (Service Manager – Early Years)	Oct 2017 <b>Revised</b> <b>date: Nov 2017</b>	<b>Complete</b> This was delayed as a result of changes in the service; however a draft document is now ready for consultation.
	Final Strategy Document for consultation with stakeholders. (Service Manager – Early Years)	Dec 2017 <b>Revised</b> <b>date: Apr 2018</b>	<b>Complete</b> The Strategy has been refreshed and is at a stage where it could be circulated for consultation.
	Early Years Strategy and Action Plan presented to Early Years and Early Intervention Programme Board. (Service Manager – Early Years)	Jan 2018 <b>Revised</b> <b>date: May 2018</b>	<b>Ongoing</b> This will be revisited following the consultation.

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
	<p>Develop the Perth &amp; Kinross Play Framework with 4 defined areas</p> <ul style="list-style-type: none"> <li>• Play in the home</li> <li>• Play at nursery and school</li> <li>• Play in the community</li> <li>• Positive support for Play</li> </ul> <p>(Service Manager – Early Years)</p>	<p>Mar 2018 <b><i>Revised date: June 2018</i></b></p>	<p><b>Complete</b> This document is at the final stage and will be submitted to the Children, Young People and Families Partnership for approval. There have been a number of sessions with partners to draft a Perth and Kinross Play Framework, with the support from the National organisation Play Scotland. The Framework will be accompanied by an accompanying Action Plan, detailing the priorities and actions under each of the 4 defined areas to monitor improvement.</p>
<p>Reaffirm our commitment to GIRFEC, particularly focusing on children at the edge of care. (Head of Services for Children, Young People and Families)</p>	<p>Develop guidance and training to embed the role of the Lead Professional. (Child Protection Inter-Agency Coordinator)</p>	<p>Apr 2018</p>	<p><b>Complete</b> The Lead Professional Role is embedded in Education and Children's Services, in particular within Social Work. The Role of Lead Professional is included in local GIRFEC &amp; Child Protection Guidance /Guidelines as well as in online; single and multi-agency Learning and Development. The Scottish Parliament's new Information Sharing provisions per The Children and Young people (S) Act 2014 are expected late 2018.</p>
	<p>Review the implementation and impact of the Tayside format for a single Child's Plan and identify areas for further development to enhance the quality of plans and planning for individual children. (Improvement Officer)</p>	<p>Dec 2017</p>	<p><b>Complete</b> The recent Joint Inspection of Children's Services in P&amp;K examined children' planning and evaluated this as very good. There are opportunities for our plans to be SMARTer and further work is being undertaken via our CPC Improvement Plan (2018-2020)</p>



Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
	<p>Ensure practitioners are supported in their day to day practices and to be confident in the sharing of information through training and development and use of the <i>Code of Practice; Information Sharing, Confidentiality and Consent</i>. (Head of Services for Children, Young People and Families)</p>	Jul 2018	<p><b>Ongoing</b> The CPC Interagency Child Protection Guidelines were fully refreshed in 2017 and includes comprehensive information on information sharing. The Code of Practice was recognised as effective in terms of supporting staff in their decision making about sharing information appropriately. We will continue to ensure the Code is understood by all relevant staff and will update or amend it as necessary on receipt of any new national guidance.</p>
<p>Continue to improve in Permanence Planning for looked after children, helping children to reach secure and nurturing positive destinations without unnecessary delay. (Head of Services for Children, Young People and Families)</p>	<p>Continue to use the Looked After Children Review process to identify children in need of permanent substitute care. (Service Manager – Looked After Services)</p>	Apr 2018	<p><b>Complete</b> Permanence planning is embedded within the Looked after review process.</p>
	<p>Embed robust tracking and monitoring of all looked after children. (Service Manager – Looked After Services)</p>	Apr 2018	<p><b>Complete</b> The Permanence Monitoring group meets 1<sup>st</sup> Monday of each month and a robust tracking system is in place.</p>
	<p>Further improve the arrangement for the decision-making for children in kinship care. (Service Manager – Looked After Services)</p>	Apr 2018	<p><b>Complete</b> All reports are now screened by Improvement officer Looked After services prior to being presented at Kinship panel. Panel will then make recommendations to the ADM. This mirrors the process for fostering and adoption. When the carers are not recommended for approval this decision is ratified by the Improvement officer who also has the discretion of asking the kinship care panel to have a view. This allows for a level of independence and consistency.</p>



Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
Deliver the outcomes identified in the Tayside Plan for Children, Young People and Families 2017-2020 through close collaboration with partners. (Senior Management Team)	Build the collective capacity and resilience of our services. (Senior Management Team)	Mar 2020	<b>Ongoing</b> Through effective self-evaluation and close monitoring of all available to data, we are able to identify areas where more support or resource is needed and respond according within current budgets.
	Strengthen our approach to sharing expertise and providing challenge. (Senior Management Team)	Mar 2020	<b>Ongoing</b> The establishment of the five key priority groups to deliver on the outcomes identified in the Tayside Plan for Children, Young People and Families, has led to many aspects of practice in ECS being identified as the model to adopt across the Tayside area. eg Leadership.
	Reduce duplication of effort and ensure we make the best use of available resources. (Senior Management Team)	Mar 2020	<b>Ongoing</b> The work of the Pre-birth and Early Learning Priority Group is a very good example of duplication of effort being reduced in a number of ways, e.g. the establishment of a shared workforce development programme.
Plan for the expansion of Early Learning and Childcare provision. (Head of Services for Children, Young People and Families)	Share thinking and approaches to implementation of 1140 hours ELC (Service Manager – Early Years)	Jun 2018	<b>Ongoing</b> Information has been shared with colleagues from Dundee and Angus regarding delivery models, admission criteria, partner provider payment rates and workforce development. Further meetings planned to continue to share approaches.
	Agree focus of support from SG Team (Service Manager – Early Years)	Jun 2018	<b>Complete</b> Early Learning and Childcare Expansion Plan and financial template completed and submitted to Scottish Government.

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
	Revisit partner provider contracts and payment rates once quality standard is developed (including commissioning arrangements for childminders) (Service Manager – Early Years)	Jun 2018	<b>Ongoing</b> Consultation around the new National Quality Standard is underway to provide a response to Scottish Government. Focus group of childminders established to develop arrangements for childminders to gain partnership status.
Develop and implement a Health and Wellbeing Strategy (Head of Education – Early Years and Primary)	Implement Consultation with key partners and stakeholders. (Principal Educational Psychologist)	Sep 2017 <b>Revised date: Mar 2018</b>	<b>Complete</b> Consultation now complete.
	Identify Key Outcomes for 2017-2020. (Principal Educational Psychologist)	Oct 2017 <b>Revised date: May 2018</b>	<b>Complete</b> Outcomes now clarified.
	Develop draft Strategy for Early Years/Early Intervention Programme Board. (Principal Educational Psychologist)	Nov 2017 <b>Revised date: May 2018</b>	<b>Ongoing</b> Draft strategy going to ECS SMT for decision as to next steps.
	Provide a range of physical activity options across nurseries and schools in partnership with other agencies to have a positive impact on children's health and wellbeing. (Quality Improvement Officer – Early Years and Primary)	Aug 2017	<b>Complete</b> The joint project with St Johnstone FC was not taken forward due to an unsuccessful bid for funding by St Johnstone. However we have made some progress to take this forward next year. In partnership with LAL we will be delivering the Active under 10s project to provide and encourage more physical activity at Nursery and Primary schools.

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
	Further develop the impact of the Improving Emotional Wellbeing Collaborative. (Service Manager – Evidence2Success)	Mar 2018	<b>Complete</b> An Emotional Wellbeing Collaborative (EWC) Leadership and Learning Session was held on 25 October 2017. Funding has been awarded from the ACORN fund to provide some capacity to increase the pace of improvement through the EWC. Work is ongoing with a focus on building the resilience of children, young people, families and staff.
	Implement the Mental Health Innovation Project. (Service Manager – Evidence2Success)	Jun 2018	<b>Ongoing</b> Around 600 staff working with children and young people in Perth and Kinross have now completed training to increase their skills and confidence to address emotional wellbeing issues raised by children and young people as quickly as possible before they develop and require specialist intervention. The majority of staff engaged are based in schools. The project led by CAMHS has been extended to October 2018.
Review and improve our Parental Involvement Strategy (Head of Education – Early Years and Primary).	Update Parental Involvement Strategy and Guidance. (Quality Improvement Officer – Early Years and Primary)	Aug 2017 <b>Revised Date: Apr 2018</b>	<b>Ongoing</b> We have engaged with parent council chairs with regards to the parental involvement review of 2006 act and have now started to develop a revised strategy in relation to the recommendations set out in the review. We require to reflect on recent guidance on parental involvement in relation to the National Improvement Framework and will be presenting a draft strategy for consultation at HT Improvement Partnership with focus on Parental Engagement.

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
	Provide support and training to Parent Councils. (Quality Improvement Officer – Early Years and Primary)	Aug 2017 <b>Revised Date: Nov 2017</b>	<b>Complete</b> Support to Parent Councils continues to be supported in partnership with <i>Scottish Parent Teacher Council</i> , (now <i>Connect</i> ). A session for Parent Council Chairs on in March 2018 will ask Chairs to highlight areas for further support and guidance required.
	Provide advice and support to schools on engagement. (Quality Improvement Officer – Early Years and Primary)	Aug 2017 <b>Revised Date: Mar 2018</b>	<b>Complete</b> Planned Headteacher Improvement Partnership around Parental Engagement for April 2018.
Address gaps and improve outcomes for priority groups identified in the Perth and Kinross Parenting Strategy 2015-2019. (Head of Education – Early Years and Primary)	Further develop the work of the Gowans Early Years Team to provide targeted support for families (pre-birth to 2 years). (Service Manager – Looked After Services)	Oct 2017	<b>Complete</b> The family focus team is working with the midwifery unit at PRI to provide early support to pregnant woman who require it. All referrals to the team now come through either MASG route and therefore will target the most vulnerable.
	Establish Steering Group and develop workplans for each area of development. (Service Manager – Evidence2Success)	Apr 2017	<b>Complete</b> Parenting Strategy Steering Group established and programme of meetings for the year ahead set.
	Identify updated Key Outcomes for 2017-2020. (Service Manager – Evidence2Success)	Jun 2017	<b>Complete</b> Key Outcomes for Parenting Strategy Action Plan 2017-2019 agreed at the Early Years, Early Intervention Programme board in May 2017.
	Produce draft Parenting Strategy and Action Plan. (Service Manager – Evidence2Success)	Oct 2017	<b>Complete</b> Development event held in June 2017 to engage partners in development of the revised Parenting Strategy Action Plan 2017-2019.
	Final Strategy Document for consultation with stakeholders. (Service Manager – Evidence2Success)	Dec 2017	

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
	Parenting Strategy and Action Plan presented to Early Years and Early Intervention Programme Board. (Service Manager – Evidence2Success)	Jan 2018	<b>Complete</b> Refreshed Parenting Strategy Action Plan 2017-2019 approved by the Early Years, Early Intervention Programme Board in July 2017. Communication plan being drafted to ensure wide scale awareness of and engagement in the agreed Action Plan 2017-2019.
Implement the Corporate Parenting Strategy for 2017-2020 through a collaborative partnership of Corporate Parents. (Head of Services for Children, Young People and Families)	Finalise and approve the Corporate Parenting Plan. (Service Manager – Planning, Performance and Partnership)	Jun 2018	<b>Complete</b> The Corporate Parenting Strategy has been finalised and approved by the Corporate Parenting Group.
	Work with partners in the Children, Young People and Families Partnership Corporate Parenting Sub Group to implement the strategy. (Service Manager – Planning, Performance and Partnership)	Jun 2018	<b>Ongoing</b> The Corporate Parenting Youth Worker and Participation Officer posts have been filled and the workers have engaged with the Fun Young Individuals (FYI) group to: <ul style="list-style-type: none"> <li>• Make a film about aspirations after care.</li> <li>• Take an active role in the Youth Voice Group and the CSE Advisory Group.</li> <li>• Launch a FYI photography exhibition.</li> </ul> Over the past year a 'working group' has also been formed and is taking a strategic lead with the FYI Group. There is also a 16+ Looked After worker located at Scott St who has been employed to support the move to positive destinations for those who have experience of care.
	Develop measures and targets for ECS aimed at improving outcomes for care experienced young people. (Service Manager – Planning, Performance and Partnership)	Jun 2018	<b>Ongoing</b> Measures are being developed to match the evolving nature of services for care experienced young people, and to align with the Tayside Plan.

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
Report on the review findings and options appraisal for remodelling of residential care for children and young people. (Head of Services for Children, Young People and Families)	Report on review findings and options appraisal for remodelling of residential care for children and young people to Lifelong Learning Committee. (Service Manager – Fieldwork Services)	Aug 2017	<b>Complete</b> Options appraisal complete and report being presented to Council on 16 Aug 2017.
	Develop a detailed transformation implementation plan. (Service Manager – Fieldwork Services)	Dec 2017	<b>Complete</b> A Project Board is now overseeing the implementation of the new model with the team being fully operational by January 2019.
Consolidate improvements in performance in child protection case conferences, along with improved child and family involvement. (Head of Services for Children, Young People and Families)	Continue with improvement actions and introduce new systems for involving children, young people and families in service development. (Independent Chair - Child Protection Case Conferences)	Apr 2018 <b>Revised Date: Nov 2018</b>	<b>Ongoing</b> Work on fully implementing administrative review of CPCCs and ensuring consistency of structure has been completed and will be maintained through regular peer review groups with conference chairs. A development session has been organised for November 2018 to promote consistency of decision making. In order to ensure that improvements are sustained overall responsibility for CPCCs is held by one improvement officer as an easy first point of contact for internal and external staff and to address issues as they arise.  Children and young people's attendance and involvement in conferences continues to be encouraged and their feedback sought regarding the process. Considering best method of seeking parental views

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
Implement the Raising Attainment Strategy 2016-2019 and its associated requirements. (Heads of Education)	Support and challenge schools to secure improvement in educational outcomes for all children and young people in a way which achieves the priorities in the National Improvement Framework. (Quality Improvement Officers – Primary and Secondary)	Jun 2018	<b>Ongoing</b> Quality Improvement Officers continue to support and challenge schools through term visits. Pupil Equity Fund and Raising Attainment were the focus of a half-day session at the HT Development Day. The Raising Attainment Implementation Plan for 2017-18 has been developed in line with the ES Service Plan.
	Introduce standardised assessment throughout Broad General Education. (Heads of Education)	Oct 2018	<b>Complete</b> All schools have been/are being trained. SNSA implementation is progressing as planned
	Update planning, assessment and reporting processes to take into account the National Improvement Framework. (Heads of Education)	Jun 2018	<b>Complete</b> Perth and Kinross framework for Planning, Assessment, Moderation and Reporting now complete and issued to all schools for use. This outlines the national, local and school expectations in each of these areas. The policy for the administration of Scottish National Standardised Assessments sits within the framework alongside the PKC policies on planning and reporting.
	Develop and implement Literacy and Numeracy Strategies. (Heads of Education)	Jan 2018	<b>Complete</b> Literacy and Numeracy Strategy shared at HT Day in January. Implementation Plan due for completion March 2018

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
	Support the implementation of the Pupil Equity Fund. (Heads of Education)	Jul 2018	<b>Ongoing</b> Progress of use of PEF 2017-18 is being monitored with schools reporting through Standards and Quality Reports. PKC Guidance is to be updated in line with updated Scottish Government advice. PEF allocations for 2018-19 confirmed.
	Further develop practitioner enquiry into self-regulation. (Head of Education - Secondary and Inclusion)	Jun 2018	<b>Ongoing</b> Further workshop and support sessions have been delivered by Educational Psychology to school leaders. Plans are in place to offer further opportunities to those schools not involved in 2018-19
Work to meet the requirements of the Education (Scotland) Act 2016. (Executive Director of Education and Children's Services)	Develop and deliver new planning and reporting requirements in line with existing established practice and other reporting needs. (Service Manager - Corporate Research and Information)	Nov 2017	<b>Complete</b> Raising Attainment Report developed for November Lifelong Committee and to meet national reporting requirements.
	Incorporate Gaelic Medium Education within the Corporate Gaelic Language Plan. (Quality Improvement Officer - Secondary)	Dec 2017	<b>Complete</b> Gaelic Medium Education incorporated in second generation Gaelic Language Plan that is currently in the consultation phase and will go to full Council and Bòrd na Gàidhlig for approval in December 2017.
Review Inclusion Services to provide a more efficient and effective delivery model. (Head of Education - Secondary and Inclusion)	Develop an implementation plan based on the recommendations, identifying key workstream leads and task groups. (Head of Education - Secondary and Inclusion)	May 2018	<b>Ongoing</b> Update to be brought to the Inclusion Board on 15 May 2018. Detailed work is focused on delivering change whilst not affecting the support available to young people. Workstream 5 will commence once all groups have made final recommendations. Planning for launch of inclusive ethos approach to all headteachers is underway.



Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
	Prepare revised procedures for implementation from 2018-2019 onwards. (Head of Education - Secondary and Inclusion)	May 2018	<b>Ongoing</b> A new expectations of inclusive practice statement along with an updated Inclusion strategy will be implemented during 2018-19. During 2018-19, new models of ASN allocation and specialist provisioning will be tested with a view to implementation in 2019-20.
Work towards achieving 2020 readiness for the 1+2 approach to Language Learning; giving every child the opportunity to learn two languages in addition to their first language. (Head of Education – Early Years and Primary)	Work with schools to further embed the approaches to Language 2. (Quality Improvement Officer – Early Years and Primary)	July 2018	<b>Ongoing</b> All schools are delivering French P3 minimum with almost all schools adopting a whole school approach.
	Ensure effective liaison with secondary schools to develop clear learning pathways for Language 2 in each Local management Group. (Quality Improvement Officer – Early Years and Primary)	July 2018	<b>Ongoing</b> All PT secondary Modern Language Teachers invited to LMG meetings to support discussion between primary and secondary staff with regard to transition projects for next year. 1+2 Staff tutors supporting schools with this and giving exemplification of good practice.
	Create Planning framework to introduce Language 3. (Quality Improvement Officer – Early Years and Primary)	July 2018	<b>Ongoing</b> The Pan Tayside timeline has been revised to reflect the need to embed L2 with more consistency and confidence prior to the introduction of L3. The National requirement is that L3 is introduced by P5 - P7 by 2021. Schools will be supported to implement this by 2021 or earlier depending on readiness.
Develop a Digital Strategy that will ensure that learning and teaching is fully supported by the effective and appropriate use of technology. (Head of Education - Secondary)	Further develop the use of online platforms i.e. Glow to support learning and teaching and professional learning. (Digital Learning and Technology Officer)	Jun 2018	<b>Ongoing</b> Digital Working group of interested school staff being established to take this forward. Work already started with 2 Principal Teachers to set up and use a virtual learning platform.

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
and Inclusion)	Review and identify further infrastructure needs and requirements to support the Digital Strategy. (Digital Learning and Technology Officer)	Jun 2018	<b>Ongoing</b> Meetings have taken place between QIO and IT team to discuss progression of improvement of WiFi in school. Replacement rollout programme in school estate ongoing. Special meeting to be arranged for Bertha Park High School.
	Develop digital leaders of change in our schools and establishments. (Digital Learning and Technology Officer)	Jun 2018 <b>Revised Date: Nov 2018</b>	<b>Ongoing</b> Will proceed following the launch of the strategy.
	Evaluate progress to date. (Digital Learning and Technology Officer)	Jun 2018	<b>Ongoing</b> Met with Education Scotland digital learning officer allocated to the Tayside Regional Improvement Collaborative. Support being provided with implementation plan of virtual campus pilots. Draft offer of virtual learning has been circulated to schools.
Work to meet the outcomes of the Scottish Government's Education Governance Review. (Head of Education - Secondary and Inclusion)	Consider the recommendations and outcomes of the Education Governance Review. (Head of Education - Secondary and Inclusion)	Jun 2018	<b>Ongoing</b> Further consultation completed on the Education Scotland 2018 Bill – January 2018
	Develop and implement plans which address the outcomes of the Governance Review. (Head of Education - Secondary and Inclusion)	Jun 2018	<b>Ongoing</b> This action will be progressed once the Education Scotland 2018 Bill is published.
Work to develop Perth and Kinross' young workforce; lead by the Developing our Young Workforce Board. (Head of Education - Secondary and Inclusion)	Review the Enterprise and Employability in Secondary Schools Strategy. (Quality Improvement Officer - Secondary)	Jun 2018 <b>Revised Date: Aug 2018</b>	<b>Ongoing</b> Draft strategy document and action plan to be circulated to DMT and SMT in June. Career Education Strategy Group established, and have met. Membership: schools staff, SDS, DYW, Perth College. Focus groups with pupils, parents and staff being undertaken by the group members.

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
	Support the use of the Career Education Standard and the Work Placement Standard across all schools. (Quality Improvement Officer - Secondary)	Jun 2018	<b>Ongoing</b> This was discussed and promoted at all secondary term 3 visits. All secondary schools are working to implement the standards and are at varying stages with this.
	Working with the DYW Regional Team, develop further approaches to work experience. (Quality Improvement Officer - Secondary)	Jun 2018	<b>Ongoing</b> Fortnightly meetings with DYW regional manager. Working with the DYW employer engagement officers, SDS and schools to increase the number of placements available. Have met with Deputy Chief Executive and representatives from corporate HR team to agree planned approach to widening offer from PKC to schools for work experience. Workit training organised for all schools. Work experience co-ordinators meetings taking place regularly.
Work to meet the requirements for Continuing Care arising from the Children and Young People (Scotland) Act 2014. (Head of Services for Children, Young People and Families)	Continue to use the Looked After Children Review process and the Through Care and After Care Team to encourage young people to take up the option of Continuing Care. (Service Manager – Looked After Services)	Apr 2018	<b>Complete</b> The process for the assessment of continuing care is now in place and by September 2017 there were 10 young people who had taken up this opportunity. A leaflet has been produced by young people which describes continuing care to young people.
	Recruit family-based carers and supported lodgings providers through the Expansion of Family Based Care transformation project to increase the options for young people over 16 years. (Service Manager – Looked After Services)	Apr 2018	<b>Complete</b> The project reported that 6 new carer were recruited in the first year up until Oct 2017. The project in its second year has seen 3 with another 5 assessments ongoing.

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
Continue to extend the approaches to Developing Skills for Learning, Life and Work in nurseries and primary schools. (Head of Education – Early Years and Primary)	Support and challenge schools to ensure that the entitlements contained within the Career Education Standards are further developed. (Quality Improvement Officer – Early Years and Primary)	Oct 2017	<b>Complete</b> Developing the Young Workforce, Skills for Learning, Life and Work and the Career Education Standards were a focus at the Headteacher Development Day and Depute and Principal Teacher days in January 2017. National Guidance was shared and an opportunity was provided for schools to share practice.
	Support and challenge schools to plan and track achievement opportunities within the curriculum, linking these to the Skills for Learning, Life and Work. (Quality Improvement Officer – Early Years and Primary)	Apr 2018	<b>Ongoing</b> A short life working group, made up of headteachers, depute headteachers, principal teachers and class teachers, have been working on developing guidance on effective practice in planning for and tracking wider achievement.  A 'Simply Skills' event is planned to share effective practice in planning for skills development across the curriculum. Education Scotland will present national guidance at this event and schools across Perth and Kinross will share highlighted good practice.  A 'Curriculum Rationale and Design' event has also been planned, which will support planning for skills development and planning for achievement. Education Scotland will also support this event, and schools from across Perth and Kinross will also share effective practice.

Focus and Major Change	Key Action (Lead Responsibility)	Delivery Timescale	Update
	Extend the opportunities provided through the partnership with Children's University. (Quality Improvement Officer – Early Years and Primary)	Apr 2018	<b>Ongoing</b> Children's University have worked with five schools. Support from the Wider Achievement short life working group, has ensured that these schools have increased their range of partners, are tracking engagement in activities and are planning to close the achievement gap. Continued support from Children's University beyond this session will be dependent on school's evaluation of their added value.
Explore options, in collaboration with stakeholders, to expand the marketing of Community Campuses to provide a broader range of services to a wider audience. (Senior Business and Resources Manager)	Report to the Lifelong Learning Committee on the improvements in marketing community campuses undertaken by all relevant stakeholders and its impact on usage. (Change and Improvement Team Leader)	Jan 2018	<b>Complete</b> Through discussions with Elected Members and Campus Management, it was determined that the primary marketing focus of the Campuses is to generate increased footfall and usage of the Campus. <b>Conclusion:</b> Community Campuses will review options to increase footfall and usage, in discussion with Local Elected Members, and this will inform their Campus Self-Evaluation Improvement plan and will be monitored through CCMGs going forward.
Support locality community planning partnerships (Executive Director – Education and Children's Services)	Identify and respond to opportunities to work with locality planning partnerships to deliver positive outcomes. (Senior Management Team)	March 2018	<b>Ongoing</b> This work will continue to evolve and develop in coming years. Services for Young People have secured match-funding from The Gannochy Trust to develop bespoke approaches to aspects of youth work across all localities.



**HOUSING & COMMUNITY SAFETY**

**ANNUAL  
PERFORMANCE  
REPORT**

**2017/18**

## CONTENTS

	Page
Introduction	2
Strategic Overview	3
Headline Achievements 2017/18	5
Organised to Deliver	15
Performance Update	17
Improvement Plan 2017/18 – Update	24



## INTRODUCTION

This report sets out the context on how Housing & Community Safety contributed to better outcomes for the people of Perth & Kinross and the delivery of the Council's strategic objectives.

It provides an overview of progress and the achievements made in 2017/18 towards the actions outlined within the **Local Housing Strategy 2016-2020** as well the wider community safety priorities:-

In relation to **Community Safety** the national strategy provides a vision for community justice:-

- Improved community understanding and participation
- Strategic planning and partnership working
- Effective use of evidence based interventions
- Equal access to services

The report is also informed by the work of the Perth & Kinross Fairness Commission and the recommendations of the Fairer Futures report.

By working with our partners we aim to address the key themes emerging from the Fairness Commission.

- Ensure our resources are allocated according to need with a focus on prevention.
- Promote awareness and knowledge of poverty and inequalities.
- Review our strategies, policies and procedures.
- Create knowledge and pathways of support which are right for individuals and families.

**Barbara Renton**  
**Executive Director (Housing & Environment)**

We work alongside health and social care colleagues, the third and independent sectors as well as the Police and Fire & Rescue colleagues to plan, commission and deliver services to support some of our most vulnerable tenants and residents.

We have also continued to be supported and challenged by our Service User Review and Evaluation (SURE) Team to improve services based on their scrutiny of and commitment to housing services.

Our recent Tenant Satisfaction Survey highlights high levels of satisfaction with the services we provide with 95% of tenants surveyed indicating satisfaction with the overall service we provide.

There are many challenges ahead but we work through these with our dedicated, skilled staff committed to public services and supporting the people of Perth and Kinross. They will continue to be innovative, creative, resilient and importantly, focused on people.

Clearly with the establishment of the Housing & Environment, there will be an ongoing commitment to addressing these challenges. These will be a major focus within the Business Management & Improvement Plan, which will bring forward new service objectives and priorities.

The report also covers some areas formerly part of Housing & Community Safety – which will in future be covered in the BMIP/APR for Corporate & Democratic Services.

**Clare Mailer**  
**Head of Housing**

## STRATEGIC OVERVIEW

The Perth & Kinross Community Plan sets out an overarching vision for Perth & Kinross and, along with the Corporate Plan, ensures that all Council plans and strategies are focused on delivering a shared vision for Perth & Kinross.

The vision is reflected in the Council's five strategic objectives and these inform decisions about policy, direction and budget spending:-

- **Giving every child the best start in life**
- **Developing educated, responsible and informed citizens**
- **Promoting a prosperous, inclusive and sustainable economy**
- **Supporting people to lead independent, healthy and active lives**
- **Creating a safe and sustainable place for future generations.**

Delivering high quality affordable housing in safe and secure neighbourhoods is a key priority. We strive to create a place where people will have access to good quality, energy efficient housing which they can afford, that is in a pleasant environment. We will also support people to access services that will enable them to live independently and participate in their communities.

Good quality housing and the surrounding environment make a significant contribution to our wider aims of creating safe and sustainable communities that people want to live in. In addition, good quality housing helps tackle poverty and health inequalities and gives children the best start in life. There is a high demand for housing and we need to build more new homes as well as taking action to manage existing stock to meet the needs of Perth & Kinross. Equally important is the regeneration of areas of deprivation, supporting communities to grow and develop, taking more ownership of their local area.

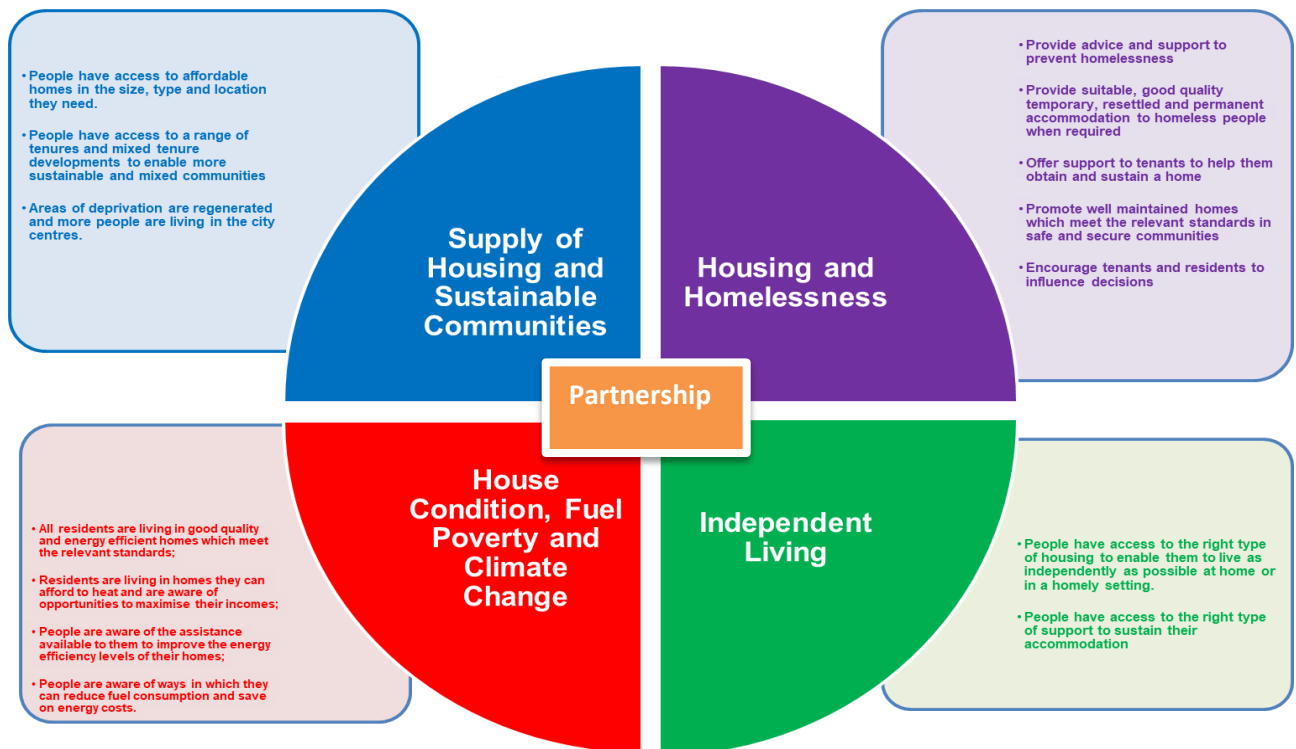
The geography of the area presents us with some specific challenges. Around half of the population is spread over a large rural area and there are challenges in relation to the availability of land. This requires a strong focus on collaboration with a range of partners to develop new housing.

The Local Housing Strategy 2016-2021 sets out the strategic direction for Housing and identifies specific commitments to enable the delivery of our key outcomes:-

1. Supply of housing and sustainable communities **(Creating a Safe and Sustainable Place for Future Generations)**
2. Housing and homelessness **(Giving Every Child the Best Start In Life/ Developing Educated, Responsible and Informed Citizens / Creating a Safe and Sustainable Place for Future Generations)**
3. Independent living **(Supporting people to lead Independent, Health and Active Lives)**
4. House condition, fuel poverty and climate change **(Creating a Safe and Sustainable Place for Future Generations)**
5. Preventing and reducing offending **(Creating a Safe and Sustainable Place for Future Generations)**
6. Supporting households to maximise their income and reduce the impacts of poverty **(Promoting a prosperous, inclusive and sustainable economy)**

Within the strategy, we made specific commitments to work in partnership with health and social care, independent and third sector housing organisations to achieve four key priorities:-

- Continue to focus on increasing the supply of housing to meet the high demand and create sustainable communities.
- Address homelessness
- Ensure people can live independently at home for as long as possible with access to the services they require.
- Create warm, high-quality, energy efficient and low carbon homes.



## HEADLINE ACHIEVEMENTS 2017/18

### Our Aim

Deliver more affordable homes and well-managed stock to ensure that homes are the right size, type and location that people want to live in with access to suitable services and facilities.

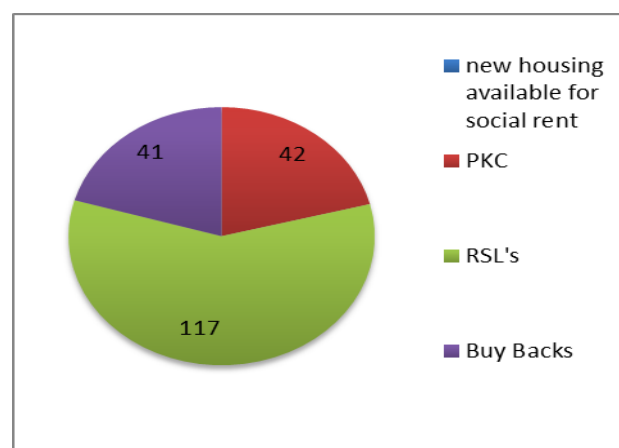
### What we said

Continue to work in partnership with private sector and other property owners to bring properties back into use

Continue to work to increase the supply of affordable housing in rural areas.

### How have we done?

During 2017/18, a total of 159 new housing units were built for social housing. PKC built 42 of these units and in addition to this, the council also bought back 41 properties from the open market through the Buy Back scheme.



These additional homes provided permanent secure housing for a number of households, they also enabled turnover within the overall stock. This along with an increase in void properties during 2017/18 enabled the service to reduce waiting lists and meet a range of housing needs in the area including overcrowding, alleviating homelessness and addressing medical need.

Through our capital investment programme we invested over £23 million to deliver further improvements to our existing stock. Overall 96.15% of our stock meets the Scottish Housing Quality Standard against a national average of 93.6%. Some of the projects related to energy efficient measures, these are outlined within page 13 of this report. Other projects included:-

- Kitchen and bathroom replacements
- Controlled door entry/secure common access
- Environmental improvements such as footpaths, steps, fencing, soil contamination, car park resurfacing as well as repairs and reconstruction of perimeter/retaining walls.

Our recent Tenant Satisfaction Survey evidence the impact of these improvements with 95.83% of tenants surveyed indicating that they are satisfied with the survey of their home. This is an improvement from 84.6% in 2016/17.

## **Housing and Homelessness**

### **Our Aim**

We aim to support communities to be safe and secure, with access to good quality, affordable accommodation with the necessary support in place to sustain people in their homes and prevent them from becoming homeless.

There are 5 key themes:-

1. Housing Options and Access/Homeless Prevention.
2. Providing Temporary, Resettled and Permanent Accommodation for Homeless People.
3. Managing and sustaining tenancies.
4. Safe and Secure Communities.
5. Involving and Empowering our Communities.

### **Housing Options and Access/Homeless Prevention**

#### **What we said**

- Deliver the Housing Options service as a way of preventing homelessness and sustaining tenancies
- Monitor the impact of the Common Allocations Policy on assisting homeless households and people in need of social housing.
- Reduce the backlog of homeless people waiting for housing and the length of time people wait in temporary accommodation

#### **How have we done?**

As with other Councils, we have seen a rise in the number of households presenting as homeless (approx. 22% increase over 2016/17) with a proportion of this increase arising from young people (18-25). However, through working with individuals to prevent homelessness and review their various housing options only 793 households (79%) required settled accommodation.

As well as supporting individuals to consider the range of suitable housing options, we also worked with a range of other services such as employability, mental health, money advice and family mediation to ensure that households had the necessary support to help alleviate their housing issues and sustain their tenancy. We have also been a key influencer in the development of the national Housing Options Training Toolkit.

For households who are identified as homeless, we have significantly reduced the reliance on temporary accommodation by delivering immediate, permanent and affordable housing wherever possible. In addition by changing the way we work, we reduced the number of homeless households waiting for settled accommodation from 550 to approximately 100.

We also reduced the average length of time in temporary accommodation from 131 days in 2015/16 to 81 days in 2017/18.

Work to prevent homelessness continues to be a key priority through a range of early intervention and prevention approaches, such as working with colleagues in Education & Children's Services' to help deliver the Strengthening Families programme and the Cedar project.

Although this is a challenging environment, there have also been some significant achievements in the past year. Following an unannounced inspection of the Housing Support Service by the Care Inspectorate in January 2018, the service was considered to be "sector leading" and received excellent grades for both the quality of care and support and the quality of staffing and leadership. The Inspector commented:-

- "The staff team had a real pride in their work, were knowledgeable, professional and, above all, fully committed to supporting people".
- "The management team are extremely knowledgeable and professional."

The Homelessness Rough Sleeping Action Group (HARSAG) was established by the Scottish Government to identify the actions and changes needed to end rough sleeping and transform the use of temporary accommodation in Scotland. Following a meeting with the HRSAG the chair commented on our approach as follows:

- *"This is the best example I have seen so far of a systems-change approach to moving the dial on homelessness and the use of traditional temporary accommodation models"*

As a result of the work undertaken with our Home First model, we are at an advanced stage with some of recommendations made by both the Local Government and Communities Committee and HARSAG report.

Our Home First model has transformed the way we assist homeless people straight into permanent accommodation in Perth and Kinross. It has also delivered considerable savings for the Council (£676K), and had a positive impact on the outcomes for many households by reducing the stigma, duration and experience of homelessness. This can be demonstrated through the positive feedback received from people who have benefited from Home First:

"Getting a permanent house for me and my family was a god send – I thought I'd have to wait an eternity in temporary accommodation and uproot my children from their school. It wasn't their fault that the landlord wanted his own property back"

## **Key Challenges**

The potential for a continued increase in homeless presentations and complex need cases, placing increased pressure and demand for permanent and temporary housing.

