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Council Building
2 High Street
Perth
PH1 5PH

14 December 2020

A virtual meeting of **Perth and Kinross Council** will be held on **Wednesday, 16 December 2020** at **09:30**.

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

KAREN REID
Chief Executive

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

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

Members:

Provost D Melloy
All Councillors

Perth and Kinross Council

Wednesday, 16 December 2020

AGENDA

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

1 WELCOME AND APOLOGIES

2 DECLARATIONS OF INTEREST

3 MINUTES

3(i) MINUTE OF SPECIAL MEETING OF THE PERTH AND KINROSS COUNCIL OF 30 SEPTEMBER 2020 7 - 14
(copy herewith)

3(ii) MINUTE OF MEETING OF THE PERTH AND KINROSS COUNCIL OF 7 OCTOBER 2020 15 - 20
(copy herewith)

4 COUNCILLOR HARRY COATES

Members of the Council may be aware that Councillor Harry Coates has had a period of ill-health. He last attended a meeting of the authority on 30 July 2020 when he attended the meeting of the Council that day.

Section 35 of the Local Government (Scotland) Act 1973 states that *if a member of a local authority fails throughout a period of six consecutive months to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority, cease to be a member of the authority.*

It is understood that Councillor Coates's continuing ill-health may preclude him from attending a meeting of the authority before the end of January 2021 i.e. the end of the period of 6 consecutive months from 30 July 2020. Accordingly, the Council is asked to approve Councillor Coates's ill-health as the reason for his failure to attend any meetings of the Council since 30 July 2020.

5 TREASURY ACTIVITY AND COMPLIANCE REPORT 2020/21 QUARTER 2 21 - 40

Report by Head of Finance (copy herewith 20/255)

6 REVENUE BUDGET 2021/22 REPORT NO.1 41 - 50

Report by Head of Finance (copy herewith 20/256)

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|------------|---|------------------|
| 7 | PERTH AND KINROSS COUNCIL ANNUAL PERFORMANCE REPORT 2019/20
Report by Chief Executive (copy herewith 20/242)
Note: The above report was also considered at the Scrutiny Committee on 9 December 2020 | 51 - 102 |
| 8 | PERTH AND KINROSS CHILD PROTECTION COMMITTEE - STANDARDS AND QUALITY REPORT 2019/2020
Report by Chief Social Work Officer (copy herewith 20/241)
Note: The above report was also considered at the Scrutiny Committee on 9 December 2020 | 103 - 168 |
| 9 | ADULT SUPPORT AND PROTECTION BI-ENNIAL REPORT 2018/20
Report by Chief Social Work Officer (copy herewith 20/257)
It is recommended that Council note the contents of the Adult Support and Protection Bi-ennial Report | 169 - 238 |
| 10 | TAYSIDE MENTAL HEALTH AND WELLBEING STRATEGY
Council is asked to note the following report that was considered by the Perth and Kinross Integration Joint Board on 9 December 2020
Link: Item 6.2 : CMIS > Meetings | |
| 11 | TIMETABLE OF MEETINGS - JANUARY-JUNE 2021
(copy herewith)
Council is asked to consider the enclosed draft timetable of Council and committee/sub-committee meetings for the period January to June 2021. | 239 - 240 |
| 12 | APPOINTMENTS TO COMMITTEES / SUB-COMMITTEES / OUTSIDE BODIES | |
| (i) | APPOINTMENTS SUB-COMMITTEE OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE – POST OF CHIEF EXECUTIVE. | |

The Council is asked to appoint 5 members to the Appointments Sub-Committee for the post of Chief Executive who is due to leave the Council on 31 January 2021.

- (ii) APPOINTMENTS SUB-COMMITTEE OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE – POST OF CHIEF OPERATING OFFICER**

Following the decision of the Strategic Policy and Resources Committee of 25 November 2020, the Council is asked to appoint 4 members of the Committee to the Appointments Sub-Committee for the post of Chief Operating Officer in addition to the Convener of the Strategic Policy and Resources Committee and the Chief Executive.

(iii) FURTHER APPOINTMENTS TO COMMITTEES / SUB-COMMITTEES / OUTSIDE BODIES (COPY TO FOLLOW)

13	UPDATES TO SCHEME OF ADMINISTRATION	241 - 310
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(copy herewith)

Council is asked to agree the enclosed revisions to the Scheme of Administration

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

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PERTH AND KINROSS COUNCIL

Minute of special meeting of Perth and Kinross Council held virtually on Wednesday 30 September 2020 at 9.30am.

Present: Provost D Melloy, Councillors C Ahern, H Anderson, A Bailey, K Baird, M Barnacle, P Barrett, B Brawn, R Brock, A Coates, S Donaldson, 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, J Rebbeck, C Reid, W Robertson, F Sarwar, C Shiers, L Simpson, C Stewart, R Watters, M Williamson (from Item 3 onwards) and W Wilson.

In Attendance: K Reid, Chief Executive; S Devlin, Executive Director (Education and Children's Services); J Pepper, Depute Director (Education and Children's Services); B Renton, Executive Director (Housing and Environment); K McNamara, Depute Director (Housing and Environment); G Paterson, Chief Officer/Director – Integrated Health and Social Care; K Donaldson, Interim Chief Operating Officer; L Simpson, G Fogg, D Robertson, S Hendry, F Robertson, S Mackenzie, S Walker, D Littlejohn, A Brown, M Pasternak, P Marshall and C Wright (all Corporate and Democratic Services); C Mailer, C Forbes, S Crawford, J Ferguson, N Ballantine, C France and M Butterworth (all Housing and Environment); S Johnston and G Boland (both Education and Children's Services).

Apology for Absence: Councillor H Coates.

Prior to the commencement of the business on the agenda, the Provost referred to the consideration of Item 5 on the agenda and proposed that the requirements of Standing Order 57 be suspended for that particular item. The main report for Item 5 asked members to consider several individual projects, each of which were detailed in the appendices. The distinct reports required to be annexed to the overarching report to which they were intrinsically linked in order that decisions relating to each project could be made in the context of the existing capital programme of which they currently form part. This approach would enable open and flexible discussions as regards the possible direction from Council in relation to each project, and by linking them to the overarching report, the business of determining any potential alternative views on the direction that the Council should give. In a similar fashion to when Council considered the Local Development Plan, the suspension of Standing Order 57 would allow the Council to consider and determine any amendments by voting, if necessary, on each of the individual projects a stage at a time.

It was agreed that the requirements of Standing Order 57 be suspended during the consideration of Item 5 on the agenda.

1. WELCOME AND APOLOGIES

The Provost welcomed all those present and noted an apology.

2. DECLARATIONS OF INTEREST

Councillors B Brawn, T McEwan, J Rebbeck, C Ahern, A Jarvis, A Parrott, B Pover and R Watters all declared a non-financial interest in Items 4 and 5 on the agenda.

3. MEDIUM TERM FINANCIAL PLAN 2021-2027

There was submitted a report by the Head of Finance (20/174) (1) providing an update on the Medium Term Financial Plan approved on 3 October 2018; (2) summarising the implications of the latest projections on future Council General Fund Revenue Budgets over the medium term; (3) providing an update on the Council's Capital Budget, Housing Revenue Account, Reserves position and other Funds; and (4) providing an update on how the Council will develop the Revenue and Capital Budget over the short to medium term.

Resolved:

- (i) The Head of Finance be requested to maintain the Medium Term Financial Plan and further refine the assumptions which underpin it
- (ii) The setting of the 2021/22 Final Revenue Budget in February 2021 be approved.
- (iii) The proposal for the Executive Officer Team to identify additional savings / funding solutions towards a corporate savings target of £9.116 million be approved.
- (iv) The submission of the updated Reserves Strategy to the Council in February 2021 be approved.
- (v) The proposals to determine the Housing Revenue Account (HRA) Budget and rent levels for 2021/22 and the five-year Housing Investment Programme, at a meeting of the Housing and Communities Committee in January 2021, be endorsed.

4. REVENUE BUDGET 2020/21

There was submitted a report by the Head of Finance (20/173) providing an update on progress with the 2020/21 Revenue Budget, considering, in particular, the additional financial pressures arising from Covid-19 and the potential mitigation measures.

Motion (Councillors M Lyle and J Duff)

- (i) The potential gross financial impact of Covid-19 of between £22.4 million and £26.8 million be noted.
- (ii) The allocation of £12.579 million of Scottish Government funding towards the Council's Covid-19 response be approved.
- (iii) The utilisation of £2 million from the 2020/21 allocation for Early Learning & Childcare towards the additional costs / reduced income related to the Council's Covid-19 response be approved.
- (iv) The application of £3.863m of other net under spends towards the Covid-19 response be approved.
- (v) A remaining net financial gap of between £1.7 million and £6.1 million be noted.

- (vi) The options that may be available to contribute towards the financial consequences of Covid-19 be noted.
- (vii) The adjustments to management budgets, as set out in Section 6 of Report 20/173, be approved.

Following a suggestion by Councillor C Stewart in relation to section (iv) of the Motion, that the application of £3.863m of other net under spends that be put towards the Covid-19 response should not include the £300k under spend in relation to the allocation of vehicle activated signs, the Mover and Seconder of the Motion agreed to incorporate this proposal into the Motion.

Resolved:

In accordance with the Revised Motion.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 11.00AM

5. INVESTMENT BLUEPRINT AND CAPITAL BUDGET 2020/21 – 2028/29 UPDATE

There was submitted a joint report by the Chief Executive and Head of Finance (20/175) (1) advising of the current position as regards the impact of the COVID 19 pandemic on the Council's ability to progress the recommendations agreed by Council in March of this year; (2) seeking advice and decisions as to how to proceed with five particular projects which, in the absence of the strategic investment blueprint, have been risk assessed as requiring a decision due to the nature and/or stage of the project; and (3) seeking approval to update the Capital Budget 2020/21 -2028/29, as detailed in Appendix 1 to Report 20/175.

Determination of the report was considered in the following sections / appendices:

Recommendations (i) – (iii) and Appendix 1

Resolved:

- (i) The content of Report 20/175 be noted.
- (ii) It be noted that whilst project costs are being continually monitored, the full impact on costs of COVID 19 to date or in the future is not yet known.
- (iii) The updated Capital Budget 2020/21 -2028/29, as detailed at Appendix 1 to Report 20/175, be approved.

Appendix 2 - Cross Tay Link Road (CTLR)

Motion (Councillors M Lyle and J Duff)

- (i) It be recognised that the CTLR is integral to the delivery of the Local Development Plan and will be key to the Council's economic recovery and growth.
- (ii) It be agreed that the project should proceed as planned without further delay.

Amendment (Councillors A Bailey and X McDade)

This council notes the information provided regarding the potential impacts of the CTLR and recognises the potential that it could have to drive significant growth for our region. However, in light of the lack of certainty regarding the council's external funding streams and the longer term impact that the current virus pandemic will have on our communities, requests that no further expense is incurred nor commitment given to external parties regarding the CTLR until after the council's 2021/22 capital budget has been agreed.

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

30 members voted for the Motion as follows:

Councillors C Ahern, H Anderson, K Baird, P Barrett, B Brawn, A Coates, S Donaldson, E Drysdale, J Duff, A Forbes, T Gray, D Illingworth, I James, A Jarvis, G Laing, M Lyle, R McCall, S McCole, T McEwen, Provost D Melloy, A Parrott, B Pover, J Rebbeck, C Reid, W Robertson, F Sarwar, C Shiers, R Watters, M Williamson and W Wilson.

5 members voted for the Amendment as follows:

Councillors A Bailey, R Brock, X McDade, C Purves and C Stewart.

2 members abstained from the vote:

Councillors M Barnacle and L Simpson.

Resolved:

In accordance with the Motion.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 1.27PM

Appendix 3 - Perth High School Project

Motion (Councillors M Lyle and J Duff)

- (i) It be agreed that the project should proceed to design stage based on the Passivehaus option at a cost of £58.5M.
- (ii) It be noted that the Passivehaus option may present an opportunity to seek external funding, officers to be instructed to submit a funding bid to the Learning Estate Improvement Programme for the project.
- (iii) Officers be asked to identify possible funding options for the shortfall of £8.5M as part of the 2021/22 budget process.

Following a suggestion by Councillor X McDade that the opportunity to name part of the replacement school after the late Councillor Bob Band be taken forward, the mover and seconder of the Motion agreed to incorporate the suggestion into the Motion.

Resolved:

In accordance with the revised Motion.

Appendix 4 - Perth City Hall Project

Motion (Councillors M Lyle and J Duff)

- (i) It be agreed that the project should proceed to Financial Close and construction.**
- (ii) The current estimated total project costs of £26.5M be noted.**
- (iii) Officers be asked to identify possible funding options for the shortfall of £3.3M as part of the 2021/22 budget process.**

Amendment (Councillors G Laing and E Drysdale)

Propose the following amendment to Para 6.2 of the report on Page 146 replacing the current content of that paragraph.

“While remaining fully supportive of the City Hall project, Council now approves pausing of this project for further consideration during the full Capital Budget Review Process to take place early in 2021. It is considered prudent to pause this project now to minimize risk to the full Capital Budget while the UK government after many months of delay has still not formally signed the Tay Cities Deal which provides £10 million to support the City Hall project and while the Commissioners of the Regalia have still not advised her Majesty the Queen of their recommendation with regard to Perth and Kinross Council's application for the Stone of Destiny to be moved to Perth to form an important component of the Perth City Hall offer. It is very much hoped that the position with regard to these two decisions can be made clear in time to inform the full Capital Budget Review Process early in 2021.”

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 2.58PM

Councillor C Stewart proposed a further amendment as follows:

That the Council:

- Notes the revenue budget implication of a projected £0.5 million operating deficit for the new museum, separate from the loan charges for the capital borrowing required; and therefore:**
- Requests officers to review the operational model with a view to reducing the ongoing operational deficit to decrease the revenue costs and to revisit any opportunities to maximise the potential of a new cultural tourist attraction by seeking to make further partnerships with international gallery, museum brands or sponsors.**

The Mover and Seconder of the Motion agreed to incorporate this wording into the Motion.

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

21 members voted for the Revised Motion as follows:

Councillors C Ahern, K Baird, M Barnacle, P Barrett, B Brawn, A Coates, J Duff, A Forbes, D Illingworth, I James, A Jarvis, M Lyle, R McCall, Provost

D Melloy, C Purves, C Reid, W Robertson, C Shiers, L Simpson, C Stewart and W Wilson.

16 members voted for the Amendment as follows:

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

Resolved:

In accordance with the Revised Motion.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 3.35PM

Appendix 5 - Blairgowrie Recreation Centre Project

Motion (Councillors M Lyle and J Duff)

- (i) It be agreed that the project should proceed on the basis of a passivehaus design.
- (ii) The current estimated total project costs of £24M be noted.
- (iii) Officers be asked to identify possible funding options for the shortfall of £8.9M as part of the 2021/22 budget process.

Following a suggestion by Councillor T McEwan that officers progress the design of the Blairgowrie Recreation Centre in line with its use as the Blairgowrie High School PE Department and the needs of the community of Blairgowrie and the surrounding area, as expressed by the User Reference Group, the mover and seconder of the Motion agreed to incorporate this proposal into the Motion.

Resolved:

In accordance with the Revised Motion.

Appendix 6 - North Muirton/Balhousie Primary School Project

Resolved:

- (i) It be agreed that the project should proceed on the basis of a passivehaus option at £16.4M.
- (ii) It be noted that the passivehaus option may present an opportunity to seek external funding and officers be instructed to submit a funding bid to the Learning Estate Improvement Programme for the project.
- (iii) Officers be asked to identify possible funding options for the shortfall of £0.4M as part of the 2021/22 budget process.

Recommendation (ix) – PH20

Motion (Councillors M Lyle and J Duff)

- (i) Commitment be given to developing the PH20 proposal.
- (ii) It be noted that officers have been unable to proceed with identifying a commercial income stream to support an appropriate funding solution.

- (iii) **Officers be asked to continue to seek to identify any potential commercial income or other income streams and to identify possible funding solutions to enable the project to be considered as part of the 2021/22 budget process.**

Amendment (Councillors G Laing and A Parrott)

At Paper 5, page 86 para 6.3 (ix) delete the present content that is “note the position as regard PH20 and asks officers to explore funding options as part of the 2021 budget process for consideration by Council”

And instead insert at para 6.3 (ix) “note the position with regards to PH20, recognising the damage caused to Perth Leisure Pool during the 11/12 August storm and the ever increasing costs of maintaining the present buildings in operational condition, and requires officers to urgently seek to define funding options for PH20 while continuing, in co-operation with Live Active Leisure, to define the PH20 project plan in order that more fully informed decisions can be taken by Council with regard to PH20 as part of the 2021-22 budget process.”

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 4.30PM

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

20 members voted for the Motion as follows:

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

17 members voted for the Amendment as follows:

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

Resolved:

In accordance with the Motion.

PERTH AND KINROSS COUNCIL

Minute of meeting of Perth and Kinross Council held virtually on Wednesday 7 October 2020 at 9.30am.

Present: Provost D Melloy, Councillors C Ahern, H Anderson, A Bailey, K Baird, M Barnacle, P Barrett, B Brawn, R Brock, A Coates, S Donaldson, 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, J Rebbeck, C Reid, W Robertson, F Sarwar, C Shiers, L Simpson, C Stewart, R Watters, M Williamson and W Wilson.

In Attendance: K Reid, Chief Executive; B Renton, Executive Director (Housing and Environment); K McNamara, Depute Director (Housing and Environment); S Devlin, Executive Director (Education and Children's Services); J Pepper, Depute Director (Education and Children's Services); G Paterson, Chief Officer/Director – Integrated Health and Social Care; C Mailer, D Fraser and S Crawford (all Housing and Environment); S Johnston, H Robertson, G Boland and N Rogerson (Education and Children's Services); L Simpson, S Rodger, C Flynn, L Brown, C Guild, F Robertson, S Mackenzie, S Walker, D Littlejohn, A Brown, M Pasternak and B Parker and L McGuigan (all Corporate and Democratic Services); A Berwick and C Windeatt (both KMPG)

Apology for Absence: Councillor H Coates.

1. WELCOME AND APOLOGIES

The Provost welcomed all those present and noted apologies.

2. DECLARATIONS OF INTEREST

Councillors E Drysdale, J Duff, C Purves and X McDade declared a non-financial interest in Item 8 as a members of the Perth and Kinross Integration Joint Board.

Councillor S McCole declared a non-financial interest in Item 9 as a member of the Perth and Kinross Adult Protection Committee.

3. MINUTE OF 30 JULY 2020

The minute of meeting of Perth and Kinross Council of 30 July 2020 was submitted, approved as a correct record and authorised for signature subject to a clarification on resolution (iii) regarding Report 20/124.

Post Meeting Note: Section 4 of the minute of 30 July 2020 be amended as follows:

Resolved:

- (iii) A sub group of the Perth and Kinross Offer/Recovery and Renewal Member/Officer Working Group to be established, amalgamating the work of

the previous Modernising Governance Member/Officer Working Group, to review the Council's governance arrangements.

4. TREASURY ACTIVITY AND COMPLIANCE REPORT 2020/21 QUARTER 1

There was submitted a report by the Head of Finance (20/178) (1) providing an update on Treasury Activity for the quarter ending 30 June 2020; (2) reporting on compliance with the Council's Treasury Management Policy Statement (TMPS); Treasury Management Practices (TMPs); the Investment Strategy and the Prudential Indicators for the same period.

Resolved:

The content of Report 20/178, submitted in accordance with the Council's approved Treasury Management Practices, be noted.

5. TREASURY & INVESTMENT STRATEGY AND PRUDENTIAL INDICATORS 2020/21 – 2028/29

There was submitted a report by the Head of Finance (20/179) detailing the proposed Treasury Strategy for 2020/21 to 2028/29 and the Investment and Property Strategy for 2020/21.

Resolved:

- (i) The 9-year Treasury Strategy for 2020/21 to 2028/29, as detailed in Report 20/179, which is submitted in accordance with the Council's approved Treasury Management Practices, be approved.
- (ii) The Permitted Investments and Investment Strategy for 2020/21, outlined at Section 6 and detailed at Appendix III of Report 20/179, be approved.
- (iii) The Property Investment Strategy for 2020/21, outlined at Section 7 and detailed at Appendix IV of Report 20/179, be approved.
- (iv) The proposed Prudential Indicators for 2020/21 to 2028/29, outlined at Section 10 and detailed at Appendix V of Report 20/179, be approved.

6. ANNUAL AUDITED ACCOUNTS 2019/20 AND ANNUAL AUDIT REPORT TO THE MEMBERS OF PERTH AND KINROSS COUNCIL AND THE CONTROLLER OF AUDIT FOR THE YEAR ENDED 31 MARCH 2020

There was submitted a report by the Head of Finance (20/180) presenting the Council's Audited Annual Accounts for financial year 2019/20 in accordance with the Local Authority Accounts (Scotland) Regulations 2014 and including the Annual Audit Report to the Members of Perth & Kinross Council and the Controller of Audit for the Year Ended 31 March 2020.

Resolved:

- (i) The 2019/20 Audited Annual Accounts be noted.
- (ii) The contents of KPMG's Annual Audit Report to the Members of Perth & Kinross Council and the Controller of Audit for the year ended 31 March 2020 be noted.

THERE FOLLOWED A SHORT RECESS AND THE MEETING RECONVENED AT 10.47AM.

7. THE PERTH AND KINROSS OFFER – COVID-19 – UPDATE INCLUDING RECOVERY AND RENEWAL – BUILDING AN EVEN BETTER PERTH AND KINROSS

There was submitted a report by the Chief Executive (20/181) providing (1) an update on progress with developing the Perth and Kinross Offer; (2) an interim summary of engagement feedback that will inform our emerging vision, key priorities and approach to recovery and renewal; and (3) seeking agreement from elected members on the draft Organisational Development plan.

Resolved:

- (i) The progress made to date, in terms of advancing the agreed priority workstreams, to support delivery of the PK Offer, be noted.
- (ii) The feedback received and the emerging themes and issues as detailed in the community impact summary report, attached as Appendix 1 to Report 20/181, be noted.
- (iii) The proposed Organisational Development Plan, attached at Appendix 2 to Report 20/181, be noted and it be agreed that this will be subject to further design and plain English edits.
- (iv) The proposed direction for consultation and engagement on the PK Offer drafts, attached as Appendix 3 to Report 20/181, be noted and agreed and it be agreed that this will be subject to further design and plain English edits.

8. REVIEW OF PERTH AND KINROSS INTEGRATION SCHEME

There was submitted a report by the Chief Executive (20/182) (1) advising of the requirement to review the Perth and Kinross Integration Scheme, which established the Integration Joint Board; and (2) and outlining the next steps which require to be taken to progress a review.

Resolved:

- (i) The requirement to review the Integration Scheme for Perth and Kinross to identify if changes are necessary or desirable be noted.
- (ii) The assessment of officers that changes to the Integration Scheme are necessary and desirable be noted.
- (iii) The Chief Executive be authorised to take the necessary steps to prepare a revised Integration Scheme.
- (iv) The Chief Executive be requested to consult as required with interested persons or groups, including the Integration Joint Board, and takes account of any views expressed in revising the Integration Scheme.
- (v) The Chief Executive be requested to prepare a final draft revised scheme for approval by the Council by July 2021, or as close as possible thereafter.

9. CHIEF SOCIAL WORK OFFICERS ANNUAL REPORT 2019/20

There was submitted a report by the Chief Social Work Officer (20/183) (1) providing the Chief Social Work Officer's (CSWO) overview of social work services in Perth and Kinross during the financial year 2019/20; (2) setting out how social care

and social work and criminal justice social work services have been delivered up until the end of March 2020 and the key challenges in responding to COVID-19 up until the end of July 2020; and (3) detailing the arrangements to enable the CSWO to fulfil the responsibilities outlined in Section 5(1) of the Social Work (Scotland) Act 1968 (as amended).

Resolved:

The CSWO Annual Report for 2019/20, as set out in Appendix 1 to Report 20/183, be approved.

THERE FOLLOWED A RECESS

COUNCILLORS BARNACLE AND ROBERTSON LEFT THE MEETING AT THIS POINT

THE MEETING RECONVENED AT 1.38PM

10. GOVERNANCE REVIEW – MEMBERSHIP OF MEMBER/OFFICER WORKING GROUP

There was submitted a report by the Head of Legal and Governance (20/184) (1) setting the proposed review of our governance framework in the context of the Perth and Kinross Offer; (2) seeking agreement to undertake the CIPFA Governance Mark of Excellence accreditation process to help redesign our governance framework; (3) setting out the proposed scope of the governance review; (4) outlining the proposed remit and membership of a new Governance Member/Officer Working Group (“Governance MOWG”) to replace the existing Modernising Governance Member/Officer Working Group; and (5) outlining the proposed remit and membership of the Perth and Kinross Offer Member/Officer Working Group (“Offer MOWG”) to reflect political balance.

Motion (Councillor M Lyle and J Duff)

The Council:

- (i) agrees to use the CIPFA Governance Mark of Excellence accreditation process to support the governance review.
- (ii) approves the scope of the governance review as detailed in the report.
- (iii) agrees that the Modernising Governance MOWG be disbanded and a new Governance MOWG be established, with 7 members based on political balance.
- (iv) approves the general scope of the Perth and Kinross Offer MOWG as detailed in the report.
- (v) agree that membership of the Offer MOWG should be 9 members based on political balance.

Amendment (Councillors X McDade and A Bailey) - Agree resolutions (i) and (ii) of Report (20/184) and replace resolutions (iii) to (viii) with:

- iii) agree that the Modernising Governance MOWG be disbanded and a new Governance MOWG be established, with 9 members;**
- iv) membership of the new Governance MOWG shall comprise 3 Conservative (Administration), 3 SNP, 1 Independent/Scottish Labour, 1**

Liberal Democrat, 1 Conservative (opposition) to ensure all political groups are represented and that it broadly reflect the political balance of the Council;

- vi) agree that membership of the Offer MOWG should be 9 members; and**
- vii) membership of the new Offer MOWG shall comprise 3 Conservative (Administration), 3 SNP, 1 Independent/Scottish Labour, 1 Liberal Democrat, 1 Conservative (opposition) to ensure all political groups are represented and that it broadly reflect the political balance of the Council.**

In terms of Standing Order 54, Councillor Wilson, Seconded by Councillor Barrett moved that the vote now be taken without further discussion.

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

17 Members voted for the Motion as follows:

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

18 Members voted for the Amendment as follows:

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

Resolved:

- (i) agrees to use the CIPFA Governance Mark of Excellence accreditation process to support the governance review.**
- (ii) approves the scope of the governance review as detailed in the report.**
- iii) agree that the Modernising Governance MOWG be disbanded and a new Governance MOWG be established, with 9 members;**
- iv) membership of the new Governance MOWG shall comprise 3 Conservative (Administration), 3 SNP, 1 Independent/Scottish Labour, 1 Liberal Democrat, 1 Conservative (opposition) to ensure all political groups are represented and that it broadly reflect the political balance of the Council;**
- vi) agree that membership of the Offer MOWG should be 9 members; and**
- vii) membership of the new Offer MOWG shall comprise 3 Conservative (Administration), 3 SNP, 1 Independent/Scottish Labour, 1 Liberal Democrat, 1 Conservative (opposition) to ensure all political groups are represented and that it broadly reflect the political balance of the Council.**

11. REVISED TIMETABLE OF MEETINGS OCTOBER – DECEMBER 2020

Resolved:

The revised timetable of meetings for October to December 2020 be agreed, subject to further discussion with the Conveners and members of the Common Good Fund Committees regarding the rescheduling of the Common Good Fund Committee meetings to a Monday or a Wednesday.

12. POLLING PLACES

Resolved:

Due to the potential impact of Covid-19 on by-election planning temporary authority be delegated to the Chief Executive to implement any necessary adjustments to polling places for the by-elections to be held on 26 November 2020 in Ward 10 (Perth City South) and Ward 11 (Perth City North) with the changes being advised to the elected members for information.

13. RECORD OF DECISIONS UNDER EMERGENCY POWERS

In addition to the decisions reported on 30 July 2020, the Council is asked to note (1) decisions taken under emergency powers in response to Covid-19 and (2) that the date of the decision recorded at resolution (i) had been incorrectly listed on the published agenda as 10 March 2020.

Resolved:

- (i)** 10 August 2020 - The timeline for the review of the Contributions Policy be revised, with the intention to bring forward a report to Council in April 2021 to allow a full and thorough consultation process to take place.
- (ii)** 17 August 2020 – Approval of the Tayside Children's Services Plan 2020-2023 – Joint Statement prepared by NHS Tayside and Perth and Kinross Council (as report to the Children, Young People and Families Partnership on 18 September 2020).

14. VALEDICTORY

The Provost, on behalf of the Council, paid tribute to Keith McNamara, Depute Director of Housing and Environment for the commitment, hard work and dedicated service he had given to the Council over the past 36 year and wished him all the best in his new role as Managing Director of Tayside Contracts. Councillors Laing, Barrett, Forbes, McDade and Lyle also expressed their thanks to Mr McNamara.

Keith McNamara responded in appropriate terms.

PERTH AND KINROSS COUNCIL

16 December 2020

TREASURY ACTIVITY AND COMPLIANCE REPORT 2020/21 QUARTER 2

Report by the Head of Finance
(Report No. 20/255)

PURPOSE OF REPORT

The purpose of this report is to update the Council on Treasury Activity for the quarter ending 30 September 2020 and to report on compliance with the Council's Treasury Management Policy Statement (TMPS); Treasury Management Practices (TMPs); the Investment Strategy and the Prudential Indicators for the same period.

1. BACKGROUND / MAIN ISSUES

- 1.1 Treasury Management Practice 6 (TMP 6 - Reporting Requirements & Management Information Arrangements) requires that Loans Fund borrowing and investment activities are reported quarterly to the Council. This report covers the second quarter of the financial year for the period from 1 July to 30 September 2020.

2. ECONOMIC BACKGROUND

- 2.1 Over the quarter the Bank of England's Monetary Policy Committee (MPC) kept the UK Bank Base Rate at 0.10% and the level of the quantitative easing (QE) programme remained unchanged. Following some easing of the lockdown restrictions on the economy during this period, UK Gross Domestic Product (GDP) increased by 2.1% in August 2020. This was the fourth monthly increase following the record reduction in April 2020 of 19.5%. However, the August position remains 9.2% below the level in February 2020.
- 2.2 The UK unemployment rate increased to 4.5% in the three months to August 2020, higher than market expectations and the highest rate since May 2017 as the pandemic hit the labour market. Average earnings grew at a slower rate than the rate of inflation. UK Consumer Price Inflation including housing costs (CPIH) increased to 0.7% in September from 0.5% in August 2020. Transport costs and hospitality prices saw the biggest increases following the end of the Eat Out to Help Out scheme. Retail sales grew over the quarter and by September sales volumes had increased by 5.5% compared to pre-pandemic levels in February 2020.
- 2.3 Internationally, Eurozone GDP growth increased by 12.7% in the quarter to September 2020, recovering from the record reduction in the previous quarter as some lock down restrictions were lifted. EU unemployment increased to 8.3% in September in line with market expectations.

- 2.4 In the US, the economy grew by 33.1% in the quarter to September 2020 from the previous quarter. The Federal Reserve interest rate was unchanged at between 0% and 0.25%, whilst the quantitative easing programme also remained unchanged.
- 2.5 The Public Works Loan Board's (PWLB) certainty fixed interest rates for the quarter, which are based on yields on UK gilts, are shown in the graph at Appendix I. PWLB rates followed a more stable pattern in the quarter, however they did increase in August as the outlook for the economy improved, before falling back again in September. By the end of the quarter, rates up to 10 years were broadly unchanged from the start of the quarter, whilst longer term rates were slightly higher. PWLB rates remained within historically low ranges.
- 2.6 Following a consultation exercise, the PWLB introduced new lending terms on 26 November 2020. The revised terms result in the PWLB's interest rates being reduced by 1.00% from this date, reversing the increase applied in October 2019. This reflects HM Treasury's objective of encouraging authorities to invest in local infrastructure, economic regeneration and social housing. However, access to PWLB borrowing will only be available to local authorities who certify that they are not undertaking borrowing to fund investment in commercial assets (such as property) for the purpose of profit.

3. TREASURY ACTIVITY

- 3.1 A summary of the Council's treasury position and transactions is shown at Appendix II. The main activities are detailed below.
- 3.2 During the quarter there was one maturing 9-year fixed term PWLB loan of £2.5 million at 3.29%. There was also the repayment of a final instalment of £28,445 on the interest-free loan for energy efficiency improvements operated on behalf of the UK Government by Salix Finance. There was no new long term borrowing undertaken. Therefore, the Council's total long-term debt reduced from £541.4 million to £538.8 million over the quarter, and the average interest rate reduced from 2.61% to 2.60% for PWLB debt and from 2.77% to 2.76% for all long-term debt.
- 3.3 To manage cashflow, there was two short term market loans totalling £15 million borrowed during the quarter for an average period of 33 days at an average rate of 0.04%. The need for short term borrowing was to smooth cashflow due to increased expenditure in response to the covid-19 pandemic. At the end of the quarter, one loan for £10 million at 0.03% remained outstanding which was subsequently repaid on 1 October.
- 3.4 Common Good and Charitable Fund balances held on fixed deposit within the Loans Fund remained unchanged at £2.1 million with the average interest rate paid reducing from 1.00% to 0.11% as a result of several of the deposits maturing and being reinvested at prevailing lower rates. Funds held from associated bodies and organisations decreased from £3.6 million to £3.2

million over the quarter, in line with their own cash flow requirements, whilst the average rate paid on these funds decreased from 0.19% to 0.18%, in accordance with the approved Temporary Loan policy.

- 3.5 Short term cashflow surpluses were invested in a mixture of fixed term deposits, instant access accounts, notice accounts and money market funds. All investments were made in accordance with the approved Investment Strategy and Permitted Investments.

Fixed Term Deposits

- 3.6 Cashflow surpluses which arise during the year and which are not immediately required are generally invested in fixed term deposits for periods of up to 12 months, or up to 3 years where cashflow requirements allow. The activity for the quarter can be summarised as follows:
- There were 19 fixed deposits made in the quarter, 12 more than in the last quarter.
 - The average deposit amount was £6.6million, an increase from £6.4 million in the previous quarter.
 - The average period of the deposits was 389 days, an increase from 286 days in the previous quarter.
 - This increase in investment activity reflected an increase in funds as several bank deposits matured at the same time. These deposits were made in the same period last year following the increased PWLB borrowing undertaken at that time.
 - All the deposits in the current quarter were made with other local authorities, where there was higher demand and thus higher rates than those available with banks.
 - The average rate achieved decreased to 0.52% in the quarter from 0.93% in the previous quarter reflecting the decrease in rates following the reduction in base rate earlier in the year.

Investments for Daily Cashflow Requirements

- 3.7 Cashflow surpluses which arise but which are required for more immediate needs, usually within the next 3 months, are invested in the Council's instant access, notice deposit accounts and money market funds. During the quarter, there was a continued cashflow requirement as the Council responded to the impact of the pandemic. The short-term investment transactions in the quarter can be summarised as follows:
- The daily average amount of such investments held over the quarter increased from £6 million in the last quarter to £7.7 million in the current quarter.
 - The average interest rate achieved on these accounts over the quarter decreased from 0.36% to 0.28% reflecting falling market rates.
- 3.8 The total amount of investments outstanding at the end of the quarter increased, closing at £237 million compared to £208.8 million at the end of the

last quarter. The overall average rate of interest earned on the investments outstanding at the end of the quarter reduced to 0.65% from 0.96% at the end of the previous quarter.

- 3.9 Total investment income generated on the investments undertaken during the quarter was £819,251. This measure reflects the total return on the investment activity undertaken in each quarter.
- 3.10 All of the above investment activities are consistent with the Council's current investment strategy and cashflow requirements.

4. COMPLIANCE

- 4.1 For the quarter ending 30 September 2020, there were no breaches in compliance with the Council's approved Treasury Management Policy Statement, Treasury Management Practices (TMP's) or lending limits as detailed in TMP 4 (Approved Instruments, Methods & Techniques).
- 4.2 TMP4 also requires that a working list of specific approved counterparties (including lending limits) is maintained by the Head of Finance. This list is continuously reviewed and updated for any movements in credit ratings and other relevant factors including press coverage or emerging issues. Appendix III shows the list of approved counterparties, based on the current lending policy, as at November 2020.
- 4.3 A further requirement of TMP4 is to measure cashflow performance, which is expressed as the average closing cleared bank balance for the period. For the quarter ending 30 September 2020 the average closing cleared bank balance was £19,210 in credit.

5. INVESTMENT STRATEGY COMPLIANCE AND PERFORMANCE

- 5.1 The Treasury Investment Strategy for 2020/21 was approved by the Council at its meeting on 7 October 2020 (report 20/179 refers).
- 5.2 In the current quarter the actual level of investments peaked at £248.8 million on 16 September and reduced to £237 million by the end of the quarter. It is anticipated that this balance will gradually reduce (subject to daily fluctuations) over the rest of the year in line with forecast cashflows. The average daily investment balance over the quarter was £225.3 million, which increased from an average of £214 million in the previous quarter and £138.1 million in the same quarter of last year. These variations reflect the level of PWLB borrowing undertaken last financial year to fund the Council's approved Capital programme.
- 5.3 The Investment Strategy was applied in full over the quarter, with liquidity being maintained using instant access accounts, notice accounts and money market funds as detailed in Section 3.7 above. There were no other risks identified in the quarter.

- 5.4 The Investment Strategy also incorporates investments held by the Common Good Funds. All such investments during the quarter were with the Council's Loans Fund. The only Council funds held by external fund managers relate to Council administered Charitable Trusts and are, therefore, not covered by the Investment Strategy.
- 5.5 The budgeted income in 2020/21 for Commercial Property investments is £1,871,000 whilst the latest projections for the year is £1,830,000. There were no new property investments entered into during the quarter. In light of the ongoing pandemic (Covid-19) there are additional risks in terms of rents being collected in the short to medium term within the commercial portfolio. The strategy action plan for the rationalisation of the commercial property portfolio remains on programme.

6. PRUDENTIAL INDICATORS

- 6.1 The Council approved the Composite Capital Budget for 2020/21 to 2028/29 at its meeting on 30 September 2020 (report 20/175 refers). Consequently, revised Prudential Indicators for 2020/21 to 2028/29 were approved by the Council at the meeting on 7 October 2020 (report 20/179 refers) as part of the Annual Treasury & Investment Strategy report.
- 6.2 The latest estimates of the Prudential Indicators, in line with the Council's current approved Capital Budget and Capital Financing (borrowing) requirements, are shown at Appendix IV
- 6.3 The indicator for Financing Costs remains at a relatively low level as a result of continuing low interest rates, as well as pro-active treasury management. Consequently, they only fluctuate within a narrow range each year, reflecting a stable budgetary position. However, Financing Costs are on a gradually increasing trend reflecting the budgeted levels of Capital expenditure, as well as interest rates being expected to rise over the coming years.
- 6.4 The movements in estimated Capital Expenditure and the Capital Financing Requirement reflect movements on the Composite Capital and Housing Investment programmes approved by the Strategic Policy & Resources Committee. These reflect significant slippage in the Capital Budget as a result of the lockdown and ongoing covid-19 restrictions.

7. CONCLUSION AND RECOMMENDATIONS

- 7.1 Treasury Management activity in the quarter included the use of instant access, notice accounts and money market funds to meet short term liquidity requirements, and an increased level of fixed rate deposits with other local authorities for longer investments (over 3 months). The total level of investments increased over the quarter. There was also the repayment of a maturing fixed rate PWLB loan and the final instalment of the Salix loan.
- 7.2 The Council adhered to its Investment Strategy and policies throughout the quarter, with no breaches in compliance.

- 7.3 It is recommended that the Council notes the content of this report, which is submitted in accordance with the Council's approved Treasury Management Practices.

Author(s)

Name	Designation	Contact Details
John Jennings	Senior Accountant	CHXFinance@pkc.gov.uk

Approved

Name	Designation	Date
Stewart MacKenzie	Head of Finance	4 December 2020
Karen Donaldson	Interim Chief Operating Officer (Corporate & Democratic Services)	

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All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Corporate Plan

- 1.1 The Council's Corporate Plan 2018 – 2023 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

- 1.2 This report relates to all these objectives.

2. Resource Implications

Financial

- 2.1 There are no direct financial implications arising from this report other than those reported within the body of the main report.

Workforce

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

Asset Management (land, property, IT)

- 2.3 There are no direct asset management implications arising from this report other than those reported within the body of the main report.

3 Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.6 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

4. Consultation

- 4.1 The Chief Executive and the Council's Treasury advisors, Link Asset Services, have been consulted in the preparation of this report.