## Managing and Sustaining Tenancies

### What we said

- Review our rent structure to ensure financial inclusion and affordability.
- Explore new ways of mitigating the impact of Welfare Reform.
- Continue to deliver improvements around rent collection and reduce rent arrears.
- Continue to ensure tenants are supported to help sustain their tenancy wherever possible.

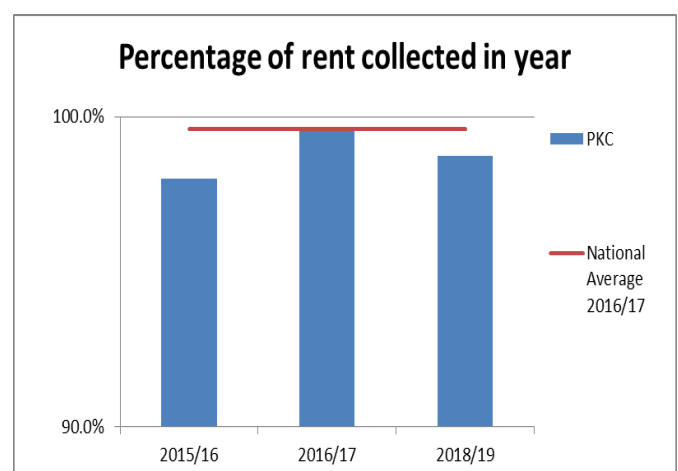
### How have we done?

Our rent restructure project provided the opportunity for the Council and its' tenants to create a rent charging system which addressed previous inequalities and was fair, transparent and influenced by tenants. Tenants had a say in how the policy was developed by telling us what was important when it came to calculating the level of rent they would pay. A rent affordability model was also developed to assess the affordability of our housing rents and compare these with other local housing options. The outcome of this exercise demonstrated that our rent levels remain affordable to our tenants. Nationally we are the 9<sup>th</sup> lowest Local Authority rent in Scotland and continue to be the most affordable option locally. **88.18%** of our tenants told us that they felt their rent **represented good value for money**, an increase from 84.87% the previous year.

The full implementation of Universal Credit as part of Welfare Reform is due to be introduced in June 2018 for the Perth & Kinross area. Preparatory work has been underway for a significant period to mitigate the potential impact it will have on tenants, residents and to the Council.

We work in partnership with colleagues in Welfare Rights and the Citizens Advice Bureau (CAB) to support our tenants to maximise their income and continue to be a partner on the Councils Welfare Reform Steering group.

Rent collection and the management of rent arrears continues to be a priority and a significant challenge. We continue to run our Rent 1<sup>st</sup> Campaign which highlights the importance of paying rent and the potential outcomes for those tenants who choose not to engage. We introduced a pilot project for visiting tenants out with standard office hours through the Twilight Team. This project has been extended to November 2018.



Along with partners within the Tayside, Fife & Central Housing Options Hub, we are developing “Passport for Housing” package. This is a pre-tenancy training package designed to prepare potential tenants to understand the expectations of both the tenant and the landlord. The package includes budgeting, money

management which will help mitigate the potential impact of the introduction of Universal Credit as well as the wider aspects of sustaining a tenancy and community involvement. A pilot to test the e-learning package is expected to commence in September 2018.

## **Key Challenges**

Where Universal Credit has been rolled out, some Councils have experienced increased rent arrears levels and we are anticipating a similar impact. We will continue to monitor and work with our partners, such as CAB and Welfare Rights, to ensure tenants maximise their income and manage their money. We will also intervene early to prevent homelessness.

Across all localities a small test of change is underway to determine if a specialist and dedicated team approach will support further improvements in relation to on rent collection and arrears recovery. We will monitor the impact of this activity.

## **Safe and secure communities**

### **What we said**

- Continue to work closely with our partners, tenants and resident to deliver environmental improvements.
- Continue to work with tenants and community groups and use a range of methods to engage and involve them to support sustainable communities.
- Continue to improve our Repairs Service.

### **How have we done?**

We have continued to build on our previous successes with our Estate Based Initiatives (EBI) projects. During 2017/18, over 50 projects were completed throughout Perth and Kinross with a spend of £200k. The budget for 2018/19 has increased to £250K and walkabouts have already taken place throughout our localities and new projects are progressing. Our EBI initiative won a silver Securing The Future Award.

In Gilmerton, from the 96 participants who took part in EBI discussions an interest was generated to form a community group. They successfully applied for Participatory Budgeting funds at an event which was held in February 2018. The ‘Gilmerton Park and Gardens Group’ will be working alongside the Tenant and Resident Participation team, the Crieff office Housing team, and the East Strathearn Community Council, to develop a joint programme of events, projects and activities for the village that celebrates their community.



Through the Tenant Satisfaction Survey our tenants indicated high levels of satisfaction in these areas, as detailed below:

Indicator	2017/18	2016/17
Keeping them informed about services and decisions	96.8%	82.5%
Opportunities to participate in decision making	98.74%	74.4%
Management of their neighbourhood	94.57%	79.12%

**Community Safety** - We now have a Hub which is fully integrated as part of the Safer Communities Team at St Martins House. The Hub is vital to information sharing and tasking in respect of:

- Environmental Risk Assessment
- Anti-Social Behaviour
- Management of Offenders
- Preventative Measures and Event
- Safe Drive Stay Alive
- Safetaysiders
- Missing and Vulnerable People

The Unpaid Work Team is now integrated into the Safer Communities Team. Examples include:-

- Snow clearing during extreme weather.
- City Centre Operations Team – Dedicated resource used to maintain and enhance the appearance of the City Centre
- Ladeside Renovation – Project in conjunction with Beautiful Perth and Community Greenspace.
- Graffiti Strategy – Partnership with Safer Communities Team to tackle graffiti
- Communications Plan – Focus on gathering evidence and using social and traditional media to market the activities of the team.
- Westbank Project – The Westbank site has now adopted a Trust-like approach to become a community asset while developing and supporting vulnerable and disadvantaged people. The Project has attracted ESF funding in relation to employability services.

In 2017, Community Safety applied to SSE Resilience Fund for a grant to increase the awareness and membership of Community Watch, resulting in an award of £7k.

Home Safety visits are carried out jointly by Scottish Fire and Rescue and Community Wardens. These visits are undertaken when elderly and other vulnerable people have been identified and referred. They are essential in helping people stay in their own homes while arrangements are put in place to get them access to the services they need.

**Housing Repairs Transformation** - We continue to deliver the outcomes identified within our Repairs Transformation programme by undertaking a detailed review and analysis of key areas of housing repairs to progress improvements to efficiency and productivity and service delivery. We have undertaken approx. 21,000 works orders with 90% of non-specialist work carried out by the Repairs

Team, minimising the use of external contractors and maximising our own internal resources. We delivered significant efficiency savings in 2017/18 and are on target to achieve the estimated savings in the transformation programme.

	PKC	Local Authority Average 2016/17
Emergency Repairs	3.57 hours	5.9 hours
Non Emergency Repairs	8.59 days	8.7 days
Repairs by Appointment	97.94%	95.20%

A key component of the transformation is to maximise the benefits of technology in particular to mobile working. There is a phased roll out across Repairs Teams and, while early days, we have received positive feedback from staff.

In embracing the move to on-line services, we have also developed video tutorials to enable tenants to undertake simple household repairs.

A full review of the service structure was undertaken and trades staff moved from a functional to locality arrangement, with a new locality supervision structure. Trades are assigned to one of four localities dovetailing with existing housing locality teams.

## Key Challenges

One of the key challenges for the Repairs Service in particular, is the availability of skilled trade operatives. We are competing in a competitive market from a limited pool and we are currently reviewing recruitment options.

## Independent Living

People have told us that housing is an important factor in supporting their independence within local communities. The condition of a property, its surrounding environment and the availability of support can have a huge impact on the health and wellbeing of an individual and their ability to live independently.

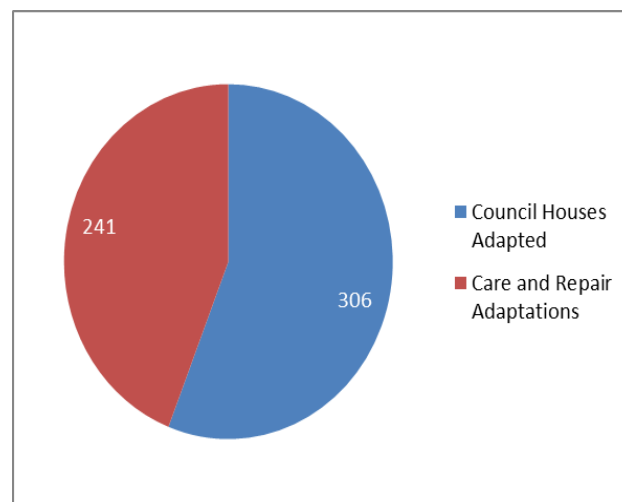
### What we said:-

- People have access to the right type of housing to enable them to live as independently as possible at home or in a homely setting.
- People have access to the right type of support to sustain their accommodation.

## How have we done?

We continue to work with the Health and Social Care Partnership to ensure that suitable housing and housing support is available to prevent increased admissions and/or prolonged stays in hospital. We continue to ensure early engagement with partners to deliver a seamless service for people discharged from hospital.

One of the key aims of the health and social care partnership is to enable people to live independently at home for as long as possible. Housing adaptations is a key activity in achieving this goal. These can range from minor installations (installation of safety rails) or more major adaptations (alteration of doors to whole house adaptations to accommodate mobility issues). During 2017/18, we adapted 306 council houses and commissioned the Care and Repair Service which delivered 241 adaptations to other housing providers and private home owners.



Our Sheltered Housing Service provides a valuable service to support older people to live as independently as possible. Following a recent unannounced inspection by the Care Inspectorate, our Sheltered Housing Support Service were evaluated under two themes: Quality of Care and Support and Quality of Leadership & Management and were given a **grade of very good** in both categories.

The Inspector commented that:-

- Staff were very responsive, warm, friendly and approachable.
- There are good intergenerational links.
- The Care About Physical Programme Activity (CAPPA) implemented by officers is make a real difference by improving the health and wellbeing of some tenants.

During the inspection service users expressed a high level of satisfaction with the service provided, comments included:-

- "very friendly, caring and professional"
- "Staff always go the extra mile"
- "You couldn't get any better"

## Key Challenges

There is an increase in older people with more complex support and health needs and we need to provide housing which has the flexibility to meet the future and longer term needs by future proofing properties and building in technology enabled care solutions. In addition we need to develop key competencies to meet the needs of challenging and vulnerable clients which will require not only skilled staff, but a level of investment to be able to sustain people safely in their own homes.

## Housing Condition, Fuel Poverty and Climate Change

Households should be able to live in quality homes which meet the relevant standards in safe and secure communities. Ensuring our tenants live in good quality well maintained properties is a key objective and one of our priorities over the past year has been the continuation of the Repairs Transformation project. This project aims to deliver a more responsive and customer focused service which also improves efficiency and delivers greater value for money.

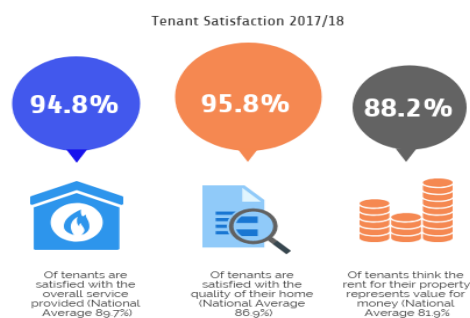
### Housing Condition

Ensuring the condition of our houses meet the Scottish Housing Quality Standard (SHQS) and now Energy Efficiency in Scottish Social Housing (ESSH) is a key priority. We recognise the impact good housing has on the health and wellbeing of our tenants.

Our transformation project has delivered a workforce structure by realigning our resources to meet the demands within the localities. The Repairs Service has also been an early adopter of the mobile working approach being introduced across Council Services. This is currently being rolled out across the Repairs Teams. Initial feedback from staff has been very positive and the efficiency benefits are beginning to materialise.

Good progress is being made in other areas such as review of fleet, stores and procurement of materials.

An independent Tenant Satisfaction Survey was conducted during 2017/18 which surveyed 1,032 tenants via face to face and telephone interviews. The results of the survey have shown that tenant satisfaction in Perth and Kinross is very high in comparison to national averages.



### Fuel Poverty/Climate Change

“Scotland’s Sustainable Housing Strategy” (2013) sets out the vision for “....warm, high quality, affordable, low carbon homes....”

There is a strong relationship between cold and damp homes and health-related issues such as respiratory problems.

**Energy Efficiency/Fuel Poverty:-** This continues to be one of our main improvement priorities ensuring we increase energy and fuel efficiency for households. From April 2017 to March 2018:-

- **694** upgraded central heating systems have been installed.
- **526** houses have received new triple glazed windows and insulated exterior doors.
- **75** Council houses, and **123** privately owned or privately rented houses, have been fitted with externally applied wall insulation
- **367** Council houses have had cavity wall insulation extractions and re-fills.
- **82** houses have been fitted with new gas main connections and **28** houses have been fitted with renewable energy measures such as air source heat pumps or solar panels.

We continue to support people to improve the energy efficiency of their homes:

- We have taken opportunities to promote the HEEPS ABS and HEEPS Equity Loan Schemes through our engagement with private landlords and home owners as well as those accessing our housing options service.
- Through our Empty Homes Initiative, we provide grants to bring properties up to the Repairing Standard to enable them to be rented out to private tenants. These improvement works often include energy efficiency measures including replacement windows, upgrades to heating systems, etc.
- We have successfully bid for Warm Homes Funding and we will be undertaking works during 2017/18. 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.

Some tenant feedback:-

- "I've just received my quarter electricity bill and it's saved me an average of 9% on my bill – fantastic".
- "When I came into my house three years ago, it was riddled with dampness but since they put in wall insulation the dampness has gone. The house is much warmer and I use less gas. It's fantastic".

## Key Challenges

At present we have 14 properties with exemptions to the SHQS which relate to secure common external front door entry. Efforts to find economic and practical solutions to these problems will continue to be explored. However, it is highly unlikely that this figure will be reduced.

## ORGANISED TO DELIVER

### Customer Focus and Community Engagement

Involving and empowering our communities is at the heart of creating sustainable communities where people want to live. There are a variety of ways of where we aim to strengthen links between the Council and community groups. Our **Tenant Participation Strategy** provides further information on how we aim to listen and communicate with our tenants and residents. The Service User Review and Evaluation (SURE) Team is our tenant scrutiny panel. Their role is to agree and scrutinise and make recommendations for improvement.

### Preparing our people for the future

We recognise that our people are our most valuable asset and it is through their commitment and expertise that the Council will effectively support the achievement of better outcomes.

A wide range of practices are in place to provide leadership and direction; ensure services are organised to deliver; keep colleagues informed; support learning and skills development; sustain effective employment relationships; extend collaborative working and promote health and wellbeing.

We encourage our staff development through the Learn Innovate Grow (LIG) ethos and encourage staff to seek opportunities to build their knowledge and skills base. We also have a Leadership and Management Programme (LAMP) which augments this.

The latest staff survey told us that 87.9% of those responding felt that they were clear what is expected of them and 83.2% felt there was a good fit between the job and their skills and abilities.

### Partnership working

Working with partners is fundamental to the way we work and deliver services. As well as working with our Community Planning Partners we continue to work in partnership with a broad range of organisations such as housing associations, third sector, private sector developers, private landlords to:-

- Increase the supply of affordable housing and supported housing with services attached to support people to live as independently as possible
- Bring properties back into use
- Homeless prevention
- Provide a wide range of housing options
- Improve energy efficiency of homes
- Keep our communities safe

### Financial/Resource management

We continue to face challenges due to the continuing fiscal situation and increasing demand for services. The increase in the number of older people, and the impact of UK Government's Welfare Reform will, in particular, continue to impact on services and the level of funding available. We have prepared for increased pressures in regard to income maximisation, benefit advice and claims and this will continue. The budgets available to deliver services in 2017/18:-

- a net general fund budget of £15.8m, and a
- Housing Revenue Account budget of £28.4m, and a
- a capital allocation of £17.8m of which £16.7 related to HRA

Our effective governance arrangements ensure that these budgets are managed effectively. There are regular monitoring arrangements throughout the Service and the Council to ensure our resources are used to the best effect.

#### Performance, Self-Evaluation and Risk Management

We have effective governance arrangements in place to monitor our performance whether this is a team level, management, senior management and at a corporate level. We also compare our performance against other local authorities through the Scottish Housing Best Value Network, Housemark, and the Local Government Benchmarking Framework.

We undertake an annual self-evaluation of the Service using the “How Good is Our?” approach and we are also regularly inspected by external agencies, including the Care Inspectorate and the Housing Regulator.

In line with the Council’s Risk Management Policy and Strategy, the Service undertook a risk workshop. A number of risks were identified and this has subsequently been superseded by a wider risk profile to incorporate the risks identified by Housing & Environment. These will be monitored and reported to the Senior Management Team.

#### Health and Safety

We follow the corporate governance arrangements for Health, Safety and Wellbeing. Across the Service, our staff are familiar with the Corporate Occupational Health & Safety Policy and are involved in the Health & Safety Consultative Committee.

Through the Committee, strategic and operational issues are discussed. The Committee also considers quarterly reports on Health & Safety training and incidents.

Performance is regularly reported to management teams and is included within the key performance monitoring process reported to the Senior Management Team.

**Fire Safety Arrangements** - We continue to work closely with the Scottish Fire and Rescue Service (SFRS) and tenants. Some recent examples being:-

- We contacted all tenants and owners within multi-storey blocks and held drop-in sessions for tenants and residents to discuss fire safety and answer questions.
- We also updated and enhanced our Fire Safety Action Plan and held a desk top emergency planning exercise with SFRS colleagues to test our response arrangements.
- We have undertaken a range of fire precaution works which included installation of upgraded smoke detection systems, installation of fire rated entrance doors and flame retardant paint in communal closes.

## PERFORMANCE UPDATE

### Giving Every Child the Best Start in Life

Indicator (Source)	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	22/23
<b>Homeless Presentations - Families with Children</b>							
1.1 Number of families with children presenting as homeless	337	<b>319</b>	<b>306</b>	290	280	280	275
<p>Work to prevent homelessness continues to be our priority and through our proactive approach to supporting families at risk of homeless, we have reduced the number of families presenting as homeless. We are also minimising the impact of homelessness on families through our Home First rapid rehousing approach. This enables us to assist families to move straight into mainstream, settled accommodation avoiding the need for temporary accommodation.</p> <p>Through this approach, we will continue to intervene early and prevent homeless, where possible, by providing mediation to families to help prevent relationship breakdown and link in with a range of agencies to support people with financial difficulties and trouble meeting their household costs. We continue to work closely with Police Scotland and Women's Aid to make sure safe accommodation is provided for those at risk of domestic abuse.</p>							
<b>Overcrowding</b>							
1.2 Number of overcrowded households in Council tenancies	127	115	<b>108</b>	<b>125</b>	125	125	125
<p>We have exceeded our target for the number of families living in overcrowded Council tenancies to the lowest level recorded. This has been achieved by various approaches such as the buyback scheme, new affordable housing supply, the new allocations policy and the delivery of realistic housing information and advice to families to enable them to make informed decisions regarding their housing options.</p>							



## Nurturing Educated, Responsible and Informed Citizens

Indicator (Source)	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	22/23
<b>Young People Presenting as Homeless</b>							
2.1: Number of single young people aged 16 to 25 presenting as homeless	184	151	207	180	180	180	140
<p>There has been a 37% increase in homeless presentations from young people aged 16-25 in the past year. The main reason for youth presentations is a family relationship breakdown.</p> <p>Dedicated Support Officers to support young people if they present as homeless or with a housing issue have enabled us to mediate with families and allow young people to return home, if safe to do so. We also provide tailored support to help prevent a crisis situation.</p> <p>We are currently undertaking a review of our successful housing education programme to increase our focus on wellbeing, early intervention and prevention. The new programme has already been piloted in a number of secondary schools across Perth and Kinross and the initial feedback has been very positive.</p>							
<b>Tenancy Sustainment - Young People</b>							
2.2: % young people (16-25) sustaining a council tenancy for more than one year	79%	87%	83%	85%	85%	85%	85%
<p>Out of the 174 tenancies for 16-25 year olds, 145 (83%) were sustained for more than 12 months.</p> <p>The Housing Regulator Technical Guidance does not allow tenancies that ended for positive reasons to be discounted. Of the tenancies not sustained, 14 (48%) were due to positive reasons including mutual exchange, moved in with partner, rehoused by PKC or moved outwith the area.</p> <p>The service continues to monitor the reasons for tenancies ending within 12 month period. Continuation of the 5 day health check visits should continue to highlight issues early on in the tenancy. An audit on abandonments is currently underway which is higher in this age group category.</p>							

## Developing a Prosperous, Inclusive and Sustainable Economy

Indicator (Source)	Performance	Targets					
	15/16	16/17	17/18	17/18	18/19	19/20	22/23
<b>Rent Management (Voids and Arrears)</b>							
3.2a: % of income due from Council Tax received by the end of the year  (SOLACE Benchmarking PI)	98.5%	98%	97.9%	97.5%	97.5%	97.5%	97.5%
3.2b: % of income due from Non Domestic Rates received by the end of the year	98.04%	98%	98.4%	98%	98%	98%	98%
<p><b>Council Tax:</b> The 2017/18 collection level has exceeded our target. It is anticipated that we will continue to be one of the top performing councils for council tax collection for this period. Maintaining such a high level of in-year collection has been extremely difficult to achieve in the context of continuing hardship, reducing award levels of Council Tax Reduction and increased charges on long term empty dwellings.</p> <p>The <b>Scottish Average</b> (LGBF) for this indicator was <b>95.8%</b> in 2016/17. Perth and Kinross were the second highest performing authority in 2016/17.</p> <p><b>Non-Domestic Rates:</b> The 2017/18 collection level has exceeded our target. This has been achieved in an ongoing difficult economic environment in which the Council has supported ratepayers through Rating relief delivered under the Community Empowerment Act.</p>							
<b>Housing Benefit/Council Tax Claims</b>							
3.4a: Average number days per case to process new Housing Benefit / Council Tax Reduction Claims	26	23	23	23	23	23	21
4.1b: Average number days per case to process change events for Housing Benefit / Council Tax Reduction Claims	12	7	6	13	13	13	13
<p>Performance has been maintained for the average number of days to process new Housing Benefit / Council Tax Reduction Claims and has improved for change events over the past year. This has been achieved following a revision of processes and removal of areas of inefficiency.</p>							

Indicator (Source)	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	22/23
<b>Rent Management (Voids and Arrears)</b>							
3.1a: Current and former tenant rent arrears as a % of gross rent due for the reporting year  (SOLACE Benchmarking PI)	10.4%	10.0%	<b>10.2%</b>	<b>9.0%</b>	8.7%	8.7%	8.0%
3.1b: % of rent due in the year that was lost due to voids  (SOLACE Benchmarking PI)	0.6%	0.6%	<b>0.7%</b>	<b>0.6%</b>	0.6%	0.6%	0.6%
<p><b>Rent Arrears</b> - Preventing and reducing rent arrears is a key priority and is significantly challenging within the current economic and financial climate. We continue to monitor, evaluate and implement a range of improvement activities designed to support prevention and early intervention.</p> <ul style="list-style-type: none"> <li>▪ We have seen an increase in our Gross Rent Arrears over the year. This has been due to the level of tenancies ending with arrears. The current tenant rent arrears, however, did fall throughout the year from 10.46% in March 2017 to 9.44% to the end of March 2018.</li> <li>▪ At the end of March 2018, 28.5% of tenants had rent arrears and 51% of tenants had a current repayment agreement.</li> <li>▪ With the impending introduction of Universal Credit it is important to continue supporting tenants through this change to maximise the income to the council. We make best use of the tools provided by the DWP to protect the revenue streams to the council but also to sustain the tenancies of tenants living in our properties.</li> <li>▪ The Local Authority <b>Scottish Average for Gross Rent Arrears was 6.5% (2016/17)</b></li> </ul> <p><b>Re-letting Properties</b> – Despite an increase in the average number of days to re-let properties, we continue to turn around void (empty) properties very quickly in comparison to the Scottish average of <b>31.5 days</b>. (SHR 2016/17). As a result, we have minimal income lost due to voids. Our rent loss continues to be lower than the <b>Scottish average of 0.9%</b> in 2016/17.</p>							

## Creating a Safe and Sustainable Place for Future Generations

Indicator (Source)	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	22/23
<b>Community Safety</b>							
4.3: Overall level of public satisfaction with the way the antisocial behaviour complaint was dealt with	76%	64.5%	41.4%	78%	70%	72%	75%
<p>Data for this indicator is taken from the complainants' feedback questionnaires following completion of an antisocial behaviour case.</p> <p>In future we will separate this indicator to reflect how well the complaint was responded to as well as the level of satisfaction in relation to the outcome of the complaint.</p> <p>Further analysis of the questionnaire responses is currently underway in order to ascertain the possible reasons for this drop in performance. This further analysis is investigating the extent to which levels of satisfaction may be influenced by the outcome of the case. Identified improvement actions will be implemented as early as practicable.</p>							
<b>New Community Safety Indicators</b>							
Indicator (Source)	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	22/23
4.17a: % of dwellings meeting SHQS (SOLACE Benchmarking PI)	94.6%	95.6%	96.15%	100%	100%	tbc	SHQS2 tba
The Scottish Average for this indicator was 93.6% in 2016/17 (SHR)							
4.17b: % households in fuel poverty (Corporate Plan)	22.3% (Local Survey 2015)	22.3%	tbc	19% (local)	19	tbc	18% (local)
Indicator (Source)	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	22/23
4.18: No. of new publicly available social housing units	132	126	159	150	150	150	150
During 2017/18, a total of 159 new housing units were built for social housing. PKC built 42 of these units and in addition to this. The council also bought back 41 properties from the open market.							
<b>Repairs and Maintenance</b>							
4.19a: % of repairs appointment kept	96%	98%	98%	96%	95%	95%	95%

4.19b: Average length of time taken (in hours) to complete emergency repairs	3.74hrs	3.78hrs	<b>3.57hrs</b>	<b>4.5 hrs</b>	4.5 hrs	4.5hrs	4.5hrs
<p>Our Repairs service continues to perform well and we have exceeded our target for this year in relation to appointments kept, demonstrating our commitment to good customer service.</p> <p>We continue to perform well in relation to emergency repairs responding well within our target timescale and we compare favourably with the national average of <b>4.1 hours</b> (2016/17).</p>							
<b>Re-letting Empty Properties</b>							
4.20: Average length of time (days) taken to re-let properties (includes mainstream and difficult to let properties)	<b>25.2</b>	24.1	<b>27.8</b>	<b>27</b>	27	27	27
<p><b>Mainstream/Difficult to Let:</b> Our performance has been impacted by an <b>increase of 11.6%</b> in the number of properties re-let during the reporting year in comparison to 2016/17. Despite an increase in the average number of days to re-let properties, we continue to turn around void (empty) properties very quickly in comparison to the <b>Scottish average of 31.5 days.</b> (SHR 2016/17).</p>							
<b>Homeless Presentations</b>							
4.21: Number of households presented to the Council as homeless (Corporate Plan)	898	825	<b>999</b>	<b>815</b>	815	815	810
<p>During 2017/18, 999 people presented as homeless but only 792 (79%) have gone on to the final stage of being considered for permanent accommodation.</p> <p>An exercise is currently being undertaken to carry out a detailed analysis of presentations in 2017/18 with a view to establishing a full understanding of the reasons for the increase in presentations compared to previous years.</p> <p>We adopt a proactive, prevention-focussed approach to homelessness. As such, we are continuing to deliver housing advice surgeries in various teams and areas such as Perth Prison, Women's Aid and Perth College to help intervene early and prevent homelessness where possible. Work is progressing with various teams in the Council to raise the profile of renting in the private sector and to promote the support available to tenants living in private sector accommodation.</p>							
<b>Tenancies</b>							
4.22: Overall % of new tenancies sustained for more than a year	88%	89.7%	<b>87.6%</b>	<b>95%</b>	95%	95%	95%
4.23: % of tenancy offers refused during the year	35%	35%	<b>36%</b>	<b>35%</b>	32%	32%	28%
<p><b>Tenancy Sustainment:</b> Out of the 704 new tenancies created, 617 were sustained for more than one year. The Annual Return information for the Scottish Social Housing Charter (2016/17) shows that the <b>national average is 89%</b> across all 193 social housing providers, similar to that of the Council.</p> <p>Of the 87 tenancies considered to have failed 38 were attributable to either circumstances outwith the influence of the landlord or where people have moved for positive reasons. Taking these into account, our overall sustainment rate would be 655 tenancies out of 704 which is 93.03%.</p>							

**% Tenancy Offers Refused (this includes withdrawals):** We have continued to maintain our performance in this area, despite an increase in allocations, and also perform very well in comparison to the **Scottish average of 37%** (2016/17). Reasons for refusals include people's circumstances changing, the location and type of property offered, and if an applicant is not yet ready to move at the time of offer.

## SERVICE IMPROVEMENT PLAN 2017/18 - UPDATE

Focus and Major Change for 2017/18	Key Action	Delivery Timescales	Comments on Progress
<b>1. Welfare Reform</b>  Ensuring we are prepared for the impact of full implementation of Welfare Reform and in particular Universal Credit  <b>Head of Corporate Information Technology and Revenues</b>	<ul style="list-style-type: none"> <li>P&amp;K Implementation of the Full Digital Universal Credit</li> <li>Housing Benefit Migration</li> </ul>	June 2018  2019 to 2022	DWP moved start date to June 2018. Significant level of preparatory work has been underway for some time and will continue. The DWP led project has also recently commenced.
<b>2. Housing Repairs</b>  <b>Head of Housing</b>	<ul style="list-style-type: none"> <li>Delivery key outcomes from the Transformation Review</li> </ul>	March 2020	A number of changes to improve productivity have been achieved; reducing spend on external contractors; improving void performance; phased roll out of mobile working solution; introduced online services; and delivery of savings against budget.
<b>3. Local Housing Strategy</b>  <b>Head of Housing</b>	<ul style="list-style-type: none"> <li>Delivery of the key priority areas outlined within the plan</li> </ul>	2016-2021	Local Housing Strategy update will be reported to Committee in August 2018.
<b>4. Fairness Commission – Fairer Futures</b>  <b>Head of Housing</b>	<ul style="list-style-type: none"> <li>Take forward the recommendations within the strategy</li> </ul>	2017- 2020	The recommendations are supported in the development of policies, strategies and within team plans.
<b>5. Estate Based Initiatives</b>  <b>Head of Housing</b>	<ul style="list-style-type: none"> <li>Delivery of a range of projects identified and prioritised in consultation with tenants across Perth and Kinross supporting social enterprise project.</li> </ul>	March 2018	Completed - 50 projects were completed. Budget for 2018/19 has been increased and walkabouts are taking place throughout our localities and some projects have commenced.
<b>6. Digital Inclusion</b>  <b>Head of Housing</b>	<ul style="list-style-type: none"> <li>Combination of “Lead” learning programmes and take forward national initiatives such as Go ON UK</li> <li>Delivery of bespoke sessions for tenants</li> </ul>	March 2018  March 2019	Complete. Lead Digital Inclusion projects continue across Perth & Kinross with people with disabilities, carers and those who are disadvantaged.  A new project started in March 2018 which aimed to target 40 people between the ages of 55 and 65 who have co-morbidity, to enable them to increase their abilities to self-manage through the use of technology. The training will be provided by LEAD Scotland (Linking Education and Disability)

Focus and Major Change for 2017/18	Key Action	Delivery Timescales	Comments on Progress
<b>7. Integrated Schools Programme</b>  <b>Head of Housing</b>	<ul style="list-style-type: none"> <li>Extension of the Housing Education Programme to provide awareness, support and assistance to secondary school children around drug and alcohol issues.</li> </ul>	March 2018	We have enhanced our Schools Housing Programme to have a greater focus on the health and wellbeing needs of young people. Feedback from the first pilot programme has been positive and we are building on the feedback to ensure the programme enables young people to make informed choices and decisions about their housing situation.
<b>8. Housing Liaison Officer – Hospital Discharge</b>  <b>Head of Housing</b>	<ul style="list-style-type: none"> <li>To establish a Housing Liaison Officer to support a seamless service for people discharged from hospital.</li> </ul>	May 2017	Completed.
<b>9. Housing Options</b>  <b>Head of Housing</b>	<ul style="list-style-type: none"> <li>Expansion of the Housing Options Training Toolkit</li> </ul>	December 2018	The development of the toolkit is progressing with all 32 local authorities now supporting its development. Due to changes in procurement legislation there has been a delay in procuring a supplier. However this is now progressing and a supplier will be appointed by July 2018. Following the appointment of the provider, we will lead on the testing and piloting of the toolkit with key partners.
<b>10. Perth &amp; Kinross Community Justice Partnership Improvement Plan</b>  <b>Service Manager, Community Safety</b>	<ul style="list-style-type: none"> <li>Report to Scottish Government on progress</li> </ul>	<del>March 2018</del> September 2018	Partners are working to progress the actions identified in the plan, Progress against the actions will be reported annually to Community Justice Scotland.
<b>11. Expand the Community Watch Scheme</b>  <b>Service Manager, Community Safety</b>	<ul style="list-style-type: none"> <li>Roll out of the system</li> </ul>	March 2018	Complete.
<b>12. Expansion of Electronic Monitoring</b>  <b>Service Manager, Community Safety</b>	<ul style="list-style-type: none"> <li>Trial electronic monitoring to other areas such as alcohol bracelets</li> </ul>	March 2018	The trial is complete and the alcohol bracelets have to be further developed. Pilots are continuing throughout the country.
<b>13. Locality Community Planning Partnerships</b>  <b>Head of Housing</b>	<ul style="list-style-type: none"> <li>Identify and respond to opportunities to work with locality planning partnerships to deliver positive outcomes.</li> </ul>	March 2018	Complete.



**THE ENVIRONMENT SERVICE**

**ANNUAL PERFORMANCE REPORT**

**2017/18**

# CONTENTS

## Page

<b>Introduction</b>	2
<b>Developing a prosperous, inclusive and sustainable economy</b>	3
Thriving, expanding economy	
Employment opportunities for all	
<b>Creating a safe and sustainable place for future generations</b>	11
Attractive, welcoming environment	
Communities feel safe	
People in vulnerable circumstances are protected	
<b>Service Improvement Plan 2017/18 Update</b>	22
<b>Acronyms Explained</b>	25

## INTRODUCTION

This is the Annual Performance Report for the previous Environment Service for 2017/18.

Delivering the best possible outcomes across the breadth of our activities has always been very important to everyone working in the Environment Service. This is an approach which will also continue within the new Housing & Environment. Key to this is a commitment to continuous improvement in everything we do so that we make sure that Perth and Kinross continues to be recognised as a great place to live, work, visit and do business in.

The new Service will also remain focused on ensuring that our day to day service delivery is of the highest standard possible, given the resources available to us. We will also continue to make them as efficient and effective as possible.

However, we recognise the need to manage expectations as a result of budget reductions and the uncertain financial circumstances in the future. We cannot continue to do the same things the same way. As such, we will need to engage with all stakeholders to agree what outcomes we will commit to and how they will be delivered. The pace of change that the new Service is embarking on is challenging, but necessary to our role in developing a prosperous, inclusive and sustainable economy, supporting people to lead independent, healthy and active lives and creating a safe sustainable place for future generations.

We have worked hard to sustain excellent relationships with communities, partners and elected members, and providing support to employees across the Service, through the Council's Learn, Innovate, Grow programme.

For 2017/18, our Service objectives had remained:

1. To promote sustainable development
2. To develop and support a thriving and inclusive economy and promote Perth and Kinross as a place to live, work and visit
3. To manage, maintain and enhance the public realm and provide safe and convenient access to all users
4. To protect and promote the health, safety and wellbeing of communities and staff
5. To provide efficient and effective service delivery

In order to meet these Service objectives, our priorities for the year were:

- Economic development and growth including the Tay Cities Deal and the Perth City Plan
- Employability and contributing to the United Kingdom City of Culture bid for Perth 2021
- Investment and maintenance in our critical infrastructure to support sustainable economic growth
- Performance and Benchmarking
- Customer focus and feedback
- Workforce planning
- Collaborative working
- Commitment to delivering outcomes, continuous improvement and transformation

The new Service remains committed to working in partnership, both across the Council and with our community planning partners. We also continue to seek out opportunities to work smarter – such as the use of specialist engineering services from other local authorities and sharing our skills with them. As such, we continue to pursue all available opportunities when they are in the best interests of the people of Perth and Kinross. This will be a major focus within the Business Management & Improvement Plan, which will bring forward new service objectives and priorities for Housing & Environment.

**Barbara Renton**  
Executive Director (Housing & Environment)

**Keith McNamara**  
Depute Director  
(Housing & Environment)

# DEVELOPING A PROSPEROUS, INCLUSIVE AND SUSTAINABLE ECONOMY

## Service Contribution

The current Perth & Kinross Development Plan recognises both the opportunities arising from growth but also the challenges it creates. The Local Development Plan (LDP) identifies both housing and employment land opportunities to accommodate planned growth and makes provision for the digital and physical infrastructure required to support it. Work has been ongoing throughout the year on consultations for LDP2.

In setting the revenue budget, the Council recognised both the importance and scale of challenge in terms of the economy and has earmarked resources to meet them. We are working to deliver the Tay Cities Economic Strategy following approval at Council on 22 February 2017 along with the Local Economic Development Statement as part of the new Local Outcome Improvement Plan. These will be the key documents which detail our aims and commitments in these areas.

We continue to work through COSLA, Scottish Local Authorities Economic Development Group and the Scottish Cities Alliance to provide robust forecasting and advice on the key issues which affect Perth & Kinross. We take a positive and proactive approach to the national reviews to promote the interests of smart and sustainable growth for the area.

The Service provides a broad range of services which impact in a positive way to ensure that the local economy operates successfully and that businesses are supported to relocate and grow. We lead on the coordination and reporting of cross service activities in employability. As a Service, we have been committed to providing both Modern Apprentice and Professional Trainee opportunities and “Fair Work” practices across all areas of our activity. In addition, we provide services to support individuals to increase their employability and gain employment. We deliver employer engagement activities and seek to match opportunities to those we are already supporting.