2. BACKGROUND PAPERS

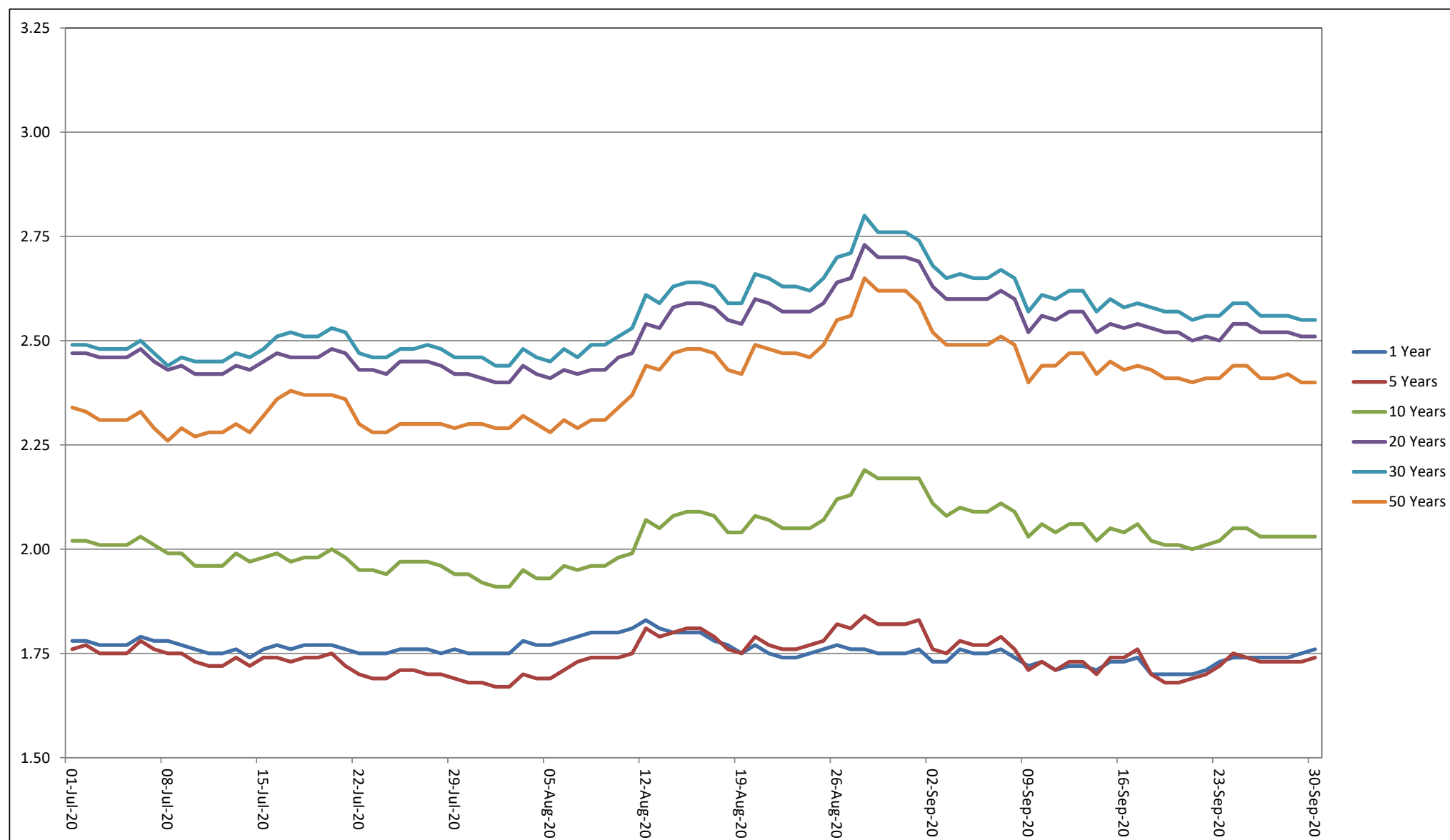
- 2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt

information) were relied on to any material extent in preparing the above report.

3. APPENDICES

- Appendix I – PWLB Fixed Maturity Interest Rates from 1 April to 30 June 2020.
- Appendix II – Summary of the Treasury Position and Transactions from 1 April to 30 June 2020.
- Appendix III – Approved Investment Counterparty List
- Appendix IV – Monitoring of Prudential Indicators – Quarter ending 30 September 2020

**PWLB Fixed Maturity Interest Rates
From 1st July to 30th September 2020
(Certainty Rate)**



SUMMARY OF THE TREASURY POSITION AND TRANSACTIONS
1 JULY TO 30 SEPTEMBER 2020

APPENDIX II

5

1 LONG TERM BORROWING

(a) Long Term Borrowing 1st July to 30th September 2020

	No.	Average Rate (%)	Average Life (years)	Amount (£)
None				
	0	0.00%	0.0	0

(b) Long Term Debt Repayments 1st July to 30th September 2020

	No.	Average Rate (%)	Amount (£)
PWLB - Maturity Loan - Scheduled Repayments	1	3.29%	2,500,000
Salix Finance Ltd -Scheduled Repayments	1	0.00%	28,445
	2	0.00%	2,528,445

(c) Long Term Debt Outstanding

	Outstanding 30-Jun-20 £	Average Rate	Outstanding 30-Sep-20 £	Average Rate
Public Works Loan Board	498,000,000	2.61%	495,500,000	2.60%
Money Market Loans (LOBO's)	43,200,000	4.59%	43,200,000	4.59%
Other Long Term Debt	168,445	0.00%	140,000	0.00%
TOTAL	541,368,445	2.77%	538,840,000	2.76%

2 SHORT TERM BORROWING

(a) Short Term Market Borrowing - 1st July to 30th September 2020

	No.	Average Amount (£)	Average Rate (%)	Average Term (Days)	Interest (£)
Temporary Borrowing	2	7,500,000	0.04%	33	486.30
	2	7,500,000	0.04%	33	486.30

(b) Short Term Borrowing Outstanding

	Outstanding 30-Jun-20 £	Average Rate	Outstanding 30-Sep-20 £	Average Rate
Market Borrowing	10,000,000	0.15%	10,000,000	0.03%
Common Good and Charitable Funds	2,115,197	1.00%	2,115,197	0.11%
Local Trusts & Investors	3,621,417	0.19%	3,169,717	0.18%
TOTAL	15,736,614	0.27%	15,284,914	0.07%

SUMMARY OF THE TREASURY POSITION AND TRANSACTIONS
1 JULY TO 30 SEPTEMBER 2020

APPENDIX II

3 INVESTMENTS

(a) Investment Transactions - 1st July to 30th September 2020

<u>Fixed Deposits & Investments</u>	<u>No.</u>	<u>Average Amount (£)</u>	<u>Average Rate (%)</u>	<u>Average Term (Days)</u>	<u>Total Interest (£)</u>
Other Local Authorities	19	6,631,579	0.52%	389	741,584.93
	<u>19</u>	<u>6,631,579</u>	<u>0.52%</u>	<u>389</u>	<u>741,584.93</u>

<u>Instant/Notice Accounts & Money Market Funds</u>	<u>Average Amount (£)</u>	<u>Average Rate (%)</u>	<u>Total Interest (£)</u>
Instant Access/Notice accounts	6,460,068	0.58%	71,710.69
Money Market Funds	8,387,769	0.16%	5,955.36
	<u>7,707,404</u>	<u>0.28%</u>	<u>77,666.05</u>

(b) Investments Outstanding

	<u>Outstanding 30-Jun-20</u>	<u>Average Rate</u>	<u>Outstanding 30-Sep-20</u>	<u>Average Rate</u>
	<u>£</u>		<u>£</u>	
UK Banks	135,508,506	1.05%	52,319,967	0.83%
Foreign Banks and Institutions	10,000,000	0.95%	0	0.00%
Money Market Funds	18,340,000	0.25%	13,700,000	0.08%
Other Local Authorities	45,000,000	0.97%	171,000,000	0.64%
TOTAL	<u>208,848,506</u>	<u>0.96%</u>	<u>237,019,967</u>	<u>0.65%</u>

	<u>Country</u>	<u>Fitch Credit Rating</u>	<u>CDS Range</u>	<u>Maximum Lending</u>	<u>Note (2)</u>
Category 1 - Principal UK Clearing Banks - 40% Investment total (or £20M per Counterparty if higher)					
(Minimum rating required Fitch A, F1)					
Bank of Scotland (RFB) (5)	UK	A+, F1	In range	12 months	£80million Group limit
Barclays Bank plc (NRFB) (5)	UK	A+, F1	No data	6 months	
Barclays Bank plc (RFB) (5)	UK	A+, F1	In range	6 months	
Goldman Sachs International Bank	UK	A, F1	In range	6 months	
Handelsbanken plc	UK	AA, F1+	No data	12 months	
HSBC Bank plc (NRFB)	UK	AA-, F1+	In range	12 months	
HSBC Bank plc (RFB)	UK	AA-, F1+	No data	12 months	
Lloyds Bank Corporate Markets Plc (NRFB)	UK	A, F1	No data	6 months	£80million Group limit
Lloyds Banking Group plc (RFB)	UK	A+, F1	In range	12 months	£80million Group limit
NatWest Markets Plc (NRFB)	UK	A, F1	In range	3 months	
Royal Bank of Scotland plc (RFB) (inc Nat West) (3) (4)	UK	A+, F1	Nationalised	12 months	Sovereign Rating AA
Santander UK plc (inc Cater Allen)	UK	A+, F1	No data	6 months	
Standard Chartered Bank	UK	A+, F1	In range	6 months	
Sumitomo Mitsui Banking Corporation Europe Ltd	UK	A, F1	In range	6 months	

Category 2 - Foreign Banks & Institutions - 25% Investment total (or £10M per Counterparty if higher)

(Minimum rating required Fitch A, F1)

Australia and New Zealand (ANZ) Banking Group Ltd	Aus	AA-, F1+	In range	12 months	
Commonwealth Bank of Australia	Aus	AA-, F1+	In range	12 months	
Macquarie Bank Ltd	Aus	A, F1	No data	6 months	
National Australia Bank Ltd	Aus	AA-, F1+	In range	12 months	
Westpac Banking Corporation	Aus	AA-, F1+	In range	12 months	
BNP Paribas Fortis Bank	Belgium	A+, F1	No data	1 month	Sovereign Rating AA-
KBC Bank	Belgium	A+, F1	No data	1 month	Sovereign Rating AA-
Bank of Montreal	Can	AA-, F1+	No data	12 months	
Bank of Nova Scotia	Can	AA-, F1+	No data	12 months	
Canadian Imperial Bank of Commerce	Can	AA-, F1+	No data	12 months	
National Bank of Canada	Can	A+, F1	No data	6 months	
Royal Bank of Canada	Can	AA, F1+	No data	12 months	
Toronto Dominion Bank	Can	AA-, F1+	No data	12 months	
Danske Bank	Denmark	A, F1	In range	6 months	
Nordea Bank Finland plc	Finland	AA-, F1+	No data	1 month	Sovereign Rating AA+
BNP Paribas	France	A+, F1	In range	1 month	Sovereign Rating AA
Credit Agricole Corporate and Investment Bank	France	A+, F1	In range	1 month	Sovereign Rating AA
Credit Agricole SA	France	A+, F1	In range	1 month	Sovereign Rating AA
Credit Industriel et Commercial	France	A+, F1	No data	1 month	Sovereign Rating AA
Societe Generale	France	A, F1	In range	1 month	Sovereign Rating AA
DZ Bank AG	Germany	AA-, F1+	No data	12 months	
Landesbank Hessen-Thuringen Girozentral (Helaba)	Germany	A+, F1+	In range	12 months	
Landwirtschaftliche Rentenbank	Germany	AAA, F1+	No data	24 months	
NRW Bank	Germany	AAA, F1+	No data	24 months	
ABN AMRO Bank	Netherlands	A+, F1	No data	6 months	
Bank Nederlandse Gemeenten	Netherlands	AAA, F1+	No data	24 months	
Cooperatieve Rabobank	Netherlands	AA-, F1+	In range	12 Months	
ING Bank	Netherlands	AA-, F1+	In range	12 Months	
DBS Bank Limited	Singapore	AA-, F1+	No data	12 months	
United Overseas Bank Ltd	Singapore	AA-, F1+	No data	12 months	
Skandinaviska Enskilda Banken AB	Sweden	AA-, F1+	No data	12 months	
Svenska Handelsbanken AB	Sweden	AA, F1+	No data	12 months	
Swedbank AB	Sweden	AA-, F1+	No data	12 months	
Credit Suisse	Switzerland	A, F1	In range	6 months	
UBS AG	Switzerland	AA-, F1+	In range	12 months	
Bank of America, NA	USA	AA-, F1+	No data	12 months	
Bank of New York Mellon	USA	AA, F1+	No data	24 months	
Citibank, NA	USA	A+, F1	In range	12 months	
JP Morgan Chase Bank, NA	USA	AA, F1+	No data	12 months	
Wells Fargo Bank, NA	USA	AA-, F1+	In range	12 months	

Category 3 - Subsidiary Banks & Building Societies - 15% of Investment total (or £10M per Counterparty if higher)

(Minimum rating required Fitch A, F1)

(parent bank shown in brackets)

Subsidiary Banks

None

Building Societies

Nationwide Building Society	UK	A, F1	No data	6 months
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Category 4 - Other Local Authorities - 20% of Investment total (or £20M per Counterparty if higher)

As arranged

With the exclusion of the below:

Northamptonshire County Council	Budgetary issues
Lancashire County Council	Regulatory concerns
Spelthorne Borough Council	Commercialism activities
London Borough of Croydon	Commercialism activities

Category 5 Money Market Funds - 10% of Investment Total (or £10M per Counterparty if higher)

(Minimum rating required Fitch AAA)

Aberdeen Standard Investments	UK	AAA
Aviva Investors Liquidity Fund	UK	AAA
Federated Sterling Liquidity Fund (Class 3)	UK	AAA
Insight Sterling Liquidity Fund (Class 5)	UK	AAA
Deutsche Bank Sterling Fund	UK	AAA

Note:

(1) - Standard & Poor's credit ratings shown, as no Fitch credit rating available

(2) - All Sovereign credit ratings for above Countries are AAA, unless stated otherwise.

(3) - Banks are part/majority owned by the UK government

(4) - UK Sovereign Rating is AA (Fitch and Standard & Poor's)

(5) - NRFB = Non Ring Fenced Bank, RFB = Ring Fenced B

Last Updated: 06-Nov-20

PERTH AND KINROSS COUNCIL
PRUDENTIAL INDICATORS - QUARTER ENDING 30 SEPTEMBER 2020

1 Financing Costs: Net Revenue Stream

The ratio of Capital Financing Costs (Loan Charges) to the Council's net revenue stream shall not exceed the following limits, which are based on historic levels, and allow some headroom for movement in interest rates. The estimated Financing Costs below are based on the latest monitoring figures.

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Prudential Limit - General Fund	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%
Estimated Ratio of Financing Costs to Revenue	7.79%	7.85%	8.15%	8.68%	8.84%	8.87%	8.86%	8.60%	8.48%
Prudential Limit - HRA	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	22.76%	22.28%	21.82%	21.73%	21.60%	21.96%	21.81%	22.47%	24.19%

2 Gross & Net Borrowing and Capital Financing Requirements

For prudence, net external borrowing must not exceed the total capital financing requirement, thus ensuring that over the medium term, borrowing is only undertaken for capital purposes. The estimated total net borrowing and Capital Financing Requirement at the end of each of the years are as follows:

	Actual as at 30-Sep-20	Projected 31-Mar-21	Projected 31-Mar-22	Projected 31-Mar-23	Projected 31-Mar-24	Projected 31-Mar-25	Projected 31-Mar-26	Projected 31-Mar-27	Projected 31-Mar-28	Projected 31-Mar-29
Net External Borrowing*	451,540,000	460,790,000	491,582,000	702,743,000	781,864,000	814,020,000	824,177,000	834,333,000	839,489,000	847,145,000
Gross External Borrowing*	688,560,000	670,790,000	651,582,000	782,743,000	831,864,000	864,020,000	874,177,000	884,333,000	889,489,000	897,145,000
Capital Financing Requirement	620,943,000	618,174,000	676,151,000	805,048,000	853,999,000	885,083,000	896,485,000	905,389,000	913,310,000	922,487,000

*For the purpose of this indicator, Borrowing includes the outstanding liability under PPP/PFI contracts.

3 Estimates of Capital Expenditure

The total estimated Capital Expenditure contained within the Council's Budgets for each year is as follows, based on updated monitoring figures.

Composite Programme	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Current estimate	82,551,000	131,717,000	166,736,000	75,784,000	44,342,000	31,766,000	28,834,000	26,728,000	27,924,000
Original Budget Estimate (including Budget Motion)	100,301,000	156,892,000	150,235,000	52,881,000	32,058,000	31,873,000	28,834,000	26,728,000	27,945,000
Movement in Estimated Capital Expenditure	(17,750,000)	(25,175,000)	16,501,000	22,903,000	12,284,000	(107,000)	0	0	(21,000)

The Original Budget Estimates are those per the 2020/21 to 2028/29 Composite Capital Budget
The latest estimates for Capital Expenditure are based on 2020/21 SP&R Monitoring Report No.2

HRA Programme	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Current estimate	14,641,000	10,056,000	7,995,000	11,275,000	24,675,000	15,000,000	15,000,000	15,000,000	15,000,000
Original Budget Estimate	16,520,000	7,553,000	8,417,000	11,690,000	23,438,000	15,000,000	15,000,000	15,000,000	15,000,000
Movement in Estimated Capital Expenditure	(1,879,000)	2,503,000	(422,000)	(415,000)	1,237,000	0	0	0	0

The Original Budget Estimates are those per the 2020/21 Housing & Communities Budget
The latest estimates for Capital Expenditure are based on 2020/21 SP&R Monitoring Report No.2

PERTH AND KINROSS COUNCIL
PRUDENTIAL INDICATORS - QUARTER ENDING 30 SEPTEMBER 2020

Appendix IV

4 Estimate of Capital Financing Requirement

The estimate (as at October 2020) of the Capital Financing Requirement (ie new borrowing requirement for Capital Expenditure) for each year based on these plans is as follows:

Composite Programme	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Current Estimated Capital Financing Requirement	37,071,000	66,183,000	139,799,000	56,918,000	25,492,000	12,916,000	9,984,000	7,878,000	9,074,000
Original Budget Estimate (including Budget Motion)	55,473,000	95,426,000	123,296,000	34,015,000	13,208,000	13,023,000	9,984,000	7,878,000	9,095,000
Movement in Estimated Capital Financing Requirement	(18,402,000)	(29,243,000)	16,503,000	22,903,000	12,284,000	(107,000)	0	0	(21,000)

The Original Budget Estimates are those per the 2020/21 to 2028/29 Composite Capital Budget
The latest estimates for Capital Expenditure are based on 2020/21 SP&R Monitoring Report No.2

HRA Programme	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Current Estimated Capital Financing Requirement	11,806,000	6,827,000	4,271,000	7,271,000	20,259,000	11,500,000	11,500,000	11,500,000	11,500,000
Original Budget Estimate	13,843,000	4,324,000	4,693,000	7,686,000	19,022,000	11,500,000	11,500,000	11,500,000	11,500,000
Movement in Estimated Capital Financing Requirement	(2,037,000)	2,503,000	(422,000)	(415,000)	1,237,000	0	0	0	0

The Original Budget Estimates are those per the 2020/21 Housing & Communities Budget
The latest estimates for Capital Expenditure are based on 2020/21 SP&R Monitoring Report No.2

5 External Debt (Gross and Net)

External Borrowing	As at 30-Sep-20	Projected 31-Mar-21	Projected 31-Mar-22	Projected 31-Mar-23	Projected 31-Mar-24	Projected 31-Mar-25	Projected 31-Mar-26	Projected 31-Mar-27	Projected 31-Mar-28	Projected 31-Mar-29
Public Works Loan Board	495,500,000	490,500,000	478,000,000	615,000,000	670,000,000	707,000,000	722,000,000	737,000,000	747,000,000	759,500,000
Market Bonds	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000
Special Loans	2,115,197	2,115,197	2,115,197	2,115,197	2,115,197	2,115,197	2,115,197	2,115,197	2,115,197	2,115,197
Project Borrowing	140,000	140,000	140,000	140,000	0	0	0	0	0	0
Temporary Loans/Other Borrowing	13,169,717	3,169,717	2,000,000	1,700,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Other Long Term Liabilities	134,434,625	131,665,250	126,126,500	120,587,750	115,049,000	110,205,200	105,361,400	100,517,600	95,673,800	90,830,000
Total Gross External Debt	688,559,539	670,790,164	651,581,697	782,742,947	831,864,197	864,020,397	874,176,597	884,332,797	889,488,997	897,145,197
Short Term Investments	(237,019,967)	(210,000,000)	(160,000,000)	(80,000,000)	(50,000,000)	(50,000,000)	(50,000,000)	(50,000,000)	(50,000,000)	(50,000,000)
Long Term Investments	0	0	0	0	0	0	0	0	0	0
Total Net External Debt	451,539,573	460,790,165	491,581,698	702,742,948	781,864,198	814,020,398	824,176,598	834,332,798	839,488,998	847,145,198
Note:										
Operational Boundary	689,000,000	671,000,000	652,000,000	783,000,000	832,000,000	864,000,000	874,000,000	884,000,000	889,000,000	897,000,000
Authorised Limit	900,000,000	900,000,000	900,000,000	900,000,000	900,000,000	900,000,000	900,000,000	900,000,000	900,000,000	900,000,000

PERTH AND KINROSS COUNCIL
PRUDENTIAL INDICATORS - QUARTER ENDING 30 SEPTEMBER 2020

Appendix IV

The Operational Boundary and Authorised Limit are based on Gross External Debt.

6 Principal Sums Invested Longer Than 365 Days

The Upper Limit for sums invested for over 1 year up to 3 years is £45 million. There was £15M invested within this period as at the end of the quarter.

7 MATURITY STRUCTURE

The lower and upper limit for the proportion of the Council's total-long term debt which matures in each of the time bandings below, and is therefore subject to refinancing at the prevailing market rates, is as follows:

Fixed Rate Borrowing Maturity Structure	Lower Limit	Upper Limit	Estimated
Under 12 months	0%	35%	1.2%
over 12 months and < 24 months	0%	35%	2.7%
over 2 years and < 5 years	0%	50%	6.2%
over 5 years and < 10 years	0%	75%	9.3%
over 10 years	10%	95%	80.7%

The maturity profile for the Council's current long-term portfolio as at 30 September 2020, measured from the start of the financial year, is as follows:

	Less 1 Year	1 - 2 Years	2 - 5 Years	5 - 10 Years	10 - 20 Years	20 - 30 Years	30 - 40 Years	40 - 50 Years	Over 50 Years	Total
PWLB	5,000,000	12,500,000	26,000,000	37,500,000	5,000,000	0	24,500,000	385,000,000	0	495,500,000
LOBOs	0	0	0	0	0	13,000,000	25,200,000	5,000,000	0	43,200,000
PPP Liability	2,769,375	5,538,750	15,921,300	24,781,000	63,512,400	21,911,800	0	0	0	134,434,625
Other	0	0	140,000	0	0	0	0	0	0	140,000
Total	7,769,375	18,038,750	42,061,300	62,281,000	68,512,400	34,911,800	49,700,000	390,000,000	0	673,274,625
Percentage	1.15%	2.68%	6.25%	9.25%	10.18%	5.19%	7.38%	57.93%	0.00%	100.00%

PERTH & KINROSS COUNCIL

16 December 2020

REVENUE BUDGET 2021/22 – REPORT NO.1

Report by Head of Finance
(Report 20/256)

PURPOSE OF REPORT

This report provides an update in relation to the 2021/22 Revenue Budget.

1. BACKGROUND

- 1.1. On 6 March 2020, the Council approved the 2021/22 Provisional Revenue Budgets (Report No. 20/57 refers). The indicative Council Tax level for 2021/22 was also approved at this time.
- 1.2. On 30 September 2020, the Council approved the update of the Medium-Term Financial Plan (MTFP) (Report No. 20/174 refers). The Plan included a summary of the implications of the latest financial projections on future Council General Fund Revenue Budgets over the medium term.
- 1.3. The update of the Plan included the latest assumptions in relation to potential reductions in Scottish Government grant funding and increases in pay awards.
- 1.4. Specifically, the Council approved:
 - The Head of Finance maintain the Medium-Term Financial Plan and further refine the assumptions which underpin it.
 - The proposal to only set a Revenue Budget for 2021/22.
 - The Executive Officer Team identify additional savings / funding solutions.
 - To submit the updated Reserves Strategy to the Council in February / March 2021
 - Determining the Housing Revenue Account (HRA) Budget and rent levels for 2020/21 and the five-year Housing Investment Programme at the meeting of the Housing & Communities Committee in January 2021.
- 1.5. On 25 November 2020 and in recognition of the impact of Covid-19 on capacity, the Strategic Policy & Resources Committee endorsed a set of principles to underpin the development of the 2021/22 Final Revenue Budget (Report No 20/255 refers). These measures are temporary, and the Council will revert to a more detailed consideration of the Revenue Budget for 2022/23. The primary aim of the Revenue budget process is the delivery of a balanced/lawful /achievable budget.

- The process for 2021/22 requires to be as streamlined as possible.
- The focus will be on updating the Provisional 2021/22 Revenue Budget previously approved by Council in March of this year.
- There is limited flexibility to apply to the Capital Budget.
- Risk and materiality will be at the heart of budget submissions.
- The best available support will be provided to elected member Budget Review Groups within the resources available, but the clear priority for officers will be the maintenance of essential services and the Council's response to Covid 19. The full impact of Covid will not be known until much later and unlikely to be available for February / March 2021 meaning that an in-year budget review may be required post 1 April 2021.
- There is insufficient capacity, in current circumstances, to support major policy review work through the budget process or to commit to such work at a future date whilst the response to Covid 19 is ongoing and expectations will require to be managed.
- The Chief Executive or Chief Operating Officer will determine whether any request for additional work or information arising from the budget review can be supported.
- The Revenue Budget and Capital Investment Blueprint should align with the Offer.
- Work on future year budgets will commence at the earliest opportunity.

1.6. There have been several developments since the meeting of the Council on 30 September 2020 and these are outlined in the remainder of this report.

2. UNITED KINGDOM FISCAL POSITION

2.1 On 25 November 2020, the Chancellor of the Exchequer set out the UK Government's latest Spending Review. A Spending Review is intended to set out broadly fixed spending plans for three or four years into the future, split between Revenue and Capital. However, as in 2013 and 2019, the 2020 Spending Review only covered one year.

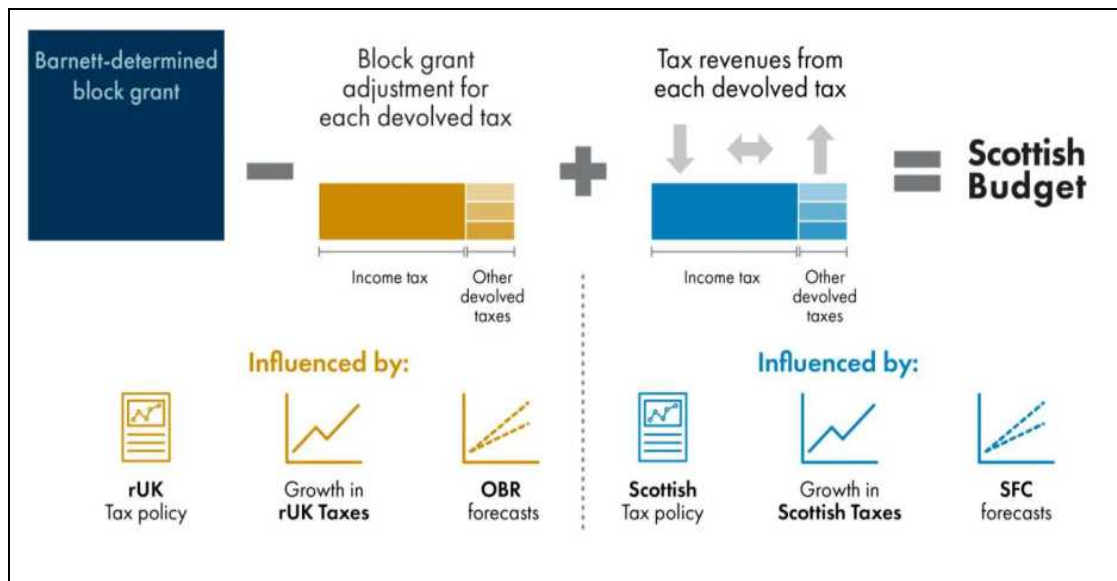
2.2 The overall figures included within this Spending Review were set in the context of:

- UK Gross Domestic Product projected to fall by 11.3% in the current year.
- Borrowing in 2020/21 of approximately £394 billion.
- UK wide unemployment predicted to rise to 2.6 million by the middle of next year.

2.3 Although spending in 2021/22 will increase substantially, the Chancellor did highlight that this would have to be dealt with in the future. The pay freeze for non-NHS, non-low paid public sector workers employed by the UK Government from next year is an example. Pay freezes at a UK level impact on the Scottish Budget as it means that Barnett consequential will be less than they might otherwise have been.

3. IMPLICATIONS FOR THE SCOTTISH BUDGET

- 3.1 There are several factors that influence the size of the Scottish Budget which are set out in the following infographic (NB. this diagram only covers taxation and excludes welfare).



Source: SPICE Scotland November 2020

- 3.2 In relation to “normal” public services, the Spending Review shows that Scotland’s core resource (revenue) block grant increases by £1.3 billion to £31.7 billion in 2021/22. This suggests a real term increase of 3.5% per year between 2019/20 and 2021/22, and for the first time takes the Scottish Budget above 2010/11 levels in real terms. There is no information on which area of the public sector this real term increase in funding will be applied.
- 3.3 Capital spending is set to fall by around £300 million from £5.5 billion in 2020/21 to £5.2 billion in 2021/22.
- 3.4 In 2021/22, Covid19 related funding is initially set at £1.3 billion (compared to the guaranteed minimum amount of £8.2 billion in 2020/21). It is likely that this funding will increase in response to further Covid-19 related interventions that may be required in 2021/22 and the Spending Review does set aside some funding to address this eventuality.
- 3.5 The implication of the reduction in Covid-19 funding between 2020/21 and 2021/22 is that much of the temporary spending in the current year on, for example, business grants, non-domestic rates reliefs, support for transport providers, Councils and the NHS will need to be unwound quickly.
- 3.6 The Spending Review currently assumes that 100% non-domestic rates reliefs for businesses in tourism and hospitality sectors in England will cease completely in 2021/22. However, the Spending Review notes that the UK Government is “*considering options for further Covid-19 related support through business rates reliefs. In order to ensure that any decisions best meet the evolving challenges presented by Covid-19, the government will outline plans for 2021-22 reliefs in the New Year.*” The implication is that, if some form of business rates reliefs for the hospitality sector does continue in England in 2021/22, additional consequential flows will flow to the Scottish Budget at that point.

3.7 It has been confirmed that the Scottish Budget for 2021/22 will be published on 28 January 2021, which is similar to the timescales for the 2020/21 Budget earlier this year.

3.8 It is anticipated that the Scottish Government will only publish a Budget for 2021/22.

4. 2021/22 PROVISIONAL REVENUE BUDGET

4.1 In line with the recommendations included in the Medium-Term Financial Plan approved by Council on 30 September 2020 (Report No. 20/174 refers), the Executive Officer Team have been updating 2021/22 Revenue Budget submissions.

4.2 A recurring theme emerging from the revised 2021/22 Revenue Budgets submissions is that many of the previously approved inflation assumptions have been reduced in line with current projections, creating capacity to contribute to other pressures.

4.3 The 2021/22 Revenue Budget submissions (as at December 2020) are summarised in the following table. The proposals included in the shaded columns have been previously agreed by the Council. Therefore, the Council will only consider the proposals included in the columns headed "To be Considered (Mar 21)" when it sets the 2021/22 Final Revenue Budget in March 2021. The updated 2021/22 Provisional Revenue Budget submissions have been subject to scrutiny by Elected Member Budget Review Groups during November and December 2020.

Summary of 2020/21 Provisional Revenue Budget Submissions (as at December 2020)

Expenditure Pressures			Savings Proposals		
Previously Approved (Mar 20)	To be Considered (Mar 21)	Total	Previously Approved (Mar 20)	To be Considered (Mar 21)	Total
£'000	£'000	£'000	£'000	£'000	£'000
5,365	6	5,371	2,943	(114)	2,829

4.4 The table above sets out a gap of £2.422 million in respect of the "Previously Approved" decisions taken by Council (difference between pressures of £5.365 million and savings of £2.943 million). Proposals for dealing with this gap were included in the Medium-Term Financial Plan approved by Council on 30 September 2020 (Report No 20/174 refers). The new submissions currently include a further gap of £120,000 and work is ongoing to address this

4.5 Members are also reminded that the Council has an approved 2022/23 Provisional Revenue Budget and work is ongoing to ensure this is in place from 1 April 2022. It is anticipated that the 2022/23 Final Revenue Budget will be set in February / March 2022.

Application of Revenue Budget Headroom

- 4.6 Currently there is **no Revenue Budget Headroom available** to the Council. If any Headroom becomes available, the Council is advised to consider a **prudent approach** in applying it towards recurring expenditure proposals in the 2021/22 Provisional Revenue Budget. The protection of recurring headroom does allow the Council to **reject** Service savings proposal. In recent years headroom has also been committed, on a non-recurring basis, to amongst other areas, economic development and employability.

5. CAPITAL BUDGET

- 5.1 On 30 September 2020, the Council received an update on the Investment Blueprint and Capital Budget 2020/21 to 2028/29 (Report No. 20/175 refers).
- 5.2 An interim high-level Investment Blueprint is currently being developed along with a set of principles to underpin it. Work is also ongoing to identify potential funding solutions for the additional expenditure agreed on 30 September 2020.

Perth City Hall

- 5.3 On 30 September 2020 (Report No 20/175), Council agreed that the City Hall project should proceed to financial close with a revised budget of £26.5 million, based on advice as to the best achievable price following extensive negotiations with the main contractor, through HubCo. This required a funding solution for the additional £3.3 million to be identified.
- 5.4 In accordance with the Council decision, the Head of Culture and Communities, as Senior Responsible Officer, together with the project team are moving towards financial close, with a view to work commencing on site in early 2021. The main contractor has undertaken to hold the pricing of specialist sub-contractor works if financial close can be achieved in December.
- 5.5 Whilst the Project Agreement may take some weeks to finalise, if the funding solution for the £3.3 million is agreed, the Head of Legal and Governance Services could issue a Letter of Intent following this meeting. The Letter of Intent would provide the main contractor with contractual assurance. This would enable the main contractor to enter into contracts with sub-contractors to secure price certainty. Should the Council be unable to issue a Letter of Intent in anticipation of financial close (i.e. the signing of the Project Agreement in the new year), the Head of Property Services has advised that may risk an increase in the overall cost of the project. Whilst there are always circumstances that can lead to increased prices (e.g. Covid-19) this is considered the best way to secure price certainty for the Project at this time.

- 5.6 As reported to the Strategic Policy & Resources Committee in November, the impact of Covid 19 upon the delivery of the Capital Budget in 2020/21 has been significant and there have inevitably been delays in progressing both individual Capital projects and ongoing programmes of work (Report 20/226 refers). Executive Directors have subsequently reviewed their Capital expenditure as part of the routine monitoring arrangements which will form the basis of the next report to the Strategic Policy & Resources Committee.
- 5.7 It is, therefore, proposed to fund the £3.3 million required for the City Hall by using slippage on the Capital programme in 2020/21 and transferring £2.6 million from the Roads Asset Management (structural maintenance) Budget; £200,000 from the Perth & Kinross Place Making budget and £500,000 from the Investment in Learning Estate budget in the current year.
- 5.8 For clarity, the proposal set out at 5.7 is to transfer budgeted resources from the above programmes in 2020/21 only, in line with forecast expenditure. The longer-term impact of this will be considered as part of the wider review of the Capital budget and the development of the interim Investment Blueprint.
- 5.9 **ACTION:** The Council is asked to approve the adjustments to the Capital Budget set out in paragraph 5.7 in order that the Perth City Hall project can move to financial close, in line with the Council decision on 30 September 2020.

6. NEXT STEPS

- 6.1 As set out above, it is anticipated that the Scottish Budget will be announced on 28 January 2021 with the Local Government Finance Circular being issued on the same day.
- 6.2 Work will continue with Budget Review Groups over the coming weeks to ensure that they have the most up to date information. Once the Scottish Budget is announced, further updates will be provided. Subject to Council consideration of the proposed committee timetable for January to June 2021, it is proposed that the budget setting Council meeting will take place on 3 March 2021.

7. CONCLUSIONS AND RECOMMENDATIONS

- 7.1. In common with all Scottish local authorities and the wider public sector, Perth & Kinross Council continues to anticipate a period of continued financial constraint and growing demand for Council Services. The emergence of Covid-19 has led to further financial challenges over the short to medium term. The Council continues to take proactive measures to enable it to address this challenge.

7.2. It is recommended that the Council:

- notes the contents of this report.
- approves the adjustments to the Capital Budget set out in paragraph 5.7 in order that the Perth City Hall project can move to financial close.

Author(s)

Name	Designation	Contact Details
Scott Walker	Chief Accountant	chxfinance@pkc.gov.uk

Approved

Name	Designation	Date
Stewart Mackenzie	Head of Finance	8 December 2020
Karen Reid	Chief Executive	8 December 2020

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

All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Corporate Plan

- 1.1 The Council's Corporate Plan 2018 – 2023 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

- 1.2 This report relates to all of these objectives.

2. Resource Implications

Financial

- 2.1 There are no direct financial implications arising from this report other than those reported within the body of the main report.

Workforce

- 2.2 There are no direct workforce implications arising from this report other than those reported within the body of the main report.

Asset Management (land, property, IT)

- 2.3 There are no direct asset management implications arising from this report other than those reported within the body of the main report.

3 Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.6 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

4. Consultation

Internal

- 4.1 The Executive Officer Team have been consulted 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

None

SCRUTINY COMMITTEE – 9 DECEMBER 2020

PERTH AND KINROSS COUNCIL - 16 DECEMBER 2020

PERTH AND KINROSS COUNCIL ANNUAL PERFORMANCE REPORT 2019/20

Report by the Chief Executive (Report No.20/242)

PURPOSE OF REPORT

This annual report provides an overview of how the Council has performed in 2019/20 against the strategic objectives for Perth and Kinross as set out within the Council's Corporate Plan 2018-2022.

1 BACKGROUND

- 1.1 Perth and Kinross Council's Annual Performance Report (APR) is a statement of the progress made towards achieving our strategic objectives and meeting our statutory duty to deliver best value during the last year. It provides elected members, officers and the public with a clear understanding of performance achieved and our success in making a positive difference to people's lives.
- 1.2 The APR is supported by additional information that explains our performance against a set of Corporate Performance Indicators; this information can be accessed in our online performance dashboard, [PK Performs](#), which is available through the PKC website.
- 1.3 Maintaining a strong and effective performance management framework that includes public reporting is critical to the success of the Council in delivering and improving outcomes for individuals and our communities.

2. ANNUAL PERFORMANCE REPORT 2019/20

- 2.1 The Council's APR 2019/20 is a high level summary of the impact that Council services made collectively in the period **1 April 2019 to 31 March 2020**. In the APR, information is reported against the five strategic objectives and arrangements that support organisational delivery, and is organised as follows:
 - **Performance Summary** – this summarises what progress we have made in delivering outcomes for people and communities over the reporting period and our overarching improvement priorities going forward.
 - **Performance in past year to deliver strategic objectives** - this narrative provides both performance highlights and information about areas where the service is not delivering against planned outcomes.
 - **Measures of performance** – the APR provides hyperlinks to our PK Performs portal; this contains information on the data measures against

the Corporate Performance Indicators. Also provided within the APR are hyperlinks to other sources of performance information, which provide more indepth information on specific areas.

2.3 The report provides a summary of the Corporate Performance Indicator data held in PK Performs and highlights that in 2019/20 this demonstrates:

- 23 indicators are improving (42%);
- 24 indicators remain steady (44%);
- 8 indicators need attention (14%); and
- 4 indicators currently do not have 2019/20 data available and a further 4 where it is not appropriate to report trends and targets.

2.4 To provide a fuller understanding of the performance of each indicator information has been included alongside the charts in PK Performs to explain:

- what the indicator is about
- why we measure it
- what can affect performance
- comment on performance against target and trend
- how our performance compares to others
- actions we are taking to improve performance

2.5 Throughout the report, there are many examples of how services have had an impact on outcomes for individuals, businesses and communities. This includes: the progress made to deliver the expansion of extended, high-quality early learning and childcare for pre-school children; rising literacy and numeracy levels; the continued upward trend in school leavers moving into positive, sustained destinations; the opening of the Perth Creative Exchange; the increasing economic impact of events supported by the Council; a reduction in delayed discharges and readmissions to hospitals; a reduction in the overall number of households and the number of families presenting as homeless; more affordable homes built than our target; and continued expansion of measures to reduce energy consumption, including increased electric charging points and reduced consumption in Council buildings. Many more examples are included in the 'Our Strategic Objectives' section of the report.

2.6 In addition to recognising the positive performance, the APR also outlines key areas of focus and improvement going forward. There are five overarching themes to ensure that we continue to reflect our Offer ethos, our focus is on: Education and Learning; Economy; Environment; Equality; and Empowerment. These puts the Offer at the heart of the overall approach across the area and acknowledges that 'everyone has something to offer'. The report also highlights some more specific improvements in relation to particular performance areas.