### Performance summary 2017/18

- Council on 20 November 2017 approved the Proposed Perth & Kinross Local Development Plan 2 (LDP2) and its supporting documents. The Proposed Plan represents a major stage in the Development Plan process, setting out the Council's view on the content of the final adopted LDP2. It supports the Council's vision for the future development of Perth and Kinross. The Plan also seeks to promote sustainable economic growth, by setting out a land use framework which builds upon the special qualities of the area which make it an attractive place to live and do business, while at the same time recognising the importance of 'place making' and protecting our most valuable assets.
- Strategic Policy and Resources Committee on 7 February 2018 agreed the proposed programme and priorities for preparing supplementary guidance to support both the Adopted Local Development Plan (LDP) and the Local Development Plan review process currently under way.
- Council on 16 August 2017 agreed to enter into a Minute of Agreement with Angus Council, Dundee City Council, and Fife Council to establish a Joint Committee under Section 57 of the Local Government (Scotland) Act 1973 to progress and implement the Tay Cities Deal.
- The Environment, Enterprise and Infrastructure Committee on 8 November 2017 approved a report on proposed expenditure on place making projects within Perth and surrounding towns to support commercial and community development, along with economic growth.
- Strategic Policy and Resources Committee on 13 September 2017 agreed targeted non-domestic rates relief assistance to further support business expansion or new business investment in certain vacant properties in Perth & Kinross on the basis of business need and economic benefits. The Council is committed to supporting the growth of existing business and attracting new business into the area. We currently provide a range of targeted support and action to encourage the re-use of vacant property as part of the Vacant Property Initiative, primarily via grants for development advice, housing and heritage repair.
- The Environment, Enterprise and Infrastructure Committee on 14 June 2017 agreed to changes to the relevant Traffic Regulation Orders to support the budget decision that 15 minutes free parking be enabled across the whole of the Council area in all Council operated pay and display parking bays. This followed very positive feedback from customers and businesses in Perth City along with several requests for the initiative to be extended across the whole of Perth and Kinross.
- The Environment, Enterprise and Infrastructure Committee on 8 November 2017 agreed to operate the Free Festive Parking initiative on each Saturday from 2 December 2017 until 30 December 2017 inclusive in all Council operated car parks across the whole Perth and Kinross area. "Free from Two" has been, in general, well received by residents, visitors and businesses over the last 5 years. The request for the change to free Saturdays in the run up to Christmas 2017 came from the Perth Traders Association, as a result of changes in historic shopping practices.

- Enterprise and Infrastructure Committee on 21 March 2018 noted the approach taken to the development and implementation of the 2017/18 Perth Winter Festival along with its estimated impacts. The total number of visitors to Perth on the day of the Christmas Light event was estimated to be 80,000, with the attendance in the city centre at the time of the lights switch on was 45,000 (40,000 in 2016). In addition, it was estimated that attendances at the other events as part of the Winter Festival in the pre-Christmas period, totaled 37,000 giving a combined total of 117,000. The total net additional economic impact generated was estimated to be approximately £1.8 million.

## KEY PERFORMANCE INDICATORS

Indicator (Source)	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	22/23
Number of new business start-ups as a % of the business stock (Community Plan, Corporate Plan)	5.1	4.0	5.2	4.0	4.0	4.0	4.0
<b>Comments on performance during 2017/18</b> There were 321 new start-up businesses in 2017/18.							
Area of available Serviced Business Land (Ha) (Community Plan, Corporate Plan)	54.17	48.16	81.15	14.9	14.9	14.9	28.9
<b>Comments on performance during 2017/18</b> The most recent employment land audit was completed in 2017. This showed 270.5 Ha of land available of which 30% or 81.15 Ha is immediately available employment land with no associated constraints. There were 52 Employment sites in total, consisting of 44 Local Development Plan allocated sites and 8 Windfall sites.							
Number of jobs created in small and medium enterprises per annum with public sector support (Community Plan, Corporate Plan)	401	391	107	350	350	350	350
<b>Comments on performance during 2017/18</b> Scotland's Employer Recruitment Incentive – 16 jobs, European Social Fund Wage Incentive – 15 jobs and 76 from the Hub Vacancy Management initiative.							
% of residential and business premises with access to Next generation broadband (Corporate Plan)	63	71.2	83.9	90	90	90	100
<b>Comments on performance during 2017/18</b> Innovative solutions are being deployed to bring broadband to hard to reach communities in Perth and Kinross. "Fibre to the Premises" technology has been deployed in Glenalmond and Scotlandwell. Openreach are still bringing fibre to some small communities for the first time, such as Grange and Kinrossie.							
Vacant city centre commercial floor space as a % of the total floor space (Community Plan)	7.9	9.2	9.4	9	9	9	9

Indicator (Source)	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	22/23
<b>Comments on performance during 2017/18</b> The average vacancy rates between 2016/17 and 2017/18 are stable and near target levels.							
Key Sector Employment (%) - Tourism	12.8	13.8	14.1%	13	13	13	13.5
<b>Comments on performance during 2017/18</b>							
Key Sector Employment (%) - Food & Drink	3.2	3.2	2.7%	3.0	3.0	3.0	3.5
<b>Comments on performance during 2017/18 and targets</b>							
Key Sector Employment (%) - Clean Technology	3.1	3.7	3.5%	3.5	4	4	4.5
<b>Comments on performance during 2017/18 and targets</b>							

#### Information not available

Tourism generated revenues (£m) (Community Plan, Corporate Plan)

Average time to process planning applications in weeks (SOLACE Benchmarking PI)

Business Gateway start-ups per 10,000 population (SOLACE Benchmarking PI)

Cost per planning application (SOLACE Benchmarking PI)



## EMPLOYMENT OPPORTUNITIES FOR ALL

### Performance summary 2017/18

- We continue to make good progress in relation to investment promotion. We have increased our visibility through a strong 'Invest in Perth' brand including the promotion of the brand online (17,249 LinkedIn Reach, 75,423 Twitter Reach), newsletter (1200 subscribers) and in our printed magazines (7th Edition). A refreshed website has been launched which provides a flexible platform to support other initiatives such as Perth Harbour and Perth Transport Futures. We have effectively used the Scottish Cities Alliance (SCA) and the Department for International Trade (DIT) to take advantage of all press and media opportunities for national and international exposure and to extend our reach. In 2017/18, this included participation in key investor events such as MIPIM UK and MIPIM. We have also sponsored Showcasing Scotland, through Scotland Food and Drink, twice. Showcasing Scotland is a chance for Scotland's food and drink companies to promote their products to an international market, with 170 international buyers coming from all over the world to buy and sell products. Showcasing Scotland has been hosted both times at Gleneagles Hotel, most recently in October 2017, with familiarisation trips around Perthshire following the 2 day event. This is a great way to highlight what Perth and Kinross has to offer. The Investment Team is also supporting the development of a Place Story for Perth and the Council area. This will lead to a clear, consistent 'pitch' approach supported by businesses across the area.
- We have had good success in generating leads and converting them into investments and jobs such as:
  - LTZ (Jobs: 8 – scientists) – Food and Drink (Genomic Poultry Production) – New
  - Porsche (Jobs: 29 plus 4 apprentices once complete) – Automotive – New
  - Sue Ryder (Jobs: 20) – Health/Care – New
  - PS Administration (Jobs: 30) – Financial Services – New
  - Bella & Duke – Food and Drink (Dog food manufacturer - Winner of the prestigious Scottish Enterprise Edge fund award for innovation) – New
  - Purvis Group (Jobs: 10) - Construction – Expansion
  - Persimmon Homes (Jobs: 40) – Construction - New (Regional North Scotland office)
  - Food and Drink Park – 5 British Retail Consortium standard food grade units complete with 4 out of 5 with leased tenants in various food and drink based businesses.
- We have had a number of enquires which resulted in closing dates being set for Council owned land back in February and March 2018. This resulted in 7 notes of interest from companies out with Perth and Kinross looking to relocate and businesses within looking to expand. This is a mix of home grown Scottish companies and a major US household name looking to locate their UK head office in Perth. Our approach is active prospecting and investment to bring job opportunities.
- We have engaged with our public and partners, created an innovative partnership with the Chamber of Commerce and sustained relationships with key agencies and key land owners such as:
  - Morris Leslie Group to develop the investment proposition at Perth Airport.
  - Scottish Development International to support Eco-Innovation at Binn Eco-Park including Plastic Recycling Project Beacon.
  - Several hotel and landowners with the aim of attracting a quality/boutique hotel to Perth, partly to assist in our aim to establish Perth as a conference destination of choice.

In parallel, the Tay Cities Deal bid has highlighted inward investment and international trade development as one of the priority areas. The four local authorities in the Tay Cities Region will seek to align their approach and resources with local and national agencies to deliver a step change in performance via an International Trade and Investment Partnership (ITIP).

We have developed investment propositions which we are now articulating better and adding value to the offer to meet investors' expectations such as:

- working in partnership with the John Lamberkin Trust to develop Perth West – Eco-Innovation Business Park, through the Scottish Cities Alliance, the proposition in the DIT Scottish Portfolio. This was launched at MIPIM in March 2018, providing national and international exposure.
  - working with Network Rail to develop a master plan for Perth Transport (Rail and Bus).
  - delivering more effective employment land for future investors through the Local Development Plan along with partnership working with land owners and developers.
- Originally we were allocated 11 places for 2017/18 on Scotland's Employer Recruitment Incentive. After 2 rounds of re-negotiation we were awarded a further 5 places, equating to another £22k in support for our local businesses recruiting young people. In total, we received £72k additional funding.
- Along with colleagues from Dundee City and Angus Councils, we were awarded £275k additional funding as a region under the Scottish Government Innovation and Integration Fund to deliver an integrated employability programme, together with specialist partners.
- Our effective approach to employer engagement has seen a number of employer led events in the Employment Connections Hub, most notably the recruitment and selection of Beale's Department Store employees, with 300+ callers and 70 jobs.

## KEY PERFORMANCE INDICATORS

Indicator (Source)	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	22/23
% of Scottish average monthly earnings (Community Plan, Corporate plan)	98.2	98.5	94.6	93	93	93	95
<b>Comments on performance during 2016/17</b> This is based on the Annual Survey of Hours and Earnings, October 2017 which is a random sample of 1% of people in the pay as you earn tax scheme in the UK and work in PKC. The average pay for people who live in the PKC area regardless of where they work is 100.8% of the Scottish average.							
% of working age population unemployed, based on the Job Seekers Allowance claimant count (Community Plan, Corporate Plan)	1.1	1.1	1.1	1.2	1.2	1.2	1.2
<b>Comments on performance during 2017/18</b> Annual Survey of Hours and Earnings, October 2017. The Perth & Kinross area is one of the top three Councils in terms of low unemployment.							
% of unemployed people participating in employability and skills programmes based on the Job Seekers Allowance claimant count (Community Plan, Corporate Plan)	63.4	57	81	50	50	50	75
<b>Comments on performance during 2017/18</b> This equates to 947 out of 1170 people who were claimants.							
Number of unemployed people assisted into work as a result of employability and skills programmes based on the total number claiming out of work benefits (Community Plan, Corporate Plan)	689	457	594	450	200	200	400
<b>Comments on performance during 2017/18</b> Performance is consistently strong and ahead of targets.							

Indicator (Source)	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	22/23
% Unemployed people accessing jobs via Council funded / operated employability programmes	57.6	43	44	40	40	40	40
<b>Comments on performance during 2017/18</b> This equates to 518 out of 1170 people who were claimants.							
Narrow the gap between unemployment levels in the best and worst wards across Perth and Kinross (%) (Community Plan, Corporate Plan)	1.7	1.7	1.7	1.8	1.8	1.8	1.8
<b>Comments on performance during 2017/18</b> Unemployment levels in Perth City centre are 2.3% and in Strathtay, 0.6%.							

**Information not available**

% of unemployed people assisted into work from Council operated / funded Employability Programmes.  
(SOLACE Benchmarking PI)

# CREATING A SAFE AND SUSTAINABLE PLACE FOR FUTURE GENERATIONS

## Service Contribution

Our diverse environment is one of Perth and Kinross' most significant assets. Our area has outstanding natural beauty in both historic and built environments, as well as clean, green and accessible public spaces. These enhance the quality of life of all residents and support the economy by attracting many visitors to our area.

Our [Local Development Plan](#) aims to contribute to the sustainable development and 'thriving, expanding economy' of Perth and Kinross by creating a positive planning framework to protect current assets and, where appropriate, identify sufficient appropriately located land to meet expected needs for industrial, commercial and housing development.

Our Development Management Team support the aspirations for growth and manage the process of new developments by granting or refusing planning permission, and managing unauthorised developments using, when necessary, formal enforcement powers.

Building Standards play a significant role in the Council's strategic objective of creating conditions for growth. This is by ensuring that inward investment is encouraged and that existing businesses have the confidence they will be supported as they seek to grow, sustain and create jobs. To this end, we ensure all applications for building warrant and completion certificates are dealt with timeously and efficiently in accordance with the national building standards performance framework. The work of this team continues to be nationally recognised.

Regulatory Services including Environmental Health, Food Safety, Land and Water Quality, Trading Standards and Animal Welfare protects consumers and traders in Perth and Kinross by inspecting premises, enforcing legislation, offering advice to businesses, investigating offences and prosecuting offenders when necessary. Air Quality will continue to be a significant area of activity over the next few years.

We collect and dispose of waste from 71,000 households and, working with communities, our recycling rate has increased steadily over recent years. Our Community Green Space Team maintains 1,600 parks and public spaces for local communities and visitors.

We maintain 2500 km of roads network, 870 bridges, 23,000 street lighting columns and work with partner agencies on flood protection and civil contingencies.

## ATTRACTIVE, WELCOMING ENVIRONMENT

### Performance summary 2017/18

- By focusing on initiatives and monitoring arrangements to deliver energy reduction and cost savings, there has been an annual £135,000 decrease in energy consumption costs, despite a rise in energy prices. This is due to the following measures being applied by Property Services energy team; adopting a more pro-active role in controlling heating through new and upgraded building control systems; a reduction in building temperatures to a maximum of 19 Degrees Centigrade as set out in the Council's Energy Policy; more detailed analysis of recorded energy data and adopting energy reduction measures across the property estate, and providing technical engineering support for new build and refurbishment projects.
- Property Sub Committee on 25 October 2017 considered a report updating Committee on the progress and proposals for delivering the current school projects within the School Estate Programme. It detailed key milestones which have been achieved including: Stage 1 of Alyth Primary School was completed and handed over on 17 July 2017; Planning permission was approved on 24 May 2017 for Bertha Park, with works commencing in August 2017; Perth Theatre was re-opened after extensive refurbishment, alongside environmental improvements in Mill Street, supporting the cultural quarter.
- The Environment, Enterprise and Infrastructure Committee on 8 November 2017 agreed an update on progress with the Action Plan of the Perth and Kinross Council Waste Management Plan. Key Waste Management Plan actions which have been achieved in the last year including ;
  - the roll-out of the new Household Waste & Recycling Service, delivering the savings of £220,000 each year;
  - Year 2 of the Volunteer & Community Advocate Programme (VCAP) was successfully delivered increasing recycling participation in Highland Perthshire. This was an externally funded project which focused on being community led, recruiting and utilising the skills and knowledge of the local community, for the purpose of leaving a positive legacy. A range of activities and community workshops such as Love Food, Hate Waste families, bike maintenance, up-cycling and home composting have also been carried out and continued into year 2.
  - The Glass Recycling Communications Campaign 'Give your glass for CHAS' has completed its second year. This campaign commenced in October 2015 and has been undertaken to further incentivise householders to participate by partnering with a charity which will financially benefit from any increase in glass diverted from landfill through Recycling Centres and Points. The chosen charity (CHAS and Rachel House in years 1 and 2) has worked with the Council to promote glass recycling. So far, in its second year, CHAS received £2,017 from the Council as income share for the period October 2016 – March 2017.
  - Perth & Kinross Council has signed up to the Scottish Materials Brokerage Service and a contract for residual waste has been awarded for 5 years to Avondale Environmental Ltd (Falkirk).
- Strategic Policy and Resources Committee on 29 November 2017 approved an update on progress with national programmes to provide superfast fibre broadband infrastructure in Perth and Kinross. It also outlined local community initiatives aimed at providing broadband in rural areas and agreed that the Council continue to support these community initiatives as the R100 programme progresses through its procurement stages. The report also outlined procurement now being undertaken by Scottish Government for the R100 Programme to reach 100% coverage of superfast broadband in Scotland by 2021. The Tay Cities Deal has identified a City Deal Intervention Area. The report highlighted certain rural communities where local solutions are being sought some of which the Council is supporting through the Rural Broadband Fund and the Rural Perth and Kinross LEADER 12

Programme. The Council would continue to support these communities whilst the Digital Scotland Superfast Broadband (DSSB) programme completes and the R100 Programme procurement proceeds.

- To support local residents to reduce the 1.75kg/household/week of food currently being disposed of to landfill, Waste Services is working with NHS Cook It, Housing & Community Care and local community groups to deliver a £46,739 Sainsbury's Waste Less, Save More Project across Perth and Kinross.

## KEY PERFORMANCE INDICATORS

Indicator (Source)	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	22/23
Vacant residential / commercial premises brought into use (number of schemes implemented) (Corporate Plan)	20	2	1	10	10	10	15
<b>Comments on performance during 2017/18</b> 139 premises were brought back into use in 2016/17 (2 schemes accounted for 7 premises) and 146 in 2017/18 when 1 scheme accounted for 8 premises.							
Emissions from Council building (tonnes CO2) (Corporate Plan)	18,065	14,154	15,055	18,000	18,000	18,000	18,000
<b>Comments on performance during 2017/18</b> Winter was 25% colder in 2017/18 than previous year and there was an increase in overall energy consumption despite a range of successful reduction initiatives undertaken by Property Services.							
Household waste collected that is recycled or composted (%) (Community Plan, Corporate Plan)	49	55	55.5	57	57	57	65
<b>Comments on performance during 2017/18</b> The roll out of the new Household Waste Recycling Service has had a significant impact on recycling rates which will not be fully realised until 2018/19. The externally funded (Zero Waste Scotland) Volunteer and Community Advocate Programme has also resulted in considerable public engagement in a wide range of waste minimisation and recycling.							



Indicator (Source)	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	22/23
Identification of effective housing land supply (units) (Community Plan, Corporate plan)	14,891	14,302	Available October 2018	6,370	6,370	6,370	6,370
<b>Comments on performance during 2017/18</b> The figures are based on the Housing Land Audit 2017.							
Number of houses built Perth and Kinross (Community Plan, Corporate Plan)	634	586	578	650	700	700	910
<b>Comments on performance during 2017/18</b> The figures are based on the Housing Land Audit 2017.							
Number of buildings registered as at risk (Community Plan)	130	131	120	-3%	-3%	-3%	-3%
<b>Comments on performance during 2017/18</b> A Building at Risk is usually a listed building, or an unlisted building within a conservation area, that meets one or several of the following criteria: vacant with no identified new use, suffering from neglect and/or poor maintenance, suffering from structural problems, fire damaged, unsecured and open to the elements or threatened with demolition. Details are contained in the Buildings at Risk Register.							
Proportion of operational buildings that are suitable for their current use (SOLACE Benchmarking PI)	85.5	83.97	83.48	90	90	90	90
<b>Comments on performance during 2017/18</b> The proportion has held steady over the last three years.							
Proportion of internal floor area of operational buildings in satisfactory condition (SOLACE Benchmarking PI)	94.0	91.24	85.14	95	95	95	95
<b>Comments on performance during 2017/18</b> The basis of the calculation has changed and some properties have moved from condition category B to condition category C (as an example Perth High School which has a large gross internal area). We have also disposed of a number of properties that had a high score in terms of the proportion of their internal floor space that was in a satisfactory condition.							

**Information not available**

Net Cost of Waste Collection per Premise (£) (SOLACE Benchmarking PI)  
Net Cost of Waste Collection/Disposal per premise (£) (SOLACE Benchmarking PI)  
% of total Household Waste arising that is recycled (SOLACE Benchmarking PI)  
% of adults satisfied with refuse collection (SOLACE Benchmarking PI)  
Cost of parks and open spaces per 1,000 population (£) (SOLACE Benchmarking PI)  
% of adults satisfied with parks and open spaces (SOLACE Benchmarking PI)  
Net cost of street cleaning per 1,000 population (£) (SOLACE Benchmarking PI)  
Overall cleanliness score % (SOLACE Benchmarking PI)  
% of adults satisfied with street cleaning (SOLACE Benchmarking PI)  
Cost of maintenance per kilometre of roads (£) (SOLACE Benchmarking PI)

## COMMUNITIES FEEL SAFE

### Performance summary 2017/18

- Procurement of subsidised local bus services and school bus contracts has been transformed from paper based to a completely electronic process. A dynamic purchasing system was successfully established which resulted in efficiencies in both staff time and contract costs. The tender prices submitted by the suppliers via the e-tendering mini-competition resulted in a moderate, rather than a significant, tender price increase. The Council's formal Revenue Budget 2018/19 (Report No.18/47 refers) submitted to the Council on 22 February 2018 made specific reference to this procurement exercise in its commentary, resulting in savings of £650k for school transport and £450k for local bus service contracts.
- Councils throughout Scotland had the opportunity to apply for grant funding to make necessary improvements to the road network affected by timber extraction. The Rannoch area is a popular tourist destination, providing access to Highland Perthshire and serving a number of small, remote rural communities. Communities in rural Highland Perthshire were already affected and this grant facilitated improvements to the network to mitigate further impacts. A grant application was submitted for funding to upgrade 5 public roads - 2 B-class, 1 C-class and 2 U-class – that carry extensive timber transport in Perth and Kinross. In total, the roads included in the application have been forecast to carry a minimum of 740,766 m<sup>3</sup> of timber over a 10 year period (74,077 m<sup>3</sup>/year) and are therefore of strategic importance to the significant forestry operations being undertaking across the area; particularly those in the Loch Rannoch catchment. All, however, are narrow roads, with difficult geometry and visibility and limited places for vehicles to pass each other safely. A grant bid for 4 of the 5 roads was successful equating to £1,479,000 with a contribution from existing roads budget of £634,000 as 30% match funding. This work has been successfully, completed, following extensive community consultation.
- Community Greenspace support a growing network of community paths groups. These groups are undertaking important work to maintain, improve and promote their local path networks and with support, are engaged in fundraising and carrying out practical work. The Council can no longer maintain the path network to the standards we would like, with maintenance further complicated as many of these paths are on private ground. We recognise the need to work together with communities to do this. There is a growing network of volunteer paths groups across Perth and Kinross who, with our support, are engaged in fundraising and carrying out practical work to keep the paths in their local area open. In recent years, Community Greenspace has actively encouraged the establishment of such paths groups by providing hands on support through our greenspace rangers and coordinators.
- In 2017 Community Greenspace;
  - actively supported 17 paths groups
  - Blairgowrie and Rattray Access Network (BRAN) generated 984 volunteer hours, with in kind value of £13,150
  - St Fillans have raised £1.5 million towards the Loch Earn Railway Path Project, creating safe access from St Fillans towards Lochearnhead
  - Pitlochry Path Group met fortnightly. With a contribution of £10,000 from the Community Environment Challenge Fund, the group employed contractors to upgrade 310 metres of the path linking the town to the Edradour Distillery
  - Auchterarder Path Group met for the first time in December; the purpose of this group will be to maintain the Provost Walk and other paths around the town which have been improved by the Auchterarder Community Sports Partnership with assistance from Perth & Kinross Countryside Trust
  - Rannoch Paths Group work closely with local landowners to fundraise to employ contractors to carry out major works on their path network

- South Perth Greenspace Group work to improve biodiversity along paths in key sites in
- Perth; Guildtown Community Council and Hall Committee are in the process of organising a training day for young people on path construction to allow upgrading of the path in the local park and create a safe and dry route for the primary school to access their gym hall
- Portmoak Community Council Paths Group manages the Michael Bruce Way, a three mile stretch through the conservation villages of Kinnesswood and Scotlandwell.

## KEY PERFORMANCE INDICATORS

Indicator (Source)	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	22/23
Number of Communities being supported to develop and maintain resilience plans	20	20	22	22	22	22	25
<b>Comments on performance during 2017/18</b> Perth and Kinross Community and Business Resilience Group are currently engaged with 6 communities to build and/or enhance their resilience in the event of an emergency and have developed resilience plans with 22. All of these groups are at different stages of development. The group meets regularly to ensure that all agencies are joined up in their approach to supporting communities.							

### Information not available

Cost of trading standards and environmental health per 1000 population (SOLACE Benchmarking PI)

Cost of trading standards per 1000 population (SOLACE Benchmarking PI)

Cost of environmental health per 1000 population (SOLACE Benchmarking PI)

### Performance summary 2017/18

- The 'Beast from the East' brought snow and challenges to Perth and Kinross. However, our incident planning approach, which includes supporting community resilience, helped Perth and Kinross respond quickly to the snow storm, ensuring the public were kept informed and kept safe through a particularly severe period of weather which impacted across the whole of Perth and Kinross. This was possible because of positive existing connections between services of the Council and partners. Each were clear on their individual areas of responsibility, and able to share resources and information to respond quickly and safely to the emerging weather pattern.

## KEY PERFORMANCE INDICATORS

Indicator (Source)	Performance			Targets			
	15/16	16/17	17/18	17/18	18/19	19/20	22/23
Number of businesses participating in Perth and Kinross Better Business Partnership (Corporate Plan)	252	260	257	260	300	300	350
<b>Comments on performance during 2017/18s</b> The revised Better Business Partnership scheme has been well received by businesses and customers.							
Number of Perth and Kinross Council staff and voluntary carers of vulnerable adults given training in 'scam' awareness	122	93	89	120	120	120	150
<b>Comments on performance during 2017/18</b> Scam awareness talks were delivered to a further 306 members of Probus, Rotary, Sheltered Housing etc. clubs and groups.							

Focus and Major Change 2017/18	Key Action & Lead Responsibility	Delivery Timescales	Comments on progress to date and plans.
Economic Development	<p>Agree a Tay Cities deal with the Scottish Government and the United Kingdom Government. Develop the new Tay Cities Economic Strategy, Local Economic Development Statement and Local Economic Development Strategy and Action Plan. Deliver the A9/A85 and Cross Tay Link Road. Deliver the events and tourism strategy.</p> <p><i>(Interim Head of Economic Development)</i></p>	31/12/21	<p><b>Update</b></p> <p>The Tay Cities Deal bid was submitted to the Scottish Government and the United Kingdom Government in February 2017. The Economic Development Strategy and Action Plan was put on hold pending development of the Tay Cities Economic Strategy. As part of the Tay Cities Deal work there have been joint workstreams on the following; International Trade &amp; Investment Partnership – Lead, Fife Council; Tourism &amp; Major Events – Lead, PKC; Employability – Lead, Dundee CC; Transport Planning – Lead, Tactran. In addition, to explore more sustainable collaboration to deliver the Regional Economic Strategy, there is an RIE (Rapid Improvement Event) in June 2018 involving the four local authorities.</p> <p>Significant progress has been made on the A9/A85 project in the last year, with the project remaining on programme. Expected completion is Spring 2019.</p> <p>There have been a series of headliner events in Perth and Kinross over 2017/18 and a review of the events and tourism strategy is planned for 2018/19.</p>
	<p>Continue the Commercial Property Investment Programme</p> <p><i>(Interim Head of Planning)</i></p>	On-going	<p><b>Update</b></p> <p>The programme has delivered 9 hectares of employment and business land, capital receipts of circa £1m with a further £2m projected. The programme has enabled £2.6m of construction investment in 2016/17 and 2017/18 with a further £3.3m expected over the coming years of the programme. Anticipated future construction investment of up to £10m will create 72 jobs and a further 420 jobs when all anticipated business floor space is developed. The programme delivers enabling property infrastructure to support economic growth and wider social benefits at a cost of £5.4m with projected receipts back to the programme over the period of £5.9m. These anticipated receipts together with existing resources of £1.3m will realise a projected positive net balance of £1.8m in 2024/25 for future property development opportunities. Business Units at Perth Food &amp; Drink Park have been completed and all but one are under offer. At Kinross West, there are two remaining development plots for which there has been a good level of interest.</p>
	Deliver Targeted Recruitment Incentives and tackle inequalities in the labour market	On-going	<p><b>Update</b></p> <p>We continued to provide employment opportunities for all by working with partners to maximise the number of targeted recruitment incentives on offer to people.</p>



Focus and Major Change 2017/18	Key Action & Lead Responsibility	Delivery Timescales	Comments on progress to date and plans.
Transformation Programme	Deliver transformation projects on time and on budget. (Service Management Team)	31/3/20	<p><b>Update</b></p> <p>All <a href="#">transformation projects</a> remitted to the Environment Service were reported to be on course to be on time and on budget at Strategic Policy and Resources Committee.</p>
Events	Deliver the Events Programme.  (Service Management Team)	31/3/18	<p><b>Update</b></p> <p><a href="#">Perth Winter Festival</a> and the Christmas Lights event in particular highlight the ambition of Perth and Kinross and its capability to programme and deliver an extensive range of events in the city. The 2018 event was independently evaluated as bringing in additional spend of £1.8m.</p> <p>The Saint Andrew's Day celebrations and Norie Miller Walk light are further evidence of the City's successful events programme.</p>
Collaborative Working	Identify and make the most of collaborative working opportunities.  (Service Management Team)	31/3/18	<p><b>Update</b></p> <p>As part of the Tay Cities Deal work there have been joint workstreams on the following; International Trade &amp; Investment Partnership – Lead, Fife Council; Tourism &amp; Major Events – Lead, PKC; Employability – Lead, Dundee CC; Transport Planning – Lead, Tactran. In addition, to explore more sustainable collaboration to deliver the Regional Economic Strategy, there is an RIE (Rapid Improvement Event) in June involving the four local authorities. The Regional Economic Strategy and Strategic Outline Cases (as per Green Book Treasury Compliance) have been submitted to both UK and Scottish Governments. An announcement is anticipated over the summer.</p> <p>The capital spend across Tayside over the next 5 years on public sector property assets is around £650m. The three councils are continuing to work with the Scottish Futures Trust (SFT) to map out the public service building assets across Tayside (including SFT funding for a lead officer to support this work). This will enable us to take a strategic approach to aligning building use with capital programmes, as well as securing efficiency savings and maximising benefits from the best use of our property assets in localities.</p>

			<p>Following a detailed overview of Waste Services for each Council, this project has identified that the logistical costs of pursuing a joint approach to processing waste were too high. However, commercial waste opportunities are being explored further, and shared work continues around waste awareness, information raising and smart waste developments.</p> <p>A new Memorandum of Understanding has been agreed between the three Councils, reflecting the changing roles and relationships between the Councils and with Tayside Contracts. Work is underway to explore further collaborative opportunities, such as shared delivery of catering services.</p> <p>The three Councils have been examining opportunities for collaborative working for various roads related services such as asset management, carriageway and footway maintenance, traffic, network, roads safety and roads scheme design. The Chief Executives have agreed a small pilot for collaborative working in respect of urban traffic control and traffic signals and Network Management. Work is also continuing to explore opportunities to maximise the use of fleet vehicles, while ensuring that the legal requirements of vehicle licensing are met and there are efficiencies realised.</p>
Support locality action partnerships	<p>Identify and respond to opportunities to work with locality planning partnerships to deliver positive outcomes.</p> <p>(Service Management Team)</p>	31/3/18	<p><b>Update</b></p> <p>Local Action Partnerships have made significant progress in a relatively short space of time, including the successful implementation of participatory budgeting in each area, and now the development of the Local Action Plans.</p>

Focus and Major Change 2017/18	Key Action & Lead Responsibility	Delivery Timescales	Comments on progress in 2017/18
Performance and Benchmarking	Continue to evaluate and understand performance and the impact of the changes to resource availability  (All SMT)	On-going	<b>Update</b> Work is ongoing on the procurement and development of an improved performance planning, monitoring, reporting and improvement IT solution as part of the Council's transformation programme.
	Continue to use benchmarking as an improvement tool across the Service,  (All SMT)	On-going	Officers continued to work with peers from other Councils in the SOLACE across Scotland benchmarking working groups throughout 2017/18.
Customer focus and feedback	Continue to improve our approach to customer interaction and our use of their feedback to further improve service delivery.  (All SMT)	On-going	<b>Update</b> We continued to conduct customer satisfaction surveys in order to engage with service users and use feedback to improve services. Feedback from service users is channeled to service managers who respond as appropriate.

## Acronyms Explained

SOLACE	Society of Local Authority Chief Executives
PI	Performance Indicator
SDI	Scottish Development International
SCA	Scottish Cities Alliance
TCD	Tay Cities Deal
STEM	Science, technology, engineering and mathematics subjects
DYB	Developing Youth Business
SFT	Scottish Futures Trust
ERDF	European Regional Development Fund
ICT	Information and Communications Technology
DYW	Developing the Young Workforce
SFT	Scottish Futures Trust
CPIP	Commercial Property Investment Portfolio

## PERTH AND KINROSS COUNCIL

20 June 2018

### SUPPORT TO UNACCOMPANIED ASYLUM SEEKING CHILDREN

**Joint Report by Executive Director (Education and Children's Services) and  
Executive Director (Housing and Environment) (Report No. 18/215)**

#### PURPOSE OF REPORT

This report outlines the current circumstances in relation to the provision of support to Unaccompanied Asylum Seeking Children (UASC) by Scottish Local Authorities and the implications for Perth and Kinross Council.

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 In recent years there has been a significant increase in the number of young people travelling without parents who reach the UK and claim asylum. The easiest entry point is from Calais and into Kent. The vast majority of the UASC population are male, aged between 16 and 18 and are from Eritrea in East Africa. Many of these young men are fleeing religious persecution or are economically trafficked. They often present with the emotional scars of abuse and physical scars associated with torture. The population in Kent has fluctuated but is usually around 3500 young people who are housed in unsuitable accommodation. A transfer protocol across the English local authorities has existed for some time to support Kent and the surrounding local authorities with the additional pressures.

Scotland has received a much smaller number of young people arriving with the vast majority being in the larger cities of Glasgow and Edinburgh.

Over the past 18 months pressure has been brought to bear from a range of charities and others to resettle UASC from refugee camps in the Middle East, Europe and across the UK.

There are four ways in which UASC can arrive in Perth and Kinross and these are detailed below.

##### **Spontaneous Arrival**

- 1.2 Young people who make their own way to the UK must submit a claim for asylum on arrival will be considered for refugee status or granted humanitarian protection. At the point of presentation the young people are assessed by the Home Office and will either be returned to their country of origin or permitted entry as an asylum seeker. This will be reviewed when the young person reaches the age of 18 years. The Home Office will at that point determine their status as adults. Those children who are given the right

to remain as UASC will become looked after by the local authority in which they present.

### **National Transfer Scheme – Section 69 of the Immigration Act 2016**

- 1.3 The long term objective of this voluntary transfer scheme is to achieve a more even distribution of unaccompanied young people across all local authorities and all regions across the UK. However, the 2016 Act also contains provisions which enable the government to compel local authorities in England to receive UASC into their area should they not do this voluntarily. Part 5 of the Immigration Act 2016 contains provision for the transfer of responsibility for UASC. This legislation was extended to Wales, Scotland and Northern Ireland on 7 February 2018 under section 73 of the Immigration Act. A Scottish protocol ([Appendix 1](#)) was agreed following negotiations - involving COSLA, Scottish Government and Local Authorities to ensure a transfer protocol which meets Scottish legal requirements. It should be noted that UK Immigration law requires that young unaccompanied asylum seekers are treated as Looked After children until they reach the age of 18. The formula that is used to determine the number of children the Home Office may seek to transfer to each local authority area is 0.07% of the local child population. For Perth and Kinross this would mean that up to 20 UASC could be transferred to Perth and Kinross under this legislation.

### **Vulnerable Children's Resettlement Scheme**

- 1.4 In April 2016, the Immigration Minister announced a 'Children at Risk' Scheme linked to the existing Syrian Resettlement Programme which will aim to resettle vulnerable children from the Middle East or North Africa who may be unaccompanied, or who may be living with extended family or community groups. This Scheme is commonly known as the Dublin Regulation. Under this Scheme, family members in the UK will be identified and be willing to offer the young person a home. The Local Authority will then have the responsibility of completing an assessment as to the suitability of the placement and inform the Home Office of this. The scheme will resettle 3,000 individuals to the UK. Local authorities were asked to volunteer to participate in this Scheme. So far Perth and Kinross has not been asked to volunteer to resettle any young person through this scheme.

### **European Refugee Camps Resettlement**

- 1.5 The Immigration Act 2016 also includes provisions which require the government to resettle UASC from camps within Europe, specifically France, Greece and Italy. This is commonly known as the Dubs agreement. The UK Government has not specified how many children will be resettled to the UK on this basis, but has instead said that they will be guided by local capacity, taking into account the wider demands to support Unaccompanied Asylum Seeking Children. Perth and Kinross responded to the request to volunteer care placements for these UASC and have to date received one young person from a camp in Greece.

## **Main issues for Perth and Kinross**

- 1.6 Perth and Kinross Council has limited experience of supporting UASC with a very small number presenting locally in the last five years. These young people have been between the ages of 16 and 18 years and have had sufficient independent living skills so as to be able to be accommodated within a housing support service rather than in foster care or residential care. UASC need access to expert legal advice and support and the expertise in this area of law is currently concentrated in Glasgow. All UASC are entitled to support from the Scottish Guardianship Service. This is a service funded by the Scottish Government and delivered by a third sector organisation to provide independent advice and support to UASC and trafficked children and young people.
- 1.7 UASC have the same status as other children and young people who are looked after. Therefore if they are accommodated on their 16<sup>th</sup> birthday they are eligible for throughcare and aftercare support. The experience of other local authorities shows that UASC tend to have different needs to young people who are looked after and so the type of placement they are likely to need will be different to that of other looked after children and young people. However, the Council response must be compliant with the Children (Scotland) Act 1995, the Adoption and Children (Scotland) Act 2007, the Children and Young People (Scotland) Act 2014 and associated regulations. Crucially, the Council's duties to provide both Continuing Care up to the age of 21 years and After Care up to the age of 26 years may mean that support will extend beyond the age of 18 years if the the Young Person is permitted by the Home Office to remain in the UK.
- 1.8 Consultation with community groups and organisations who may be in a position to support UASC has already begun and this will continue to ensure that any offers of support can be taken up in an appropriate way.
- 1.9 Care services in Perth and Kinross are under significant pressure to meet the demands from our existing population in resources such as Foster Care, Residential Care and Supported Lodgings. There is limited capacity within the Council's Housing Support Service for young people aged 16 to 24 years. However, experience across the UK has shown that this, together with supported lodgings, is often the best option to provide the support required to meet the needs of UASC.