3. CONCLUSION AND RECOMMENDATIONS

- 3.1 The impact of COVID 19 on communities within Perth and Kinross has been significant and this will continue for some time to come. The impact of the pandemic will be clearer when we report activity within the Annual Performance report for 2020/21. However, the Council has worked, and will continue to do so, alongside communities, businesses and partners to support those affected. We will continue to strengthen these relationships, ensuring effective joint working to collectively build an even better Perth and Kinross and more fully deliver our ambitions and commitments for the [Perth and Kinross Offer](#).
- 3.2 As the key driver, the Offer will ensure that we build on recent progress and work more closely with citizens and communities to achieve considerable change in how services are co-created and delivered.
- 3.3 It is recommended that the Scrutiny Committee:
- i) scrutinises and comments as appropriate on the Perth and Kinross Council's Annual Performance Report for 2019/20.

It is recommended that the Council:

- ii) approves the Perth and Kinross Council's Annual Performance Report for 2019/20.

Author

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Approved

Name	Designation	Date
Barbara Renton	Executive Director, Housing and Environment	4 December 2020

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

All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	
Community Plan (Local Outcomes Improvement Plan)	No
Corporate Plan	Yes
Resource Implications	
Financial	None
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	None
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	None
Risk	None
Consultation	
Internal	Yes
External	None
Communication	
Communications Plan	Yes

1. Strategic Implications

Community Plan (Local Outcomes Improvement Plan) and Corporate Plan

- 1.2 This report supports the delivery of the strategic objectives within the Corporate Plan 2018/19.

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 None.

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 None.

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 The Executive Officer Team and Service Management Teams were consulted, and commented on this report.

External

- 4.2 None.

5. Communication

- 5.1 Communications will be carried out via the Council's social media platforms.

2. BACKGROUND PAPERS

None.

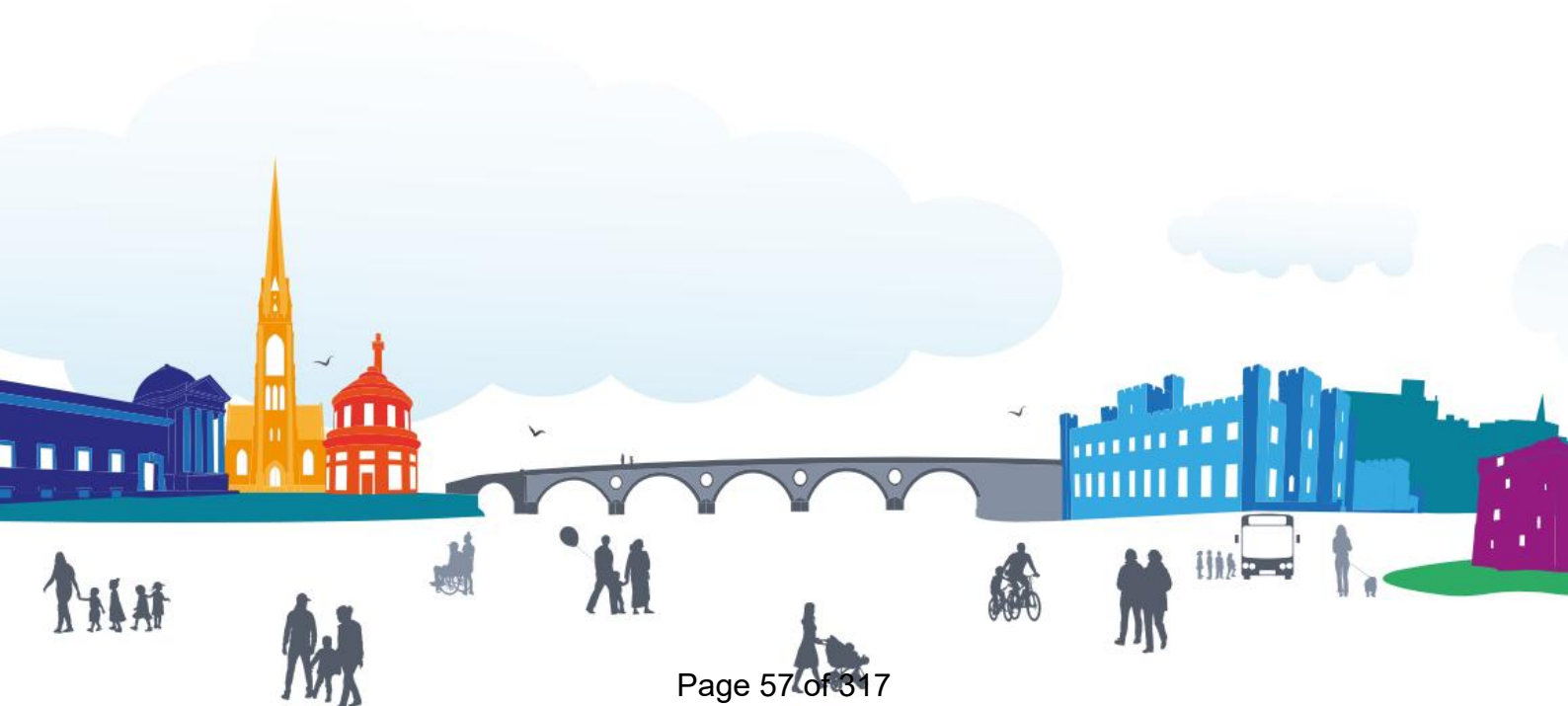
3. APPENDICES

Perth and Kinross Council Annual Performance Report 2019/20

Perth & Kinross Council



Annual Performance Report 2019/20



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Welcome




Karen Reid
*Chief Executive,
Perth & Kinross Council*



Councillor Murray Lyle
*Leader of the Council,
Perth & Kinross Council*

Thank you for taking the time to read Perth & Kinross Council's Annual Performance Report. This outlines the work undertaken across all Council services in 2019/20, as well as the Health and Social Care Partnership, to deliver the best services possible and better outcomes for our residents. It summarises our major strengths and where we need to do further work to continue to improve the lives of everyone in Perth and Kinross. The report can only highlight key areas. As such, more detail can be found from other sources, such as other reports, links within this document and our online information.

While it can be difficult to look past the substantial effects of COVID-19, it is important that we clarify that this report is primarily concerned with events that came before. Although COVID-19 will inevitably influence our approach moving forward, we still believe that there is much to be gained by reflecting on the achievements and challenges experienced over the full course of the year. Not only does this present us with an opportunity to celebrate our successes but it will also assist in identifying those areas most in need of attention as we move towards recovery and renewal in the aftermath of COVID-19.

The impact of COVID-19 on communities within Perth and Kinross has been significant and this will continue for some time to come. The Council has worked alongside communities, businesses and partners to support those affected. We will continue to strengthen these relationships, ensuring effective joint working to collectively build an even better Perth and Kinross and more fully deliver our ambitions and commitments for the **Perth and Kinross Offer** . As the key driver for our recovery and renewal approach, the Offer will ensure that we build on recent progress and work more closely with citizens and communities to achieve considerable change in how services are co-created and delivered.



Introduction

Perth & Kinross Council shares the vision of the Community Planning Partnership for our area:

*“Creating a confident, ambitious and fairer Perth and Kinross,
for all who live and work here.”*

In 2019/20, Perth & Kinross Council focused on delivering five Strategic Objectives:

- *Giving every child the best start in life*
- *Educated, responsible and informed citizens*
- *Prosperous, sustainable and inclusive economy*
- *Independent, healthy and active lives*
- *Safe and sustainable place for future generations*

This Annual Performance Report provides a summary of the progress we are making to deliver this vision and strategic objectives, including information on our measures of performance and the areas where we need to concentrate improvement. Our services produce a number of other public reports that provide more detail, and links to these documents are included in the relevant sections.



Our Performance Summary

- During 2019/20, we established the Primary Raising Attainment and Inclusion, Supporting Education (PRAISE) Team. This helps to support children who are looked after at home to be able to fully participate and achieve within the school setting.
- The **REACH** Team continues to provide intensive, co-ordinated and flexible support for young people with multiple complex needs and their families, in their own homes and communities. This has helped to reduce the number of young people accommodated away from home in a residential setting from 22 in 2017, to 10 in 2020, a level which has been maintained for the last two years.
- Bertha Park High School** was completed in July 2019 within the allocated budget of £32.5m and is Scotland's newest secondary school and the first in 20 years in Scotland. It was shortlisted under "Best Project" in the Education Buildings Scotland Awards, and received the award for **Technology: Transforming Learning, Teaching and the Curriculum**.
- A wide range of organisations have engaged in development of the **Perth and Kinross Play Framework and Action Plan** which promotes and highlights the importance of play in the health, wellbeing, learning and development of children.
- Eight play area upgrades have been completed by the Community Greenspace team through investment of over £550,000 and partnership working with the communities in Pitlochry, Forgandenny, Coupar Angus, Murthly, Glenfarg, Longforgan, Invergowrie and Powmill. We also assisted St Fillans community develop a new play area for the village, largely funded and designed by the community.

Giving every child the best start in life
(pages 13-18)

- There is steady, long-term progress in literacy and numeracy at P1, P4, P7 and S3, based on teacher judgements of Curriculum for Excellence (CfE) levels, with consistent improvements.
- Attainment results for school-leavers also show steady improvement, with the proportion of school-leavers attaining both literacy and numeracy at SCQF Level 4 (or above) increasing from 79% in 2014, to 89% in 2019.
- The number of young people achieving Duke of Edinburgh Awards reduced, due to young people only having part of the requirement for the award. The number of Youth Achievement and Dynamic Youth Awards reflects the change of focus of the service, as it now has targeted early interventions rather than attendance at universal youth provision.
- For the fifth consecutive year, Perth and Kinross (94%) remains higher than the national average (92%) overall, as well as in each individual age group, for the proportion of 16-19 year-olds participating in education, training or employment.
- Education Scotland's inspections show that Perth and Kinross consistently outperform both our comparator group of local authorities and the Scotland average across both the primary and pre-school sectors. With 78% of all quality indicators inspected over the last four years being rated as good or better, compared to only around 60% nationally.
- Community Investment Funds 2019/20 is a fund used to invest in new and innovative community-led projects which improve quality of life and tackle issues of inequality. A total of £623,00 was invested in 127 projects.

Educated, responsible and informed citizens
(pages 19-23)

Prosperous,
sustainable
and inclusive
economy
(pages 24-28)

- The **agreed heads of terms** for the Tay Cities Deal will see over £120m of new Scottish and UK Government investment in our area over the next 10-15 years, in addition to the significant £600m capital investment already committed by the Council.
- The economic impact of events supported by the Council has more than doubled from an initial value of £9.6m in 2017/18 to £19.4m in 2019/20.
- The **Perth Creative Exchange** opened in February 2020. It is a £4.5m major regeneration project which will support business start-up and growth in the Creative Industries.
- The latest data shows that the area of available services business land decreased from 81 to 30 hectares from 2017/18 to 2018/19.
- The new **Beyond Scotland Market Development Grant** scheme launched in September 2019, and aims to support local businesses to export. To date, 30 grants, worth a total of around £70k have been approved, covering projects from 27 businesses.
- **Business Gateway** supported 262 business start-ups and 25 early stage growth companies. It ran 41 start-up workshops and 12 existing business workshops. However, we are below our target of 325.
- The percentage of Scottish average monthly earnings is continuing to decline from 98.2% in 2015/16 to 92.7% in 2019/20; whenever possible we are encouraging payment of the Scottish Living Wage.
- The unemployment rate increased to 2% for 2019/20, which is significant after being stable for several years and relatively low at around 1%.
- The Employment Connections Hub had 2,300 visitors and the Hub Vacancy Management Service assisted in the recruitment of an average of nine vacancies per month.
- We funded the job creation initiative for rural businesses and reached and exceeded our first year targets aiding in the creation of 25 new posts for rurally-based young residents.
- The Solheim Cup was the highest attended women's golf event ever held in the UK, with record-breaking crowds of more than 90,000 turning out to watch, and with a 10.4m global audience, it put Perth and Kinross in the international spotlight.

Independent,
healthy and
active lives
(pages 29-35)

- 45% of people in receipt of reablement via HART returned home and did not require further support, enabling them to regain their independence and live at home safely.
- We continued to support Care About Physical Activity (CAPA) which focused on improving the health and wellbeing of residents through improving balance, fitness and strength for older people. This reduces hospital admissions as a result of falls.
- The Health and Social Care Partnership recruited physiotherapists to deliver a dedicated 'First Contact Physiotherapy Service' enabling patients to access services and treatment directly and more swiftly.
- We consulted with our Stakeholders to produce the Adult Carers Eligibility Criteria and the Short Breaks Services Statement which assisted in the development of the Joint Carers Strategy, approved at the December 2019 meeting of the Integrated Joint Board.
- The target for delivering new affordable homes was met one year early. Perth & Kinross Council, Hillcrest Homes, Kingdom Housing Association, Caledonia Housing Association, and Fairfield Housing Co-operative worked together to exceed our 2016-2021 Local Housing Strategy target to deliver 861 additional affordable homes. Across the Perth and Kinross area just under £21m has been invested on affordable housing.

(Continued)

**Independent,
healthy and
active lives**
(pages 29-35)

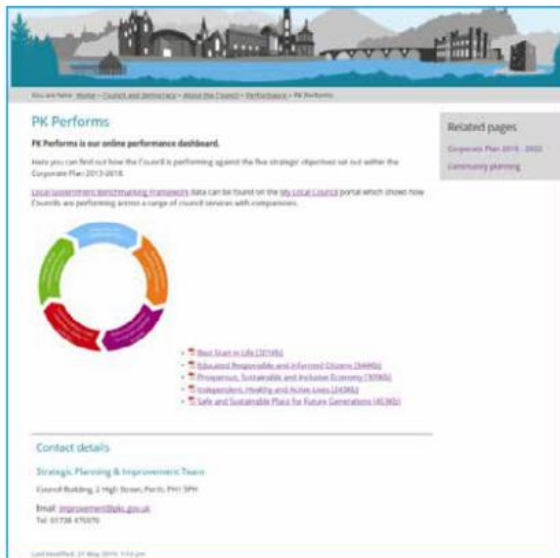
- In September 2019, the Council celebrated the 10-year anniversary of the **Rent Bond Guarantee Scheme**, one of a range of sector-leading private sector access initiatives managed by the Council. In this time, this scheme supported over 1,650 households.
- **Home First** continues to be successful and its sector leading approach has seen an increased proportion of households moving directly into settled accommodation avoiding the stigma, cost, experience and duration of homelessness. Through Home First, we have achieved a 19% reduction in the number of people presenting as homeless, when nationally there has been a 4% increase.

**Safe and
sustainable
places for future
generations**
(pages 36-41)

- The second **Perth and Kinross Local Development Plan** was adopted in November 2019 after examination by Scottish Ministers. The Plan sets a framework for growth to 2029.
- Housing completions across the affordable and private sectors are the highest recorded since 2008 meaning the 5-year housing target by 2021 has already been reached a year earlier than anticipated.
- Greenspace management and development plans have been completed for Kinnoull Hill and the Lade in Perth, and the Knock in Crieff through partnership working with the local communities. Co-ordinated implementation will be through a mix of Council and external funding and volunteer effort.
- We prepared and approved 'Net Zero Perth and Kinross', an interim climate emergency report and action plan. We secured external funding to develop key clean growth projects: Low-Carbon Transport Hub and Perth Smart Energy Networks. We installed eight public electric vehicle charging points and three at Council depots for fleet vehicles.
- Four play areas were created or upgraded with an investment of £220,000 in Coupar Angus, Glenfarg, Longforgan and Powmill Park. We continue to work with the **Maisie Moo Magical Moments** charity on an ambitious community-led 'all abilities' play area upgrade at the North Inch. Funding is being secured and the plans will improve equipment, landscaping and access, enabling young people with varying degrees of mobility to use it.
- Community Greenspace facilitated over 1,000 events on public greenspaces, many of which were for children, with no charge.
- Beautiful Perth, in partnership with the Council, secured the prestigious 'Champion of Champions' crown for Perth in the national Royal Horticultural Society Britain in Bloom Awards, making the city the best in the UK. We also secured the coveted Parks and Greenspaces Award for the Riverside Park Heather Collection in Perth and Bridge of Earn, first-time entrants, were awarded Best Large Village in the UK, with a special award for their amazing work with young people. This is a true exemplar of the Perth and Kinross Offer where the Council and community work in partnership to achieve excellence.
- A record investment of just over £21m was claimed during 2019/20 through the Affordable Housing Supply Programme. This was an additional £3.6m over our allocated subsidy which assisted in delivering additional good-quality, energy-efficient, affordable homes in areas where additional housing is in high demand.
- We now have six social workers and three senior practitioners trained in assessment and delivery of the Caledonian System and the Respect Programme, to combat domestic abuse through the rehabilitation of male offenders.
- The Food Health & Safety Team achieved the Société Générale de Surveillance, Customer Service Excellence Award for the 21st consecutive year and remain as the only food authority in the United Kingdom to hold the Award.

2019/20 Performance Indicators

Data demonstrating our progress against key performance indicators, how our performance compares nationally and with other Councils, and any future actions to be taken to address under-performance is available on our **PK Performs** portal on our website:



Overview of Our Key Corporate Performance Indicators

23 (42%)
are
improving

24 (44%)
are
steady

8 (14%)
need
attention

There are four indicators where it is not appropriate to report trends and targets. There are also a further four indicators where information for 2019/20 is not yet available. These indicators have been identified within the strategic objective section they report against and information is provided to explain when the 2019/20 performance will be available and how it will be reported.

Improvement Priorities 2020/21

Tackling Challenges and Delivering Improvement Priorities

The Perth and Kinross Offer established a new direction for the Council, designed to transform the way we work with our communities, citizens, partners, businesses, employees and other stakeholders, to ensure that public services can be co-created and delivered sustainably to achieve better outcomes for our people.

This transformation requires a change in the traditional relationship between public services, citizens, businesses, investors and visitors. There is also a need to move away from the relationship of provider and consumer to work collaboratively, agreeing joint priorities and designing the future we want together. To do this will require us to align budgets with our ambitions, using our resources to maximum impact and ensuring communities have services where and when they need them. It is a radical approach and one which requires commitment, enthusiasm and a “*think yes*” approach from everyone.

However, the immediate priorities of the Council have changed as a result of COVID-19, which has affected every part of society, and every single person in one way or another. The impact of the virus on all elements of the community has been rapidly changing and will continue to do so. The

support that the Council, and its partners, has provided has been extensive and well-received by the people of Perth and Kinross and we also recognise the significant contribution of volunteers and community groups in supporting communities to respond to the pandemic. This has highlighted the importance of developing and maintaining this strong partnership between communities and the many agencies and services that support them. This strong partnership approach is more important now than ever, given the scale and impact of the pandemic.

It has also been widely acknowledged that the combined response has demonstrated the Offer in practice. To ensure that we continue to reflect our Offer ethos, our focus is on:

- 1 *Education and Learning*
- 2 *Economy*
- 3 *Environment*
- 4 *Equality*
- 5 *Empowerment*

By having a focus on these key elements this puts the Offer at the centre of our overall approach and acknowledges that “*everyone has something to offer*”. Our approach to delivering on the vision for the offer will be an iterative one, learning as we move forward collectively.



A Year of Key Events

Gaelic Day in Perth

Comrie Flood Protection Consultation

APRIL
2019

Negotiated stopping places for the Gypsy/ Traveller community

Council's £600,000 community fund open for new applications

MAY
2019

Fifth award success for major Perth Infrastructure project

JUNE
2019

OCTOBER
2019

Free wellbeing roadshow across Perth and Kinross

NOVEMBER
2019

Published a Carers Strategy to improve support for local carers

Perth Christmas Lights Switch-On

DECEMBER
2019

Perth Santa Run

Published an Interim Climate Emergency Report and Action Plan

Summer out of school clubs, community clubs and family activities support holiday food provision

Smart Energy Network Design Competition

Perth hosted 'Super Saturday' a day packed with events

The Great Perthshire Tattie Run returns for 2019

Rent bond scheme celebrates 10 years of success

Local Housing consultation in Blairgowrie

Solheim Cup, Gleneagles

JULY
2019

AUGUST
2019

SEPTEMBER
2019

JANUARY
2020

FEBRUARY
2020

MARCH
2020

Berth Park High School officially opened by Scottish Education Secretary

Tenants help to update housing policies

Perth Riverside Light Nights

Perthshire Celebrates Chinese New Year

Online safety annual seminar for children and young people

In response to the national lockdown to suppress COVID-19 we supported and assisted residents and communities, with business grants, provision of childcare hubs, welfare checks and food and prescription deliveries

Our Strategic Objectives

Giving every child the best start in life

13

Educated, responsible and informed citizens

19

Prosperous, sustainable and inclusive economy

24

Independent, healthy and active lives

29

Safe and sustainable places for future generations

36

Giving every child the best start in life

Key Achievements



77% of children met developmental milestones when entering primary school in 2020



90% of those who visited the Play Talk Read Bus said they would try new ways of playing at home with their children



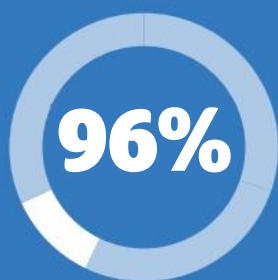
Key Achievements



400 children responded to a survey to give their thoughts on bullying which will help shape the Anti-Bullying Strategy



Over 700 families were supported by projects over the summer to decrease food insecurity and over 100 volunteers gave their time to support local communities



96% of looked after children and young people are in family and community placements rather than residential accommodation, up from 92% in 2016/17

Performance

Children will be cared for and supported to learn in nurturing environments

We work with families and carers to improve children's wellbeing and encourage early social and emotional development, supporting children in their early years to ensure all young people get the best start in life. Early Learning and Childcare continued to be rolled out on a phased basis. As of March 2020, 52% of Perth and Kinross funded providers provided 1,140 funded hours to 3-5 year olds of eligible families or families living in qualifying areas. During 2019/20, 542 3-5 year olds and 36 eligible two year olds (Strong Start) received 1,140 funded hours in local authority settings. A total of 103 3-5 year olds and five eligible two year olds, received 1,140 funded hours in funded provider settings. Three 3-5 year olds received 1,140 funded hours in childminder settings. Overall, 62% of 1,140 funded hours local authority setting Strong Start places were filled.

In each of the eleven ELC communities, there are local authority nurseries offering term-time and 45-week patterns, and funded provider settings offering a variety of patterns. Within each ELC community, Additional Support Needs (ASN) hubs are being developed in local authority settings. These hubs will provide children, with additional and complex needs, access to the support and environment they require within the ELC community they reside. Five local authority Early Childhood Centres (ECC) have been created within the most deprived areas of to support vulnerable children. The ECCs will offer a 50-week model of attendance in addition to the 45-week and term-time attendance models.

A contract management process was developed to ensure funded providers achieve and continue to meet the criteria outlined in the National




Standard. All funded providers are required to achieve a Care Inspection quality grading of four (good) or above. This assures high-quality ELC in each funded setting providing a positive impact on children's experiences and outcomes.

A range of external inspection reports reflected positively on ELC settings. In all these reports, the inspectors found much to praise in the quality of childcare and support provided. Notably, the Care Inspectorate awarded one 'excellent' evaluation each for Methven Primary School, Bridge of Earn Nursery and Honeypots, and two for Oakbank Kids Club. However, there were some decreases in inspection evaluations for early years services which can be linked to higher expectations from Care Inspectorate inspections, and the introduction of the National Standard for Early Learning and Childcare. This has been recognised in our own quality assurance of establishments, with the intention of improving performance.

To improve the standard of ELC and ensure children have access to a high-quality learning experience, there is a requirement to recruit and develop a high-quality workforce with the skills, flexibility and expertise needed to deliver the future requirements of ELC. Progress has been made on this front, with successful recruitment in positions such as; Senior Early Childhood Practitioners (ECPs) (44 additional posts), Principal ECPs (7 new posts) and Centre Leaders (4 additional posts) adding depth in expertise and enabling us to better deliver an improved service to children and their families, contributing to improving outcomes for children and their families.

Our children and young people are physically, mentally and emotionally healthy

The **Perth and Kinross Play Framework**  launched in June 2019. To support learning and play at home, Play Z cards, with simple play ideas for parents were produced and distributed through the Early Years and Childcare Teams,

Schools and the Parenting Team to families to try at home. The Z Cards were also available on the Play Talk Read Bus (PTRB) when it visited Perth and Kinross between 16 and 20 September and was visited by 148 families and 220 children over five locations. 82% said they had learned something new and 90% said they would try different ways of playing with their children at home.

Active Schools undertook a project to encourage more physical activity in children under ten. There was significant evidence that the approach taken increased physical activity and extra-curricular sport levels. Consequently, several schools invested their Pupil Equity Funding to extend this project. Nine Physical Education, Physical Activity and Sport groups were established.

Eight play area upgrades have been completed by the Community Greenspace team through investment of over £550,000 and partnership working with the communities in Pitlochry, Forgandenny, Coupar Angus, Murthly, Glenfarg, Longforgan, Invergowrie and Powmill. We also assisted St Fillans community develop a new play area for the village largely funded and designed by the community. We are continuing to work with the Maisie Moo Magical Moments local charity on an ambitious community-led 'all abilities' play area upgrade at the North Inch. Funding is being secured and the plans will improve equipment, landscaping and access enabling young people with varying degrees of mobility to access the children's play activities.

The Health and Wellbeing Strategy was launched in June 2019. The views of children and young people were pivotal in determining the scope of the strategy. Schools identified Health and Wellbeing Leaders and developed improvement plans. These plans were varied and reflected the individual needs and circumstances of school contexts and included planned interventions for Growth Mindset, BounceBack, Restorative Approaches, Emotion Works, Rights Respecting Schools, and Outdoor Learning.



We look to empower the people of Perth and Kinross to be involved in improving the services that impact on their lives. Independent Advocacy is a service which helps children, young people and those closest to them, ensure their voice and views are heard at meetings and reviews. We continue to support and inform young people about their rights and their option to use an independent advocate. In addition, we encourage children and young people to use the mobile phone app Mind of My Own. The app helps children and young people organise and share their thoughts directly with their support worker.

Over 400 children and young people responded to a survey in December 2019 regarding their thoughts on bullying. Most pupils felt they could talk to someone about any bullying - most pupils chose to tell a family member or member of staff. In primary schools, children voiced a stronger sense that there were more transparent consequences and that something was being done. However, a quarter of respondents stated they were not aware of the consequences/ response to reported bullying. The information is informing a review of the Anti-Bullying Strategy.

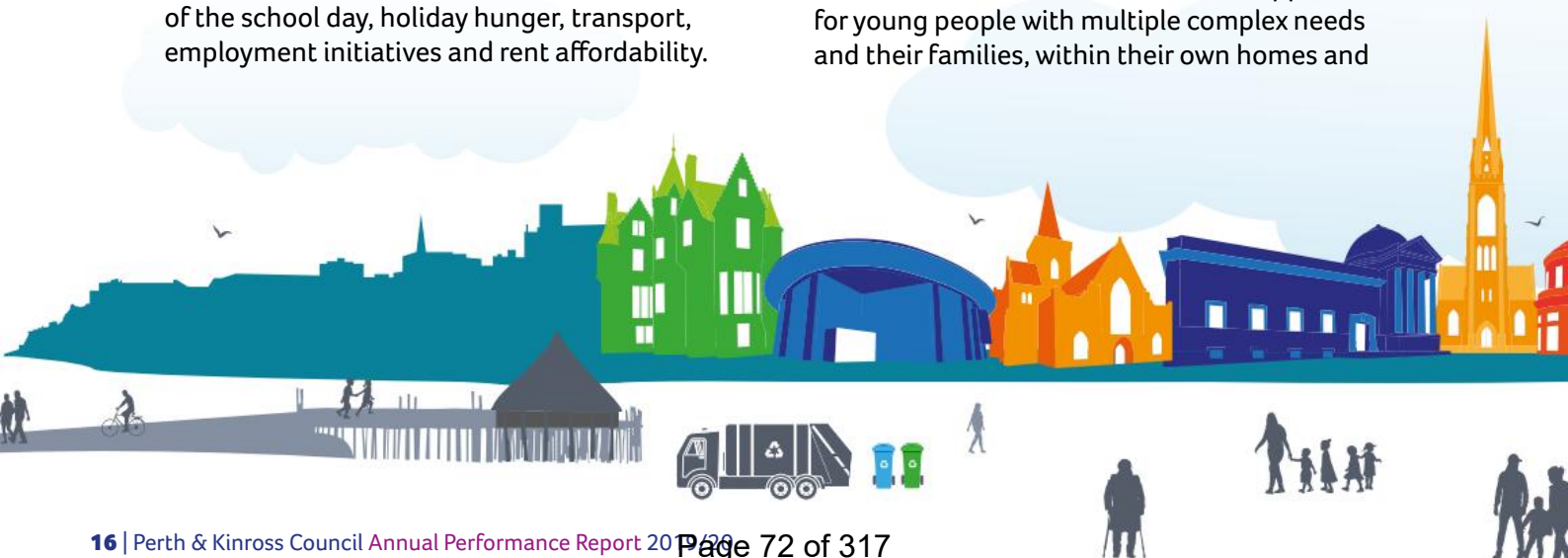
Our children and young people who experience inequalities and disadvantage will achieve comparable health, wellbeing and educational outcomes

The Perth and Kinross **Local Child Poverty Action Report 2019/20** was submitted to the Scottish Government in June 2019. The Child Poverty working group, supported by a range of partners, is taking forward the recommendations and actions within the report to tackle child poverty. This includes addressing particular issues which impact on poverty such as cost of the school day, holiday hunger, transport, employment initiatives and rent affordability.

Throughout Perth and Kinross, schools have been encouraged to consider new ways they can 'poverty-proof' the school day. Some schools undertook Cost of the School Day training and implemented measures to reduce the financial demand on families. Numerous schools produced a Cost of the School Day information sheet to share with parents, detailing the costs incurred that are mandatory and those that are not. Many primary schools now offer free school trips and use Pupil Equity Funding to reduce expenditure for lower income pupils. A number of Parent Councils also engaged in fundraising to support the reduction of costs for families. For secondary school pupils, schools are examining ways of reducing and/or eliminating costs for home economics, craft, design and technology and some art courses. A working group was established to review approaches to offer greater equity and reduce costs to families. Work is ongoing to ensure all families receive entitlements including free school meals and clothing grants.

To address the issue of food insecurity during holiday periods a Short Life Working Group was established. This group looks to empower communities to provide fun, engaging activities with a healthy, nutritious meals by assisting community groups in accessing Council funding for local initiatives aimed at reducing the impact of food insecurity on families. Projects were particularly focused in areas with higher levels of social deprivation or inequalities. Over the 2019 summer holiday period over 700 families were provided with support, with a total of 3,825 attendees. It was estimated that around 111 volunteers gave their time to support their community. Feedback from parents, children and young people and those delivering activities was very positive overall.

The **REACH** Team continues to provide intensive, co-ordinated and flexible support for young people with multiple complex needs and their families, within their own homes and



communities. As of March 2020, the percentage of children being cared for in the community remained very high at 96%. During the year, 64 children and young people (who were cared for away from home) ceased to be looked after, just over half returned home to parents or relatives. This approach prevents young people being accommodated within a residential care setting and supports them to successfully return home and remain in their community. This has helped to reduce the number of children accommodated away from home in a residential setting from 22 in 2017, to 10 in 2020, a level which has been maintained for the last two years.

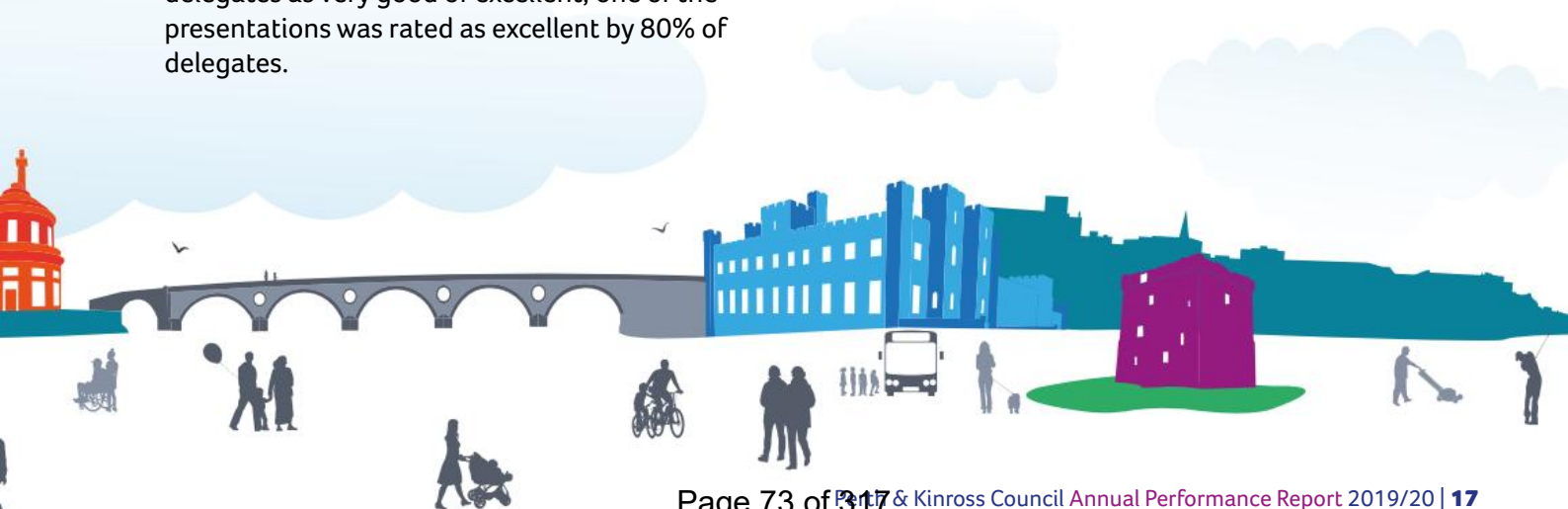
Young people often see their caring role as a positive experience. However, when they are required to take on too many caring responsibilities, or carry out caring roles that are not appropriate, there can be limiting or adverse effects on their health and overall wellbeing. The Inclusion Team delivered an outreach event with schools, resulting in an increase in awareness of support required by Young Carers. This resulted in an increase in referrals by schools to the Perth & Kinross Association of Voluntary Service (PKAVS), ultimately ensuring that more children and young people were made aware of the support and assistance available to them.

Our children and young people will be safe and protected from harm at home, school and in the community


The ninth annual 'Getting it Right...Keeping Your Child Safe' event, focusing on online risks for children and young people, took place at Perth Playhouse and attracted an audience of around 550 delegates, comprising of parents and professionals from across Tayside and beyond. The event was very positively evaluated with 96% of delegates reporting that their knowledge was improved or much improved. All the presentations were rated by over 75% of delegates as very good or excellent; one of the presentations was rated as excellent by 80% of delegates.

In 2019, all assessments going to Child Protection Case Conferences and Assessment Reports for Children's Hearings were reviewed and feedback provided to social worker and team leaders. For a period of three months, panel members reviewed each report and provided feedback to the service. Improvements in the quality of assessment reports support better multi-agency decision-making. This exercise has been rolled out across other local authorities as an example of good practice. Report writing training was completed for the whole service, and this will be offered again next year.

Our sector-leading approach to homelessness, the continued success of **Home First** and our homelessness prevention activity, have reduced the overall number of homeless presentations by 19%. Within this cohort, the number of young single people presenting as homeless has reduced by 25% and the number of families presenting has reduced by 40%. No families were placed in bed and breakfast accommodation. We also worked on delivering homeless prevention education through the proactive schools' programme.



2019/20 Key Performance Indicators

Performance against our key performance indicators is available in **PK Performs** , our online performance dashboard. Please select the performance indicators below to view performance:

- *Percentage of children meeting expected developmental milestones when entering P1*
- *Active schools participation rates*
- *Proportion of looked-after school-leavers attaining literacy and numeracy at SCQF Level 4*
- *Percentage of children looked-after in community rather than residential placements*

Performance against the following indicators will not be available until later in the year and will be reported as follows:

Performance Indicator	When performance will be reported	Where it will be reported
Proportion of registrations to the Child Protection register that are re-registrations within 18 months	February 2021	PK Performs 

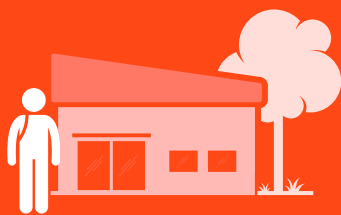
Educated, responsible and informed citizens

Key Achievements



94.8%

Young People aged 16-19 in
education, employment or training
(national average 92%)



96%

There has been steady improvement each year
on positive destinations for school-leavers, with
2018/19 outperforming the national average
(94%) with 96% of school-leavers from Perth and
Kinross schools entering a positive destination



Key Achievements

- 76% of primary pupils are achieving expected literacy levels, up from 71% in 2016/17.
- 73% of primary pupils achieving expected numeracy levels, up from 68% in 2016/17.
- School-leavers attaining both literacy and numeracy at SCQF Level 4 (or above) increased from 79% (2014) to 89% (2019).
- School-leavers achieving 5+ SQA subjects at SCQF Level 5 up from 62% (2017) to 64% (2019).
- Overall average education tariff points: 960, an increase from 928 in 2017.
- Community Investment Funds 2019/20 is a fund used to invest in new and innovative community-led projects which improve quality of life and tackle issues of inequality. A total of £623,00 was invested in 127 projects.

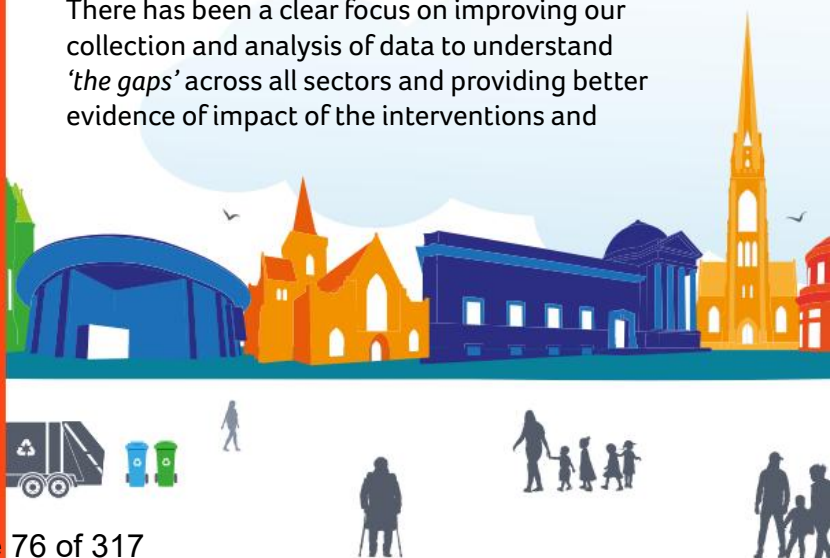
Performance

High-Quality Learning For All


Children's literacy and numeracy attainment rates continue to show progress across P1, P4, P7 collectively, with steady progress in levels achieved visible across all stages and areas. Additionally, there appears to be early signs of progress in closing the poverty-related gap. However, writing and numeracy levels remain generally lower than for reading and listening and talking, especially for P4 and P7, and the deprivation-related gaps more persistent, highlighting ongoing priorities for the strategies established for those areas. Examples of how schools are approaching improvement are provided in the [attainment report](#).

Tariff points are gained from the successful completion of SCQF awards and used to compare academic achievement between cohorts. Overall, throughout Perth and Kinross the average tariff points have remained relatively steady, with a peak in 2015 where results were particularly strong. The average is also consistently higher than the authority's virtual comparator, other than the most recent results in the lowest achieving 20%, where it is generally similar, highlighting the continued focus needed on this group of learners. The average total tariff points score of school leavers shows a clear attainment gap. Pupils from lower deciles tend to leave school earlier and this has a strong influence on the number of tariff points accrued. This gap is relatively unchanged between 2016/17 and 2018/19. Attainment results for school-leavers have also remained relatively steady. A comprehensive Raising Attainment Plan has been developed outlining key priorities for 2020-2021 and beyond.

There has been a clear focus on improving our collection and analysis of data to understand 'the gaps' across all sectors and providing better evidence of impact of the interventions and



approaches being funded through the Pupil Equity Fund. Recent support for schools and nurseries to improve collaboration and sharing practice has been successfully supported through the development of equity networks. Our data shows promising indications that the gap is closing at the early stages, and further focus will be maintained on improving the attainment of looked-after children, especially those looked after at home, and children and young people with additional support needs. To address the gaps that are evident a range of approaches are being implemented or tested, some examples are provided in attainment report.

Over the last year our **Navigate**  learning provision supported 39 young people with additional support needs and their families/carers to improve their attainment. On average, young people who attend achieved six National Level qualifications each, in addition to hours towards their Saltire awards; 100% of young people in the senior phase transitioned towards positive post-16 destinations. Attendance has remained steady and the curriculum expanded by 10% for Broad General Education, and 4% for S5 and above; increasing learning opportunities tailored to individual interests and strengths with pupil voice at the core.