The demand for social housing in Perth and Kinross is significant. However through strong partnership working with the Housing Service, young people have already been accommodated within a flatshare arrangement in the private sector which has worked extremely well.

- 1.10 Funding is made available by the Home Office for each UASC. The level of funding available covers the cost of a Young Person in a Housing Support service or within their own tenancy. This also includes a level of funding for daily living. The risk for funding is that this will cease when either the young person reaches the end of their asylum application and appeal process and is

therefore “appeals right exhausted,” or when they reach their 26<sup>th</sup> birthday and so the end of the care journey. Once the young people become “appeal rights exhausted,” funding from the Home Office will cease. Local Authorities will then be able to continue to support the young people as care experienced until their 26<sup>th</sup> birthday. There is no current mechanism for the local authority to continue to use public funds to support UASC post 26<sup>th</sup> birthday which is complicated further by the Home Office not returning them to their country of origin. This may mean that young people, once they reach 26, will continue to have no right to work and no recourse to public funds including social housing and may leave them extremely vulnerable to exploitation. This issue is currently being addressed by COSLA with the Home Office and Scottish Government.

### **Preparation for receiving UASC**

- 1.11 Recent experience from the settlement of refugee families was that very little notice was given of their arrival and services had to respond quickly to establishing appropriate support. The nationality and needs of this population is unknown and some children and UASC will arrive with very little information known about them. A multi-agency working group has already been established locally including representatives from Education and Children’s Services, Housing, Health and the Third Sector which is building on the experience already gained through their involvement with the resettlement and integration of Syrian refugees. The provision of interpreting services, language support, access to appropriate education and training and access to comprehensive health assessment and treatment are all under consideration. Discussions have also begun with Dundee City Council and Angus Council to consider the potential for closer collaboration. A number of community groups have come forward to offer support to UASC who may transfer to Perth and Kinross. To date one group has provided items for young people moving into their own tenancy.
- 1.12 The experience of supporting the Young People to date has been a positive one for all. The Young People have settled well within our supported accommodation and community. They have used the support on offer and are very committed to staying in Perth and Kinross and doing well. The staff who have supported them have built their skills and knowledge which is being recognised nationally. However, experience has shown that as the young people settle the emotional impact of their previous experiences, together with the anxiety of the asylum application process, begins to take its toll. Therefore, intensive support is required especially from mental health services and emotional support. Work is ongoing to meet this demand across agencies and to develop a skilled and knowledgeable response. Perth and Kinross Council were asked by COSLA to present at a workshop organised by the Scottish Universities Insight Institute in recognition of how smaller Councils can use their resources effectively to meet the needs of UASC.



## 2. PROPOSALS

- 2.1 The extension of the duties of the Immigration Act and agreement of the National Transfer Protocol to include Scotland has brought into focus the need for Councils to consider their involvement and offer to the UASC population. The participation in the transfer scheme continues to be voluntary but may become mandatory if not successful.

Perth and Kinross Council to date has supported a small group of UASC successfully and recognises that knowledge and experience has been built.

Involvement with the National Transfer Scheme on a voluntary basis will allow Council officers to provide the support to UASC in a manageable way within existing resources.

- 2.2 The proposed plan going forward is for the above resources and experience to continue to be built on by gradually taking young people over the age of 16. This will allow for them to be housed initially within our supported accommodation service which is staffed on a 24/7 basis. Following assessment of their needs and capabilities a judgement will be made as to follow on accommodation, whether that be with a supported lodgings provider or within their own privately rented accommodation.

## 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 It is recommended that Perth and Kinross Council:
- (i) Agrees to commit to participate in the National Transfer Scheme under the Immigration Act 2016 to support the resettlement of 20 UASC (initially aged 16 – 18) on a phased basis.
  - (ii) Agrees to committing existing staff resources and spaces within Education and Children's Services' housing support service.
  - (iii) Recognises the growing expertise within services already working with UASC; and
  - (iv) Acknowledges that there is currently no mechanism for Local Authorities to use public funds to support UASC beyond the age of 26.

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### Approved

Name	Designation	Date
Sheena Devlin	Executive Director (Education and Children's Services)	6 June 2018

<b>Barbara Renton</b>	<b>Executive Director (Housing and Environment)</b>	<b>6 June 2018</b>
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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

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

- (i) Giving every child the best start in life
- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (v) Creating a safe and sustainable place for future generations

This report relates to Objective No (ii). Unaccompanied Asylum Seeking Children will require the support of Perth and Kinross Council to begin to rebuild their lives. It is essential that support is co-ordinated and meets their needs if this is to be successful.

#### Corporate Plan

- 1.2 The Perth and Kinross Community Plan 2013-2023 and Perth and Kinross Council Corporate Plan 2013/2018 set out five strategic 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 (ii). This proposal will support young people who are UASC to become responsible and informed citizens of Perth and Kinross.

1.3 The report also links to the Education & Children's Services Policy Framework in respect of the following key policy area:

- Inclusion and Equality – This policy is about promoting the rights of UASC who are assessed as being under the age of 18. The support offered to UASC will enable them to settle and apply for the right to remain.

## **2. Resource Implications**

### Financial

2.1 The costs for a placement within housing support accommodation and supported lodgings are covered within the monies claimed from the Home Office. This includes some of the staffing costs which are required. The costing below shows the actual cost per Young Person accommodated within housing support accommodation.

The costs per UASC are as follows:

Weekly cost to stay = £214.06

Weekly living allowance = £57.90

Total cost for 1 UASC = £271.96 per week

### Workforce

2.2 There are no workforce issue other than the capacity to meet the needs of these Young People.

### Asset Management (land, property, IT)

2.3 N/A

## **3. Assessments**

### Equality Impact Assessment

3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans

and policies allows the Council to demonstrate that it is meeting these duties. The Equality Impact Assessment undertaken in relation to this report (Appendix 2) can be viewed clicking [here](#).

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

Assessed as relevant and actions taken to reduce or remove the following negative impacts:

- A communications plan to be completed following approval at Committee to mitigate against any negative publicity;
- Housing options to be sought within private rented sector and therefore mitigate against use of Social Housing; and
- Education and support for UASC to integrate into their local community.

#### 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 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 The legal framework relating to looked after children, together with the Council's powers to advance wellbeing, provide a legal basis for supporting UASC who may be transferred to Perth and Kinross under the Scheme, should the Council choose to participate in it.

#### Risk

- 3.5 There is a risk in terms of negative publicity and the use of public funds to support this group of young people.

### **4. Consultation**

#### Internal

- 4.1 The following have been consulted in the preparation of this report - Legal Services, ECS finance, Housing, Services for Children, Young People and Families management team and Education colleagues.

## External

- 4.2 COSLA, NHS Tayside and Perth College UHI.

## **5. Communication**

- 5.1 A communication plan will need to be considered but this requires careful thought in terms of negative publicity.

## **6. BACKGROUND PAPERS**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

## **7. APPENDICES**

Appendix 1 - National Transfer Scheme Protocol for UASC – Scottish Protocol  
Appendix 2 – UASC Toolkit



# National Transfer Scheme Protocol for Unaccompanied Asylum Seeking Children – Scottish Protocol

Version 1.0

## **Contents**

Introduction and the Principles of the Scottish Protocol.....	3
Capacity in Scotland.....	5
Local Authority Participation.....	5
Family Reunification in the UK.....	5
The Reception and Transfer Process.....	6
Eligible Young People.....	7
Those outside the Scheme .....	8
Point the young person comes to the attention of the UK authorities.....	8
Reception into the Entry Local Authority Care .....	9
Referral into the transfer scheme by an entry local authority .....	11
Good practice note 1 – deciding which young people to refer for transfer.....	11
Good practice note 2 – preparing UASC for transfer .....	12
Good practice note 3 – reviewing decisions to refer for transfer.....	13
Good practice note 4 – providing young person level information to the receiving local authority.....	14
Actions undertaken by the UASC Transfer Team and the Regional Administration Lead on the UASC database .....	14
Actions undertaken by the receiving authority.....	15
Transfer agreements between Local Authorities outwith the Scheme .....	16
Funding .....	17
Central record keeping.....	17
The National Transfer Scheme and Referrals from outside the UK.....	17
Unaccompanied Children and Young People (non-family) from Europe – Section 67 of the Immigration Act 2016 .....	17
Unaccompanied Children and Young People Referred from the Vulnerable Children’s Resettlement Scheme.....	18
If a young person goes missing.....	19
Annexes.....	20
Annex 1 - Best interests of the child.....	20
Annex 2 – Unique Unaccompanied Child Record .....	23



# **Introduction and the Principles of the Scottish Protocol**

1. The Scottish Protocol forms the basis of a voluntary agreement made between local authorities to enable the safe transfer of unaccompanied asylum seeking children and young people (UASC, generally referred to as unaccompanied young people throughout this document) from one local authority to another throughout the UK. The long-term objective of this voluntary transfer scheme is to achieve a more even distribution of unaccompanied young people across all local authorities and all regions across the UK. It is intended to ensure that any local authority does not face an unmanageable responsibility in accommodating and looking after unaccompanied young people pursuant to its duties under the Children (Scotland) Act 1995, Children and Young People (Scotland) Act 2014 and The Looked After Children (Scotland) Regulations 2009 simply by virtue of being the point of arrival of a disproportionate number of unaccompanied young people, and in doing so ensure that appropriate services are available to all unaccompanied young people. The voluntary scheme is based on a regional approach and is intended to build on existing regional structure and enable regional pooling of knowledge and resource.
2. Article 3 of the United Nations Convention on the Rights of the Child provides that in all actions taken concerning children, the best interests of the child shall be a primary consideration. The decision to transfer and decisions on appropriate placement for unaccompanied asylum seeking young people, as with any in local authority care, is therefore determined by what is in their best interest and based on their individual needs. Guidance on best interests assessments within the transfer protocol can be found in Annex 1. Scottish local authorities will act in accordance with the Getting It Right For Every Child (GIRFEC) approach and support any young people towards independence. Local authorities will, where possible, seek and take into account young people's views and preferences when making care and protection arrangements.
3. This Transfer Protocol for unaccompanied asylum seeking children and young people has been created to enable the safe transfer of unaccompanied young people from one English, Welsh or Northern Irish relevant authority (the entry authority from which the unaccompanied young person transfers) to a Scottish local authority (the receiving local authority), from a Scottish local authority to an English, Welsh or Northern Irish relevant authority or between Scottish local authorities. It is necessary to have a separate protocol for Scotland because of the different legal framework.
4. The transfer protocol provides guidance on the operation of the National Transfer Scheme (NTS) and the way in which local authorities in the UK can transfer unaccompanied young people to another local authority in accordance with section 69 of the [Immigration Act 2016](#).
5. Part 5 of the Immigration Act contains provisions for the transfer of responsibility for unaccompanied asylum seeking and refugee children in the UK. Key provisions within Part 5 are as follows:
  - Section 69 creates a mechanism to transfer responsibility for unaccompanied asylum seeking and refugee children from one local authority to another.
  - Section 70 enables the Secretary of State to direct local authorities to provide information on the support and accommodation provided to children looked after by the local authority. This will inform arrangements made for the transfer of unaccompanied children from one local authority to another.

- Section 71 enables the Secretary of State to direct the provision of written reasons as to why a local authority refuses to comply with a request to accept responsibility for an unaccompanied migrant child from another local authority.
  - Section 72 enables the Secretary of State to require local authorities to cooperate in the transfer of unaccompanied migrant children if they are unwilling to do so on a voluntary basis, by creating a scheme for the transfer of the functions of one local authority to another local authority in accordance with arrangements under section 69 and directing the relevant local authorities to comply with the scheme.
  - Section 73 enabled the Secretary of State to make regulations to extend any provisions made by sections 69 to 72 to Wales, Scotland and Northern Ireland. Regulations have now been made under this section and came into force on 7 February 2018 date – please see [The Transfer of Responsibility for Relevant Children \(Extension to Wales, Scotland and Northern Ireland\) Regulations 2018](#), extending the above provision to Wales, Scotland and Northern Ireland.
6. The transfer protocol sets out the agreed roles and responsibilities of the officials with principal responsibility for its implementation, including:
    - Participating local authorities which have functions under the Children (Scotland) Act 1995;
    - The UASC transfer team (formerly the UASC Central Administration Team); and
    - Regional administration leads.
  7. This version of the protocol is operational from 16 April 2018 and is available at: <http://www.migrationscotland.org.uk/our-priorities/current-work/unaccompanied-children> Notification of any updated versions will be communicated to local authorities in Scotland by COSLA. In addition the protocol will be subject to ongoing revisions and regular review.
  8. Scottish local authorities who chose to participate in the National Transfer Scheme (NTS) will operate in accordance with the Protocol. Local authority participation in the scheme is voluntary and will be based on actual capacity within each local authority which reflects local circumstances and the needs of their communities.
  9. For the purposes of the NTS – only unaccompanied young people that meet the definition of a UASC, as set out in paragraph [352ZD of the Immigration Rules](#), or those who are temporarily treated as a child pending a case law compliant age assessment, are eligible to be referred to the NTS. For the purpose of this protocol a child is defined as a young person under the age of 18.
  10. The long-term objective of the transfer scheme is to achieve a more even distribution of unaccompanied young people through a scheme which is equitable and transparent, across all local authorities and all regions. The aim is to prevent disproportionate pressures on local authorities and regions who are supporting UASC and to provide a more sustainable approach to the protection and care of these unaccompanied young people across the UK. Commitment to participate in the scheme will come from an individual local authority.
  11. The transfer of unaccompanied young people to Scotland will be driven by the actual capacity of Scottish local authorities. The local authority is the only agency capable of determining capacity within their area and their view on this will be accepted by the Home Office as the scheme is voluntary.
  12. Due to the resources available to support these young people and the care system in Scotland, Scottish local authorities will largely only be able to accept young people who

are 16/17 years old and will plan services on that basis. Any referrals of young people outwith these parameters may be considered by Scottish local authorities on a case by case basis.

## **Capacity in Scotland**

13. The transfer of UASC to Scotland will be driven by the actual capacity of Scottish local authorities who have signed up to the NTS. The local authority is the only agency capable of determining capacity within their area.
14. Under the NTS, 0.07% of a local authority area's total under 18 population has been identified by the Home Office as a threshold for the number of UASC in that local authority area<sup>1</sup>. 0.07% is not a target but will be used to indicate when a local authority has reached the point where they would not be expected to receive any more unaccompanied young people. Included within 0.07% are unaccompanied asylum seeking young people, unaccompanied young people transferred under the VCRS scheme and any asylum seeking young people transferred under Dublin Regulation whose family relationship has broken down and are looked after by the local authority.
15. The percentage calculated for each local authority does not include care leavers, however local authorities will need to take their care leaver population into account given the resource implication for local authorities and the current level of Home Office funding.
16. Where there is political agreement at the local level, Scottish local authorities will consider their local circumstances and their ability to participate in the NTS. Given the resources available and the unique Scottish circumstances, it is anticipated that most local authorities will only have or be able to develop capacity suitable for 16/17 year olds. Local authorities will need to consider the type of placements they are able to offer or develop and how they would meet the needs of these young people.

### **Local Authority Participation**

17. Where a local authority has decided to participate in the NTS they will inform the UASC transfer team and their regional administration lead. A local authority can cease to be part of the NTS at any time, should this occur they will inform the UASC transfer team and their regional administration lead.

## **Family Reunification in the UK**

**Further guidance will be made available outside the scope of this protocol.**

18. Where a young person arrives unaccompanied in the UK but they declare the presence of a potential carer in another local authority, that person is willing and able to care for them and it is assessed as being in the best interests of the young person to be reunited with them, the entry local authority will make arrangements to assess whether the young person could live with the adult. This may result in the young person ceasing to be looked after by the local authority (if the arrangement is deemed to be a family and friends care

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<sup>1</sup> The number of children per local authority as published by the Office for National Statistics in the Mid-2016 Population Estimates. This percentage is set for the year 2017-18 and will be reviewed annually, requiring agreement between COSLA and the Home Office for any change.

arrangement) but not in all cases. If, after an assessment, it is deemed in the best interest of the young person not to be cared for by that adult but contact should be facilitated, the entry local authority should request for a specific local authority to which the transfer should be requested, specifying the reasons why that local authority is being asked to care for the young person to facilitate contact with that individual. This is most likely for example if the adult is a sibling and care leaver themselves.

19. **At the point where a young person is reunited with family members and may cease to be a looked after young person the local authority will use Part E (Looked after Transfer Status Update) of the Unique Unaccompanied Child Record (UUCR) to notify the UASC transfer team of the arrangements.**
20. Where a young person is transferred to the UK and is reunited with a family member under the [Dublin Regulation](#), and is not a looked after young person, the young person will not be eligible to be included in the transfer scheme. The young person may become eligible for the transfer scheme if the family relationship subsequently breaks down and the young person becomes looked after by a local authority that is over their 0.07% threshold, and it is assessed to be in the young person's best interest to transfer away from the family member.

## **The Reception and Transfer Process**

21. When requested by the UASC transfer team, the regional administration lead for Scotland will ascertain whether there is any capacity within Scotland to receive any additional young people. This will be based on actual capacity within Scottish local authorities to meet the needs of the young person. The UASC transfer team will, in consultation with regional administration leads, operate a fair system for allocation of unaccompanied young people to regions, which will take into account other relevant demands upon them. Due to the complexities and requirements of devolved legislation and the lack of capacity in the care sector, the UASC transfer team recognises that Scotland will normally only be able to receive young people who are aged 16 or 17 years old, except in exceptional circumstances.
22. The allocation of unaccompanied young people to local authorities by the receiving regional administration lead will be in accordance with a methodology agreed by each region and where unaccompanied young people should be placed in their best interests. If a suitable placement cannot be found in Scotland, then the young person will not be transferred to Scotland and the responsibility for the young person will remain with the entry local authority. When considering whether a local authority is able to accept a transfer they will take into account whether they are able support the young person appropriately – this may include but not necessarily be limited to: medical treatment, family ties, legal representation and advocacy, education, ethnic group, religion and continuity of care.
23. Where an unaccompanied young person presents in a participating local authority which is over the ceiling of 0.07% UASC to total under 18 population, or if there is some reason relating to the capacity and the ability of the local authority to support the needs of the young person, the local authority is expected to arrange for the transfer of the young person through the NTS, unless there are clear reasons why it would not be in the best interests of the young person. Key transfer rules:
  - i. If the young person first presents in Scotland and Scotland is under the ceiling of 0.07% then a placement will be looked for within Scotland unless there is good reason to transfer the child to another region. For example, if they are a potential victim of

- trafficking and if it is in their best interests to be placed away from the alleged trafficker who may reside in that region or if they have a relative in that region who may pose a safeguarding risk to the young person. Similarly, it would also be appropriate to consider transfer out of region if the young person had a relative living in another region and it was considered to be in their best interests to be placed near the relative.
- ii. If Scotland is over the 0.07% ceiling, or there is no suitable placement or support services available then the young person would be expected to be transferred out of the region<sup>2</sup> using the transfer protocol.
24. The UASC transfer team will also take in to account the following considerations on a case-by-case basis when requesting the allocation of UASC to Scotland. These can be discussed with the regional administration lead:
- The specific needs of the young person. These will include considerations such as location of any family members, access to legal representatives, a suitable place of worship and any other relevant considerations and recommendations specified within the UUCR;
  - Scotland must have less than 0.07% UASC to total child population;
  - The number of local authorities participating in Scotland
  - Number and timing of recent UASC arrivals to Scotland via both the transfer scheme and spontaneous arrivals;
  - Scotland will normally only accept unaccompanied young people who are 16 or 17 years old, except in exceptional circumstances;
  - Other relevant considerations and recommendations specified within the UUCR (see annex 2);
  - The number of former UASC care leavers still residing in the Scotland;
  - The pressures created by other demands on local authority services including the overall number of looked after children and young people in the authority and the use of out of area placements.
25. Unaccompanied young people who present in participating local authorities that are over the 0.07% ceiling will normally be expected to transfer to another local authority. However, where young people are settled and established in a local authority area, that local authority is likely to make the decision that it is not in the best interests of the young person for them to be moved. In this case the young person should stay in that local authority area. Decisions to transfer young people should be reviewed at regular intervals to ensure the initial decision to transfer a young person is still in that young person's best interests. This means that some participating local authorities with high numbers of unaccompanied young people will only see a reduction over a number of months or years.
26. The local authority is the only agency capable of determining capacity within their area and their view on this should be accepted by the Home Office as it is a voluntary scheme.

## **Eligible Young People**

27. For the purposes of the NTS – Scottish Protocol, only unaccompanied young people that meet the definition of a UASC, as set out in paragraph [352ZD of the Immigration Rules](#), or those who are temporarily treated as a child pending a case law compliant age assessment, are eligible to be referred to the NTS. For the purpose of this protocol a child is defined as a young person under the age of 18.

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<sup>2</sup> The regions are: Kent, South East, South West, North East, North West, Yorkshire and Humber, East of England, West Midlands, East Midlands, London, Wales, Scotland and Northern Ireland. We will be working towards Kent being brought back in the wider South East region in the coming months.

28. Anyone whose claimed age is disputed but who is given the benefit of the doubt while a Merton compliant assessment of their age is undertaken will be treated as a child (further details on this can be found at paragraph 32). An IS.97M or IS98M form will be issued by the Home Office in all cases in which an applicant's claimed age is disputed setting out the reasons for this decision.<sup>3</sup>
29. Where a young person is brought from another EU member state to be reunited with a family member under the Dublin Regulation and a family breakdown subsequently occurs, the young person may need to be looked after by the local authority. If this occurs and the young person is pursuing an asylum claim, the young person will become a UASC and will count towards the local authority and region's 0.07% threshold. The local authority will be able to claim the UASC funding rate for these young people provided they meet the other criteria in the Home Office's UASC funding instruction. It is expected that it will usually be in the young person's best interests to stay in the same local authority as their relative(s). Should this occur the local authority will complete a Part A of the UUCR and submit it to the UASC transfer team.

### **Those outside the Scheme**

30. Unaccompanied looked after young people who have not made a claim for asylum are not eligible to be included in the transfer scheme.
31. In accordance with the [Assessing Age](#) guidance, anyone claiming to be a child but whose physical appearance and demeanour very strongly suggests that they are significantly over 18 will be treated by the Home Office from that point onwards as an adult, though the decision will be reviewed if relevant new evidence is received. All asylum-seeking individuals who are accepted or temporarily treated as being below 18 years of age during the initial Home Office welfare interview<sup>4</sup> are eligible to be included in the transfer scheme. Where an individual has been given the benefit of the doubt and accepted as a child while a full age assessment is undertaken, the entry local authority will confirm with the Home Office as to the outcome of the age assessment. If a young person is found to be over 18 they are no longer eligible for the scheme.
32. Where a young person is brought from another EU member state to be reunited with a parent or sibling under Dublin Regulation, and is not going to be a looked after child, the young person will not be eligible to be included in the transfer scheme.

### **Point the young person comes to the attention of the UK authorities**

33. Unaccompanied young people who wish to claim asylum can arrive or be encountered in a variety of ways – for example, at ports, in enforcement operations, as clandestine arrivals or at the Asylum Intake Units in Kent or Croydon. On identification of an unaccompanied young person:
- Home Office staff or the police (if identified at a police custody suite) will notify the entry local authority administration lead and the social care team as soon as possible to request the attendance of the duty social worker to take responsibility for the young

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<sup>3</sup> For further guidance on the Home Office's assessing age process, refer to the [Assessing Age](#) asylum instruction and the [Age Assessment Practice Guidance for Scotland](#)

<sup>4</sup> The Home Office Welfare Interview was previously known as the Screening Interview and is designed to ascertain basic information about the young person and identify any welfare concerns. This interview does not replace any interview or assessment undertaken by a social worker.



person. This will not be necessary if the young person is already being looked after by a local authority, for example those young people presenting at the Asylum Intake Unit in Croydon who are accompanied by a local authority representative.

- If the young person is identified at a police custody suite, the police will notify the Home Office and local authority as soon as possible.
- If Home Office staff cannot attend before the duty social worker arrives to take responsibility for the young person, they will liaise with the local authority to arrange a welfare interview as soon as possible.
- If police, Home Office staff or other frontline staff in contact with the young person has any suspicion that the young person may have been trafficked they should follow the instructions set out in the [National Referral Mechanism: guidance for child first responders](#) and follow child protection procedures.

34. Where there are indicators of trafficking, the relevant authorities will have to consider their duties in relation to the relevant legislation of the Modern Slavery Act 2015 and the Human Trafficking and Exploitation (Scotland) Act 2015<sup>5</sup>.

### **Reception into the entry local authority care**

35. On referral to the entry local authority children's services, the duty social worker will attend the site where the young person has been encountered and conduct an initial assessment of the needs of the young person under section 22 of the Children (Scotland) Act 1995. It is likely that they will have to accommodate the young person under section 25 of the Children (Scotland) Act 1995.

36. If the young person is referred to local authority care prior to having registered a claim for asylum and their biometric data having been collected, the local authority and Home Office will arrange a welfare interview (and collection of biometric data) appointment through the appropriate procedures set out at <https://www.gov.uk/claim-asylum/children>. This interview should take place at the nearest Home Office location to where the young person is placed. Guidance on registering the claim for asylum can be found on the GOV.UK website.

37. Where there are indicators of trafficking or exploitation the local authority will have to consider their duties in relation to the relevant legislation of the Modern Slavery Act 2015 and the Human Trafficking and Exploitation (Scotland) Act 2015. This may include a child protection response. The local authority should also refer the case to the National Referral Mechanism (NRM) by sending the appropriate NRM referral for to the Modern Slavery Human Trafficking Unit (MSHTU). A child does not need to consent to being referred into the NRM. It is however, best practice to inform them in a way that they can understand as this enables the child to be kept as fully informed as possible as to what is happening to them. For more information on referring to the NRM, see [Victims of modern slavery – frontline staff guidance](#). Referral forms are available at <https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms> and provide a list of indicators of children who may have been trafficked.

38. Age assessments should only be carried out where there is significant reason to doubt that the claimant is the age they claim to be. Age assessments should not be a routine part of a local authority's assessment of unaccompanied or trafficked children, if their claimed age is not disputed. Home Office staff should deal with these cases in accordance with the

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<sup>5</sup> In particular, Scottish local authorities should be mindful of Section 12 relating to presumption of age of a young person claiming to be under 18 who is reasonably believed to have been a victim of trafficking.

[Assessing Age](#) guidance. Local authorities may also wish to refer to the [Age Assessment Practice Guidance for Scotland](#). Anyone claiming to be a child but whose physical appearance and demeanour very strongly suggests that they are significantly over 18 will be treated from that point onwards as an adult, though the decision will be reviewed if relevant new evidence is received.

39. Where the age of a young person is disputed – but accepted as being under 18 years of age or treated as being under 18 years of age until further assessment of their age has been completed – the receiving local authority will normally conduct the Merton and further case law compliant age assessment. In some cases the entry local authority may agree to conduct the case law compliant age assessment before transfer has been agreed. Where the young person is not being transferred, the Merton and further case law compliant assessment will be conducted by the entry local authority. Local authorities may also wish to refer to the [Age Assessment Practice Guidance for Scotland](#).
40. Once the young person has had their claim for asylum registered by the Home Office (by way of a welfare interview), the entry local authority will notify the UASC transfer team and regional administration lead of the young person's reception into their care using Part A (Reception Information) of the **UUCR**. This form must be completed for **all unaccompanied asylum seeking young people** regardless of whether the young person could be considered for transfer or not. It is very important for entry local authorities to complete the Part A form as comprehensively and accurately as possible. Failure to do so can result in delays to the transfer process.
41. If the Scottish entry local authority is at or over their 0.07% threshold, they must then decide whether to refer the young person for transfer. This decision will be based on the best interests of the young person. If transfer does not take place within the expected timescales, then the entry local authority must review the continued suitability of transferring the young person. If the entry local authority reviews the decision to transfer the young person and concludes that it is no longer in the young person's best interests to proceed with the transfer then the entry local authority must notify the UASC transfer team, in writing of their intention to withdraw the transfer request.
42. If a young person is going to be transferred they will be placed into suitable and safe temporary accommodation by the entry local authority. It may be that if the young person is not going to be transferred they will similarly be placed into suitable and safe temporary accommodation until further assessment of the young person has taken place and a suitable permanent placement is identified.
43. When choosing safe and appropriate accommodation, the local authority must consider the risk factors of the young person going missing, especially if the young person is a potential victim of trafficking, and look to place the young person into suitable accommodation. Local authorities should be aware that there is a heightened risk of unaccompanied young people becoming victims of trafficking or being re-trafficked in the first 72 hours, and look to place the young person into suitable accommodation accordingly.
44. Entry local authority accommodation providers, carers and social workers will identify any immediate risks to the young person and will take all safeguarding actions necessary, including following processes required in the first 24 hours as set out in local Child Protection Procedures. Providers, carers and social workers will provide appropriate immediate support for the unaccompanied young person during their stay and also escort the young person for any emergency medical treatment required.



45. In particular, ensuring that the young person is accommodated in the most appropriate placement available which meets their needs. In determining the most appropriate placement available the entry local authority may take into account the likelihood that the placement will be for a very short period, along with all other circumstances relevant to the young person.<sup>6</sup>
46. Whether or not the young person has been referred for transfer, where they have been accommodated by the entry local authority under section 25 of the Children (Scotland) Act 1995 for 24 hours they become a looked after child under this section of the Act. The entry local authority will then need to comply with all its obligations under Children and Young People (Scotland) Act 2014 and The Looked After Children (Scotland) Regulations 2009 and other statutory guidance ensuring that the young person is accommodated in the most appropriate placement available which meet their needs. What is appropriate in the circumstances is a decision for the local authority to take.

### **Referral into the transfer scheme by an entry local authority**

47. If the entry local authority in Scotland has more than 0.07% UASC to total child population or otherwise where there are specific reasons why a transfer out of region has been requested, and in accordance with the child's best interests, they will decide whether to request the young person's transfer to another local authority. Local authority social workers will need to make a decision whether to request a transfer to another local authority<sup>7</sup> based upon the best interests of the young person; and then if they will be transferred, when to request a transfer (e.g. there may be health or other reasons why the transfer needs to be delayed).
48. The decision will take in to account the young person's best interests alongside other considerations – this may include but not be limited to: medical treatment, family ties, legal representation and advocacy, education, ethnic group, religion and continuity of care (refer to Annex 1 for further information on taking into account best interests of unaccompanied young people within the NTS).
49. An unaccompanied young person cannot be referred to the NTS until their asylum claim has been registered with the Home Office. Once the claim has been registered the entry local authority will make the transfer decision as soon as practicable and suitable - ideally within two working days.
- 50. The reasons for the decision on why it is in the best interest of the young person to refer the young person for transfer will be recorded in writing (or electronically) and kept by the entry local authority and reviewed regularly.**

Good practice note 1 – deciding which young people to refer for transfer

*Factors indicating it is NOT in the interest of the young person to refer for transfer at the point that the young person has arrived in the UK:*

- Where young people have a family connection in the entry local authority
- Where they have a level of disability or have additional health needs which need attending to before the young person can be transferred (e.g. TB or scabies treatment)

<sup>6</sup> The entry local authority will also need to comply with its obligations under the Looked After Children (Scotland) Regulations 2009.

<sup>7</sup> Local authorities should develop agreed procedures for referral, including details of who has the authority to make decisions

- Where there are unassessed or untreated drug or alcohol issues
- Where their racial, ethnic or cultural needs cannot be met elsewhere

*Factors indicating it IS in the interest of the young person to refer for transfer:*

- Where their ethnic or cultural needs can be met elsewhere
- Where there is a heightened risk of gangs, trafficking or child sexual exploitation (CSE) if they stay in the entry local authority
- Where they have a family member in another local authority which they can be transferred to
- Where they are vocal about not wanting to stay in the entry local authority and going missing because they want to be elsewhere

The assessment of why it is in the best interest of the child to be referred for transfer should be included in the LAC review and shared with the receiving local authority.

51. Once a decision has been made to transfer the young person to another participating local authority the entry local authority must explain the decision to the young person and ensure that they understand the implications of that decision. At the earliest opportunity, the young person should be informed about the local authority area where they are to be transferred. The local authority should ensure that the young person is prepared for the transfer to the receiving local authority.

## Good practice note 2 – preparing UASC for transfer

Preparation for transfer needs to be continual and child-centred.

- Ensure that all carers (who need to be prepared too) and professionals are giving the same reassuring messages about the fact that the child will be transferring.
- Highlight the opportunities and positives of the move to the young person.
- Ensure that the care plan reflects the context of the young person awaiting transfer.
- Ensure all paperwork and information has been shared with the receiving local authority, and maintain a dialogue with the receiving local authority social worker
- Make contact with unaccompanied young people who have previously been transferred and ask them to share their experience with the young person who is due to be transferred
- Where possible, receiving local authority social workers could travel for an advance meeting or communicate through a video call with the young person before transfer to reassure and start building trust.
- Ask for photos of their accommodation and where appropriate their new carers or support workers to share with the young person, and if necessary help prepare the young person for being cared for in a different type of environment to the one they have experienced in the entry local authority.
- Show the young person pictures about the area they are transferring to and tell them what it will be like. If possible, put them in touch with other UASC who have been placed in that area and are happy with the placement.
- Arrange for the “handover” between social workers to take place somewhere the young person will be relaxed. An unaccompanied young person already settled in the receiving area might also be able to be present at the handover.

52. If transfer does not take place within the expected timescales then the entry local authority must review the continued suitability of transferring the young person. If the entry local

authority reviews the decision to transfer the young person and concludes that it is no longer in the young person's best interests to proceed with the transfer then the entry local authority must notify the UASC transfer team, in writing of their intention to withdraw the transfer request.

### Good practice note 3 – reviewing decisions to refer for transfer

Factors indicating it may be appropriate to withdraw the referral:

- Following referral has the young person then disclosed that they have relatives in the area?
- Has the young person developed connections with the local community or local services or treatment which they have begun and which it would be detrimental to leave?
- Are there specialist services which they are accessing and are only available in the entry local authority?
- Have further vulnerabilities become apparent (including mental health needs) since the referral was made?
- Have they expressed strong wish to stay – despite being adequately prepared to be transferred?
- Have other professionals given a view or made recommendations that the young person should not now be transferred?
- Is the young person due to turn 18 shortly? Local authorities may want to set an age which, if reached, they will withdraw the transfer referral.
- Is the entry local authority now under the 0.07% ratio?

53. In some circumstances, (for example where the young person is receiving treatment for an infectious disease) it may be in the best interests of the newly arrived unaccompanied young person to stay in the entry local authority accommodation for an extended period of time before being transferred. Where a decision is made to defer the transfer decision, the entry local authority will notify the regional administration lead and the UASC transfer team as soon as possible after the deferral decision is made. After a period of deferral, the decision to transfer will need to be assessed to ensure that it is still in the young person's best interest.

54. If requesting a transfer to another local authority, the entry local authority will complete Part B (Transfer Request) of the UUCR and submit this to the UASC transfer team and to the regional administration lead. More information on this process is given below. Once the UASC transfer team receives a Part B (Transfer Request) of the UUCR it is expected that the transfer should take no longer than ten working days to confirm.

55. The entry local authority must ensure that all information known about the young person including any health issues, safeguarding concerns and whether or not the young person claims to have family links in a particular area is recorded on Part B so that the receiving local authority can make the best initial placement decision possible. The entry local authority should also make clear if the young person has arrived in the UK with a sibling. It is not acceptable for Part B of the UUCR to be submitted to the transfer team with sections left blank or marked 'Not known'.

56. If, during the transfer process, the receiving regional administration lead or the prospective receiving local authority, request additional information from the entry local authority in order to progress the transfer, the entry local authority should respond as soon as

possible. In these circumstances, if a response is not received within 5 working days, then the transfer team will consider withdrawing the transfer request.

57. The entry local authority must keep the young person informed of the decision to refer them to the NTS and where possible that their views into account and the progress of the transfer process. The entry local authority must keep the young person informed and prepare them prior to the transfer to ensure a smooth transition.

#### Good practice note 4 – providing young person level information to the receiving local authority

##### *Before the receiving local authority is confirmed:*

- Complete every section of Part A of the UUCR in as much detail as possible.
- Where Part A is completed within days of arrival, after 2 weeks, re-visit Part A, add further information (which would make a difference to a placement decision) if this has become available and then re-send.
- Include full details of any family members.
- Where the care plan has been completed, send this with the revised Part A.

##### *Once the receiving local authority is confirmed:*

**All information available at the point that the receiving local authority is confirmed should be shared.** This could include:

- all assessments to date such as the LAC Care plan, medical assessment (or fitness to travel documents), LAC review documentation, etc.
- information about the culture and ethnicity of the young person, including foods, faith, regional language and dialect, experience of culture in journey to the UK
- a photograph of the young person for prospective carers

#### **Actions undertaken by the UASC Transfer Team and the Regional Administration Lead**

58. On receipt of a Part A (Reception Information) of the UUCR the UASC transfer team will update its records and the Home Office's Case Information Database (CID) with the name and contact details of the social worker and the address of the first/temporary placement.
59. On receipt of Part B (Transfer Request) of the UUCR from an entry local authority the regional administration lead will seek to identify, using the agreed regional mechanism based on the young person's needs and capacity within Scotland, suitable placements enabling an in-region transfer.
60. In a region which has 0.07% or more UASC to total child population, or otherwise where there are specific reasons why a transfer out of region has been requested, the UASC transfer team will consider to which region to request allocation of the young person.
61. When considering Scotland as a possible receiving region, the UASC transfer team will operate on the basis that Scottish local authorities are normally only able to accommodate young people who are aged 16 or 17, except in exceptional circumstances. The regional administrative lead will keep the UASC transfer team up to date with any change in this position.

62. Where Scotland is identified as potentially the appropriate region, the UASC transfer team will contact the relevant receiving regional administration lead to notify them of the request and forward the UUCR.
63. The receiving regional administration lead in Scotland will review whether any local authority within their region should receive the young person through a matching process based on the young person's needs and capacity within Scotland. Where a potentially suitable Scottish local authority is identified, the regional administration lead will forward the UUCR to the local authority for consideration as to whether they can provide a placement which meets the needs of the young person. If the local authority agrees to take the young person, the regional administration lead will then notify the relevant receiving local authority using Part C (Transfer Allocation) of the UUCR. If no suitable local authority is identified in the region, then responsibility for the young person will remain with the entry local authority.
64. In the event of staff absences, the regional administration lead in the receiving region must ensure that they have in place adequate cover arrangements to allow for immediate action to be taken in order to prevent delay of the transfer. This may include providing the UASC transfer team with secondary contact details.
65. The receiving local authority will as soon as possible:
- Acknowledge allocation by email to the receiving regional administration lead.
  - Confirm transfer acceptance to the entry local authority, entry regional administration lead, receiving regional administration lead (where different to entry) UASC transfer team using Part D (Transfer Acceptance) of the UUCR.
  - The receiving local authority will sign and return Part D (Transfer Acceptance) of the UUCR once the young person is in their care.
66. The UASC transfer team will update its records. All information shared between local authorities, regional administration leads and UASC transfer team will be via secure email or MOVEit. Participating local authorities will be required to provide email addresses to be added to the system. E-fax may be used as a short term contingency in situations where secure e-mail is not available.
67. Notifications to the UASC transfer team will be via the [UASCNationalTransferTeam@homeoffice.gsi.gov.uk](mailto:UASCNationalTransferTeam@homeoffice.gsi.gov.uk) inbox.

### **Actions undertaken by the receiving authority**

68. **The receiving Scottish local authority will become legally responsible for the young person from the point of physical transfer into their care.** The receiving local authority will then need to comply with its obligations under The Looked After Children (Scotland) Regulations 2009 and statutory guidance.<sup>8</sup>
69. Once the placement of a young person has been accepted to a receiving local authority, the social work team will then make an initial placement decision, again, based on the information available in Part A, B and C of the UUCR and as much additional information which the entry local authority has been able to provide. They may also make contact with the entry local authority social worker listed on the UUCR to seek clarification or additional information. It may be in the best interest of the young person that this is a temporary placement to enable further information gathering and for the young person to settle and

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<sup>8</sup> This will include the allocation of a social worker, independent reviewing officer, independent advocate and arrangements being put in place to ensure that a care plan, first review and single assessment will be completed.

be confident to talk about their needs, feelings and wishes although the social worker will need to consider the impact on the young person of another short term placement.

70. Age assessments should only be carried out where there is significant reason to doubt that the claimant is the age they claim to be. Age assessments should not be a routine part of a local authority's assessment of unaccompanied or trafficked children, if their claimed age is not disputed. Where a relevant authority has reason to believe that a young person has been a victim of trafficking then presumption of age will apply as set out in section 12 of the Human Trafficking and Exploitation (Scotland) Act 2015.
71. If the receiving local authority concludes from their own age assessment that the individual is an adult, they will cease to be eligible for support from the local authority under the Children (Scotland) Act 1995. The local authority should immediately notify the Home Office of anyone assessed as an adult who is in need of asylum support accommodation by submitting a request to [AccommodationGatekeeperTeam@homeoffice.gsi.gov.uk](mailto:AccommodationGatekeeperTeam@homeoffice.gsi.gov.uk) and sending Part E of the UUCR to [UASCNationalTransferTeam@homeoffice.gsi.gov.uk](mailto:UASCNationalTransferTeam@homeoffice.gsi.gov.uk). The Accommodation Gatekeeper Team handles referrals on a same day basis and will arrange initial accommodation and transport to that accommodation as appropriate. The local authority remains responsible until the individual has been physically transferred into accommodation in the adult asylum support system.
72. Transport arrangements from entry local authority temporary accommodation to the receiving local authority temporary accommodation<sup>9</sup> will be coordinated between the two local authorities. Unless mutually agreed otherwise, the receiving local authority will be responsible for payment of transport costs. To ensure the safe transfer of the young person between the entry local authority and the receiving local authority, at the point of transfer (including where a receiving local authority comes to collect the young person from the entry local authority placement) the young person must be accompanied by a representative from the entry local authority who will hand responsibility for the young person to the receiving local authority.
73. The receiving local authority will notify the entry local authority, regional administration lead and UASC transfer team of the safe arrival of the young person as soon as is practicable and no longer than 24 hours after arrival. If the young person does not arrive at the time expected the receiving local authority will make contact with the entry local authority to investigate. If the young person has gone missing, the local authority which has legal responsibility for the young person will follow relevant processes as set out in the [National Missing Persons Framework for Scotland](#). Upon safe arrival, if the young person has not been referred to the NRM but the receiving local authority considers that the young person may have been a victim of trafficking, they should follow the instructions set out in the [National Referral Mechanism: guidance for child first responders](#) and child protection procedures.

### **Transfer agreements between Local Authorities outwith the Scheme**

74. There may be some circumstances in which an unaccompanied young person is transferred from one local authority to another without the direct involvement of the UASC transfer team in the transfer process, such as when an authority is seeking to reduce its out of area placements by transferring legal responsibility to the authority the young person is currently accommodated in. The receiving local authority will use part D (Transfer Acceptance) to notify the UASC transfer team promptly of the transfer.

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<sup>9</sup> Temporary accommodation is likely to be most suitable option to that the unaccompanied young person's needs and best interests are understood and therefore inform the choice of a suitable permanent placement.

75. The UASC transfer team will update its records.

## **Funding**

76. Details of the funding the receiving authority will receive and the process to claim the funding can be found in the [funding instructions](#).

## **Central record keeping**

77. In addition to notifying of new unaccompanied asylum seeking young person into their care, each local authority will use Part E (Looked after status update) promptly to notify the UASC transfer team and the regional administration lead of the following events occurring in relation to any of the unaccompanied young person in their care to whom the current UASC Funding Instructions apply:

- a) The unaccompanied young person ceases to be looked after by that local authority (whether this was because the young person went missing, their age was determined as being 18 or over, they reached 18 years old, they were reunited with an appropriate adult, or other reason) including the date and reason that provision ended.
- b) The unaccompanied young person has gone missing or is back in local authority care following a missing incident.
- c) Responsibility for looking after the young person had passed to a local authority other than that which is recorded by the UASC transfer team, including the date that responsibility changed.

78. If an unaccompanied young person is transferred from one local authority to another without the involvement of the UASC transfer team, the receiving local authority will use part D (Transfer Acceptance) to notify the UASC transfer team promptly of the transfer.

## **The National Transfer Scheme and Referrals from outside the UK**

### **Unaccompanied Children and Young People (non-family) from Europe – Section 67 of the Immigration Act 2016**

79. Unaccompanied children who are brought to the UK from another EU Member State (MS), but who are not reuniting with family, will be placed with a local authority via the NTS. This section explains how that transfer process should take place.

80. Once relevant checks in the sending Member State have been completed, authorities in the sending Member State will notify the Home Office's European Intake Unit (EIU) that a local authority placement is required. The child's details, including information gathered from a best interest assessment, will be shared with the EIU.

81. Upon receipt of the referral, the EIU will complete a UUCR (Part A) and send it to the UASC transfer team.

82. The UASC transfer team will consider which region to allocate the child and refer the child to the appropriate regional administration lead by sending them a Part C form. When

Scotland is identified as the appropriate region the regional administration will review whether any local authority within their region should receive the young person through a matching process based on the young person's needs and capacity within Scotland. Where a potentially suitable Scottish local authority is identified the regional administration lead will forward the UUCR to the local authority for consideration as to whether they can provide a placement which meets the needs of the young person. If the local authority agrees to take the young person the relevant receiving local authority will notify the UASC transfer team and regional administration lead using Part D (Transfer Allocation) of the UUCR. If no suitable local authority is identified in the region, then the regional administration lead will inform the UASC transfer team.

83. Once Part D has been received, the UASC transfer team will notify the EIU that a placement has been agreed. The EIU will then accept the case and agree which port they should arrive at. At this stage the EIU should also send any further information on the child to the receiving local authority via the UASC transfer team.
84. Once the EIU has been notified of the confirmed date and location of arrival they will liaise with the receiving local authority to arrange for the reception arrangements of the child at the arrival port.

### **Unaccompanied Children and Young People Referred from the Vulnerable Children's Resettlement Scheme**

85. Unaccompanied children who are part of the Vulnerable Children's Resettlement Scheme (VCRS) may be allocated to participating local authorities via the NTS.
86. For unaccompanied children being considered for resettlement, a professional safeguarding adviser in the Home Office may review all cases prior to referral to the NTS.
87. Unaccompanied children accepted under the VCRS will then be referred into the NTS by the Home Office (Resettlement Team) who will send the UNHCR referral, Medical Health Assessment and Best Interest Determination/Assessment. Upon receipt the UASC transfer team will consider which region to allocate the child and refer the child to the appropriate regional administration lead by sending them a Part C form. When Scotland is identified as the appropriate region the regional administration will review whether any local authority within their region should receive the young person through a matching process based on the young person's needs and capacity within Scotland. Where a potentially suitable Scottish local authority is identified the regional administration lead will forward the UUCR to the local authority for consideration as to whether they can provide a placement which meets the needs of the young person. If the local authority agrees to take the young person the relevant receiving local authority will notify the UASC transfer team and regional administration lead using Part D (Transfer Allocation) of the UUCR. If no suitable local authority is identified in the region, then the regional administration lead will inform the UASC transfer team.
88. On confirmation of acceptance the UASC transfer team will notify the Resettlement Team who will instruct the International Organization for Migration (IOM) to arrange flights to the UK. The Resettlement Team will liaise with the local authority and will facilitate any pre-departure communications between the local authority and the child. Pre-departure communications may be via phone/internet or may be written communication only. This will vary according to the needs of the case as assessed by the local authority and the UN High Commissioner for Refugees (UNHCR). On receipt of travel arrangements, the receiving local authority will arrange to collect the child from the receiving airport.



## **If a young person goes missing**

89. If a young person goes missing before entering the entry local authority care, the agency who held the young person should take immediate action. The young person should be reported missing to the police of the local area and the local authority. All available information (including biometric information) should be shared with the police and the local authority without delay.
90. If a young person goes missing from either the entry or receiving local authority care, the local authority which holds legal responsibility for the young person should follow their protocols from the [National Missing Persons Framework for Scotland](#).

# **Annexes**

## **Annex 1 - Best interests of the child**

Article 3 of the United Nations Convention on the Rights of the Child provides that in all actions taken concerning children, the best interests of the child shall be a primary consideration.

Guidance on taking into account the wishes and feelings of the child, and how the child's best interests should be included in all decisions regarding their welfare are embedded in the following legislation, regulations and guidance:

### **Section 16 of the Children (Scotland) Act 1995**

### **Section 95 of the Children and Young (Scotland) Act 2014**

As stated in the protocol, the receiving local authority will need to comply with its obligations under The Looked After Children (Scotland) Regulations<sup>10</sup>. The best interest of the child and their welfare will be central as with any other looked after child.

### **GIRFEC Principles**

The principles of GIRFEC are as applicable to young asylum seekers as they are to any other group of young people. However, the potential vulnerabilities of this group, coupled with their very particular additional needs and the consequential challenge for professional practice, make certain aspects of GIRFEC especially relevant.

These are highlighted below:

1. Using the GIRFEC tools and materials in assessing need – previous judgements have indicated that it is hard to see how an asylum seeking child cannot be a 'child in need'.
2. Adopting a 'whole child' approach across statutory and voluntary agencies will increase the quantity and quality of information and analysis. The common language of GIRFEC allows for more effective communication across agencies.
3. Use of the My Word Triangle at every stage encourages the consideration of the young person in their widest context, and supports the need to gather information from other sources.

### **International perspective**

The guidance on best interests assessment is elaborated in the General comment No. 14 (2013) on the right of the child to have his or her best interests taken as a primary consideration (art. 3, para. 1) published by the UN Committee on the Rights of the Child.

Article 3, paragraph 1, of the Convention on the Rights of the Child, ratified by the UK Government, gives the child the right to have his or her best interests assessed and taken into

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<sup>10</sup> This will include the allocation of a social worker, independent reviewing officer, independent advocate and arrangements being put in place to ensure that a care plan, first review and single assessment will be completed.

account as a primary consideration in all actions or decisions that concern him or her, both in the public and private sphere.

The UN Committee has drawn up a non-exhaustive and non-hierarchical list of elements that could be included in a best-interests assessment by any decision-maker having to determine a child's best interests. The non-exhaustive nature of the elements in the list implies that it is possible to go beyond those and consider other factors relevant in the specific circumstances of the individual child or group of children. All the elements of the list must be taken into consideration and balanced in light of each situation. The list should provide concrete guidance, yet flexibility.

### **Elements to be taken into account when assessing the child's best interests**

#### **(a) The child's views**

#### **(b) The child's identity**

The identity of the child includes their current needs and capabilities, characteristics such as sex, sexual orientation, national origin, religion and beliefs, cultural identity, personality. Although children and young people share basic universal needs, the expression of those needs depends on a wide range of personal, physical, social and cultural aspects, including their evolving capacities.

#### **(c) Care, protection and safety of the child**

Children's well-being, in a broad sense includes their basic material, physical, educational, and emotional needs, as well as needs for affection and safety, and the possibility of future risk and harm, or other consequences of the decision.

#### **(d) Situation of vulnerability**

An important element to consider is the child's situation of vulnerability, such as physical and emotional need, disability, belonging to a minority group, specific protection needs such as being a victim of trafficking, prior experience of trauma, need for continuity, safety and security.

#### **(f) The child's right to health**

The child's right to health (including mental health) and his or her health condition are central in assessing the child's best interest. However, if there is more than one possible treatment for a health condition or if the outcome of a treatment is uncertain, the advantages of all possible treatments must be weighed against all possible risks and side effects, and the views of the child must also be given due weight based on his or her age and maturity. In this respect, children should be provided with adequate and appropriate information in order to understand the situation and all the relevant aspects in relation to their interests, and be allowed, when possible, to give their consent in an informed manner.

#### **(g) The child's right to education**

With the above legislation, regulations and guidance providing the framework for this protocol, there are a number of points in the national transfer scheme where in the decisions relating to the welfare of the child, their best interests and their wishes and feelings will need to be included, but the decision will need to be balanced with the pragmatic need to implement a scheme which is equitable and transparent, across all local authorities and all regions. Ultimately it will frequently be in the best interest of all unaccompanied asylum seeking children to be placed in regions able to meet their needs and not rely on a few overcrowded local authorities.

At the beginning of the transfer process local authority social worker will need to make a decision based on the child's best interests:

- Whether to request a transfer to another local authority; and
- When to request a transfer if it is deemed a transfer is in the child's best interests.

The entry social worker will not know which local authority the child will be transferred to and so will not have any information about the resources in that destination local authority. Their decision will therefore be restricted to the resource which is available to meet the best interests of the child in the entry local authority.

Where a local authority is over the 0.07% ceiling there will be a concern that the local authority has an unmanageable responsibility in accommodating and looking after unaccompanied young people and so the welfare needs of the child may not be met and one or more of the elements listed Article 3, paragraph 1, of the Convention on the Rights of the Child may be denied them if they were not to be transferred. For example, the right to education may be breached if no school places are available, or they may not have access to legal representation. **For this reason it is expected that, in the best interests of the child, the transfer scheme will prevent more unaccompanied young people being looked after by a participating local authority which is over the 0.07% ceiling than they are able to.**

In addition:

- The UASC transfer team will need to decide which region to allocate to; and
- The regional administration leads will need to decide which local authority to allocate to.

The information available in Part A and Part B of the Unique Unaccompanied Child Record will be used to make the decision, and as the transfer scheme progresses, there is an expectation that as information about regional and local authority resources increases, the scheme will become progressively nuanced and sophisticated to be able to increasingly meet any specific needs which present.

The regional approach of the scheme is intended to build on regional knowledge and mapping of knowledge, support and resources which is already available via other existing schemes, and so regions will increasingly be able to identify where UASC may be placed in their best interest.

Once the young person has been allocated to a receiving local authority, a social worker will then make an initial placement decision, again, based on the information available in Part A, B and C of the Unique Unaccompanied Child Record. It may be in the best interest of the young person that this is a temporary placement to enable further information gathering and for the child to settle and be confident to talk about their needs, feelings and wishes.

## Annex 2 – Unique Unaccompanied Child Record

### PART A: RECEPTION INFORMATION

This part is to be completed electronically by the entry local authority social worker in respect of each unaccompanied child who begins to be looked after, and submitted promptly by the local authority to the UASC transfer team at:

[UASCNationalTransferTeam@homeoffice.gsi.gov.uk](mailto:UASCNationalTransferTeam@homeoffice.gsi.gov.uk).

It is important that this form is completed as fully and accurately as possible to allow the prospective receiving local authority to obtain as much relevant information about the child as possible.

Entry local authority:		
Social worker:		Date:
Interpreter:		ID No:
Port/HO Ref:		Location of entry to UK:
Family/Tribal name:		
First name:		Middle names:
Any other names known by:		Any other names used:
(Claimed) DOB:	(Claimed) age:	Gender:
Nationality:	Language:	
	Dialect:	
Does the young person have any documents to support their stated age and nationality?		
What is your observation of his/her <u>likely</u> age range?		
Background (which country were they living in prior to their journey?):		
Are there any indications that the child may have been trafficked?		
Has the child been referred to the National Referral Mechanism?		
Has a risk assessment been undertaken to identify if the child is likely to go missing?		
Are there any visible physical marks, scars or identifying features that would enable this child to be identified if necessary?		
Do you have any other concerns about this child?		

<b>HEALTH</b>		
<b>Allergies:</b>		<b>Medication:</b>
<b>Any long-term health concerns?</b>		
<b>Smoke?</b>	<b>Alcohol?</b>	<b>Drugs?</b>
<b>Any sustained injuries on the way to the UK?</b>		
<b>Any problems sleeping, have bad dreams or nightmares?</b>		
<b>Does the child require any emergency or immediate health treatment?</b>		
<b>Are there any other health issues that the receiving local authority should be aware of?</b>		
<b>Has the child been assessed as fit to travel to a new local authority?</b>		
<b>FAMILY</b>		
<b>Mother</b>	<b>Age</b>	<b>location</b>
<b>Father</b>	<b>Age</b>	<b>location</b>
<b>Brothers</b>		
<b>Sisters</b>		
<b>Does the child have any family in the UK?</b>		
<b>Location and numbers:</b>		
<b>How long ago did they leave their home country</b>		
<b>Route and journey to UK:</b>		
<b>Any obvious signs of trauma / vulnerability?</b>		
<b>Do they have a mobile phone?</b>		
<b>Do they have any money?</b>		
<b>Do they have any belongings?</b>		
<b>Education history:</b>		

<b>Have they attended school?</b>	
<b>Number of years attended:</b>	<b>Date last attended:</b>
	<b>Grades completed:</b>
<b>Work history:</b>	
<b>RELIGION</b>	
<b>Religion</b>	<b>Practising?</b>
<b>Any dietary considerations?</b>	
<b>INITIAL PLACEMENT</b>	
<b>Date initial placement commenced</b>	
<b>Type of first / temporary placement (foster care / reception centre)</b>	
<b>Address of first / temporary placement</b>	
<b>Transport method</b>	

## PART B: TRANSFER REQUEST

This part is to be completed in respect of each unaccompanied child for whom a transfer is requested, and submitted by the local authority to the UASC transfer team at: : [UASCNationalTransferTeam@homeoffice.gsi.gov.uk](mailto:UASCNationalTransferTeam@homeoffice.gsi.gov.uk). If an in-region transfer is requested then it must also be submitted to the regional administration lead.

<b>Local authority requesting transfer:</b>	
<b>Type of transfer requested:</b>	
<b>In-region</b>	<b>Out of region</b>
<b>Any specific requests</b> (please state if the child has relatives in the UK and if so where they reside. You should also confirm if the child arrived in the UK with a sibling or whether they have asked to be kept together with another unaccompanied child):	

**This authority has reviewed the best interests of the child and considers it most appropriate for the child to be transferred to another local authority area**

<b>Responsible social worker:</b>		
<b>Contact details:</b>		
<b>(All case notes pertaining to this child will need to be transferred to the receiving local authority once transfer acceptance has been confirmed)</b>		
<b>Details for person to be contacted for a transfer to be arranged:</b>		
<b>Name</b>	<b>Secure e-mail</b>	<b>Telephone</b>
<b>Please provide any further information which has been gathered about this child since Part A was completed and submitted to the UASC transfer team. This may be anything which will enable the receiving local authority to find a suitable initial placement for the child. (eg. a care plan or personal education plan)</b>		
<b>Date/time of request:</b>		



## **PART C: TRANSFER ALLOCATION**

**C1 – To be completed by the UASC transfer team where an out of region transfer is appropriate, and submitted to the regional administration lead.**

<b>Allocated region:</b>
<b>Date/time of allocation:</b>

**C2 – To be completed by the regional administration, where an in-region transfer is appropriate, or a transfer into the region has been identified at C1 above, and submitted to the local authority to which a transfer is requested.**

<b>Allocated LA:</b>
<b>Date/time of allocation:</b>

#### **PART D: TRANSFER ACCEPTANCE**

This part is to be completed electronically by the local authority agreeing to accept a transfer, and sent to (a) the entry local authority (b) the regional administration lead, and (c) the UASC transfer team at: [UASCNationalTransferTeam@homeoffice.gsi.gov.uk](mailto:UASCNationalTransferTeam@homeoffice.gsi.gov.uk).

This authority confirms its acceptance of legal responsibility for assessing and looking after the aforementioned child, by way of transfer between local authorities by mutual agreement in accordance with section 69 of the Immigration Act 2016.

Receiving LA:		
Contact details for person to arrange transfer:		
Name	Secure e-mail	Telephone
Date of acceptance of legal responsibility:		

**PART E: LOOKED AFTER STATUS UPDATE**

This part is to be completed by local authority and sent to the UASC transfer team at: [UASCNationalTransferTeam@homeoffice.gsi.gov.uk](mailto:UASCNationalTransferTeam@homeoffice.gsi.gov.uk) to notify of changes in circumstances of the unaccompanied child as set out in page 18-19 of the transfer protocol.

<b>Local authority:</b>		
<b>Contact in case of query:</b>		
<b>Name</b>	<b>Secure e-mail</b>	<b>Telephone</b>

**Details of child/young person (if part E is being submitted without a completed part A)**

<b>Port/HO Ref:</b>	<b>LA ref:</b>
<b>Family/Tribal name:</b>	<b>Nationality:</b>
<b>First name:</b>	<b>Middle names:</b>
<b>Any other names known by:</b>	<b>Any other names used:</b>
<b>DoB:</b>	<b>Gender:</b>

**E1 – to be completed if the child/young person has ceased to be looked after**

<b>Reason for child or young person ceasing to be looked after:</b>
<ul style="list-style-type: none"> <li>a. Missing: Police authority to which reported</li> <li>b. Age determined as over 18</li> <li>c. Client has reached 18 years of age</li> <li>d. Reunified with responsible adult (name and address)</li> <li>e. Other (please specify)</li> </ul>
<b>Date on which child/young person ceased to be looked after by this authority:</b>

**E2 – to be completed if the child/young person has resumed being looked after**

<b>Reason for resumption of child being looked after (please state):</b>
<b>Date on which authority resumed looking after the child:</b>

**E3 – to be completed by a local authority if responsibility for looking after the child has passed to a local authority other than as recorded by the UASC transfer team**

<b>Reason for looking after in this LA (please state):</b>
<b>Date responsibility commenced:</b>



TOOLKIT RESPONSE SUMMARY

ORGANISATION:

perth and kinross council

2 Hlgh street

perth


USER: linda Richards


USERS ROLE: service manager


CONTACT TEL:


INITIATIVE: UASC


RESPONSE ICON KEY


-  No Response


 Don't know – it's not relevant/not applicable


 Don't know – even though it is relevant

 No – not at all true

 No – some truth, but a long way to go

 Mixed – partly true, but some way to go

 Yes – largely true, but still more to do

 Yes – completely true

MAIN SECTIONS RESPONSE SUMMARY

- ☐ Built Environment
- ☐ Climate Change
- ☒ Fairer Communities
- ☐ Consumption & Production
- ☐ Culture & Recreation
- ☐ Economy
- ☒ Equality and Human Rights
- ☐ Health & Well-Being
- ☐ Lifelong Learning
- ☐ Natural Environment
- ☐ Transport & Connectivity

## Built Environment

### 1 Built Environment

What impact will the proposal have on delivering a high quality, well-designed built environment?

☐ No impact

#### 1.1 Historic Built Environment

What impact will the proposal have on maintaining or enhancing the character of built heritage, or a particular historical feature in the area?

☐ No impact

#### 1.2 Housing

What impact will the proposal have on providing a sufficient range of well-designed and affordable housing?

☐ No impact

#### 1.3 Identity and Character

What impact will the proposal have in supporting and enhancing local distinctiveness whilst creating a "sense of place"?

☐ No impact

#### 1.4 Open Space

What impact will the proposal have in ensuring a wide range of accessible, attractive and safe open spaces are available to all?

☐ No impact

## Climate Change

### 2 Climate Change

What impact will the proposal have in tackling the causes and effects of climate change?

☐ No impact

#### 2.1 Adaptation

What impact will the proposal have in helping adapt to potential changes brought about by climate change?

☐ No impact

#### 2.2 Greenhouse Gas Mitigation

What impact will the proposal have in helping to mitigate greenhouse gases?

☐ No impact



## Fairer Communities

### 3 Community

What impact will the proposal have in promoting fairer and sustainable communities?

☒ *Neutral/Moderate*

**Justification:**

There may be some negative exposure around the use of social housing for the young people, as well as the use of resources to educate and integration within local communities

**Mitigation:**

The use of private housing sector, education and support to be offered to UASC to aid integration. A communication plan will counter any negative publicity.

#### 3.1 Access to services

What impact will the proposal have in improving and supporting access to jobs, services and amenities for the local community?

☐ *No impact*

#### 3.2 Community Safety

What impact will the proposal have towards reducing crime, disorder and danger and support social cohesiveness?

☐ *No impact*

#### 3.3 Engagement and Participation

What impact will the proposal have in engaging with all members of the community in the decision-making process for the area through using VOICE ?

☐ *No impact*

#### 3.4 Identity and Citizenship

What impact will the proposal have in helping support and enhance the local identity whilst promoting citizenship?

☒ *Neutral/Moderate*

**Mitigation:**

A communications plan will be developed to ensure positive contribution.

**Justification:**

UASC young people will contribute to the diversity within local communities but there may be negative publicity around their culture and identity

#### 3.5 Poverty and Social Inclusion

What impact will the proposal have in promoting reducing poverty and promoting social inclusion for all?

☐ *No impact*

## Consumption & Production

### 4 Consumption and Production

What impact will the proposal have in promoting more sustainable production and consumption of goods and services?

☐ *No impact*

#### 4.1 Energy

What impact will the proposal have in reducing energy consumption and promote energy efficiency?

☐ *No impact*

#### 4.2 Materials

What impact will the proposal have in minimising materials consumption and promoting more sustainable use of materials?

☐ *Not relevant*

#### 4.3 Waste

What impact will the proposal have in encouraging the prevention, reduction, re-use, recovery or recycling of waste?

☐ *No impact*

## **Culture & Recreation**

### **5 Culture and Recreation**

What impact will the proposal have in supporting the promotion and enhancement of cultural and recreational opportunities for all?

☐ *No impact*

#### **5.1 Cultural Heritage**

What impact will the proposal have in preserving, promoting and enhancing assets of local culture and heritage?

☐ *No impact*

#### **5.2 Leisure, Sport and Recreation**

What impact will the proposal have in providing, encouraging and improving access to leisure, sports and recreational activities?

☐ *No impact*

Economy

6 Economy

What impact will the proposal have in encouraging sustainable economic growth?

☐ No impact

6.1 Business

What impact will the proposal have in encouraging business creation and development?

☐ No impact

6.2 Employment

What impact will the proposal have in ensuring a wide range of jobs are accessible to all communities and locations?

☐ No impact

6.3 Tourism

What impact will the proposal have in promoting sustainable tourism for the area?

☐ No impact

6.4 Well Skilled

What impact will the proposal have in developing and improving people`s skills?

☐ No impact

## Equality and Human Rights

### 7 Equality and Fairness

What impact will the proposal have towards promoting equality, fairness and inclusiveness for everyone?

 *Positive*

**Justification:**


The support proposed within this paper will allow for young people who either arrive or are transferred to Perth and Kinross and classed as UASC will have the opportunity to engage fully in their community and be supported to recover from the trauma of their journey

**Mitigation:**

Support will be provided from all the community planning partners and community groups.


#### 7.1 Age

What impact will the proposal have in ensuring no discrimination, directly or indirectly, against age groups of any range?

 *No impact*


#### 7.2 Disability

What impact will the proposal have in ensuring no discrimination, directly or indirectly, against people with disability?

 *No impact*


#### 7.3 Gender Reassignment

What impact will the proposal have in ensuring no discrimination, directly or indirectly, against people who choose not to live as their birth gender?

 *No impact*

#### 7.4 Human Rights

What impact will the proposal have in ensuring and promoting respect for the human rights of all?


 *Very positive*

**Justification:**

The rights of UASC to be safe and protected from harm will be met within this proposal.


#### 7.5 Marriage and Civil Partnership

What impact will the proposal have in ensuring no discrimination, directly or indirectly, against married people or civil (same sex) partners?

 *No impact*

#### 7.6 Pregnancy and Maternity

What impact will the proposal have in ensuring no discrimination, directly or indirectly, against pregnant women or women who have recently given birth or are breastfeeding?

 *No impact*

#### 7.7 Race

What impact will the proposal have in ensuring no discrimination, directly or indirectly, against any racial groups as recognised in the Equality Act 2010?

 *Positive*

**Mitigation:**

Ensuring that we can meet the needs of the different ethnic groups who present as UASC will promote their own identity and culture.

**Justification:**

This proposal will ensure that there is limited discrimination in terms of race. UASC come from different ethnic groupings and their own identity will be promoted with support from local community and religious groups.

#### 7.8 Religion or Belief

What impact will the proposal have in ensuring no discrimination, directly or indirectly, against any religion, religious belief or philosophical belief as recognised in the Equality Act 2010 and the Courts?

 *Positive*

**Mitigation:**


Research regarding local provisions

**Justification:**

staff with support UASC to engage with various local community and religious groups with their agreement.


**7.9 Sex**

What impact will the proposal have in ensuring no discrimination, directly or indirectly, against either men or women?

 *No impact*

**7.10 Sexual Orientation**

What impact will the proposal have in ensuring no discrimination, directly or indirectly, against Lesbian, Gay, Bisexual (LGB) or Heterosexual/Straight people?

 *No impact*

**Health & Well-Being**

**8 Health and Wellbeing**

What impact will the proposal have in improving health and wellbeing and access to health care for all?

☐ *No impact*

**8.1 Lifestyle**

What impact with the proposal have in promoting opportunities for achieving a healthier lifestyle?

☐ *No impact*

**8.2 Physical Environment**

What impact will the proposal have in creating a healthier physical environment for all?

☐ *No impact*

**8.3 Socioeconomic Environment**

What impact will the proposal have in creating a healthier socioeconomic environment for all?

☐ *No impact*

**Lifelong Learning**

**9 Lifelong learning**

What impact will the proposal have in promoting opportunities for lifelong learning?

☐ *No impact*

**9.1 Community Learning and Development**

What impact will the proposal have in providing opportunity for community learning and development?

☐ *No impact*

**9.2 Formal learning**

What impact will the proposal have in providing opportunity for children and young people to improve their attainment and achievement?

☐ *No impact*



## Natural Environment

### 10 Natural Environment

What impact will the proposal have in protecting and improving the natural environment within the area?

☐ *No impact*

#### 10.1 Air, Water and Land Quality

What impact will the proposal have in protecting and enhancing the quality of air, water and land?

☐ *No impact*

#### 10.2 Biodiversity

What impact will the proposal have in protecting, enhancing and managing biodiversity?

☐ *No impact*

#### 10.3 Historic Natural Environment

What impact will the proposal have in protecting, enhancing and managing the local historic natural environment?

☐ *No impact*

#### 10.4 Landscape, Geology and Soils

What impact will the proposal have in protecting, enhancing and managing the natural landscape, geology and soils?

☐ *No impact*

**Transport & Connectivity**

**11 Transport and Connectivity**

What impact will the proposal have in providing accessible and appropriate transport services and communications?

☐ *No impact*

**11.1 Accessibility and Connectivity**

What impact will the proposal have in providing and supporting adequate and accessible transport provision?

☐ *No impact*

**11.2 Sustainable Transport**

What impact will the proposal have in supporting and encouraging the provision of sustainable modes of transport?

☐ *No impact*

## PERTH & KINROSS COUNCIL

20 June 2018

### REVIEW OF LOCAL ACTION PARTNERSHIPS

Report by Depute Chief Executive (Chief Operating Officer) (Report No. 18/214)

#### PURPOSE OF REPORT

This report presents the findings of the What Works Scotland study into local decision making, commissioned by the Community Planning Partnership.

#### 1. BACKGROUND

- 1.1 On 1 December 2017, the Community Planning Partnership Board agreed to a review of local decision making within the context of community empowerment legislation, and this was reported to the meeting of Perth & Kinross Council in December 2017 ([Report 17/419](#)). [What Works Scotland](#) (WWS), the respected collaborative community research organisation, was commissioned to carry out this review, with the remit set out as part of the report to Council in December 2017 (see Appendix 1). The aim of this research was to help strengthen community empowerment and local democracy in Perth and Kinross.
- 1.2 The Community Empowerment (Scotland) Act 2015 set out requirements for local authorities and other public bodies to involve communities in decision making, and a duty on Community Planning Partnerships to work with communities to prepare and deliver Locality Action Plans which tackle inequalities.
- 1.3 Scottish Government has set a target for 1% of Council budgets to be consulted on using Participatory Budgeting as the consultation method. COSLA has endorsed this target. Initiatives like the 1% target and introduction of Participatory Budgeting need to be viewed in the wider strategic context which is about a significant shift to participative democracy in Scotland, alongside representative democracy. In December 2017 The Scottish Government launched the Local Governance Review as part of its ambition to empower communities to make more decisions for themselves and the current consultative phase of this is now underway.
- 1.4 In 2016 Perth and Kinross Council established 5 Local Action Partnerships, a form of local Community Planning Partnership, which seek to address inequalities by engaging communities in decisions on local priorities and services.

- 1.5 The objectives of the What Works Scotland study in Perth and Kinross were:
- To assess the effectiveness of current local community planning arrangements
  - To make recommendations to strengthen these, consistent with the provisions in the Community Empowerment Act, to ensure effective local decision making
- 1.6 The review was undertaken January to March 2018. A WWS report, *What Works in Local Decision Making: A Case Study of Perth & Kinross Community Planning Partnership* was completed in March 2018. The report is included as Appendix 2. This report will be presented to the Community Planning Partnership Board meeting on 15 June 2018.

## 2 FINDINGS

- 2.1 While recognising that there are challenges, and proposing improvements to be made, the report identified a number of positives in the Action Partnerships as they have developed to date. These included:
- A high level of commitment from partner agencies
  - A deepening understanding of the complexity of hidden deprivation and inequalities, thanks in part to the work of the Fairness Commission
  - Success in steering participatory budgeting, whilst recognising that further work was required to widen the participatory budgeting process to be as inclusive as possible, for example through increased use of on-line voting.
  - Some councillors recognising their role as one of facilitation, including encouraging and supporting culture change within the Council and CPP
  - Discussions taking place in Action Partnership meetings on how to widen participation and reduce inequalities
  - Support from staff in the Stronger Communities Teams
  - Community representatives taking on new leadership roles
- 2.2 The report noted that Action Partnerships are beginning to adapt, innovate, and respond to local circumstances, for example by setting up subgroups to reflect particular geographies or themes. Action Partnerships need the autonomy to problem-solve and work with other local structures so that they add value locally by addressing inequalities.
- 2.3 The report also noted that Action Partnerships are making efforts to engage a wider cross-section of the population, for instance through awareness-raising at local meetings, engagement with residents attending Participatory Budgeting events, and attempts to involve young people through local schools. The report proposes that the Action Partnerships trial a broader range of methods of involving people in decision making. However Action Partnerships have more work to do to increase wider awareness and active participation across localities. Action Partnerships improving their links with local structures, including community councils, community partnerships and development trusts will help Action Partnerships clarify their role at a local level and add value to existing community work.

- 2.4 The report identified “key success factors” for Action Partnerships to work towards. They are as follows:
- a. *Local and national context:* Action Partnerships are still in their infancy, characterised by new political membership, competing perspectives on community empowerment and a wider context of austerity. It is important to engage with this context and create a long-term platform for Action Partnerships to succeed, for example, by seeking cross-party support so that Action Partnerships can become an accepted and established space for governance in Perth and Kinross.
  - b. *Culture and mindsets:* arrange events for Action Partnership members to learn about the new era of collaborative decision-making and the need for facilitative styles of leadership.
  - c. *Budget distribution:* Consider a review of the approach to budget allocation across Action Partnerships. A policy of equal distribution of resources across a landscape of inequalities is potentially regressive, especially in the context of participatory budgeting.
  - d. *Long-term planning:* the participatory budgeting process could be planned as an annual cycle to allow Action Partnerships more time to prepare in advance for the different stages.
  - e. *Incentives and support mechanisms:* improve incentives to public participation in local decision making by continuing to develop and strengthen participatory budgeting and trialling other democratic innovations such as mini-publics, online participation and digital dialogue. Continue to draw on best practice from national and international sources. Lower barriers to participation by providing help with financial costs, digital access, childcare and transport
  - f. *Governance and delivery structures:* increase the inclusion and influence of community members in partnership meetings through careful and skilled facilitation. Support elected members with a clear definition of their roles and their responsibilities in these spaces. Specify more clearly the roles of Community Planning partners supporting this process. Clarify that Action Partnerships have the autonomy to work flexibly in more localised forums within their own contexts and according to the needs of each locality.
  - g. *Facilitative leadership:* Action Partnerships would be better served by a model that includes both a chairperson, with a formal role, and an impartial facilitator, responsible for the process of meetings. Experienced facilitators can help to change the style of the meeting by designing sessions that are dynamic and engaging, drawing on a range of facilitation techniques.
  - h. *Improve links with local structures:* There is a recognised need for reform and improved support for community councils across Scotland. In addition, Perth and Kinross Council has initiated a review of community councils. Given this wider context of reform, it is important to clarify the relationship of Action Partnerships to other democratic structures and community organisations, including community councils, community partnerships and development trusts, and to clearly articulate the distinct role of Action Partnerships within this landscape.

- i. *Learning and Skills*: Promote a culture of inquiry and learning to support the development of new approaches to local decision-making. Stimulate passion and excitement for the transformative potential of action partnerships and participatory budgeting.