To provide high-quality learning it is important that our staff have the training, knowledge and skills they need to meet our educational objectives. In-service programmes for school staff included delivery of 32 workshops over two days in November and February, including a range of workshops for Pupil Support Assistants such as *'Precision Teaching in Literacy'* and *'The Importance of Enhancing Playtimes'* and were delivered by members of the Inclusion Team, Educational Psychologists, specialist teachers and Allied Health Professionals. A range of bespoke training was delivered in several schools, covering effective ASN planning and meetings; outcome-based planning; ASD/ADHD - simplifying the complexities; Lego Therapy; and an introduction to managing behaviours that challenge.

Support Our Citizens to Find and Sustain Employment

A significant amount of work continues to take place to ensure young people transition from school to a positive destination. This includes effective partnership working which takes place between schools, colleges, universities, employers and the Developing the Young Workforce Board. There has been a steady improvement each year on positive destinations for school-leavers, with 2018/19 outperforming the national average (94%) with 96% of school leavers entering a positive destination.

The participation measure reports the activity of the wider 16-19 year old cohort, including those at school. Once again, Perth and Kinross is performing above the national average (92%) and is doing so in every individual age group as well as overall, with 94.8% of young people aged 16-19 in education, employment or training.

With the new No One Left Behind strategy, the emphasis is now aimed at the most vulnerable, delivering a 12-week interventions programme, recording positive steps to employability and not focusing on the destination. Under this approach, the proportion of Activity Agreement participants progressing onto positive destinations sits at 85%, as 59 young people left activity agreements with 50 going on to positive destinations.

The Council's Westbank site continues to develop its role as a community asset where people and partners work together. It offers modern apprenticeships in horticulture and other related outdoor skills and activities. In addition, young people who have disengaged at school are able to gain an insight to work, learn new skills, and develop qualifications in partnership with their school.



Enable Communities to Participate

The Perth and Kinross Offer is a new direction to transform the way we work with our communities, citizens, partners, businesses, employees and other stakeholders. This is being implemented to ensure that public services can be delivered sustainably and achieve better outcomes for our people. During 2019, we concentrated initial efforts on internal engagement, and as over 85% of our workforce also live in the Perth and Kinross area, they have given their different perspectives. The Executive Officer Team engaged with external partners and stakeholders. This included the Community Planning Partnership, Parent Carer Councils, PKAVS, Aerospace Kinross, Perth City Ambassadors, Perthshire Chamber of Commerce, Gannochy Trust, Perthshire Women's Business Network and the Rotary Club.

An engagement session for local Elected Members was held in June 2019. This was attended by around 20 Elected Members who gave feedback and direction in several key areas, such as engagement with existing community groups, promoting and marketing the offer externally.

We continue to offer a range of communication channels and opportunities to participate in decision-making processes for tenants. At the end of March 2020, we had 729 tenants who had elected to receive information on our services through traditional postal services, 850 via email and 3,550 via text messages. Our social media presence has increased to 2,271 Facebook and 2,424 Twitter followers. We worked hard to support digital inclusion and have commenced working with 50 individual tenants of whom 34 have completed the course. This has led to an increase in our E-Panel members, a group which considers and discusses with us changes to policies or procedures.

We continue to work in partnership in with 'Over 70' groups in most communities, facilitated through the Community Greenspace team including Bloom Committees, path groups, sports groups, allotment associations and Friends of Parks. A Community Path Groups networking day was held in Pitlochry in February 2020 with almost 50 attendees. Initial steps have been taken to looking at developing a Friends of Cemeteries network and this will progress during 2020/21.

Community Investment Funds 2019/20 is a fund used to invest in new and innovative community-led projects which improve quality of life and tackle issues of inequality. A total of £623,000 was invested in 127 projects:

- *Services for Children and Young People - 30 projects*
- *Investment in Community Assets (Buildings and Greenspace) - 40 projects*
- *Services for the Elderly - 7 projects*
- *Investment in Leisure and Culture - 22 projects*
- *Promoting Social Inclusion - 28 projects*

Local Action Partnerships bring services and communities together to work collaboratively on improving service provision and tackling inequalities at a local level. No participatory budgeting community grants took place during 2019/20 as Local Action Partnerships opted to directly fund community projects. Each Local Action Partnership has a budget which can be used to invest in projects and initiatives and in 2019/20 £55,000 was invested to support a variety of initiatives, including:

- *improvements to community assets;*
- *establishing new wellbeing projects;*
- *community transport;*
- *community newsletters;*
- *provision of Wi-Fi in community facilities;*
- *childcare initiatives.*



Perth and 11 other former burghs in Perth and Kinross have Common Good funds, which can be used for projects which benefit the residents of that community. In 2019/20 £138,000 of Common Good funding was invested through grants to individuals and groups, with £117,000 of that committed in Perth City and the remainder spread across the other localities.

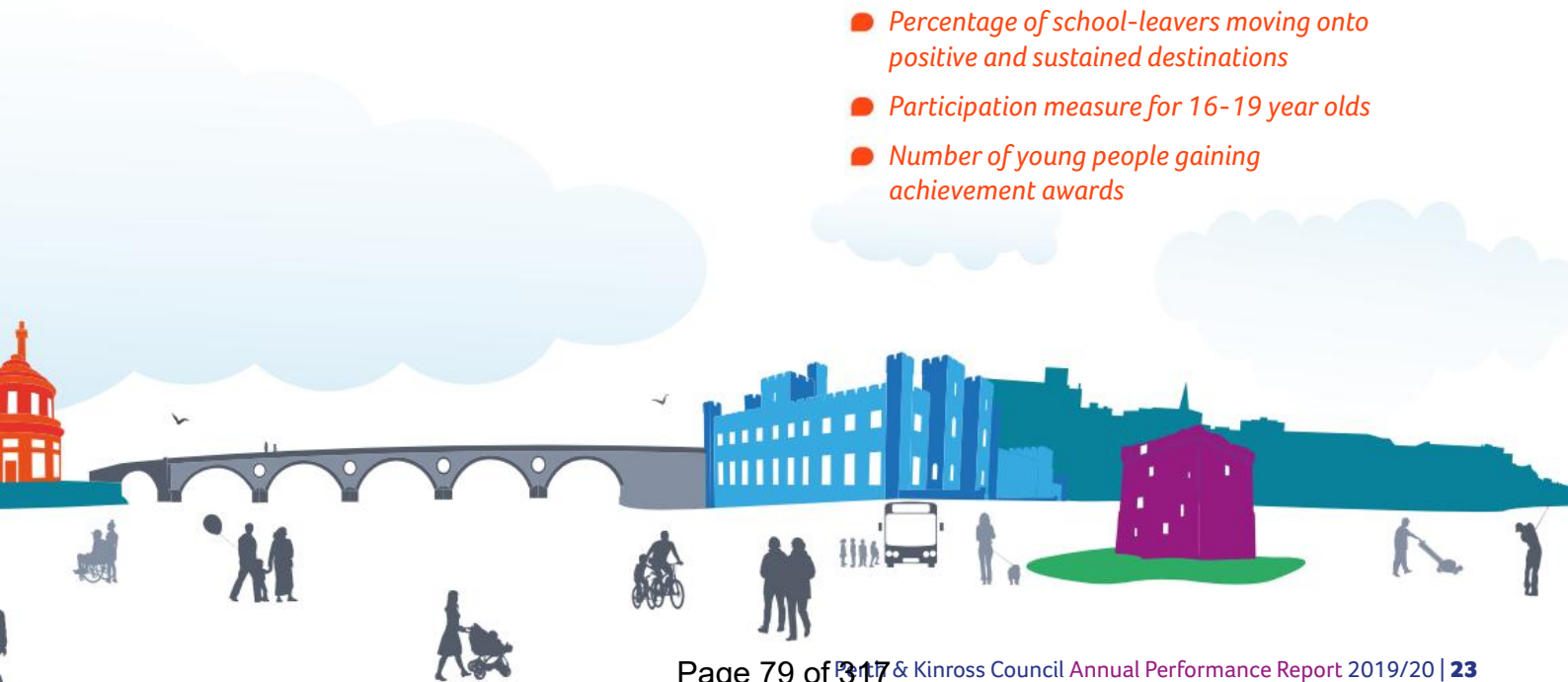
We continue to deliver the Council's Gaelic Language Plan supporting the promotion, use and learning of Gaelic in Perth and Kinross. In year 2 of the plan we provided Gaelic skills training to 200 staff and 8 publications were produced bilingually and Gaelic was included in language and culture events across Perth and Kinross. We are increasing the learning of Gaelic through:

- *early level Gaelic development including recruitment of Gaelic speaking ECPs for new Gaelic early learning and childcare provision;*
- *regular delivery of Gaelic Bookbug Sessions;*
- *increase in the number of classes for adults being delivered in the community;*
- *providing learning opportunities to support the wider personal and professional development of staff;*
- *providing community learning opportunities including family learning opportunities during school holidays across Perth and Kinross.*

2019/20 Key Performance Indicators

Performance against our key performance indicators is available in [PK Performs](#), our online performance dashboard. Please select the performance indicators below to view performance:

- *School attendance rates - Primary*
- *School attendance rates - Secondary*
- *School exclusion rates (per 1,000 pupils) - Primary*
- *School exclusion rates (per 1,000 pupils) - Secondary*
- *Proportion of children achieving early level literacy*
- *Proportion of children achieving early level numeracy*
- *Proportion of school-leavers attaining literacy and numeracy at SCQF Level 4*
- *Overall average total tariff*
- *Average educational tariff score for pupils within deprivation areas (SIMD Deciles 1 & 2)*
- *Proportion of school-leavers achieving 5 or more SQA subjects at SCQF Level 5*
- *Proportion of school-leavers achieving 5 or more SQA subjects at SCQF Level 6*
- *Proportion of school-leavers living in the 20% most deprived areas achieving 5 or more SQA subjects at SCQF Level 5*
- *Proportion of school-leavers living in the 20% most deprived areas achieving 5 or more SQA subjects at SCQF Level 6*
- *Percentage of school-leavers moving onto positive and sustained destinations*
- *Participation measure for 16-19 year olds*
- *Number of young people gaining achievement awards*



Prosperous, sustainable and inclusive economy

Key Achievements

THROUGH THE BEYOND SCOTLAND MARKET DEVELOPMENT GRANT

30 grants worth **£70k**


were approved covering projects from

27 local businesses



Performance

Deliver new investment to the Tay Cities Region


Through the **Tay Cities Regional Economic Strategy** , we will deliver inclusive growth by addressing inequality of economic opportunity, improve productivity by supporting the creation of higher value, better paid jobs, and deliver a more prosperous and fairer future for people in our area. The agreed heads of terms for the Tay Cities Deal will see over £120m of new Scottish and UK Government investment in our area over the next 10-15 years, in addition to the significant £600m capital investment already committed by the Council. It is anticipated that this will be signed this financial year.

New joint promotion initiatives were organised with the private sector to attract business and capital investment. For example, at the Waste Management and Resource Exhibition in Birmingham, where we shared a stand with Binn Group to promote the **Binn Eco-Park** . We are also engaging with investors to support the investment and delivery of additional hotel capacity within Perth City. A specific site has been identified, assessments carried out and promoted to investors.

Support business to grow and attract investment and higher value jobs

We believe that by helping local businesses to grow we can improve our region's economic outlook, providing improved job opportunities and employment outcomes to people throughout Perth and Kinross. The new **Beyond Scotland Market Development Grant**  scheme was launched in September 2019, and aims to support local businesses to export. To date, 30 grants worth a total of around £70k were approved covering projects from 27 local businesses. Projects supported include activity to help businesses access and develop new

market opportunities as far afield as California and China, as well as in the other nations of the UK. Sectors covered include Fintech, digital technology, food and drink, life sciences and tourism.

At the Perth Food & Drink Park, an initial development of five food and drink manufacturing units has been completed. A dedicated food and drink sector brochure was created and is being used by officers to promote the sector as well as the Food and Drink Park. We launched the brochure at Scotland Food and Drink's Showcasing Scotland event, which had over 170 international buyers from around the world. We ran a number of digital campaigns with external food and drink trade **publications** .

Business Gateway  supported 262 business start-ups and 25 early stage growth companies. It ran 41 start-up workshops and 12 existing business workshops. 42 businesses were referred to Scottish Enterprise and accessed the Growth Advisory Service/Growth Pipeline. A two-week rural roadshow (masterclasses, networking, one-to-one drop-in sessions) was organised engaging with over 135 people/businesses. Between 2018/19 and 2019/20 our performance improved, with the number of new businesses started up with the support from Business Gateway rising by 8.71%. Although this is positive, we remain behind our target value of 325. We continue to monitor the performance of our Business Gateway contract which is subject to renewal every three years and look to evaluate our objectives regularly.

We adopt an inclusive growth approach including, for example, the use of community benefit clauses in our contracts whenever possible and encouraging payment of the Scottish living wage. The percentage of Scottish average monthly earnings is continuing to decline from 98.2% in 2015/16 to 92.7% in 2019/20. Our aim is to achieve average earnings rates as a minimum by growing our economy and creating a more higher paying jobs and



Key Achievements

- *The agreed heads of terms for the Tay Cities Deal will see over £120m of new Scottish and UK Government investment in our area over the next 10-15 years.*
- *The economic impact of events supported by the Council has more than doubled from an initial value of £9.6m in 2017/18 to £19.4m in 2019/20.*
- *The Perth City Centre vacancy for 2019/20 continued to decrease to 8.5% which is below the national average for Scotland of 9.8%.*
- *Employability Pipeline have supported 153 individuals with employability skills.*



Through the Modern Apprenticeship Programme, the Council recruited 55 young people across 9 different occupational areas since April 2019

attracting the right talent and skills into the area. We positively influence employment rates and average earnings by supporting businesses and individuals directly, as well as through our partnerships with **Business Gateway**, **Growbiz** and Employment Connections Hub services. We are continuing active engagement with partners to deliver community benefits such as offering work placements. For example, the **Hadden Group** have actively engaged with the Council's **Youth Services at Scott Street** offering work placements, training and opening up career opportunities for young people within Haddens and associated supply chains.

Improve the public realm and infrastructure and transform our cultural offer

By overseeing and allocating funding for infrastructure projects and public realm enhancement we are building towards a positive future for our communities. The conversion and repair work at St Paul's Church in Perth is due for completion in March 2021. Related work for the promotion and use of the site for events, markets, art and lighting is progressing to allow the public space to be used for a variety of purposes. The Council allocated the Town Centre funding to five projects across four towns (Coupar Angus, Crieff, Pitlochry and Kinross). All the projects have had significant community interaction and various community groups and trusts will be directly involved in developing them.

We will continue to work with the private sector to ensure all households can access superfast broadband and our key settlements have access to a full fibre network.

The Creative Exchange was formally opened on 26 February 2020. The building is leased to **Workshop & Artists Studio Provision Scotland** who are operating the Creative Exchange on behalf of the Council. A £4.5m major regeneration project will support the



business start-up and growth in the Creative Industries. The facility will provide the home for the Creative Business Accelerator, part of the Famous Grouse Ideas Centre. The Accelerator supported over 25 aspiring entrepreneurs and helped them to start their businesses.

Perth and Kinross' global reputation at staging world-class golf events, was once again strengthened by the Council's contribution to the successful delivery of The 2019 Solheim Cup at Gleneagles, which brought together the best players from Europe and America to showcase the strength of women's golf. Hailed as the best-ever hosting of the event, it set a benchmark for staging a family-friendly and accessible golf event with more than 5,000 junior admissions and nearly 14,000 spectators taking part in golf zone activities. It was the highest attended women's golf event ever held in the UK, with record-breaking crowds of more than 90,000 turning out to watch, and with a 10.4m global audience, it put Perth and Kinross in the international spotlight.

We continue to focus on engaging with local people to build a greater sense of community across Perth and Kinross. In keeping with this focus, we have facilitated over 1,000 events on public greenspaces, a large number of which were free to, or provided for, children. Examples include Crieff and Pitlochry Highland Games, Spartan Race (National Endurance Course), Perth Show, Scottish Open Volleyball Tournament, Perth Salute, Caledonia Youth Rugby Finals, Perth Light Nights, four bonfire nights, community fetes and galas. In addition, the following events were either free for children or comprised of elements that were free for children: Scottish Rugby, Caledonia Cup Youth Rugby Finals (with Solheim Cup outreach activity), Perth Festival of the Arts, Perth Medieval Fair, International Youth Band Festival and Perth Winter Festival. The latter includes the Christmas Lights event and Riverside Light Nights where parade elements and performance programmes provide opportunities for young people to participate.

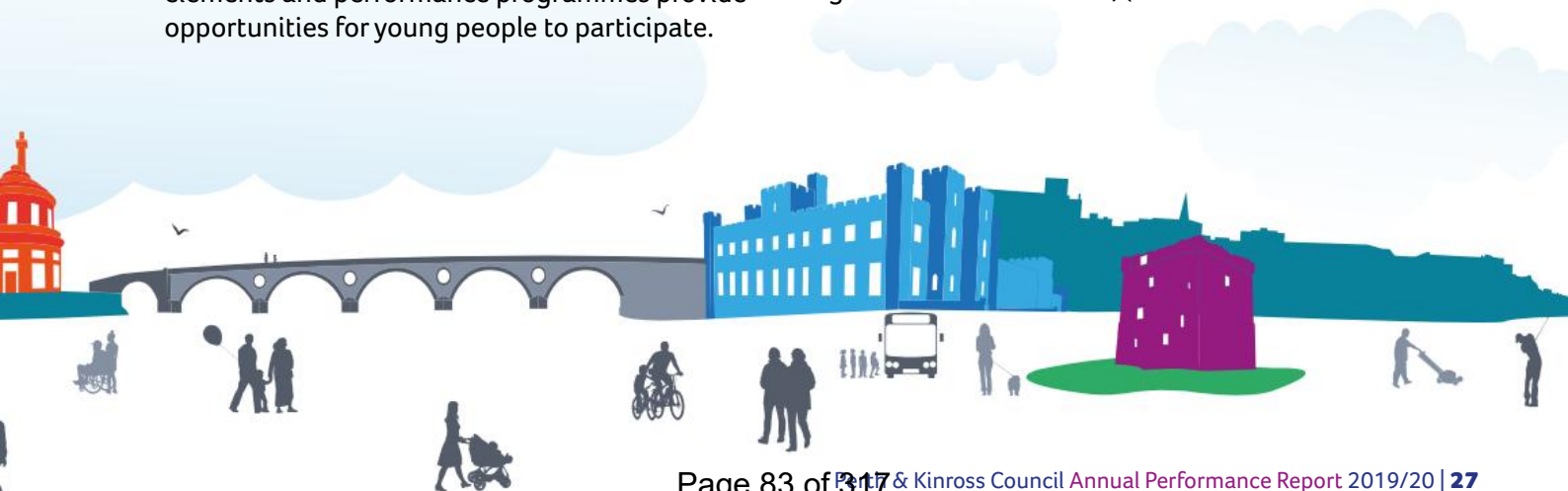
Develop the workforce and retain and attract young people to the area

Although unemployment had remained low in the previous year it increased from 0.8% in 2018/19 to 2% in 2019/20. Performance can often be reflective of national trends observed across Scotland, but this significant fall in our performance highlights an area of concern and will require attention moving forward.

A total of 83 new registrations, 294 active caseload clients supported with employability skills and 94 people were assisted into work through the Employment Connections Hub. With a focus on assisting clients with extensive barriers, the local No One Left Behind provision produced excellent initial results of 105 new clients, 27 moving into educational outcomes, 26 job outcomes, 13 young people into Modern Apprenticeships and 15 targeted training allowances achieved.

Employability Pipeline supported 153 individuals with employability skills through third sector and in-house delivery. Poverty and Social Inclusion supported 70 individuals with money/debt management skills by Perth Citizens Advice Bureau. The European Social Fund Employability Outreach Service delivered employability services to clients throughout Crieff, Kinross, Blairgowrie and Rattray. This programme seeks to assist those facing multiple barriers to employment, providing one-to-one support and working in partnership with various organisations to help people realise their potential and progress towards their goal of employment.

The Employability and Skills Team engaged with local employers to support the creation of 40 new positions since April 2019 in small businesses throughout the area. Two active employment incentive schemes provided support to young people seeking employment aged between 16 and 26, (the [Rural](#)



Employment Incentive and the **No One Left Behind Recruitment Incentive**). This work was supported by the addition of a Digital Marketing Modern Apprentice who has digitally publicised these incentives. On both incentives, we had employers accessing funding more than one time. Actual support through these funding streams equated to 41 new jobs created locally for young people with barriers to work. We funded job creation initiatives for rural businesses, and we reached and exceed our first year targets to aid in the creation of 25 new posts for rurally-based young residents.