2.5 The challenges identified by WWS and a summary of proposed responses are detailed in the table below.

Current Challenges	Proposed Response
Governance	<ul style="list-style-type: none"> <li>Refresh / strengthen governance guidelines and code of conduct</li> <li>AP's are reviewing draft guidelines and adopting to meet their requirements</li> <li>Provide clear, regular budget statements and guidance on the use of budgets</li> <li>Action Partnerships consider adopting a constitution</li> </ul>
Locality size and geographies that "make sense"	<ul style="list-style-type: none"> <li>Action Partnerships are introducing sub groups, for particular geographies or themes as they deem appropriate</li> <li>Action Partnerships develop or strengthen links with other local structures</li> </ul>
Widening participation	<ul style="list-style-type: none"> <li>Continue to develop Participatory Budgeting on an annual cycle</li> <li>Implement communications plan</li> <li>Engage more with Community Councils</li> <li>Participation in subgroups by non-members of the AP</li> <li>Develop toolkit of support for Action Partnerships to try other methods of widening participation, e.g. citizen's juries; mini-publics</li> </ul>
Barriers to involvement	<ul style="list-style-type: none"> <li>Option to attend via Skype at all AP meetings</li> <li>Ensure community reps know how to reclaim travel expenses and carer expenses</li> <li>Ensure that all venues used are accessible</li> <li>Consider offering creche facilities</li> </ul>
Clarity of roles, accountability	<ul style="list-style-type: none"> <li>Take up WWS offer of training in facilitative leadership as per paragraph 2.4g above.</li> <li>Strengthen governance documentation</li> <li>Implement communications plan / increase visibility and accountability to communities</li> </ul>
Clarity of purpose and added value of Action Partnerships and PB	<ul style="list-style-type: none"> <li>Strengthen Action Partnerships' understanding of inequalities</li> <li>Delivery of the Action Plan and reporting to wider community and CPP</li> </ul>

<b>Future Challenges</b>	<b>Proposed Response</b>
AP member understanding of PKC and CPP processes	<ul style="list-style-type: none"> <li>▪ Meetings / workshops bringing together the chairs and lead officers of Action Partnerships with those of the Outcome Delivery Groups</li> </ul>
Equitable distribution of resources	<ul style="list-style-type: none"> <li>▪ Scope methods of calculating budget based on population size and inequality measures</li> <li>▪ Set up a working group to review the options</li> </ul>
Staffing	<ul style="list-style-type: none"> <li>▪ Wider involvement of staff, particularly all members of the Stronger Communities Teams</li> </ul>
Exchange of learning across the CPP	<ul style="list-style-type: none"> <li>▪ Action learning, facilitating collective learning within the Action Partnerships, building the capacity of community reps</li> </ul>
Understanding of the broader community empowerment agenda	<ul style="list-style-type: none"> <li>▪ Implement communications plan</li> <li>▪ Offer public and staff workshops on CE Act implications for communities (asset transfer, participation requests etc)</li> </ul>
Minimum 1% PKC budget allocation via PB	<ul style="list-style-type: none"> <li>▪ Scope PKC current spend in localities to identify opportunities for a PB approach</li> </ul>

2.5 The report was shared with elected members at the end of April 2018, in advance of a workshop for elected members led by the report's author, Dr Clare Bynner. The report was then shared with all Action Partnership members. Action Partnerships have been invited to discuss the report at their meetings in May / June to help shape the response to the report and further improve local decision making. The report will be put on the Perth & Kinross Council website and shared with Community Councils.

### **3. CONCLUSION AND RECOMMENDATIONS**

3.1 The message from What Works Scotland is that progress is being made in Perth and Kinross to improve local decision making. Increasing democratic participation takes time. It involves changing cultures not only within the council and its partners but also within communities. There are signs of good practice emerging. There is an acknowledgement that more needs to be done, and a conclusion that more can be done by Action Partnerships, with a focus on widening participation, both in meetings and by other means. The report by What Works Scotland sets out how we can strengthen local democracy in Perth and Kinross.

3.2 It is recommended that Council:

- (i) Note the content of the What Works Scotland report.

- (ii) Consider the report and the response which the Council will make to the Community Planning Partnership in respect of development of their action plan.

**Author(s)**

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**Approved**

Name	Designation	Date
Jim Valentine	Depute Chief Executive, Chief Operating Officer	7 June 2018

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

All Council Services can offer a telephone translation facility.



## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>Yes</b>
Workforce	<b>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>Yes</b>
<b>Consultation</b>	
Internal	<b>Yes</b>
External	<b>None</b>
<b>Communication</b>	
Communications Plan	<b>None</b>

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement/Corporate Plan

- 1.1 This report supports the delivery of the Strategic Objectives within Community Plan and Corporate Plan.

### 2. Resource Implications

#### Financial

- 2.1 There are no direct financial implications arising from this report.

#### Workforce

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

#### Asset Management (land, property, IT)

- 2.4 There are no specific asset management implications arising from this report.

### **3. Assessments**

#### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This report has been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- 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. No further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

#### Sustainability

- 3.4 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.
- 3.5 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.

#### Legal and Governance

- 3.6 Not applicable.

#### Risk

- 3.7 There are no risks associated with this report.

### **4. Consultation**

#### Internal

- 4.1 The Corporate Management Group members were consulted on the What Works Scotland report.

## External

- 4.2 This report has been shared with members of the Community Planning Partnership Executive Officer Group and Community Planning Partnership Board

## **5. Communication**

- 5.1 Following consideration of the report by the Community Planning Partnership, the content and actions arising from it will be shared with Action Partnerships and other community groups.

## **2. BACKGROUND PAPERS**

- 2.1 Report to Council on 20 December 2017 entitled “Review of Political Decision Making Structures (Report No: 17/419)

## **3. APPENDICES**

Appendix 1 – Remit of the Review

Appendix 2 – What Works Scotland report



## Appendix 1

### To undertake a Review of Local Decision Making within the context of Community Empowerment Legislation

#### Objectives

- 1 To assess the effectiveness of current local community planning arrangements.
2. To make recommendations to strengthen these consistent with the provisions in the community empowerment act to ensure effective local decision making.

#### Scope

To consider:

- decisions / responsibilities that could be devolved to Local Area Partnerships,
- decisions of the Community Planning Partnership that could be informed by area partnerships.
- how Local Area Partnerships are involved in:
  - ✚ Policy decisions
  - ✚ Service redesign
  - ✚ Changes to premises etc
- the potential role of Local Area Partnerships in determining funding for local community organisations.
- the scrutiny role of Local Area Partnerships in terms of performance of public services in their area.

#### Methodology

Review the current progress against the ambition set out in the Community Empowerment Act.

Carry out a desktop comparison both nationally and internationally of best practice.

Facilitated discussion with:

- Local Action Partnerships and other community groups
- Chairs and lead officers of existing LAction Partnerships
- Elected members
- Third Sector Interface

#### Timescale

January – March 2018

Summary report to be produced for the Community Planning Partnership and Perth & Kinross Council by 16 March 2018.





## **Review**

April 2018

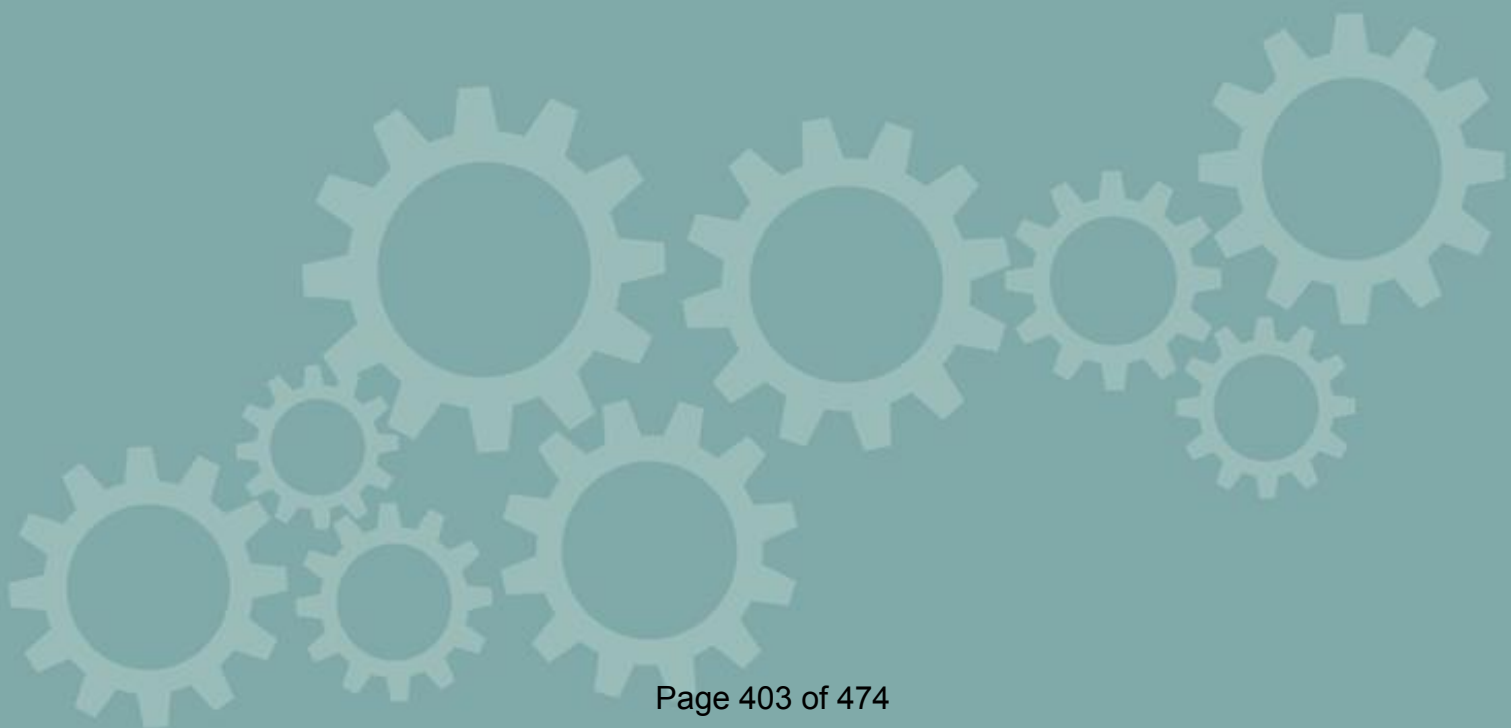
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# **What Works in Local Decision-Making**

## **A Review for Perth & Kinross Community Planning Partnership**

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Linda Christie and Claire Bynner



**What Works Scotland** aims to improve the way local areas in Scotland use evidence to make decisions about public service development and reform.

We are working with Community Planning Partnerships involved in the design and delivery of public services (Aberdeenshire, Fife, Glasgow and West Dunbartonshire) to:

- learn what is and what isn't working in their local area
- encourage collaborative learning with a range of local authority, business, public sector and community partners
- better understand what effective policy interventions and services look like
- promote the use of evidence in planning and service delivery
- help organisations get the skills and knowledge they need to use and interpret evidence
- create case studies for wider sharing and sustainability.

A further nine areas are working with us to enhance learning, comparison and sharing. We will also link with international partners to effectively compare how public services are delivered here in Scotland and elsewhere. During the programme, we will scale up and share more widely with all local authority areas across Scotland.

What Works Scotland brings together the Universities of Glasgow and Edinburgh, other academics across Scotland, with partners from a range of local authorities and:

- Glasgow Centre for Population Health
- Improvement Service
- Inspiring Scotland
- IRISS (Institution for Research and Innovation in Social Services)
- NHS Education for Scotland
- NHS Health Scotland
- NHS Health Improvement for Scotland
- Scottish Community Development Centre
- SCVO (Scottish Council for Voluntary Organisations)

This is one of a series of papers published by What Works Scotland to share evidence, learning and ideas about public service reform.

What Works Scotland is funded by the Economic and Social Research Council and the Scottish Government [www.whatworksscotland.ac.uk](http://www.whatworksscotland.ac.uk)

## Acknowledgements

The project was carried out by **Linda Christie** and **Claire Bynner** (What Works Scotland)

The work was commissioned and funded by Perth and Kinross Council. All errors, opinions and omissions remain the responsibility of the authors alone.

We are very grateful to everyone who assisted us and especially to those who took part in the research process.

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## Contents

Acknowledgements.....	1
Summary .....	4
Local Decision-Making in Perth and Kinross: Main Messages.....	4
What Works Scotland Research Approach .....	7
Past Lessons, Current Practice and Future Challenges.....	7
Introduction .....	9
Methods.....	9
Objectives and Research Questions .....	10
Section 1: Approaches to Local Decision-Making: Action Partnerships in Context .....	12
National Policy Context: Increasing Local Democracy Agenda.....	12
Section 2: Perth and Kinross CPP Area Description .....	14
Background - Perth and Kinross Community Planning Partnership (PKCPP): .....	14
Action Partnerships (APs) – Development and Timeline.....	15
Section 3: Impact of Perth & Kinross CPP Action Partnership Approach .....	18
Academic Evidence: Local Decision-Making .....	18
What Works Scotland Analytical Framework .....	19
a) Purpose, Configuration and Management: .....	20
b) Effective Participatory Governance and Local Decision Making: .....	21
Inputs/Resources.....	21
Activity .....	22
Engagement, Involvement and Reach.....	22
Reactions and Awareness.....	23
Knowledge, Skills and Attitudes .....	23
Practices and Behaviours.....	24
Final Outcomes.....	24
Section Summary .....	25
Effectiveness of APs at Present: .....	25
Key Areas for Improvement: .....	25
Section 4: Identifying What Works .....	26
What Works in the Case Study Area? .....	26
What actions have been most effective in bringing improved change in the area? .....	28
What actions have been most ineffective in bringing improved change in the area? ....	28

Future of Local Decision-Making: Role of APs: .....	28
Section 5: Conclusions .....	31
Main Messages .....	31
Annex A: Perth and Kinross Community Planning Partnership structures.....	34
Annex B: What Works Scotland Analytical Framework – Participatory Governance.....	36
Annex C: Results from Thematic Analysis.....	42
Glossary of Terms .....	62
Acronyms .....	62
References .....	63

## Summary

Local decision-making, broadly defined, relates to the increasing decentralisation of power and resources to local communities, changing the relationship between public services and the communities they serve. The aim of this study was to review the current progress of P&K Community Planning Partnership's (PKCPP) approach to local decision-making through the use of action partnerships (APs), in line with ambitions set out in the Community Empowerment Act and the PK Community Plan<sup>1</sup>, and informed by the evidence from What Works Scotland.

### Local Decision-Making in Perth and Kinross: Main Messages

Action partnerships (APs) are a form of local community planning partnership, similar to forums that can be found in other areas of Scotland. They seek to provide spaces for engaging communities in decisions on local priorities and services. The geography of these local partnerships means that they are closer to local communities and are therefore often regarded as important sites for community participation.

Action partnerships are '*in their infancy*' and yet they have already taken significant steps towards achieving outcomes for community empowerment. Perth and Kinross Community Planning Partnership (PKCPP) has demonstrated a high level of support for local decision making with the agreement to pool financial resources, the involvement of CP partners in APs and joint working at a local level to deliver participatory budgeting (PB) events. The function of APs in steering the PB process has been widely regarded as a success.

Efforts to engage a wider cross section of the population in APs have included: awareness-raising through local meetings; 'soft touch' engagement of local residents attending PB events; and attempts to involve young people through local schools. Decision-making within APs has been strengthened by deliberation on issues such as the design of the PB process and the nature of inequalities, building on the learning from the Fairness Commission. Priority issues arising from APs such as rural transport have been fed into council and CPP structures and to the relevant officers. A significant proportion of councillors who engaged in this study recognised their role as one of encouragement, including promoting the work of APs and supporting culture change. There is a process of transition underway as community members take on new leadership roles.

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<sup>1</sup> See: Christie, C (chair) (2011) and Scottish Government (2015).

If Perth and Kinross Community Planning Partnership is to continue to strengthen local decision-making, it must focus on improving understanding of AP governance structures; enabling more inclusive community participation; developing facilitative styles of leadership; and strengthening the commitment to action partnerships and participatory budgeting over the longer-term.

Key success factors include:

- *Local and national context:* APs are still in their infancy, characterised by new political membership, competing perspectives on community empowerment and a wider context of austerity. It is important to engage with this context and create a long-term platform for APs to succeed, for example, by seeking cross-party support so that APs can become an accepted and established space for governance in Perth and Kinross.
- *Culture and mindsets:* arrange events for AP members to learn about the new era of collaborative decision-making and the need for facilitative styles of leadership<sup>2</sup>
- *Budget distribution:* Consider a review of the approach to budget allocation across APs. A policy of equal distribution of resources across a landscape of inequalities is potentially regressive, especially in the context of participatory budgeting<sup>3</sup>.
- *Long-term planning:* the participatory budgeting process could be planned as an annual cycle to allow APs more time to prepare in advance for the different stages.
- *Incentives and support mechanisms:* improve incentives to public participation in local decision making by continuing to develop and strengthen participatory budgeting<sup>4</sup> and trialling other democratic innovations such as mini-publics<sup>5</sup>, online participation and digital dialogue<sup>6</sup>.

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<sup>2</sup> Facilitative Leadership “emerges from the activity of working with others to achieve results everyone can agree to: it is about serving rather than steering” (Bissu & Bartels 2013:3) see also WWS blog <http://whatworksscotland.blogspot.co.uk/2017/05/facilitative-leadership-involving-citizens-and-communities-in-local-decision-making.html>

<sup>3</sup> See Harkins, C., Moore, K., & Escobar, O. (2016). Review of 1st generation Participatory Budgeting in Scotland. What Works Scotland Evidence Review. p.22

<sup>4</sup> See resources on Participatory Budgeting produced by What Works Scotland including blogs on PB in Paris <http://whatworksscotland.ac.uk/category/participatory-budgeting/>

<sup>5</sup> A mini-public is “an assembly of citizens, demographically representative of the larger population, brought together to learn and deliberate on a topic in order to inform public opinion and decision-making” (Escobar & Elstub 2017; p.1). Mini-publics are made up of randomly selected citizens. The principle is that everyone affected by the topic in question has an equal chance of being selected and this underpins the legitimacy of the process. For examples see <http://whatworksscotland.ac.uk/topics/mini-publics/>

<sup>6</sup> For example Perth Action Partnership are exploring a mini public to engage young people

Continue to draw on best practice from national and international sources<sup>7</sup>. Lower barriers to participation by providing help with financial costs, digital access, childcare and transport

- *Governance and delivery structures*: increase the inclusion and influence of community members in partnership meetings through careful and skilled facilitation. Support elected members with a clear definition of their roles and their responsibilities in these spaces. Specify more clearly the roles of CP partners supporting this process. Clarify that APs have the autonomy to work flexibly in more localised forums within their own contexts and according to the needs of each locality.
- *Facilitative leadership*: APs would be better served by a model that includes both a chairperson, with a formal role, and an impartial facilitator, responsible for the process of meetings. Experienced facilitators can help to change the style of the meeting by designing sessions that are dynamic and engaging, drawing on a range of facilitation techniques.
- *Improve links with local structures*: There is a recognised need for reform and improved support for community councils across Scotland<sup>89</sup>. In addition, Perth and Kinross Council has initiated a review of community councils. Given this wider context of reform, it is important to clarify the relationship of APs to other democratic structures and community organisations, including community councils, community partnerships and development trusts, and to clearly articulate the distinct role of APs within this landscape.
- *Learning and Skills*: Promote a culture of inquiry and learning to support the development of new approaches to local decision-making. Stimulate passion and excitement for the transformative potential of action partnerships and participatory budgeting.

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<sup>7</sup> Good practice examples can be found in the international crowdsourced database Participedia <https://participedia.net/>

<sup>8</sup> See report on the perspective of Community Councils : Escobar, O. (2014). Strengthening local democracy in Scotland: The Community Councils perspective. Edinburgh: Academy of Government and COSLA Commission on Strengthening Local Democracy.

<sup>9</sup> WWS and the Scottish Community Development Centre (SCDC) are currently undertaking a review of community councils in Scotland

## What Works Scotland Research Approach

The key aim of this report is to share insights and lessons about ‘what works’ in the Perth and Kinross local decision-making approach. This involves consideration of the changing relationship between action partnerships, the communities being served, and the wider context of public service reform – both national and local policy priorities and objectives. They include the Community Empowerment (Scotland) Act, findings from the P&K Fairness Commission, and the PKCPP Community Plan.

The research was based on three components:

- First, the approach draws upon previous What Works Scotland research and evidence from national and international sources on collaborative governance, community engagement and leadership.
- Second, policy documentation from PKCPP was used to understand the background and context to the review.
- Third, the research involved undertaking focus groups; semi-structured interviews and non-participant observation within the study area, to reflect on past lessons, current practice and future challenges.

## Past Lessons, Current Practice and Future Challenges

Action partnerships are still at an early stage of development in Perth and Kinross. It is therefore too soon to measure the achievement of outcomes for community empowerment. However, this research found promising signs of activities, processes and practices that if strengthened and supported could contribute to improved outcomes over the longer term. Table 1 provides an indication of current and future challenges for the PKCPP approach to local decision-making.

Table 1: PKCPP Local Decision-Making: Key Characteristics

Local Decision-Making in Perth and Kinross		
What is Working	Current Challenges	Future Challenges
<p>Resources have been shared between partners to achieve outcomes. Budgets come from three main sources, Community Choices Fund (Scottish Government), Council and Health and Social Care Partnership.</p> <p>Significant CP partner support for APs and PB. Joint work through the Stronger Communities team has helped to deliver successful PB processes and events.</p> <p>The function of APs in steering the PB process is widely regarded as successful.</p> <p>Some APs have split the geography of their locality themselves in line with the practicalities of running the PB process.</p> <p>A significant number of councillors recognise their role as one of encouragement, including raising awareness and supporting culture change within the council and CPP.</p> <p>Participation in the Fairness Commission has deepened understanding of the complex nature of hidden deprivation and inequalities.</p> <p>Deliberations within AP meetings (i.e. how to facilitate inclusive PB processes and reduce inequalities) are encouraging practices that can contribute to a more participatory and deliberative approach to decision making.</p>	<p>AP members seek a better understanding of processes and rules of governance especially in relation to responsibilities for the allocation of public funds<sup>10</sup>.</p> <p>APs have the autonomy to work flexibly and in some areas they may decide to develop more localised forums in response to the needs of their locality. APs should seek to operate at a scale that balances administrative practicalities with geographies that 'make sense' to AP members.</p> <p>A community participation model is needed that can reach a wider cross section of the local population. This could be achieved through democratic innovations such as PB, mini publics and digital dialogue and methods that will increase involvement of citizens whose voices are seldom heard.</p> <p>Barriers to involvement in PB and in APs include: distance to travel; volunteer fatigue; apathy, lack of awareness or clarity of purpose; expectations of 'action'; level of interest in administrative processes; negative previous experiences of consultations; and processes that are too rushed.</p> <p>Greater clarity is needed on the roles, responsibilities and accountability of AP members.</p> <p>The purpose and added value of PB and APs needs to be communicated more clearly to local community groups.<sup>11</sup>.</p>	<p>A policy of equal distribution of resources across a landscape of inequalities is potentially regressive. Consider a review of the approach to budget allocation across APs.</p> <p>The requirement for councils to allocate at least 1% of their budgets via PB will require 'a step change in the ability and robustness of the AP structures'.</p> <p>An increase in staff resources may be needed to support the facilitation and administration of APs.</p> <p>AP members need a clearer understanding of the processes and responsibilities for feeding in and progressing actions within the council and CPP.</p> <p>A greater awareness of the broader community empowerment agenda is needed, beyond landownership and asset transfer, towards increased public participation in decision-making.</p> <p>AP members would benefit from opportunities to exchange learning on local democracy and community participation across the CPP.</p>

<sup>10</sup> Governance guidance has been issued to all APs including guidance on governance of their funds.

<sup>11</sup> This issue is currently being addressed. Officers have been drafting a communications plan with help from a community representative on one of the APs.

## Introduction

What Works Scotland aims to improve the way local areas in Scotland use evidence to make decisions about public service development and reform. What Works Scotland research is shaped by the post-Christie Commission context for public service reform, which emphasises the need for greater efficiency, partnership working, participation and preventative spending. Over the past four years, What Works Scotland has been working with community planning partnerships (CPPs) and stakeholder partners to understand and develop different aspects of public service reform, including the implementation of community empowerment policies.

The impetus for this study came from a keynote presentation on Strengthening Local Democracy in Scotland, given by Dr Claire Bynner, at Stronger Communities: Perth and Kinross Community Planning Conference, in November 2017. The presentation aimed to challenge the current thinking and practice of community empowerment in Scotland. The keynote led to an invitation from Perth and Kinross CPP for What Works Scotland to review a new approach to local decision-making in Perth and Kinross through action partnerships. The review was to be undertaken between January-March 2018. What Works Scotland agreed to undertake the research on the basis that this provided an opportunity to apply key research findings from the What Works Scotland programme. This report discusses the themes for which we have the strongest evidence, based on the data gathered for this review.

## Methods

The main components of the research approach included examination of documentation, observations, interviews and focus groups. Documentary evidence (i.e. policy documents council reports, minutes of meetings) provided insight into the outcomes and processes associated with local CPP arrangements in PKC. The fieldwork observation allowed close insight of APs in context, and consultation with those individuals with expert and practical knowledge of the AP approach.

The fieldwork research, undertaken January – March 2018, is summarised in Table 2.

Table 2: Fieldwork

Data Source	Summary
Focus Groups	<ul style="list-style-type: none"><li>• 29<sup>th</sup> February: Focus Group 1: Elected members X 8</li><li>• 29<sup>th</sup> February: Focus Group 2: Elected members X 6</li><li>• 8<sup>th</sup> February: Community members (across Perth and Kinross X 6)</li></ul>
Interviews	<ul style="list-style-type: none"><li>• Council officer x 3</li><li>• Elected member x 3</li><li>• Community member x 2</li></ul>
Non-participant observation	<ul style="list-style-type: none"><li>• 22<sup>nd</sup> January: Perth City APs (Urban)</li><li>• 23<sup>rd</sup> January: Kinross-shire, Almond and Earn APs (Urban/Rural)</li></ul>



The fieldwork (i.e. focus groups, interviews and observations), provided access to small groups of individuals to allow us to examine perceptions of APs. A limitation of the research approach was the short timescale, restricting the ability to observe all five of P&K APs. The AP sites selected for observation provided a sufficient spread of demographic, geographic (i.e. rural and urban) and social contexts.

Key themes from the focus groups were analysed using the WWS analytical framework (see annex B). Interview notes and transcripts were used to plug gaps in the data and deepen the analysis.

The recruitment of participants for both focus groups and interviews was aimed at providing a sufficient spread and type of research participant, primarily involving individuals participating in, or familiar with, local APs (i.e. community members, CP partners and elected members). The focus groups included both councillors and community representatives familiar with, or directly involved in working with APs. Semi-structured interviews involved CP partners, community representatives and elected members.

The three main elements of the research provided data that was analysed using standard qualitative methodology<sup>12</sup> comparing interview data (i.e. consultees' interpretation of the operational process of local decision-making), with non-participant observation data (i.e. the researchers' interpretation of the operational process), and documentary evidence. Thus, more than one method of data was collected to help capture the different dimensions of the research questions and validate the research findings.

## Objectives and Research Questions

The main objectives of this study are to:

1. Assess the effectiveness of current local community planning arrangements in the form of action partnerships.
2. Make recommendations to strengthen current practice, consistent with the provisions stated in the Community Empowerment Act to ensure effective local decision-making.

This report provides insights into a range of perspectives on local decision-making in Perth and Kinross (P&K), including, political, community and third sector. The research also includes insights from academic, policy and documentary evidence, to explore two key research questions:

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<sup>12</sup> Silverman, D., (2013).

- How do APs function in terms of their purpose, configuration and management?
- How effective are APs as mechanisms for local decision making?

The research explores PKC's local decision-making approach in practice and within its specific geographical and institutional context, to investigate:

- APs members' understanding of what constitutes local decision-making and community empowerment.
- Key factors underpinning the rationale and development of APs.
- Policy and funding mechanisms and approaches supporting the process.
- The role and extent of community participation, partnership working and community leadership, reach and involvement.
- Key factors characterising success and failure in practice.
- Barriers or enablers underpinning the process.

Importantly, this report contributes to wider understanding of the changing national policy and local political and community planning context and how these changes are being experienced in practice.

The full report is organised into five sections:

**Section 1** of the report starts with a brief overview of the policy context, followed by a discussion of the purpose, meaning and rationale of approaches to local decision-making.

**Section 2** outlines an understanding of P&K context and approach to local decision-making.

**Section 3** outlines the analytical approach to what works in participatory governance and local decision-making in the case study area, using illustrated examples drawn from the different perspectives of individuals taking part in the fieldwork interviews and focus groups.

**Section 4** asks what the evidence means for the future of local decision-making policy and practice in P&K.

**Section 5** draws together key conclusions.

These sections are followed by three annexes: a diagram of PKCPP community planning structures; the What Works Scotland analytical framework; and the data report with results from the thematic analysis. Annexes are followed by a Glossary of Terms and References.

# Section 1: Approaches to Local Decision-Making: Action Partnerships in Context

## National Policy Context: Increasing Local Democracy Agenda

Within the wider context of austerity in the UK, there is an agenda of increasing devolution of powers to local government and localism. At the Scottish level, there exists a complexity of devolved policy structures across various sectors. Hence, an understanding of local decision-making in Scotland must be placed within the context of a complex policy environment of differing policy levels and powers.

The Christie Commission<sup>13</sup> and its report highlighted the challenge facing local government in a rapidly changing social environment and with a real terms budget constraint that made the tackling of inequality increasingly difficult under existing models of service delivery. The Commission's recommendations were that public services had to make better use of the resources available by collaborative working with a greater focus on the individual, the family and the community.

The COSLA Commission on Strengthening Local Democracy concluded that there is a convincing link between the absence of strong local democracy and the prevalence of inequalities. The COSLA Commission also noted that, from a democratic perspective, it is communities that empower governments and not the other way around<sup>14</sup>. As such, recent policy emphasis in Scotland highlights the need to 'empower communities' based on the idea that democratic power should be built from the bottom up.

The context for local decision-making in Scotland is the aspiration for a more participatory form of local governance, embodied in the Community Empowerment Act (2015). Key policies emphasising this agenda in Scotland include:

- The Community Empowerment (Scotland) Act (2015): encourages community empowerment and participation by creating new rights for community bodies and placing new duties on public authorities to strengthen community planning with a focus on tackling inequality. The act places greater emphasis on citizen participation in the planning, delivery and scrutiny of local public services, and new opportunities for communities to lead local services and projects where they can do so more effectively and responsively than public agencies.

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<sup>13</sup>Christie (2011) Commission On The Future Delivery of Public Services

<sup>14</sup> COSLA (2014) p.8

- The Programme for Government (2015): further consolidates the focus on tackling inequality by encouraging participation by all citizens in the decisions that affect them.

Community planning partnerships (CPPs) are key delivery vehicles for increasing the quality of participation in Scotland. Within each of the 32 CPPs operating at a local level, there are a range of methods, approaches and innovations currently being developed to translate the Community Empowerment Act into practice.

Local community planning partnerships are a form of democratic innovation. They seek to provide public forums and community spaces for engaging representatives of community groups and members of the public in decisions on local priorities and services. The size of these local forums means that they are closer to local communities and therefore are often regarded as important sites for community participation and collaborative decision-making. In Perth and Kinross, local community planning partnerships are known as action partnerships.

## Section 2: Perth and Kinross CPP Area Description

### Background - Perth and Kinross Community Planning Partnership (PKCPP):

The Perth and Kinross local authority area has a population of approximately 147,000. Perth City has a population of about 47,000 and is the administrative centre for Perth and Kinross. Perth City also has a greater percentage of younger adults (those below 20) than the rest of Perth and Kinross and a smaller percentage of its population is over 65, although that number is predicted to rise over the coming years. Socio-economic indicators show that Perth City has higher rates of child poverty, alcohol and substance mis-use, out of work benefit claimants and youth unemployment than Perth and Kinross as a whole.<sup>15</sup>

In October 2013, PKCPP agreed key recommendations to achieve community planning outcomes:

- a new governance framework including the establishment of Outcome Delivery Groups to achieve the outcomes and priority actions contained within the Community Plan
- establishment of the Community Empowerment Working Group to provide guidance on best practice as it developed
- the establishment of a set of key principles to ensure locality working was equitable and consistent across the local authority area
- a programme to strengthen community engagement with elected members.

This programme had to be amended with the passing of the Community Empowerment Act. The Act strengthened citizen rights to participate in local democracy by formalising rights to plan, deliver and scrutinise local public services, and importantly to deliver those services, and where practicable to lead them, should communities be able to do so more effectively than public bodies. The Act also created a new duty on CPPs to design, publish and implement Local Outcome Improvement Plans (LOIPs) as well as Locality Plans. The latter should detail how CPPs plan to tackle long-standing inequalities in the most disadvantaged localities.

In 2015, Perth and Kinross Council (PKC) and the Community Planning Partnership (CPP) responded to the Scottish Government's national policy focus on improving participation and tackling inequalities, by introducing new structures to support community planning over a five-year period, including:

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<sup>15</sup>Perth City Locality Action Plan

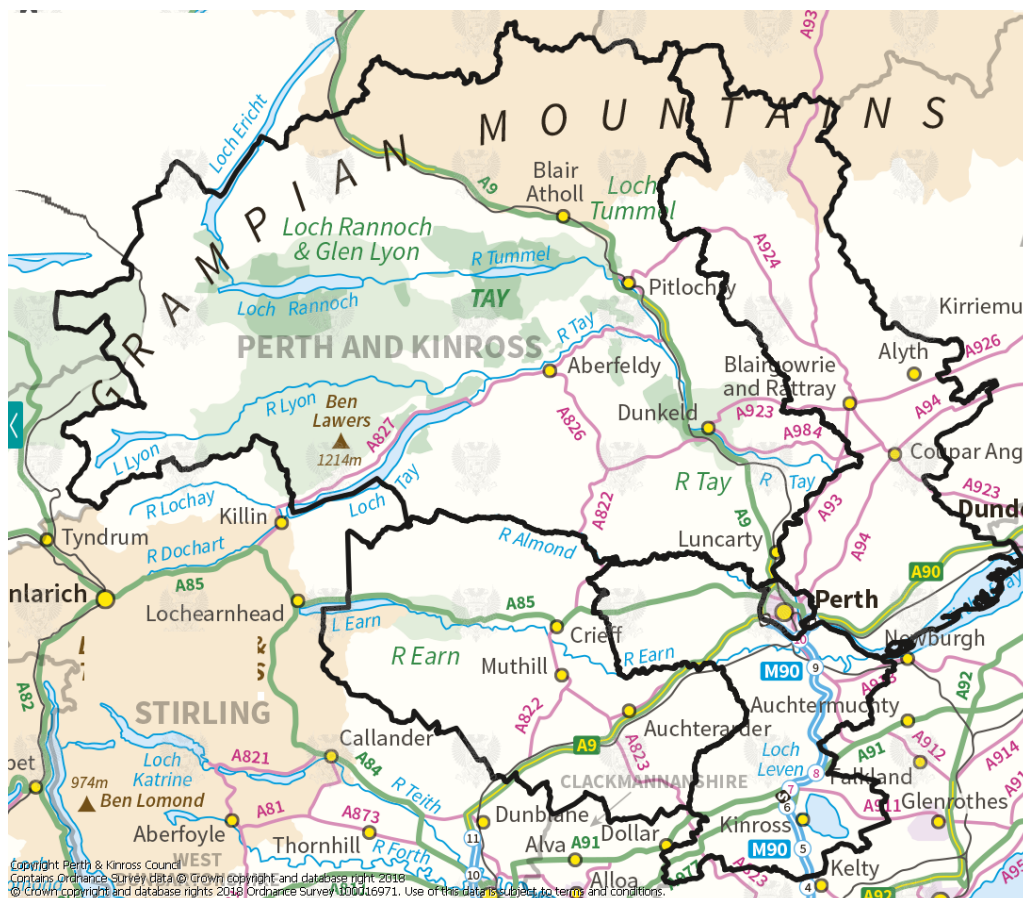
- the establishment of new arrangements for the local Community Planning Partnership (CPP) in spring/summer 2016 supporting the delivery of the P&K Community Plan (2013-23)
- developing Local Outcome Improvement Plans (LOIP), setting out how CPP will tackle inequality; <http://pk-storyboard.org.uk/cp/>
- the CPP and Single Outcome Agreement (SOA) were replaced by the LOIP.

Changes to the PKCPP governance structure led to a new approach to local decision-making and locality working with the establishment of APs (see Annex A).

## Action Partnerships (APs) – Development and Timeline

Perth and Kinross has five APs each representing one of the area's localities (see figure 1). APs are made up of representatives from a diverse range of public services, the local community and councillors from the area. Their purpose is to '*tackle local inequalities by setting priorities to work for and with the community*'. Each area has developed a local action plan that is focused on tackling inequalities and specific communities of interest such as young people, carers, or people facing social isolation. Other than Perth City, all the APs are primarily rural.

Figure 1



Action partnerships have followed a phased process of development:

Table 3

Sept / Oct 2016	1st round of meetings – group members getting to know each other, purpose of APs, what is it like to live here? Who else should be involved?
Oct 2016 – Jan 2017	Planning for PB events in localities.
Feb / March 2017	8 PB events in P+K, £103K distributed to 96 community groups.
May 2017	Cross AP review and discussion of rural transport issues and possible solutions facilitated by the CPP Team and Public Transport Unit.
April – Aug 2017	Focus on Fairness Commission findings, Stories of Place, producing the new community plan, Tayside Children's Plan, local priorities identified from 2017 PB events. This culminated in the production of each of the five Local Action Plans.
Sept – Dec 2017	Digging into specific issues with input from invited service reps. Planning for PB, with the APs taking a lead in designing delivery of PB in their localities and a strong emphasis on increasing participation and raising awareness of the AP in the wider community.
Jan – March 2018	Final planning and delivery of PB, with increased participation from community groups submitting applications and people participating in the voting process.

Throughout this timeline there have been discussions regarding the role of community councils, communication, size of the locality and other issues raised in this research.

A report to the P&K CPP<sup>16</sup> noted that since the introduction of APs a key factor in determining their success is to acknowledge that there is no 'one size fits all' structure that will best achieve desired outcomes. Instead, there are a range of factors that feed success:

- planning and delivery at an appropriate scale

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<sup>16</sup> Perth and Kinross Community Planning Partnership Board (2015) 'Community Planning: The Journey Over The Next 5 Years'.

- involving communities with public service delivery so that service delivery is informed by local knowledge and priorities
- encouraging a positive and flexible attitude and delegating responsibility for problem solving to front-line staff
- encouraging joint resourcing so that in this period of straightened budgets, pooling of public finances and resources promotes a solution best placed to meet local needs and priorities.



## Section 3: Impact of Perth & Kinross CPP Action Partnership Approach

This section provides a fuller discussion of the approach to local decision-making in Perth and Kinross, through closer consideration of the rationale and understanding of participatory governance and through thematic analysis. It begins with an overview of academic evidence before reflecting on the insights from the fieldwork data and responses from officers, communities and elected members.

### Academic Evidence: Local Decision-Making

Local decision-making, broadly defined, relates to the increasing decentralisation of power and resources to local communities, changing the relationship between public services and the communities they serve. Participatory governance approaches to regeneration in Scotland have been positioned as an approach to redressing inequalities and improving local outcomes, based on the argument that when people are engaged in a healthy democracy and community life they experience improved health and life outcomes (PB Scotland).

International academic evidence suggests that three inter-related factors are key to motivating people to participate (see Figure 2).

Figure 2: What works in public participation:



1. **Multi-channel:** Develop a variety of channels for participation, including online, face to face, and combined; and allowing for light-touch vs. intensive forms of engagement as well as digital crowdsourcing mechanisms that can feed into policy and decision making.
2. **Inclusive and deliberative:**
  - Inclusion and diversity are crucial for meaningful, legitimate and effective participation. Consider the diversity of demographics and

perspectives and lowering barriers to participation such as financial incentives and help with childcare and transport<sup>17</sup>

- Deliberative engagement is about assessing evidence; hearing and scrutinising different views; and then making informed decisions. Examples include ‘mini-publics’. A mini-public is “an assembly of citizens, demographically representative of the larger population, brought together to learn and deliberate on a topic in order to inform public opinion and decision-making”<sup>18</sup>.

3. **Empowered and consequential:** participation thrives when important issues and resources are at a stake, and citizens feel their contribution can actually make a difference.

There is also evidence to suggest that not all participation is good. Indeed, in the last few decades participation has increased alongside increasing inequalities<sup>19</sup>. The evidence suggests that unless corrective measures are taken ‘*participation of all varieties will be skewed in favour of those with higher socioeconomic status and formal education*’.<sup>20</sup> Therefore reducing inequalities will require a positive and proactive stance on inclusion in forums such as action partnerships, reaching out to those who are ‘seldom heard’<sup>21</sup>.

## What Works Scotland Analytical Framework

The What Works Scotland analytical framework translates key research findings from What Works Scotland into an analytical tool to understand key aspects of public service reform – participation in local decision-making and participatory governance (see annex B). The framework provides an outcomes-based approach, focused on programme level outcomes – changes resulting from specific programmes and interventions (such as APs), rather than changes for individuals or changes at the

The first part of this section of the report (part a) considers how APs function relative to their *purpose, configuration and management*.

The second part (part b) follows with a fuller analysis of how effective APs are as *mechanisms for local decision-making*, relative to the perceptions of those working closely with and directly involved in APs.

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<sup>17</sup> See ‘Hard to reach’ or ‘easy to ignore’? Promoting equality in community engagement – Evidence review <http://whatworksscotland.ac.uk/publications/hard-to-reach-or-easy-to-ignore-promoting-equality-in-community-engagement-evidence-review/>

<sup>18</sup> Escobar & Elstub (2017)

<sup>19</sup> Walker, McQuarrie & Lee (2015)

<sup>20</sup> Ryfe & Stalsburg (2012)

<sup>21</sup> Lightbody et al (2017)

## a) Purpose, Configuration and Management:

Table 4 summarises the purpose, configuration and management of the APs taken from the fieldwork data. It is apparent that the perception and interpretation of the AP process among those individuals closely involved, differs from that stated in PKCPP policy documentation, suggesting the need for greater clarity on the purpose of APs.

Table 4: The Action Partnership Process

PURPOSE: The role and remit of APs	CONFIGURATION: How APs are structured (e.g. methods of engagement; governance; resources)	MANAGEMENT: How APs and members are managed, interact and function (e.g. leadership; knowledge & skills; network practices)
<ul style="list-style-type: none"> <li>Public resource allocation</li> <li>Community engagement in the participatory budgeting process</li> <li>Local action plans to tackle inequalities</li> </ul>	<ul style="list-style-type: none"> <li>5 APs across Perth and Kinross</li> <li>Each AP has a budget allocation including PB funding</li> <li>All meetings have a level of formal, non-hierarchical decision-making</li> <li>Chaired meetings</li> <li>Self-regulating collaborative arrangements with membership fluctuating</li> <li>Community membership at meetings, outweighed by CP partners and elected members.</li> <li>Some degree of formalisation/standardisation (i.e. guidance on membership).</li> <li>Leadership varies across each AP, with some chaired by CP partners and one by a community member, with a process of transition towards all APs being chaired by community members.</li> </ul>	<ul style="list-style-type: none"> <li>Each AP has an Action Plan and documentation on their governance structures. However, not all members had copies or had viewed these documents.</li> <li>AP members knowledge of the purpose of AP varied. Some emphasised the role of APs in reducing inequalities. Others focused on the AP role in the PB process.</li> <li>The skills and knowledge of individual members were sufficiently aligned with the role of the AP, although members expressed the need for more support for knowledge sharing across APs.</li> <li>There appeared a sufficient level of trust among most members, although there was a level of skepticism from some elected members on accountability and the role that communities and AP members should have in allocating public funds. Balancing clear accountability and robust voting with increasing participation and awareness has been an active discussion within APs.</li> <li>There is a need for greater visibility and wider understanding of the role of APs</li> <li>The level of influence of community members within the AP was potentially undermined in some groups by the presence of elected members, although some members strongly supported greater influence from community members</li> <li>The level of conflict between members appeared relatively low.</li> <li>Power relations within the APs were</li> </ul>

		<p>relatively balanced, albeit with a high proportion of elected members compared to other members.</p> <ul style="list-style-type: none"> <li>• The overall perceived competence of APs was mixed, suggesting that APs have potential to make a significant impact but are still at an early stage in their development</li> </ul>
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## b) Effective Participatory Governance and Local Decision

### Making:

The main findings from the fieldwork are summarised below. Please note that the findings recorded here are indicative, limited by the availability of data and the scope of the study.

Fuller details are presented in Annex C.

### Inputs/Resources

Research participants believed there was adequate budget available for running the APs, including resources being shared between community planning partners to support the delivery of outcomes. There was a similar level of budget for each AP area; however, across a landscape of inequalities, this is a policy that is potentially regressive.

Greater use of digital technology and video conferencing were suggested as a key consideration for future meetings to provide opportunities for those who cannot travel to meetings to participate.

There were sufficient senior management support structures in place, including staff with relevant skills and experience in partnership working and community engagement to support the process. However, the capacity of existing support staff for APs is under increasing pressure and there is a need for additional resourcing to support the operation of APs.

*“the conversation is evolving and I think pretty much every APs has had the same conversation of subdivision. So I think it’s happening organically... [But] we have not quite bottomed out how we might support a federal state of APs”*

(officer, interview)

## Activity

As would be expected at this stage in the development of APs, some members found it difficult to articulate the overall purpose of APs, although participatory budgeting and reducing inequality were suggested as key areas of current focus. There was uncertainty regarding the responsibilities of elected members, community members and CP partners, and the process of collaborating as equals with shared accountability. Most participants felt the need for greater clarity on the template or approach that APs were following.

*“it just seemed a sort of strange parcel to me... their lack of a constitution or a constitutional framework that was coherent and understandable”*

(community member, focus group)

In general, members recognised the need to increase community membership, although concerns were raised regarding the legitimacy and credibility of community members to take decisions if they are non-elected. This suggests the need for a broader discussion on the strengths and weaknesses of different recruitment strategies (including self-selection, random selection, targeted selection and election) and their implications for increasing inclusion and the diversity of participation.

As a result of the local elections in May 2017, new elected members became involved in APs resulting in an element of ‘learning’ and a ‘bedding-in’ process. CP partners, as members of the APs, were valued for their support, administrative role and professional knowledge and expertise.

## Engagement, Involvement and Reach

The APs role in participatory budgeting was thought to provide an opportunity for inclusive community engagement, particularly the opportunity to talk to people informally at PB events. There was recognition of the need for greater consistency and continuity in membership as a priority. In relation to existing community structures, the findings revealed strong and conflicting views on the inclusivity and reach of community councils (CCs). In particular, the concern that APs may attract a particular demographic and lack an element of ‘*cultural diversity and age diversity*’. The style of meetings was a challenge. Meetings could be ‘*dull*’, ‘*tedious*’ and ‘*boring*’, and unattractive to more diverse membership such as young people. There were different views on attendance at meetings by members of the public and if this was desirable. Furthermore, the geographies associated with the five APs were

perceived as too large to be fully effective in some instances, with significant differences between rural communities and urban communities, requiring an element of local restructure.

*“we have got to sit in the same meeting and listen to each other on totally different demographics and different issues, different agendas ... it may suit officers in a sense...but as far as the AP goes, the benefit I think of splitting would be huge and then fellow councillors could... start looking at ways within their area to engage people.”*

(councillor, focus group)

## Reactions and Awareness

Perth and Kinross was described by CP partners as having a rich and vibrant landscape of community and voluntary organisations, albeit a need for greater attention to the interface between APs and existing community groups. There was a need for better communication with local community groups and residents, to increase levels of awareness of the benefits of APs, and overcome the negative reaction from some community councils.

*“we need community councillors, resident associations to understand that what the APs is doing is not sitting against what they are doing, but rather enhancing it”*

(community member, interview)

*“it’s about trying to get that balance of not stepping on the lawn of well established, self-sustaining community groups that are doing a fantastic job”*

(officer, interview)

## Knowledge, Skills and Attitudes

The AP chairs require the ability to convey a clear sense of direction and ensure all voices are heard equally. CP partners recognised the need for transition from leadership by senior officers to community members and more support and training for community members to take on leadership roles.

*“I think if you're going to have a community member as a chair, you should give them governance training”*

(community member, interview)

*“communities are more likely to get involved when it is a community person leading.”*

(officer, interview)

## Practices and Behaviours

While there is a clear link between APs and CPP priorities through the locality plans which fed into the community plan, the link between the CPP outcome delivery groups and APs was regarded as tenuous. There is therefore a need to clarify the processes through which APs feed into CPP structures.

In AP meetings, the process of deciding which applications could go forward for PB and the approach to running events involved discussion and deliberation over options, alternatives and the most suitable approach. Fieldwork observations revealed that councillors tended to dominate meetings. There was a learning process in how to perform the scrutiny function of the AP.

*“we scrutinise everything and actually some of the things that got thrown out caused quite a bit of controversy ...after the event about what should and shouldn't qualify”*

(councillor, focus group)

Although deliberation was at times uncomfortable and controversial, this form of communication was a positive sign of APs developing their function as decision-making forums and undergoing a process of learning. In the future, greater attention is needed to the inclusion of community members within meetings in processes of deliberation.

## Final Outcomes

There were different interpretations of the meaning of community empowerment amongst members of the AP. In particular, the value of public participation in decision-making on budget allocations was not recognised by some elected members. Others were keen to open up this conversation and ‘push the boundaries’ of community involvement.

*“I think we have got to keep pushing the boundaries of what community empowerment means and what it can deliver for communities ... I'd like to see more decisions getting taken by [the] community and [for the] community feel more empowered and more involved”.*

(councillor, focus group)

## Section Summary

### Effectiveness of APs at Present:

Overall, the relationship between the individuals within the APs appears relatively stable, in that the meetings are fairly well attended with apparent positive relations. However, the diversity of community backgrounds in membership remains an issue. As a result, the strength of ties between the community and elected members could be interpreted as weak, and requires a better balance to be achieved.

It was apparent that the shared meaning of APs between its members varies significantly. The elected members appear more focused on concerns of accountability for funding decisions, whereas the limited number of community representatives concentrated on the potential of participatory budgeting and the Aps' role in tackling inequalities, and the need to strengthen the reach and inclusion and engagement of local communities.

Finally, the analysis of the APs functioning results in a number of key areas suggested for improvement by research participants.

### Key Areas for Improvement:

- improved clarity of purpose and roles and responsibilities of AP members
- improve decision-making processes within APs by involving an impartial skilled facilitator, responsible for ensuring an inclusive and robust process
- reduce barriers to community participation (e.g. support with transport costs, digital access, childcare)<sup>22</sup>
- improve stability of membership
- clarify APs relationship with CCs and other community structures building on the guidance that has been developed for CCs<sup>23</sup>
- clarify that each AP has the autonomy to operate at a level that is suitable for the local context and geography
- increase understanding on the use of the AP budget
- increase the diversity of community participation by using different approaches to recruitment and consider innovative methods such as mini-publics and digital forms of engagement
- reinforce and strengthen the link between APs and CPP priorities and structures, through governance structures (see <http://pk-storyboard.org.uk/cp/how-we-work/community-planning/governance/>)

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<sup>22</sup> Guidance has been developed on travel costs. Perth City AP is looking at crèche facilities and Highland AP is using Skype

<sup>23</sup> For guidance see [http://www.pkc.gov.uk/media/41194/Action-Partnerships-Community-Councils-FAQ/pdf/Action\\_Partnerships\\_-\\_Community\\_Councils\\_FAQ\\_](http://www.pkc.gov.uk/media/41194/Action-Partnerships-Community-Councils-FAQ/pdf/Action_Partnerships_-_Community_Councils_FAQ_)



## Section 4: Identifying What Works

The purpose of Section 4 is to summarise what the evidence means for the future of local decision-making policy and practice for PKCPP, and how to improve the role of APs in local decision-making and participatory governance.

### What Works in the Case Study Area?

An in-depth analysis of the PKCPP approach to local decision-making involves consideration of the changing relationship between action partnerships, the communities being served, and the wider context of public service reform – both national and local policy priorities and objectives. These include the Community Empowerment Act, findings from the P&K Fairness Commission and the PKCPP Community Plan.

is therefore too soon to measure the achievement of outcomes for community empowerment. However, this research found promising signs of activities, processes and practices that if strengthened and supported could contribute to improved outcomes over the longer term. Table 5 provides an indication of current and future challenges for the PKCPP approach to local decision-making.

Table 5: PKCPP Local Decision-Making: Key Characteristics

Local Decision-Making in Perth and Kinross		
What is Working	Current Challenges	Future Challenges
<p>Resources have been shared between partners to achieve outcomes. Budgets come from three main sources, Community Choices Fund (Scottish Government), Council and Health and Social Care Partnership</p> <p>Significant CP partner support for APs and PB. Joint work through the Stronger Communities team has helped to deliver successful PB processes and events.</p> <p>The function of APs in steering the PB process is widely regarded as successful.</p> <p>Some APs have split the geography of their locality themselves in line with the practicalities of running the PB process.</p> <p>A significant number of councillors recognise their role as one of encouragement, including raising awareness and supporting culture change within the council and CPP.</p> <p>Participation in the Fairness Commission has deepened understanding of the complex nature of hidden deprivation and inequalities.</p> <p>Deliberations within AP meetings (i.e. how to facilitate inclusive PB processes and reduce inequalities) are encouraging practices that can contribute to a more participatory and deliberative approach to decision making.</p>	<p>AP members seek a better understanding of processes and rules of governance especially in relation to responsibilities for the allocation of public funds<sup>24</sup>.</p> <p>APs have the autonomy to work flexibly and in some areas they may decide to develop more localised forums in response to the needs of their locality. APs should seek to operate at a scale that balances administrative practicalities with geographies that 'make sense' to AP members.</p> <p>A community participation model is needed that can reach a wider cross section of the local population. This could be achieved through democratic innovations such as PB, mini publics and digital dialogue and methods that will increase involvement of citizens whose voices are seldom heard.</p> <p>Barriers to involvement in PB and in APs include: distance to travel; volunteer fatigue; apathy, lack of awareness or clarity of purpose; expectations of 'action'; level of interest in administrative processes; negative previous experiences of consultations; and processes that are too rushed.</p> <p>Greater clarity is needed on the roles, responsibilities and accountability of AP members.</p> <p>The purpose and added value of PB and APs needs to be communicated more clearly to local community groups.<sup>25</sup>.</p>	<p>A policy of equal distribution of resources across a landscape of inequalities is potentially regressive. Consider a review of the approach to budget allocation across APs.</p> <p>The requirement for councils to allocate at least 1% of their budgets via PB will require 'a step change in the ability and robustness of the AP structures'.</p> <p>An increase in staff resources may be needed to support the facilitation and administration of APs.</p> <p>AP members need a clearer understanding of the processes and responsibilities for feeding in and progressing actions within the council and CPP</p> <p>A greater awareness of the broader community empowerment agenda is needed, beyond landownership and asset transfer, towards increased public participation in decision-making</p> <p>AP members would benefit from opportunities to exchange learning on local democracy and community participation across the CPP.</p>

<sup>24</sup> Governance guidance has been issued to all APs including guidance on governance of their funds.

<sup>25</sup> This issue is currently being addressed. Officers have been drafting a communications plan with help from a community representative on one of the APs.

### **What actions have been most effective in bringing improved change in the area?**

- The role of APs in steering the PB process is widely regarded as successful.
- High level of support and agreement to pool resources across community planning partners.
- Awareness raising through meetings with a diverse range of local community groups.
- Attempts to involve new community members through 'soft touch' engagement at PB events.
- Deliberation within meetings on the process of managing PB including voting methods, scrutiny and feedback on applications, and reducing inequalities.
- Priority issues arising from APs (e.g. rural transport) have been fed into council and CPP structures and to the relevant officers.

### **What actions have been most ineffective in bringing improved change in the area?**

- Lack of clarity on the need for equal participation, influence, and accountability across all AP members, with some members being confused about their role and level of participation.
- Over-reliance on a model of participation in APs involving community representatives with limited opportunities for involving residents who may not be involved in local community groups.
- 'Fire-fighting' and lack of time for 'forward planning' which has limited the ability to develop communications strategy and raise awareness of PB and APs.

### **Future of Local Decision-Making: Role of APs:**

APs have already made considerable progress in developing an understanding of their remit in relation to inequalities and participatory budgeting. They are developing confidence and momentum as decision making bodies, although in some areas a stumbling block has been their scale of operation

The size of localities for Action Partnerships (APs):

Most participants in this study raised the issue of geography and scale of operation as a significant issue for the future development of APs, although there was no consensus on the ideal size and scale for all APs. There is an inherent challenge in agreeing standard geographies that 'make sense' to local communities and that, at

the same time, are practical for CP partners to administer and support . There was strong support from research participants for dividing into smaller geographies, but also recognition of the potential staffing difficulties.

This leads to the conclusion that there is no ‘one size fits all’ and each AP may wish to operate differently to take account of local circumstances. APs are themselves best placed to find the appropriate balance between identifiable communities and a practical scale of operation in dialogue with CP partners. For local decision-making to be effective, each AP will to develop its own pragmatic and approach that works for its locality.

Strengthening the relationship between the Community Planning Partnership (CPP) Board and Action Partnerships (APs):

- Increasing devolved responsibilities to APs will require more robust governance mechanisms to be in place so that their members have the accountability structures, legitimacy and credibility to undertake increased responsibility concerning policy decisions. APs are currently well placed to influence policy decisions by feeding into CPP structures and council committees. Councillors have a key role to play in pursuing issues and priorities raised by APs within the council to help achieve policy and spending outcomes.
- Any increase in responsibilities (e.g. particularly concerning resources and funding) needs to be in conjunction with a robust governance and accountable process. At the moment, the quorum for each AP differs across each group. This would require clear guidelines on membership and a clear process, that is not cumbersome<sup>26</sup>.

Improving Area Partnership’s (APs) Involvement in Policy Decisions and Service Redesign

We recommend that the CPP applies standards of accountability to APs that are suitable for community participation. Accountability in participatory governance is shared between community representatives and elected members. Community representatives (whether they are representing a community of place, practice or interest) are accountable to their communities. They should be able to demonstrate ongoing engagement and consent from their communities when making representations at APs. This may be done through a variety of methods that allow local residents to participate both online and face-to-face; for example, community forums, mini-publics, digital crowdsourcing, etc.

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<sup>26</sup> Guidelines on governance (“draft constitution”) for APs have been issued to the partnerships

In turn, councillors are accountable as elected representatives to their constituencies, and should also be able to demonstrate that they are engaging with a cross-section of the community in order to reflect and respond to local priorities. Both community representatives and elected members should also abide by standards of 'deliberative accountability'. This means that they must publicly justify the decisions that come from shared decision-making at the AP and be transparent about the deliberations that led to those decisions. Deliberative accountability is strengthened by the role of skilled and experienced facilitators working alongside the chair to ensure high standards of deliberation during meetings.

## Section 5: Conclusions

Local decision-making, broadly defined, relates to the increasing decentralisation of power and resources to local communities and the changing relationship between the delivery of public services and the communities they serve.

Different approaches to local decision-making in Scotland have been proposed as a vehicle to tackle inequalities, based largely on an understanding of the relationship between the absence of a strong local democracy and the prevalence of inequalities<sup>27</sup>.

This report by What Works Scotland (What Works Scotland) has sought to share insights for future learning regarding the Perth and Kinross Community Planning Partnership's (PKCPP) approach to local decision-making, to help achieve increasing community empowerment and the focus on tackling inequality.

### Main Messages

Action partnerships are 'in their infancy' and yet they have already taken significant steps towards achieving outcomes for community empowerment. Perth and Kinross Community Planning Partnership (PKCPP) has demonstrated a high level of support for local decision making with the agreement to pool financial resources, the involvement of CP partners in APs and joint working at a local level to deliver participatory budgeting (PB) events. The function of APs in steering the PB process has been widely regarded as a success.

Efforts to engage a wider cross section of the population in APs have included awareness-raising through local meetings; 'soft touch' engagement of local residents attending PB events; and attempts to involve young people through local schools. Decision-making within APs has been strengthened by deliberation on issues such as the design of the PB process and the nature of inequalities, building on the learning from the Fairness Commission.

Priority issues arising from APs such as rural transport have been fed into council and CPP structures and to the relevant officers. A significant proportion of councillors who engaged in this study recognised their role as one of encouragement, including promoting the work of APs and supporting culture change. There is a process of transition underway as community members take on new leadership roles.

If Perth and Kinross Community Planning Partnership is to continue to strengthen local decision-making, it must focus on improving understanding of AP governance

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<sup>27</sup> Commission on Strengthening Local Democracy (2014)  
<https://www.localdemocracy.info/news/final-report/>

structures; enabling more inclusive community participation; developing facilitative styles of leadership; and strengthening the commitment to action partnerships and participatory budgeting over the longer-term.

Key success factors include:

- **Local and national context:** APs are still in their infancy, characterised by new political membership, competing perspectives on community empowerment and a wider context of austerity. It is important to engage with this context and create a long-term platform for APs to succeed, for example, by seeking cross-party support so that APs can become an accepted and established space for governance in Perth and Kinross.
- **Culture and mindsets:** arrange events for AP members to learn about the new era of collaborative decision-making and the need for facilitative styles of leadership
- **Budget distribution:** Consider a review of the approach to budget allocation across APs. A policy of equal distribution of resources across a landscape of inequalities is potentially regressive, especially in the context of participatory budgeting .
- **Long-term planning:** the participatory budgeting process could be planned as an annual cycle to allow APs more time to prepare in advance for the different stages.
- **Incentives and support mechanisms:** improve incentives to public participation in local decision making by continuing to develop and strengthen participatory budgeting and trialling other democratic innovations such as mini-publics , online participation and digital dialogue . Continue to draw on best practice from national and international sources . Lower barriers to participation by providing help with financial costs, digital access, childcare and transport
- **Governance and delivery structures:** increase the inclusion and influence of community members in partnership meetings through careful and skilled facilitation. Support elected members with a clear definition of their roles and their responsibilities in these spaces. Specify more clearly the roles of CP partners supporting this process. Clarify that APs have the autonomy to work flexibly in more localised forums within their own contexts and according to the needs of each locality.
- **Facilitative leadership:** APs would be better served by a model that includes both a chairperson, with a formal role, and an impartial facilitator, responsible for the process of meetings. Experienced facilitators can help to

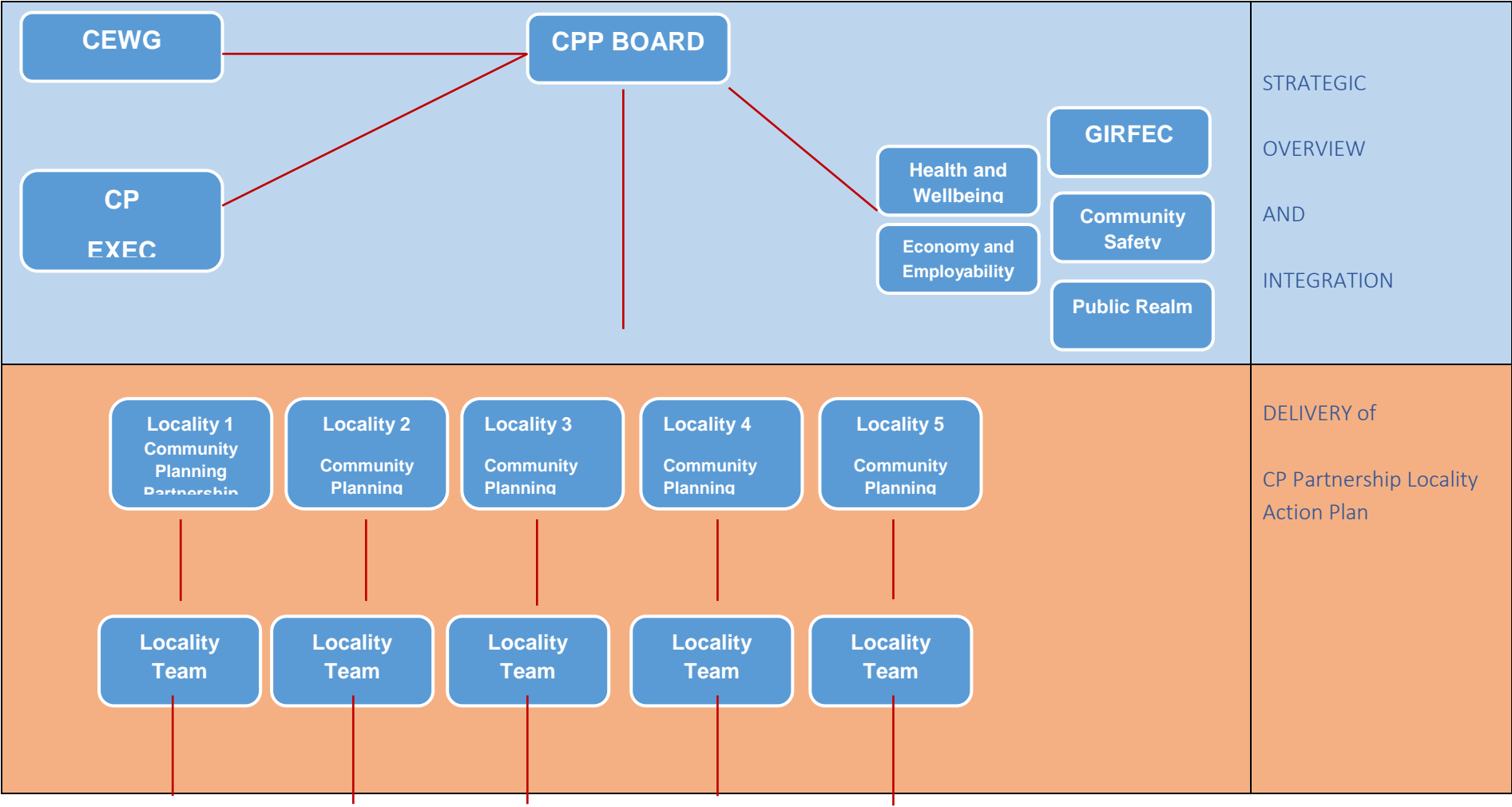
change the style of meeting by designing sessions that are dynamic and engaging, drawing on a range of facilitation techniques.

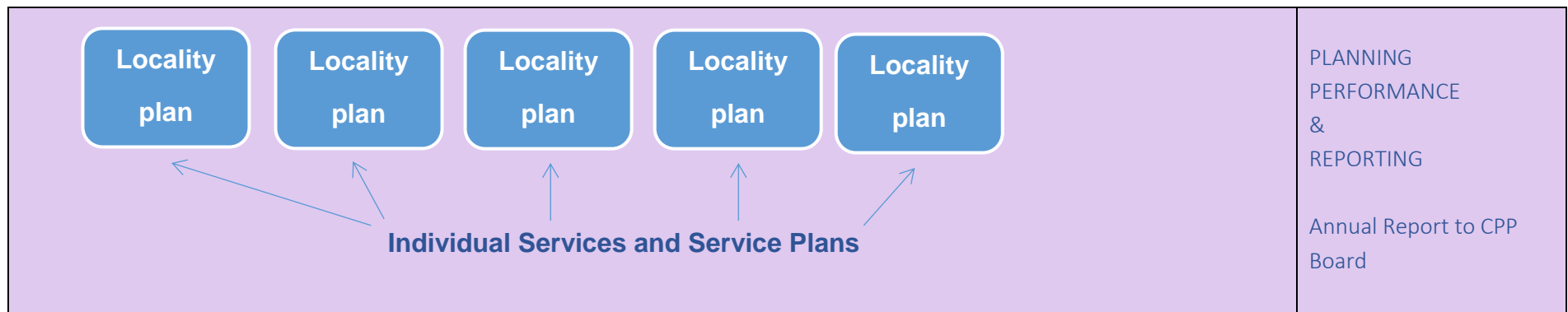
- **Improve links with local structures:** There is a recognised need for reform and improved support for community councils across Scotland . In addition, Perth and Kinross Council has initiated a review of community councils. Given this wider context of reform it is important to clarify the relationship of APs to other democratic structures and community organisations, including community councils, community partnerships and development trusts, and to clearly articulate the distinct role of APs within this landscape
- **Learning and skills:** Promote a culture of inquiry and learning to support the development of new approaches to local decision-making. Stimulate passion and excitement for the transformative potential of action partnerships and participatory budgeting.

Overall, a key challenge for PKCPP going forward is to better connect AP processes and structures with other democratic structures, as well as improving community involvement through facilitative leadership, incentives and innovations to strengthen local decision-making in Perth and Kinross.



Annex A: Perth and Kinross Community Planning Partnership structures





## Annex B: What Works Scotland Analytical Framework – Participatory Governance

Intermediate outcomes	What does success in participatory governance look like? Evidence from What Works Scotland research	Review of programme/ intervention - local community planning partnerships
Inputs / Resources	<p>Adequate and secure funding (Cook 2015; Escobar et al 2018)</p> <p>A management support structure (Cook 2015)</p> <p>Sufficient staff with previous experience of local partnerships and skills in inclusive engagement (Cook 2015; Lightbody et al 2017)</p> <p>There is commitment to the partnership at operational and strategic levels (Cook 2015)</p>	<p>Is there adequate budget available for organising processes? Delivering the actions that should follow after the process?</p> <p>Is there a management support structure for local community planning?</p> <p>Are there sufficient staff with relevant skills and experience in partnership working, facilitation and inclusive engagement to support the process?</p> <p>Have resources been shared (or aligned) between partners to achieve outcomes?</p>
Activities	<p>There is a clear and shared understanding of the purpose of the activity (Escobar et al 2018; Lightbody 2017 )</p> <p>Effective IT systems that enable information sharing (Cook 2015)</p> <p>Effective use of digital technology including social media, online forums, recording/ streaming online</p>	<p>What is the purpose of partnership meetings? Is this purpose clear and understood by most members?</p> <p>How is information shared/ communicated between members?</p> <p>Are there IT systems that are accessible to all members?</p> <p>Are there opportunities for those who cannot attend face-to-face meetings to participate through digital technology?</p>

	<p>(Lightbody 2017)</p> <p>Clear roles, responsibilities and lines of accountability (Cook 2015)</p> <p>Leadership competencies are dispersed – everyone is both a leader and a follower (Chapman et al 2017)</p>	<p>What are the roles, responsibilities and lines of accountability of members? Are these clear?</p> <p>Who are the leaders and who are the followers? Are these roles formally allocated or have they emerged through the interaction of members?</p>
Engagement, involvement and reach	<p>Inclusion –there is diversity in backgrounds and perspectives on the partnership (Escobar et al 2018)</p> <p>A mix of different models of associative and direct participatory democracy<sup>28</sup> to reach a wider cross section of the local population</p> <p>Participation initiatives are sensitive and responsive to the local context (Cook 2015; Lightbody 2017)</p> <p>Education, information and support including ‘technical friends’<sup>29</sup> are provided to community members (Lightbody et al 2017)</p>	<p>Who is involved in the local partnership?</p> <ul style="list-style-type: none"> <li>- Elected members? (in power? and in opposition?)</li> <li>- Community members? Third sector?</li> <li>- Public sector? Operational? Strategic?</li> </ul> <p>How is community involvement organised? Through community representatives or directly with citizens and residents or a mix of both?</p> <p>To what extent is the approach to community participation flexible and responsive to the local context?</p> <p>How are community representatives and citizens supported to overcome barriers to participation including the opportunity to learn about the issues at hand and engage with evidence (broadly understood)?</p>

<sup>28</sup> Associative participatory model - those invited to participate are community representatives or intermediaries from established community groups and associations. Direct participatory model- those invited to participate are citizens or residents (they do not need to be part of an existing group) Hybrid is a mix of both (see Escobar et al 2018)

<sup>29</sup> ‘Technical friends’ are individuals who can help translate and make sense of complex technical language and jargon in participation processes (Lightbody et al 2017p.1)

	<p>There is recognition and respect shown for the investment of time and energy from participants, including remuneration or compensation, if appropriate, for those on low incomes or with other barriers to participation. (Lightbody 2017)</p> <p>Community engagement includes innovative methods to increase the participation of the local population, including citizens who do not engage with intermediaries (Escobar et al 2018), communities of identity (LGBT), and communities of interest (e.g. women's groups) (Lightbody 2017)</p>	<p>How is recognition shown for the investment of time and energy by participants in the partnership? Are there any measures in place to lower practical barriers to participation? (e.g. childcare, transport, accessibility)</p> <p>What other activities are used to engage local communities in decision making? E.g. PB, citizens juries and panels, public meetings, task groups, forums, others? Do these activities usually involve some form of deliberation - discussing evidence (broadly understood) and competing priorities and local policy issues?</p> <p>Are there forums and activities that directly involve citizens and residents (who may not be part of an organised group)? What is the role of such forums? Are these forums clearly linked to formal decision-making spaces?</p>
Reactions/ Awareness	The need for the partnership is recognised and understood (Cook 2015; Chapman et al 2017)	How have local communities reacted to the development of this new approach to local decision making?
Knowledge, skills and attitudes	<p>The partnership is seen as a key site for co-production and decision making rather than a 'secondary arena' with core business carried out elsewhere (Escobar et al 2018)</p> <p>Perceived interdependence – (collaborative advantage/ added value) (Escobar et al 2018)</p> <p>Staff see their roles not only as administering the</p>	<p>How have public services and the third sector reacted to this new approach to local decision making at operational and strategic levels?</p> <p>What is the added value of local partnership? To what extent do members of the partnership feel that they need each other to get things done? Could you have achieved the same outcomes or better without the partnership?</p> <p>How do staff see their role in supporting the partnership? To what extent do</p>

	<p>process but also as activists promoting culture change and reform (Escobar et al 2018)</p> <p>Leadership in a collaborative settings entails key relational skills - building trust, maintaining; developing strong relationships, facilitating collaboration and equality between members, stimulating the flow of information between members, understanding the context, identifying opportunities, resources and potential stakeholders, mobilising people and resources and taking a pragmatic stance (Chapman et al 2017)</p> <p>The expectations of leaders/ strategic managers and central government are realistic about what the partnership can achieve (Cook 2015)</p>	<p>they see their role as administrative or as champions of culture change?</p> <p>To what extent do staff, elected members and community members display the skills and qualities of facilitative leadership such as building trust and strengthening relationships?</p> <p>What expectations do elected members, strategic managers and central government have of this form of local partnership? Are those expectations realistic?</p>
Practices and Behaviours	<p>The partnership is an important site for collaborative decision-making (Escobar et al 2018)</p> <p>Priorities from local partnerships and public forums are feed clearly into strategic decision making (Escobar et al 2018)</p> <p>Elected members have an important role in enabling</p>	<p>Are important decisions taken by the partnership or taken elsewhere?</p> <p>Do the decisions of the local partnership feed clearly into the work of the central board / theme groups (CPP) and/or other relevant strategic/institutional spaces (e.g. integrated HSC board; council chambers; other bodies)? To what extent have local partnerships influenced CPP priorities e.g. the development of LOIPs and locality plans?</p> <p>Are there decisions that could be devolved to the local partnership? Would</p>

	<p>or hindering the impact of community engagement processes on policy and governance (Escobar et al 2018)</p> <p>The quality of deliberation during meetings (Escobar et al 2018)</p> <ul style="list-style-type: none"> <li>- Diverse participants have a meaningful opportunity to participate and exercise influence at meetings</li> <li>- High deliberative standards seek to ensure that decisions are made on the basis of the best evidence and reasons available, and through robust deliberation between partners</li> <li>- Other agendas, such as grants and funding for community organisations, does not restrict the quality of deliberation</li> </ul>	<p>the local partnership have the legitimacy to take these decisions?</p> <p>Does the involvement of elected representatives influence the extent to which the partnership has impact on policy decisions and services? Do elected members use the input from local partnerships to inform their decisions?</p> <p>To what extent do all members of the APs have an equal opportunity influence its decisions?</p> <p>To what extent are competing priorities and perspectives scrutinised at meetings? Are there disagreements at the meeting or is disagreement unusual?</p> <p>Are there other agendas and interests that may limit the quality of deliberation at meetings? (e.g. organisations seeking funding from the public sector)</p> <p>To what extent are relationships between members of the partnership productive? Examples?</p>
Final Outcomes for Participatory Governance	<p>There is more influential community participation in:</p> <ul style="list-style-type: none"> <li>- community-based or community-led social and economic development activity</li> <li>- the way public authorities design and deliver services</li> </ul>	<p>How effective do you feel the local partnership/s have been in increasing the influence and inclusion of communities and citizens in local decision making?</p>

	<ul style="list-style-type: none"> <li>- policy, strategy and planning processes.</li> </ul> (National Standards for Community Engagement - Scotland 2017)	What could be done to improve the effectiveness of local partnerships?
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## Annex C: Results from Thematic Analysis

Please note that the findings recorded here are indicative and inconclusive, limited by the availability of data and the scope of the study.

Intermediate outcomes	What does success in participatory governance look like? Evidence from What Works Scotland research	Results and Supporting Statements
Inputs / Resources	<p>Adequate and secure funding (Cook 2015; Escobar et al 2018)</p> <p>There is commitment to the partnership at operational and strategic levels (Cook 2015)</p> <p>A management support structure (Cook 2015)</p> <p>Sufficient staff with previous experience of local partnerships and skills in inclusive engagement (Cook 2015; Lightbody</p>	<p><b>Budget</b></p> <p>Research participants believed there was adequate budget available for running the APs, organising PB processes and delivering the actions that should follow after the process. The CPP awarded £250,000 over a period of 2 years to the APs. £50,000 per partnership for running the AP and PB. Demand for PB varied across some AP areas and in some areas the budget had been re-allocated to areas with a higher level of demand for PB funding.</p> <p>Resources have been shared between partners to achieve outcomes. Budgets come from three main sources, Community Choices fund (Scottish Government), Council fund and Health and Social Care fund with an additional £2,000 from Fire &amp; Rescue for Perth city.</p> <p><b>Partnership</b></p> <p>Senior officers from public bodies have been involved in chairing AP meetings.</p> <p>At an operational level, the CPP have established a virtual team – Stronger Communities which includes CLD, tenant participation, community greenspace, health and social care staff – all with a community focus. The team have undertaken joint work to deliver PB. There has also been support from other colleagues with the Council for PB and support from the HSCP with their PB. In the current round of PB the HSCP and Council</p>

	2017)	<p>officers are working together.</p> <p>Management</p> <p>There is a management support structure for local community planning, led by the Community Planning Team. Officers attend APs meetings, provide information as required and perform a secretariat role.</p> <p>There are staff with relevant skills and experience in partnership working, facilitation and inclusive engagement to support the process. Most staff have received generic training on PB prior to running the events (delivered by PB Partners) although only a few staff have previous experience and the depth of training has been limited.</p> <p>Staff resources</p> <p>An area where there is pressure for additional staff resource is in the officer support and secretariat function. Given that the direction of travel is to split into sub-groups or subdivide the APs, a significant future challenge is the capacity of officers:</p> <p><i>“the conversation is evolving and I think pretty much every APs have had the same conversation of subdivision.. so I think it’s happening organically... [but] we have not quite bottomed out how we might support a federal state of APs” (officer, interview)</i></p> <p>APs need to be underpinned by community capacity building work at a local level to support great inclusion and participation. CLD staff recognized that they had a key role in supporting the CEA transition but they were under resourced:</p> <p><i>“We are a key part of the transition because we are the experts working with communities ....we are creaking at the seams, because we have lost so many staff... we are really a small team for what we cover and what we deliver...” (CCB officer, interview)</i></p>
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Activities	<p>There is a clear and shared understanding of the purpose of the activity (Escobar et al 2018; Lightbody 2017 )</p> <p>Effective IT systems that enable information sharing (Cook 2015)</p> <p>Effective use of digital technology including social media, online forums, recording/ streaming online (Lightbody 2017)</p> <p>Clear roles, responsibilities and lines of accountability (Cook 2015)</p> <p>Leadership competencies are dispersed – everyone is both a leader and a follower (Chapman et al 2017)</p>	<p>Purpose Members of APs recognised PB and reducing inequality as key purposes of APs, although a number of councillors and a significant proportion of community members struggled to articulate the overall purpose of APs. Many felt that they lacked clarity of purpose. <i>“it just seemed a sort of strange parcel to me... their lack of a constitution or a constitutional framework that was coherent and understandable”</i> (community member);</p> <p>Digital technology IT systems and digital inclusion were not identified by participants as a barrier to participation. This may reflect a genuine lack of need or lack of awareness that this could be a potential barrier for local residents. Skype is now available for all AP meetings. Community members and councillors felt that greater use could be made of digital technology and video conferencing (FG1, FG2,community member interview)</p> <p>Roles, responsibilities and lines of accountability At present the roles, responsibilities and lines of accountability of members of APs are not clear. Officers described the role of community members as leading the partnership and deciding how it should develop, with officers and councillors supporting and facilitating community members. Some community members believed that they should be regarded as the core members of the APs and that the future focus of APs should be to progress community-led ideas and actions.</p> <p>Many councillors appeared willing to play second fiddle to community members on the partnerships. One even proposed giving up the voting rights of councillors in favour of community members. Other councillors questioned the legitimacy and credibility of community members to take decisions if they are appointed, invited or self-selected and otherwise non-elected. Some councillors and community members supported a collaborative partnership approach with councillors and community members sharing responsibility for decisions and equal votes.</p>
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		<p>Community councils (CCs) provide a statutory function as the most local level of democratic engagement and participation. A key distinction made by officers and some AP members between the two types of democratic engagement was that <i>'the remit of community councils does not address inequalities'</i>.</p> <p>There were issues of clarity on accountability and the extent to which officers were allocating the funding and therefore accountable, or if the accountability rests with the AP members – councillors and community members, with the officers' role as advisory only.. <i>'In theory it should sit with the APs members' (councillor)</i>. However, a CPO officer countered this view:</p> <p><i>"the communities ...have no accountability and they are not reporting to us. They are there because they are doing good things for the communities."</i> (officer, interview)</p> <p><i>"We are giving money to APs, they decide how to spend the money and ...as long as they are spending money in terms of the achievement of the objectives which they were set up for... similarly community choices fund... as long as that money is being spent on PB and we know it's being spent on PB, that is the issue. The communities decide how the money's spent"</i> (officer, interview)</p> <p>This level of autonomy in the decision making of APs was somewhat outside the comfort of AP members especially community members who felt there should be tighter processes and more controls.</p> <p>Apart from the role of the chair, the roles of members as leaders and followers on the APs have not been formally allocated. For new members the difference between being a <i>'public or community member'</i> and being a <i>'councillor'</i> was not clear or if the public member has an equal voice as a councillor or officer.</p> <p>Changing the number of local elected members in 2017 has meant that there is an element of 'learning' still being experienced by the elected members involved in APs and by implication 'bedding-in' of the APs as</p>
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		<p>councillors try to navigate and understand their new roles. Roles identified:</p> <ul style="list-style-type: none"> <li>• encouragement and facilitative role. <i>“I see it as an encouragement role, to try and get other people involved” (councillor, FG1).</i></li> <li>• raising awareness of PB, adding PB to the agenda of meetings, and <i>‘getting the message out’</i>. <i>‘If you want to get them really involved, you have to go to them. You can’t expect them to come to you’ (councillor, FG1).</i></li> <li>• promoting culture change: <i>“I think it’s about changing the culture. It’s everybody’s responsibility actually within the council, if they can promote that in any small way” (FG1).</i></li> <li>• scrutiny and accountability. <i>“Our role is to make sure they [APs] follow due processes” (councillor, interview).</i></li> </ul> <p>Officers were valued by most members of APs for the support and administrative role they provide and senior officers for their knowledge and expertise:  <i>“[Officers] are the life-support system” (councillor)</i>  <i>“I found the actual staff themselves amazing, all of them, really helpful” (community member, interview)</i></p>
Engagement, involvement and reach	A mix of different models of associative and direct participatory democracy <sup>30</sup> to reach a wider cross section of the local population	<p>Participatory model</p> <p>APs are currently based on an associative participatory model, reliant on community representatives. Community representatives tend to be multiple group volunteers and as such suffer from <i>‘volunteer fatigue’</i>.</p> <p>Officers and councillors regarded greater consistency and continuity in membership as a priority for AP development.</p>

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<sup>30</sup> Associative participatory model - those invited to participate are community representatives or intermediaries from established community groups and associations. Direct participatory model- those invited to participate are citizens or residents (do not need to be part of an existing group? Hybrid – a mix of both (see Escobar et al 2018)

<p>Inclusion –there is diversity in backgrounds and perspectives on the partnership (Escobar et al 2018)</p> <p>Participation initiatives are sensitive and responsive to the local context (Cook 2015; Lightbody 2017)</p> <p>Education, information and support including ‘technical friends’<sup>31</sup> are provided to community members’ (Lightbody 2017)</p> <p>There is recognition and respect shown for the investment of time and energy from participants, including remuneration or compensation, if</p>	<p>There was a lack of clarity over whether members of the public could attend meetings. The original terms of reference state that meetings are open to members of the public (FG3). One councillor complained that “<i>anybody can participate and you don’t know who they are</i>” (councillor), leading to ‘<i>revolving door</i>’ participation and ‘<i>groundhog day</i>’ in meetings. Community members were invited to the AP or self-selected and some councillors critiqued this approach for engaging people ‘<i>with a very specific agenda</i>’, arguing that elections are needed to ensure that people are there for ‘<i>the bigger picture of the community</i>’ and to give ‘<i>locus and credibility</i>’.</p> <p>Community members appeared more open to the idea of members of the public being engaged in APs. One chair felt strongly that members of the public should be allowed to attend meetings without being invited. There may be greater support from community members for a hybrid model of participation that includes local residents who are not members of organised groups.</p> <p>There was a suggestion that AP members might ‘serve a term’ or ‘be ‘elected for a year’ (councillor) This shorter term would fit with the life transitions of young people and the changing population dynamics of some communities (FG3)</p> <p>Community councils</p> <p>Many CCs were regarded positively by councillors and community members as very active and engaged in their communities, especially in rural areas. An example was given by one councillor of a village in which the 25 people attending the community council meeting equates to one fifth of the local population.</p> <p>There were strong and conflicting views on the inclusivity of community councils. Some participants</p>
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<sup>31</sup> ‘Technical friends’ are individuals who can help translate and make sense of complex technical language and jargon and participation processes (Lightbody et al 2017p.1)

	<p>appropriate, for those on low incomes or with other barriers to participation. (Lightbody 2017)</p> <p>Community engagement includes innovative methods to increase the participation of the local population, including citizens who do not engage with intermediaries (Escobar et al 2018) communities of identity (LGBT ) and communities of interest (e.g. women's groups) (Lightbody 2017)</p>	<p>expressed the view that CCs serve narrow interests and <i>"focused almost entirely on planning applications and there was is a high level of nimbyism"</i>(community member). Another councillor argued that community councils are an essential building block for democratic participation but they need to be <i>'properly codified'</i> with elections to give <i>'locus and credibility'</i> and to ensure that they <i>"work for the common good, regardless of political allegiance"</i> (councillor, FG2(</p> <p>The problem of representation from community councils is also one of scale, with 11 CCs in Eastern, 13 CCs in Highland. Some APs are seeking representation through a CC forum operating across a number of CCs. It was noted that in some local areas CCs have no representation (such as Rannoch), where there is an active community development trust, and in areas of Perth local residents have opted to continue as resident's associations rather than become community councils.</p> <p>Diversity and inclusion</p> <p>Involved in the local APs are:</p> <ul style="list-style-type: none"> <li>- Elected members</li> <li>- Community members (representatives of organized community groups)</li> <li>- Council officers (Community Planning Officers and Community Learning and Development Officers/ Community Capacity Builders)</li> </ul> <p>There is limited or no involvement from</p> <ul style="list-style-type: none"> <li>- Community members (not involved in organized community groups)</li> <li>- Public sector organisations (some officers at a strategic level have chaired APs)</li> </ul> <p>Third sector have recently become involved. The Third Sector Interface are now invited to every action partnership meeting</p> <p>Members raised concerns that the APs attracted a particular demographic and lacked <i>'cultural diversity and age diversity'</i> (councillor). APs members were keen to involve young people. Engagement with local high schools to encourage young people to attend had been successful in the past (e.g. S&amp;S AP). It should be</p>
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		<p>possible to engage them for a year or so, although there were problems with long-term retention (FG1, FG2, FG3). Another suggestion was to engage members of the Scottish Youth Parliament (community member, interview).</p> <p>A third sector participant made a link between reducing inequality and increasing inclusion:</p> <p><i>“If the APs were to look at inequality, [they need to look at] the lack of diversity and lack of people that are on these groups. There are still a lot of people who would not get involved with community councils... people with mental health issues, substance misuse and poverty. A lot of these people just feel a lot of the time that they aren’t good enough. They have low self-esteem. What I’m seeing, it’s still very much exclusive, we we’ve not broken that.” (third sector member, focus group)</i></p> <p>Increasing inclusion will entail:</p> <p><i>“taking some risks but also trying to motivate those people that are so withdrawn from the whole of society... engaging at a heart to heart level... this is very much about human beings to human beings.”</i></p> <p>One idea for widening participation was to engage groups and individuals who are pitching for PB funding:</p> <p><i>“Local people not part of constituted groups can apply for PB, they don’t have to constituted, if they have a good idea, but they have to have a non-personal bank account...and through that you would inform them about local APs” (officer, interview)</i></p> <p>PB events could provide a good opportunity for the initial ‘soft touch’ engagement needed for a more inclusive approach:</p> <p><i>“It’s about that ground work, that initial engagement that we do with communities, the soft stuff, the cup of tea and a biscuit and having a blether, getting to know somebody – have you thought about getting involved?... when you do PB there is an opportunity to go around the stalls and say ‘Do you know about the APs? Here’s our plan’”(officer, interview)</i></p>
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		<p>Local context</p> <p>The geographies associated with the five APs were perceived as too large in some instances (e.g. Highland) leading to a lack of participant buy-in and lack of clarity of purpose of the group. The issue of significant concern to most participants in this review was the current boundaries and scale APs. The explanation given for current boundaries were administrative in terms of officers time and capacity to serve APs, but some councillors felt that this should not be <i>‘the driving factor’</i> –</p> <p><i>“we have got to sit in the same meeting and listen to each other on totally different demographics and different issues, different agendas as such... it may suit officers in a sense, because they would then have to attend two meetings if they were coming along. But as far as the AP goes, the benefit I think of splitting would be huge...” (councillor)</i></p> <p>There is a significant difference between rural communities and urban communities in Perth and Kinross. Perth has three small wards with high populations compared to the low populations and vast distances in a single Strathmore ward. The connection between some communities is through their functions and service links rather than proximity and geography - <i>“our ward is split over a number of different communities that actually are not connected at all. They all connect in to Perth but from different directions”.</i> (councillor)</p> <p>The 5 APs align roughly to the old pre-1975 district councils. For one councillor, this history was instructive because a district council is not intended to operate at a community level. The challenge is defining the meaning of locality and community in this context and identifying localities that ‘make sense’. It was recognised that localities need to operate at a scale that local people identify with <i>“it’s got to link to services. It’s got to be linked to how people see their community”.</i> (councillor). There was strong support for splitting into smaller geographies but recognition of potential staff resourcing difficulties.</p> <p>Scales/ levels of community:</p>
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		<ul style="list-style-type: none"> <li>• 54 community council areas</li> <li>• '12-13 centres of activity' – <i>'a borough kind of relationship.. that is a community that people can recognise. It's got a school, it's got banks it's got shops... (councillor)'</i></li> </ul> <p>There was a question over whether boundaries should be imposed or chosen to some degree by the communities . Some APs have split the geography themselves in line with the practicalities of running the PB process. e.g. Kinross had a separate process from Almond and Earn. This was done informally and subgroups were created. The budget was split into two. Other partnerships have tried moving the meetings to different parts of the partnership, although, this has led to problems with the lack of consistent members.</p> <p>Barriers to participation</p> <p>Community members face some practical barriers to participation such as distances to travel – volunteers give up their own time to travel long distances to meetings (FG1; FG3). APs can decide if they want to use their budget to reduce barriers to participation including reimbursement of travel costs. They have autonomy to decide how they approach running costs. The chair of one AP was drafting proposals to have crèche facilities available to overcome the barrier of childcare.</p> <p>There was recognition of a number of other, perceptual barriers to participation:</p> <ul style="list-style-type: none"> <li>• Apathy, lack of awareness or interest amongst members of the public (FG1, FG3) <i>'It's really hard to find community leaders and people who want to be part of administrative approaches. Most people want to do things. They don't want to sit on committees' (FG3)</i> <i>"We are actively engaging groups for PB. Last time was very successful... but in terms of the organisation behind it, the APs, I think there is a lot less interest. (councillor, interview)</i></li> <li>• Clarity on the purpose of the partnership (FG1) and <i>'the muddle of the organisation itself' (FG3)</i> <i>'people aren't really sure what they are there for' (FG3)</i></li> <li>• Negative experiences of participation and consultation processes in the past, tokenism, communities feeling that they were not listened to or being wrongly recorded as having been consulted (FG3) <i>"I</i></li> </ul>
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		<p><i>think there is a lot of ‘it’s never worked in the past, why is it going to work now’” (councillor, interview)</i></p> <ul style="list-style-type: none"> <li>• Processes that are too rushed, not enough time to raise awareness of PB amongst members of the public and increase applications and levels of participation in PB and in APs (FG1; FG2). Absence of need for more funding or empowerment in areas that were already affluent and active (FG1)</li> <li>• Style of meeting – concerns that meetings are ‘dull’ , ‘tedious’ and ‘boring’ for younger people and unattractive to more diverse membership (FG1).</li> </ul> <p>Education, information and support for community members</p> <p>Access to information varied across community members. Community members noted that the terms of reference for APs were out of date. They sought a constitution, operating instructions, a manual/ guidance on the PB process, a clearer strategic framework.</p> <p><i>“I think that what they need to be doing is putting in place something that supports volunteers and supports them through learning and mentoring with other volunteers” (community member, interview)</i></p> <p>The issues that APs are intended to focus on include steering the PB process and actions to reduce inequalities. It is not clear how community representatives and citizens are currently supported to learn about and engage with these issues. Evidence from PB evaluations is currently being collated and may provide an opportunity to deepen learning on PB. The Fairness Commission provided an opportunity for meaningful engagement with the evidence on the complexities of hidden poverty and inequality:</p> <p><i>“We were going through the Fairness Commission when we were developing our action plans. We had presentations by colleagues at APs on indexes of multiple deprivation etc.... Some people were saying ‘deprivation, that’s not something that affects our area’, but when you actually show some of the statistics, it’s really quite eye watering”(CPO officer, interview)</i></p> <p>There was a need for more opportunities to exchange learning across APs and with other structures of the</p>
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		<p>CPP</p> <p>There was a desire for more opportunities to learn from other local authority areas and exchange ideas.</p> <p>Other methods of participation</p> <p>Positive examples of other activities included PB voting at a Farmers Market, Q&amp;As with school children at the Council, and young people being involved in designing their own play park facilities. These forums were occasional, and, apart from PB voting, were not clearly linked to formal decision-making processes.</p> <p>One AP chair has proposed a mini-public for young people to decide how to spend part of the AP core budget (community member, interview).</p> <p>There might be potential to work with other structures within the CPP (such as the Community Equality Advisory Group) on innovative methods to engage communities of identity (LGBT) and communities of interest (e.g. women's groups) (Lightbody et al 2017).</p>
Reactions/ Awareness	The need for the partnership is recognized and understood (Cook 2015; Chapman et al 2017)	<p>Communications</p> <p>Most participants felt the need for better communication with communities on the benefits of APs:</p> <p><i>"there's quite a key role in actually advancing what the benefits of local APs are and how we can be a credible part of the work of decision making and planning process. That's something to sell I think" (community member, FG3).</i></p> <p><i>"I think there is that gap in the communications between APs, their role in the community and what other community groups are [doing], particularly community councils, because I think even at national level, that's not clear." (CP officer, interview)</i></p>

		<p>Suggestions were that APs needed to <i>'blow some trumpets'</i> – celebrate the good news stories, using the data gathered from evaluation forms from previous PB rounds (FG2)</p> <p>The language should include a clear articulation of the purpose and benefits of PB and APs and avoid too much <i>'council speak'</i>, such as reference to commissions and legislation</p> <p>There is a need to overcome perception that funding is only for deprived areas</p> <p>There have been negative reactions from some CCs towards APs. Some CCs have argued that there is no need for APs, aside from perhaps the PB steering role. Councillors suggested that community councils were not fully engaged and were to some extent excluded from the set up phase and that this was a mistake (FG1). Effort made to gain buy in from CCs has included allocating part of the participatory budget to CCs to <i>'distribute to whatever project they decide is appropriate'</i>.</p> <p>Participants suggested that APs might have been regarded as a threat to CCs and a way to 'refresh' community participation:</p> <p><i>"they become very resistant to the whole idea of this and seemed to think it was a power steal from them" (FG1)</i></p> <p>These political tensions may pertain to a wider issue of the role of community councils, which are currently being reviewed by What Works Scotland and SCDC:</p> <p><i>"there's not been any political direction at Scotland level to say ... the relationship between community councils and APs is this, that or the other, so there have been some turf wars" (officer, interviews)</i></p> <p>There is a rich and vibrant landscape of community and voluntary organisations, groups and activities in P&amp;K with community partnerships, community trusts, community councils, residents associations, youth groups.</p>
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		<p>There is, however, a gap in the interface between APs and community groups and the link to these organisations is not that clear:</p> <p><i>“we need community councillors, resident associations to understand that what the APs is doing is not sitting against what they are doing, but rather enhancing it... the focus needs to be on PB (community member, interview)</i></p> <p><i>“it’s about trying to get that balance of not stepping on the lawn of well established, self-sustaining community groups that are doing a fantastic job” (CP officer).</i></p> <p>The Scottish Government could do more to articulate and explain how and why structures like APs have been established across Scotland – so that people can see that they are getting involved in a national process as part of the community empowerment agenda :</p> <p><i>“I don’t think people realise that community empowerment is also the APs and PB” (councillor)</i></p> <p><i>“A greater awareness of the broader community empowerment outcomes agenda is needed as not only about landownership and assets but also participatory processes.” (councillor)</i></p>
Knowledge, skills and attitudes	The partnership is seen as a key site for co-production and decision making rather than a ‘secondary arena’ with core business carried out elsewhere (Escobar et al 2018)	<p>Changing attitudes</p> <p>Community members argued that for APs to be seen as a key site for co-production and decision making rather than a ‘secondary arena’ (Escobar et al 2017), there needs to be a change in attitude towards participation:</p> <p><i>“if we truly want to move and change things so that there is a more bottom up flow to decision making then ...the established management have to change their attitude to their job and to the concept of participation...There has to be a fundamental change among the lead officers and the councillors...not the first reaction being ‘we know best’”. (community member, FG3)</i></p>

	<p>Perceived interdependence – (collaborative advantage/ added value) (Escobar et al 2018)</p> <p>Staff see their roles not only as administering the process but also as activists promoting culture change and reform (Escobar et al 2018)</p> <p>Leadership in a collaborative settings entails key relational skills - building trust, maintaining; developing strong relationships, facilitating collaboration and equality between members, stimulating the flow of information between members, understanding the context, identifying opportunities, resources</p>	<p><i>“I think to encourage more people along what we need to do is start listening to them properly. Stop using them as a token, and actually take on their ideas, and instead of telling them what won't work, make them work” (community member interview)</i></p> <p>Leadership</p> <p>APs members felt that the chair needs to be able to convey a clear sense of direction and to chair the meeting so that all voices are heard equally.</p> <p>Initially community planning partners were asked to take on the chairing role, to avoid APs being led by council-led. Officers expressed an ambition for greater community leadership on the APs with community members as chairs.</p> <p><i>“I think communities are more likely to get involved when it is a community person leading.” (CCB officer, interview).</i></p> <p>This view was supported by a community member:</p> <p><i>“sitting in front of a group of people that you feel are your peers is different from sitting in with a group of people that you think are above you.” (community member, interview).</i></p> <p>There was recognition of the need for transition from leadership by senior officers to community members. Officers suggested that support for community members as chairs would involve shadowing and mentoring to support transition to the role. A community member felt that training was needed for the role</p> <p><i>“I think if you're going to have a community member as a Chair, you should give them governance training”</i></p> <p>Chairs need to be kept well informed of the vision, direction and governance of APs, for example through the regular meetings of chairs and lead officers.</p>
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	<p>and potential stakeholders, mobilizing people and resources and taking a pragmatic stance (Chapman et al 2017)</p> <p>The expectations of leaders/ strategic managers and central government are realistic about what the partnership can achieve (Cook 2015)</p>	<p>Realistic expectations</p> <p>One officer felt that the Council did not have realistic expectations of the time it takes for a partnership to develop:</p> <p><i>"I have no trouble with how long it takes to build up these groups because they take time and again if we go back to South Perth. When I first started there were 3 local people but if you look at it now there is at least 20 -30 people that go to it and there are all the people who feed into it virtually, they get a newsletter.. its massive and its service providers as well as local people and projects. That took a while to set up and they will have highs and lows, but there is the expectation within the council that they should be up and running and glorious within 6 months and why aren't they."</i></p>
Practices and Behaviours	<p>The partnership is an important site for collaborative decision-making (Escobar et al 2018)</p> <p>Priorities from local partnerships and public forums are feed clearly into strategic decision making (Escobar et al 2018)</p> <p>Elected members have an</p>	<p>Feeding priorities into strategic decision making</p> <p>There are three streams within the community planning structures – APs, the Community Equality Advisory Group, and the Outcome Delivery Groups. A stronger connection is needed between APs and the other streams. Officers recognised that the link between the delivery groups and APs is tenuous and needs to be strengthened.</p> <p>APs influence CPP priorities through the development of locality plans which fed into the community plan.</p> <p>Some members were not aware of how information was shared with the Council or CPP. This might be the responsibility of the chair or of officers, but also of councillors. There was linkage to the CPP board through the elected members and the CPOG (Community Planning Operating Group) through officers although greater clarity is needed on 'reporting accountability'.</p>



	<p>important role in enabling or hindering the impact of community engagement processes on policy and governance (Escobar et al 2018)</p> <p>The quality of deliberation during meetings (Escobar et al 2018)</p> <ul style="list-style-type: none"> <li>- Diverse participants have a meaningful opportunity to participate and exercise influence at meetings</li> <li>- High deliberative standards seek to ensure that decisions are made on the basis of the best evidence and reasons available, and through robust deliberation between partners</li> <li>- Other agendas such as grants and funding for</li> </ul>	<p>Below the CPP board are three work streams - APs, the Community Equality Advisory Group, and the Outcome Delivery Groups. A stronger connection is needed between APs and the other streams. Officers recognised that the link between the delivery groups and APs is tenuous and needs to be strengthened. One suggestion was that AP chairs could attend the CPP board and outcome delivery groups to give updates (CCB officer).</p> <p>Opportunities to exercise influence and quality of deliberation</p> <p>The types of decisions being taken by APs usually focus on agreeing the approach to running PB processes and events, scrutinising PB applications in relation to agreed criteria, ideas for widening participation and increasing voting participation. Periodically partnerships review and agree action plans and priorities. These are potential opportunities for all participants to exercise influence at meetings, although fieldwork observations found that councillors tended to dominate at AP meetings.</p> <p>High deliberative standards seek to ensure that decisions are made on the basis of the best evidence and reasons available, and through robust deliberation between partners. In AP meetings the process of deciding which applications could go forward for PB and the approach to running events involved a degree of deliberation over options, alternatives and the most suitable approach, although there were varying views on how robust this process was.</p> <p>Competing priorities and perspectives were scrutinised at meetings and there were disagreements. For example there was a debate over whether it is appropriate for PB funds to be spent on <i>'flower pots and park benches'</i> or on projects that might more obviously contribute towards reducing inequalities. On the one hand, 'flower pots' might gain some helpful 'quick wins', on the other hand, this type of spend may not be regarded as within the remit of APs. A further discussion was if funding for 'more gritters' could be regarded as an inequalities issue in potentially reducing the number of A&amp;E admissions for elderly people – (an issue that would be an interesting deliberation for a PB event!)</p>
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	<p>community organisations does not restrict the quality of deliberation</p> <p>Deliberation can be uncomfortable and at times controversial and there was a learning process in how to manage the relationship with potential applicants for PB and perform the scrutiny function of the AP.</p> <p><i>“we scrutinise everything and actually some of the things that got thrown out caused quite a bit of controversy ...after the event about what should and shouldn’t qualify”</i> (councillor focus group 2)</p> <p>Productive relationships</p> <p>In relation to the scrutiny role of APs, relationships between members of the partnership appeared to be productive.</p> <p><i>“we don’t necessarily reject the application. We give it back to them with discussion on how to reformat it to meet the criteria, what they’ve missed... so everybody was put through.”</i>(FG2)</p> <p><i>“two applications last year, one was asking for something and another group could give it. We put them together and they went off quite happy”</i> (FG2)</p> <p><i>“A couple of the ones we rejected were from private companies... They were coming to help in one of the old folks homes, but they wanted to set up a private clinic themselves and that’s really not what we were about.”</i></p> <p>However, in some APs it was felt that councillors could be too dominant and community members did not have an equal opportunity influence its decisions.</p> <p>The potential for members on the AP to be involved in organisations who are seeking funding from the PB process could limit the quality of deliberation at meetings.</p> <p>PB events did not appear to be recognised as important sites for deliberation on ideas for projects and local</p>
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		budgets. The focus of decision making appeared to be less on the PB events and more on the APs.
Final Outcomes for Participatory Governance	<p>There is more influential community participation in:</p> <ul style="list-style-type: none"> <li>- community-based or community-led social and economic development activity</li> <li>- the way public authorities design and deliver services</li> <li>- policy, strategy and planning processes.</li> </ul> <p>(National Standards for Community Engagement - Scotland 2017)</p>	<p>Community empowerment as an outcome</p> <p>There were divergent interpretations of the meaning of community empowerment as an outcome amongst local councillors, community members and officers. There was confusion for some over the difference between community empowerment and PB and the value of the participatory element. Some councillors understood community empowerment as community asset transfer or direct allocation of funding to community groups. The giving of funds or assets to community groups was seen as key to passing more responsibility to groups to do more for themselves. A view from a local officer and some councillors was that the end point to this process is to pass more responsibility for running services to communities:</p> <p><i>‘rather than giving him the money to go and grit the pavements, why not give him the gritters and get him to do it himself’</i> (councillor)</p> <p>One view was that the ultimate outcome of the community empowerment process was community self-help rather than wider participation in decision-making over spending on local services run by the public sector.</p> <p><i>They [the APs] should be working with communities and for them so that they can start taking over. Forward facing as a council is that communities start delivering services. That’s the bottom line</i> (officer, interview)</p> <p>Concerns were raised by one councillor that small grants and PB could be perceived as <i>‘window dressing for cuts’</i> (FG2)</p> <p>Other felt there was a need to ‘push the boundaries on what community empowerment means’:</p> <p><i>“I think we have got to keep pushing the boundaries of what community empowerment means and what it can deliver for communities ... I’d like to see more decisions getting taken by community and community feel</i></p>

		<p><i>more empowered and more involved to do it".(councillor)</i></p> <p><i>"It's about pushing decision making and devolving decision making down to the lowest possible level. It's about getting communities involved in decision making so that they feel empowered, enabled and engaged in the whole decision making".(councillor)</i></p> <p>From small grants PB to mainstreaming PB</p> <p>The Scottish Government and COSLA have announced that at least 1% of local government budgets will be decided through PB (PB) by the end of 2021. The requirement for councils to allocate 1% of their budgets via PB presents a vision of a different form of PB with potentially different outcomes.</p> <p><i>"it's a continuum from the 'good old days' when the councils just decided stuff and didn't ask their communities.. to consultation, but you just kind of listen to folk and did what you were going to do anyway, to engagement to actually communities deciding. There is a difficulty with that because council services are not homogenous. You are never going to let communities decide on child protection, on which bridge we're going to repair... but you can have conversations around street sweeping, litter-picking, grounds maintenance – that sort of thing"</i></p> <p>Mainstreaming PB was a source of anxiety for some AP members. A few shared the view of one councillor that there would need to be</p> <p><i>"a step change in the ability and robustness of the structures before they can start handling the sums of money and taking the accountable decisions."</i></p> <p>Greater consideration is needed on how the options for funding would be developed and the sequencing of this process, beginning with the visions and ideas of members of the public that are then developed into robust, costed proposals, drawing on the expertise of service providers.</p>
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## Glossary of Terms

Participatory governance – governance through partnership between the public and third sectors, as well as meaningful and consequential participation by citizens and community groups

Associative participatory model – those invited to participate are community representatives or intermediaries from established community groups and associations.

Direct participatory model – those invited to participate are citizens or residents (do not need to be part of an existing group)

Hybrid participatory model – a mix of direct and associative participation

Fairness commission – a group of independent experts who gather evidence on inequality and recommend changes

Stronger communities team – a virtual community planning team involving community learning and development, tenant participation, community greenspace, and health and social care staff.

## Acronyms

AP      action partnerships

CEA    Community Empowerment Act (Scotland) 2015

CC      community council

CCB    community capacity building

CLD    community learning and development

CPO    community planning officer

CPPs   community planning partnerships

FG1    focus group one (councillors)

FG2    focus group two (councillors)

FG3    focus group three (community members)

HSCP   Health and Social Care Partnership

PB      participatory budgeting

P&K    Perth and Kinross

PKCPP Perth and Kinross Community Planning Partnership

PSR    Public Service Reform

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Perth & Kinross Council – Political Balance - June 2018						(Report No. 18/217)
Committees	Administration		<i>Pre 27 April 2018 Position</i>	Opposition		<i>Pre 27 April 2018 Position</i>
	<b>52.5%</b>			<b>47.5%</b>		
15 member (+ Provost)	7.875 = 8		9	7.125 = 7		6
13 member	6.825 = 7		8	6.175 = 6		5
*11 member	*5.775 = 6		*5	*5.225 = 5		*6
7 member	3.675 = 4		4	3.325 = 3		3
5 member	2.625 = 3		3	2.375 = 2		2
3 member	1.575 = 2		2	1.425 = 1		1
<b>Overall</b>	<b>Conservative</b>	<b>Lib Dem</b>		<b>SNP</b>	<b>Ind / Labour</b>	
	<b>17/40 = 42.5%</b>	<b>4/40 = 10%</b>		<b>15/40 = 37.5%</b>	<b>4/40 = 10%</b>	

\*= Scrutiny Committee where opposition currently has majority

Standing Order 62 - In appointing members to Committees and Sub-Committees, the Council shall, so far as possible, give effect to the principles regarding political balance set out in the Local Government and Housing Act 1989.



**MEMBERSHIP OF COMMITTEES AND SUB-COMMITTEES**  
**20 JUNE 2018**

**MEMBERSHIP OF LIFELONG LEARNING COMMITTEE**

1	Convener Councillor Caroline Shiers
2	Vice-Convener Councillor Callum Purves
3	Vice-Convener Councillor Willie Wilson
4	Councillor Crawford Reid
5	Councillor Kathleen Baird
6	Councillor Angus Forbes
7	Councillor Audrey Coates
8	Councillor X McDade
9	Councillor Tom McEwan
10	Councillor Henry Anderson
11	Councillor Beth Pover
12	Councillor Fiona Sarwar
13	Councillor John Rebbeck

**MEMBERSHIP OF HOUSING AND COMMUNITIES COMMITTEE**

1	Convener Councillor Peter Barrett
2	Vice-Convener Councillor Bob Brawn
3	Councillor Chris Ahern
4	Councillor Harry Coates
5	Councillor Crawford Reid
6	Councillor Caroline Shiers
7	Councillor David Illingworth
8	Councillor Alasdair Bailey
9	Councillor Sheila McCole
10	Councillor Richard Watters
11	Councillor Tom McEwan
12	Councillor Eric Drysdale
13	Councillor Tom Gray

## **MEMBERSHIP OF ENVIRONMENT AND INFRASTRUCTURE COMMITTEE**

1	Convener Councillor Angus Forbes
2	Vice-Convener Councillor Kathleen Baird
3	Councillor Crawford Reid
4	Councillor Roz McCall
5	Councillor John Duff
6	Councillor Willie Robertson
7	Councillor Callum Purves
8	Councillor Lewis Simpson
9	Councillor Alasdair Bailey
10	Councillor Stewart Donaldson
11	Councillor Dave Doogan
12	Councillor Mike Barnacle
13	Councillor Grant Laing
14	Councillor Andrew Parrott
15	Councillor Mike Williamson

## **MEMBERSHIP OF PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE**

1	Convener Councillor Roz McCall
2	Vice-Convener Councillor Bob Brawn
3	Councillor Anne Jarvis
4	Councillor Harry Coates
5	Councillor Ian James
6	Councillor Lewis Simpson
7	Councillor Willie Wilson
8	Councillor Mike Barnacle
9	Councillor Bob Band
10	Councillor Eric Drysdale
11	Councillor Henry Anderson
12	Councillor Tom Gray
13	Councillor Richard Watters

### **MEMBERSHIP OF LICENSING COMMITTEE\***

1	Convener Councillor Chris Ahern
2	Councillor Ian James
3	Councillor Anne Jarvis
4	Councillor Bob Brawn
5	Councillor Kathleen Baird
6	Councillor David Illingworth
7	Councillor Audrey Coates
8	Councillor Rhona Brock
9	Councillor Andrew Parrott
10	Councillor Richard Watters
11	Councillor Mike Williamson
12	Councillor John Rebbeck
13	Councillor Fiona Sarwar

\*position of Vice-Convener to be confirmed

### **MEMBERSHIP OF SCRUTINY COMMITTEE**

1	Convener Councillor Grant Laing
2	Vice-Convener Councillor Sheila McCole
3	Councillor Mike Barnacle
4	Councillor Andrew Parrott
5	Councillor Dave Doogan
6	Councillor Tom McEwan
7	Councillor David Illingworth
8	Councillor Colin Stewart
9	Councillor Callum Purves
10	Councillor Harry Coates
11	Councillor Chris Ahern

### **MEMBERSHIP OF AUDIT COMMITTEE**

1	Convener Councillor Eric Drysdale
2	Vice-Convener Councillor Bob Band
3	Councillor Stewart Donaldson
4	Councillor Xander McDade
5	Councillor David Illingworth
6	Councillor Audrey Coates
7	Councillor Willie Wilson

## **MEMBERSHIP OF STRATEGIC POLICY AND RESOURCES COMMITTEE**

1	Convener Councillor Murray Lyle
2	Vice-Convener Councillor Colin Stewart
3	Vice-Convener Councillor Peter Barrett
4	Councillor Angus Forbes
5	Councillor Caroline Shiers
6	Councillor Roz McCall
7	Councillor Callum Purves
8	Councillor John Duff
9	Councillor Bob Band
10	Councillor Dave Doogan
11	Councillor Stewart Donaldson
12	Councillor Grant Laing
13	Councillor Sheila McCole
14	Councillor Andrew Parrott
15	Councillor Alasdair Bailey
16	Provost Dennis Melloy (EO)

## **MEMBERSHIP OF EXECUTIVE SUB-COMMITTEE OF LIFELONG LEARNING COMMITTEE**

1	Convener Councillor Caroline Shiers
2	Vice-Convener Councillor Willie Wilson
3	Vice-Convener Councillor Callum Purves
4	Councillor John Rebbeck
5	Councillor Xander McDade