2019/20 Key Performance Indicators

Performance against our key performance indicators is available in **PK Performs**, our online performance dashboard. Please select the performance indicators below to view performance:

- *Percentage of vacant retail units in Perth City Centre*
- *Number of new businesses started up with the support from **Business Gateway***
- *Percentage of Scottish average monthly earnings*
- *Percentage of working-age population unemployed based on Jobseeker's Allowance claimant count*
- *Number of unemployed people assisted into work annually as a result of Council-funded employability and skills programmes*
- *Percentage of residents satisfied with local museums and galleries*
- *Percentage of residents satisfied with local libraries*
- *Area of available Serviced Business Land*
- *Perth City Centre footfall*
- *Economic impact of events supported by the Council*



Independent, healthy and active lives

Key Achievements



The percentage of tenants satisfied with the overall service provided is high at 94.8%, an increase from 85.2% in 2016/17

There has been a decrease in the number of households who have presented to the Council as homeless in 2019/20 - down to 758 from 898 in 2015/16



Key Achievements


- There were 12,414 bed days lost through delayed discharges in 2019/20, a 12.6% drop compared to 2018/19 and a 25% drop compared to 2017/18.
- There has been steady overall improvement locally with readmissions to hospital within 28 days reducing from 118 per 1,000 in 2016/17 to 115 in 2019.
- 86% of care and care services were rated good or better in Care Inspectorate inspections, higher than the national value of 82%.
- There has been a reduction in the percentage of people in fuel poverty from 37% in 2015/16 to 25% in 2019/20.




The five-year target of building 2,750 new homes has been met early, with a total of 2,761 homes built over the first four years of the strategy

Performance

Work with Communities to deliver person-centred healthcare and support

We want people to have the health and care services they need within their local communities. To achieve this the Perth and Kinross Health and Social Care Partnership (HSCP) engages with communities, improving communication and empowering people to have a greater say over health and social care decision-making. Examples of empowering our citizens and improving outcomes in practice include The Aberfeldy Model of Care and in redeveloping our [Keys to Life Strategy](#) . Within Aberfeldy, to address local concerns regarding the closure of the Community Hospital in 2015, a HSCP team engaged with community stakeholders. This informed our strategy and revealed a need for greater service access. In response we set up and opened a local Care and Treatment Hub in 2019. In redeveloping our Keys to Life Strategy, we carried out a consultation exercise with disability service users and their families, health and care professionals and third sector parties. This engagement and the subsequent analysis enabled us to identify six priority themes. These will inform the content of the strategy and ensure it better meets the needs of those who need it.

To ensure that people receiving social care services have greater control over the services they receive we have introduced [Self-Directed Support](#)  (SDS) options. This guarantees service users the right to choice, promoting specific personalisation and flexibility in meeting their desired care outcomes.

We recognise the vital role unpaid carers play in the lives of the people they care for and in their community. At the 'Carers Connect' event in 2019, we and our partners in the HSCP worked with carers to assess the availability of peer



and community support groups across Perth and Kinross. This identified 46 local groups and organisations Our Carer Support Workers, Community Engagement Team and PKAVS are thus better able to support carers to access community services wherever they live.

The PKAVS Carers' Hub together with 'Outside the Box' and the Care and Wellbeing Co-operative have implemented the 'Support Choices' project. This provides information on Social Care and SDS options to people and their carers. This can be done over the phone or face-to-face. Short-term one-to-one support is available to help people identify the outcomes they would like to achieve and the support they require.

We are committed to ensuring that all care homes maximise the quality of care and the experience for their residents. We continue to engage with Care Home providers on their approach to quality improvement. The Care Inspectorate and Scottish Care are trialling an approach to care homes, developing their own improvement plans. Four homes in Scotland are involved in this pilot, two of which are in Perth and Kinross. Our local Scottish Care Integration Lead is working with these care homes on an individual basis to assist with care planning, improvement planning and peer support, working closely with the Care Inspectorate. The staff involved have found this a very positive experience and it has given these teams the ownership of their improvement plan and a commitment to delivering on their plans.

Design services around prevention and early intervention

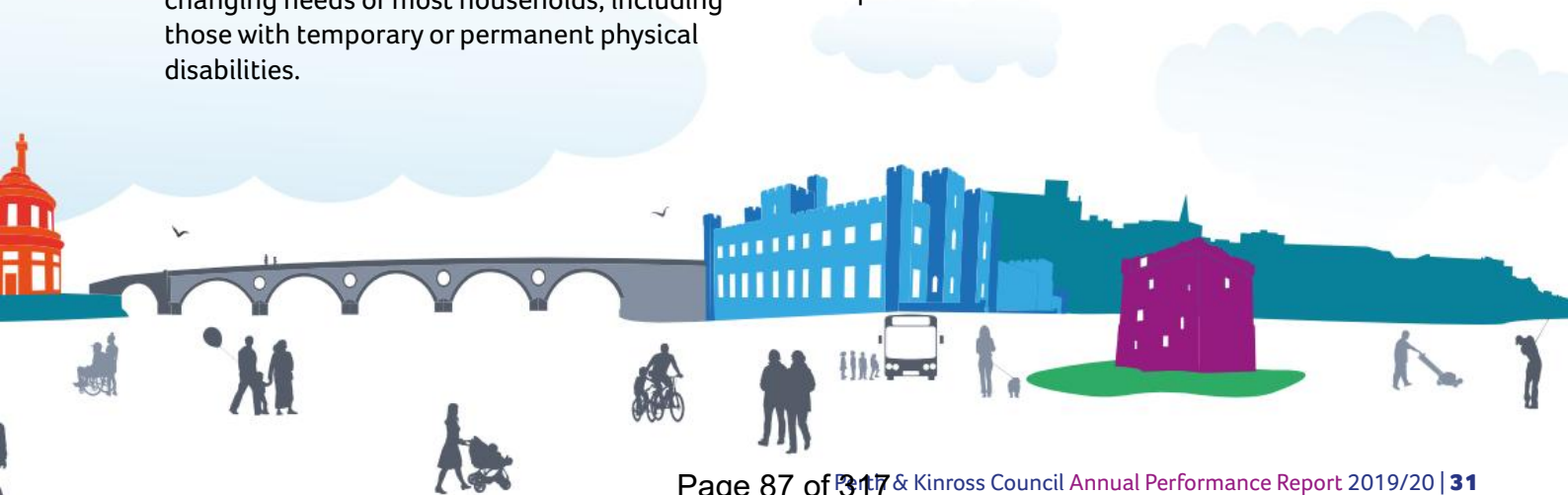
Enabling people to have access to suitable housing and support is key to enabling them to live independently. All of our new homes meet or exceed the housing for varying needs standards, ensuring that our mainstream housing is barrier free with the flexibility to meet the existing and changing needs of most households, including those with temporary or permanent physical disabilities.

Through our new-build developments, a number of homes were designed to facilitate independent living to meet the specific needs of households in the area, for example wet floor showers, wheelchair access, automatic door closers and wet rooms.

These properties have all been built to a high standard with a range of features including assisted bathing facilities, additional bedrooms for carers, lowered or adapted kitchen units and structures to support the installation of hoists should they be required in the future. During 2019/20, 41 new affordable housing units were designed to this standard.

During 2019/20, the Independent Living Group developed an Accommodation Modelling Tool and Framework to ensure the demand for housing for people with support requirements links into the new build programme, vacancy process for specialist provision and the allocation of some Registered Social Landlord and Council accommodation. This tool and framework has been used to help inform the demand for specialist provision - including housing with varying needs standards and allows us to have a good awareness and understanding of the number of cases of mild to moderate learning disability/autism, complex cases, mental health and cases of physical disability that require specialist housing and/or support both now or within the next 5 years.

As part of our commitment to a policy of early intervention and prevention strategy we invested £1.2m in additional staff for our Locality Integrated Care Teams. This programme provides a short period of enhanced care and its co-ordination by lead professionals helps people in need to more easily access community support, health and care services. This enables us to better monitor and manage vulnerable people, stopping their conditions from worsening and helping them avoid the need for hospitalisation.



Through our Primary Care Improvement Plan, we established multi-disciplinary teams with connections to GP practices, creating six new Primary Care Mental Health Nursing posts and bringing on three wellbeing support workers. These teams enable patients to access services and professional directly and far quicker than via traditional referral routes. By improving access to crucial services, we can prevent an issue of wellbeing from developing into a crisis.

Over the last 12 months, 45% of people in receipt of reablement via the Home Assessment Recovery Team (HART) were able to re-establish independence within their own home. This represents an improvement on the previous year and demonstrates our commitment to support people to remain at home for as long as possible, including following discharge from hospital. The Care Inspectorate awarded HART 'Very Good' gradings for both Quality of Care and Support and Staffing. People using the service reported that they were respected as individuals and treated with dignity and respect. They were positive about the encouragement they receive to have control over their own support and to be as independent as possible.

To deliver on their Mental Health Strategy 2017-2027, the Scottish Government provided funding to enhance the mental health workforce and improve access to dedicated mental health professionals in all accident and emergency departments, GP practices, police custody suites and in prisons. In 2019, we used this funding to create a new post of co-ordinator for the Lighthouse Project. This position was filled in January 2020 and enables the service to assist in supporting people in distress, out-of-hours and at weekends. Funding was also used to create a Mental Health Practitioner (MHP) position within the Access Team to provide person-centred care for individuals in crisis, at point of first contact. This was in addition to Social Prescribers who enhanced our provision for early intervention and prevention, creating a whole systems approach.

These posts provide support to individuals who come into contact with the service but do not necessarily meet the eligibility criteria for more formal social work services. Investing in these roles ensures that we can intervene quicker and earlier for people who have deteriorating mental health and wellbeing issues and support them to have better and more positive outcomes.

To enhance our community mental health support, we carried out a Mental Health and Suicide Prevention training programme. This raised awareness and links to Mental Health Awareness Week in May, Suicide Prevention Week in September and Mental Health Awareness Day in October.

Reduce inequalities and unequal health and social outcomes

To combat inequalities, the HSCP commissioned a Minority Ethnic Carers of People Project and supported the Minorities Communities Hub. This enabled us to provide personalised support to more than 500 people from minority communities, helping people access the services they need while promoting community collaboration and integration.

The HSCP also supported the development of Recovery Cafés, providing a space for additional support mechanisms for individuals with a range of complex needs, from mental health and wellbeing, to loneliness and substance use. We also increased the number of available British Sign Language interpreters, who can engage patients through new video call facilities. This provides improved access to the service no matter where you live in Perth and Kinross.

We also continued to support the 'Move Ahead' service. Move Ahead is a locally-based support service which enables people with mental health support needs to access opportunities and services in the community. It aims to help people regain confidence, self-esteem and enhance individual skills and encourages people to realise



their full potential. We have been promoting Physical Health Check monitoring for individuals who accessed Adult Mental Health services, Psychiatry of Old Age services and Learning Disability services.

In 2019/20 Scottish Government provided funding to allow period products to be made available, free of charge, in a variety of buildings. £12,000 of this funding was invested to provide products and publicity about the project across over 40 premises in Perth and Kinross. This includes community halls, sports facilities, libraries, museums and a variety of charity premises.

Support people to live active and independent lives

Our team of Housing Support Officers continue to provide support and assistance to tenants within our 91 units of retirement and 108 units of amenity housing. For tenants in retirement housing this is a daily welfare check and all tenants have access to a range of activities and events, delivered in partnership with a range of services, to help tackle isolation, and improve their health and wellbeing.

The mental and social health benefits of increased physical activity are widely recognised, bringing increased independence, a sense of wellbeing, reduced falls risk and improved quality of life. Throughout 2019/20, we continued to support Care About Physical Activity which is a programme being run between Scottish Social Services Council, the Care Inspectorate and Care Homes, and is focused on improving the health and wellbeing of residents through physical activity by improving balance, fitness and strength for older people which reduces falls, that in turn will reduce some of our unplanned admissions for older people.

Other examples of initiatives which support improvements in physical and mental wellbeing include a dementia friendly walking group in partnership with 'Paths for All', developed

to support 10 care homes and strength and balance exercises by the way of apparatus, in five care homes. This enhances the creation of dementia friendly sensory areas; a weekly Golf Memories Group for older adults with dementia and age-related memory conditions; and Saints Community Trust delivered various initiatives such as Football Memories working with our client groups from mental wellbeing, autism and learning disabilities. Additionally, dementia friendly 'Woodland Activity Sessions' are provided at Kinnoull Hill, Perth and horticultural activities through the 'Green Routes to Wellbeing' at Macrosty Park in Crieff to promote health and wellbeing through mentally stimulating and meaningful activity on greenspace sites.

We are looking to redevelop Perth Leisure Pool and Dewar's Centre facility. Through our joint work with Live Active Leisure, the development of a business plan for this redevelopment is underway (PH20).

As we seek to deliver investment in active travel and deliver an ambitious city-wide cycle network over the coming years, our funding application to Sustrans as part of the Places for Everyone Programme was successful, our grant currently stands at £13.2m. A significant stakeholder engagement programme will take place during 2020 to turn the proposals into a finalised scheme.

Working with a range of partners, a number of audits were undertaken across Perth and Kinross to assess the overall quality of the accessibility and walkability of local streets. This has identified opportunities to improve the local walking environment and enabled and encouraged people of all ages and abilities to walk for everyday journeys.

Reduce Social Isolation

Social isolation can have a significant impact on a person's health and wellbeing. Acknowledging this risk, we take steps to encourage people to feel more involved, included and invested in their




local communities. As part of this effort, we supported a number of community events across our localities.

Following consultation and local engagement across the North Locality, January was identified as the period during which people were most prone to feelings of stress, financial anxiety and loneliness. To address this, the Council and the HSCP supported efforts by local community organisations to deliver the Big January Get Together 2020, a month of interactive community events. This provided people with motivation to get out of their homes and interact with members of their community, creating a platform for engagement, enjoyment and education. This event attracted approximately 500 attendees and provided Council staff and partners with an opportunity to direct vulnerable people towards appropriate support services.

In Perth City, we supported the Jump into Wellbeing Festival (January 2020). This was organised to celebrate and raise awareness of the work undertaken across the locality by community groups and organisations, while providing a platform for education and engagement. More than 30 local community groups participated, with over 70 engagement activities and learning opportunities available to members of the public.

The South Perth Wellbeing Day was similarly held in the later stages of winter during the time in which people are most likely to be experiencing feeling of loneliness and isolation. This information day focused on promoting health and wellbeing for residents, with 50 community stallholders involved and over 250 people in attendance. This celebrated and promoted the work being done by groups across the community and created opportunities for people to come together locally and build important connections with active community groups and organisations.

Affordable quality housing for all

We continue to focus on the delivery of efficient services to ensure that our tenants' rents remain at levels that are affordable to them, based on local income levels. Following on from our **Tenant Summer Conference** , based on our tenants' priorities, three potential rent level options for 2020/21 were developed. Each of the options was assessed for affordability, with 83% of residents able to afford the new rent levels without assistance. Our rent levels remain the most affordable housing option in Perth and Kinross and we remain around the 6th lowest Local Authority rent in Scotland. Tenants have a range of options for paying and during 2019/20 we introduced the ability for tenants to check their rent account balance online.

All the commitments detailed within our Rapid Rehousing Transition Plan were implemented or are in process of being developed. The Scottish Government funding allocation of £203,000 for 2019/20 and £214,000 for 2020/21 is supporting the delivery of a property-ready fund, additional homelessness prevention and private sector activity. We have:

- *recruited an additional Homeless Prevention Officer who has supported a continued focus on prevention activity reducing homeless presentations by 19% since 2018/19;*
- *implemented a Property Ready Fund and improved tenancy sustainment from 83% to 89%;*
- *appointed a Home First Officer to co-ordinate activities and reduce the length of stay in temporary accommodation to under 68 days;*
- *rolled out intensive support to meet the needs of people with multiple and complex needs to ensure the number of people sleeping rough the night before they present for assistance is kept to a minimum;*
- *increased our engagement with the private sector and the number of people securing*



placements through the **Rent Bond Guarantee Scheme**, the number of empty homes brought back into use, and the number of properties we manage on behalf of private landlords.

We have increased our engagement with the private sector and the number of people securing placements through the Rent Bond Guarantee Scheme, and during 2019/20 there were 26 empty homes brought back into use and managed on behalf of private landlords.

We work in partnership with local, national developers, housing associations and the Health and Social Care Partnership. This is to extend the supply of affordable mainstream and social housing to design and build homes that meet the needs of people now, and in the future, so that people can live as independently as possible and live life well. The target for delivering new affordable homes for people in Perth and Kinross was met one year early and within the area 861 new houses were built in 2019/20, which is an increase on previous years:

- 646 private housing properties;
- 215 social rented houses of which 10 are Council homes;
- invested just under £21m on affordable housing across the Perth and Kinross area.

The level of housing completions during 2019/20 was the highest level of completions since 2008 and means we have now already exceeded our 5 year target of 2,750 homes with a total of 2,761 homes being built over the first four years of the strategy.

2019/20 Key Performance Indicators

Performance against our key performance indicators is available in **PK Performs**, our online performance dashboard. Please select the performance indicators below to view performance:

- Number of days people aged 75+ spend in hospital when they are ready to be discharged per 1,000 population
- Readmissions to hospital within 28 days of discharge per 1,000 admissions
- Proportion of the last 6 months of life spent at home or in a community setting
- Number of people who access self-directed support
- Number of service users with Telecare equipment installed (excluding Community Alarms)
- Percentage of residents satisfied with local leisure facilities
- Percentage of properties meeting the Energy Efficiency Standard for Social Housing
- The total number of households who have presented to the Council as homeless
- Number of applicants assessed as homeless
- Percentage of allocations to homeless households in permanent settled accommodation
- Percentage of tenants satisfied with the overall service provided
- Percentage of tenants satisfied with opportunities given to them to participate in the landlord's decision-making
- Percentage of households in fuel poverty

Performance against the following indicators will not be available until later in the year and when available the performance will be reported as follows:

Performance Indicator	When performance will be reported	Where it will be reported
Percentage of people aged 65 and over with intensive social care needs receiving care at home	2021	PK Performs
Percentage of adults supported at home who agreed that they are supported to live as independently as possible	2021	PK Performs
Percentage of carers who feel supported to continue in their caring role	2021	PK Performs

Safe and sustainable places for future generations

Key Achievements



33 rural community groups now have resilience plans in place, to be ready for extreme weather, flooding, power outages or any other disruption to normal activities

250

social housing units

We increased our number of new publicly available social housing units including buy-backs, conversions and empty homes conversions to 250 in 2019/20



Work with communities to create safe, strong sustainable places

The second **Perth and Kinross Local Development Plan** was adopted in November 2019 following examination by Scottish Ministers. The Plan addresses a wide range of policy issues, including housing, retail, business, industry, transport, recreation, natural heritage, placemaking and climate change, and is intended to establish a framework for the sustainable growth of Perth and Kinross to 2029.

The Perth City Plan outlines a series of priorities and principles that we are committed to delivering as part of an investment programme aimed at improving public spaces. The priorities and principles we are committed to are: developing a strategy for traffic, access and movement, which prioritises the pedestrian; creating a hierarchy of streets, public spaces and walking/cycling routes; improving the environmental quality of key streets/public spaces; promoting natural assets and building architecture; establishing a framework of green infrastructure; creating attractive points of arrival and ensuring key landmarks, and natural assets and streets are better connected.

Placemaking is a key component of the Perth City Plan and is part of the wider programme focused on making public places more inviting and people friendly. The purpose of the Placemaking programme is to enhance the quality, vitality and vibrancy of Perth city centre and key rural settlements, encouraging increased use and extended dwell time, leading to sustainable economic growth. A series of initiatives will help create high-quality public spaces, deliver sustainable active travel routes and promote use of the region's natural assets, which will build into an enviable package of the very best Perth and Kinross has to offer for both residents and visitors alike. To help deliver this

Placemaking Programme, we have outlined a capital commitment of £8.9m, which will also seek investment from key partners and external funders.

The Council was awarded £247,000 funding from Scottish Government to deliver projects that would encourage cycling, walking and to provide safer streets, particularly for vulnerable road users. This funding was used to procure a further £140,000 through match funding to deliver a number of schemes in 2019/20. Projects included the provision of a shared use path along Broich Road, Crieff, a shared use path along the A912/A913 at Aberargie and also in Tay Street, Perth. In addition, a number of mitigation measures were provided in Perth and other town centres to improve the centres for pedestrians with visual and mobility impairment. Projects were also delivered that provided improved links at a number of primary and secondary schools to encourage active travel to and from the schools.

Protect our outstanding area and build a sustainable future with smarter connections

Initial community engagement commenced with meetings taking place with the Perthshire Climate Change Cafes providing support to their Big Climate Conversation Event, which took place in Birnam. The Interim Climate Emergency Report and Action Plan was approved at the Council meeting on 18 December 2019. Engagement with Members, Community Planning Partners and other stakeholders continued with the Council sponsoring a further Climate Change event in Blairgowrie. Preparations are underway for an extensive engagement exercise across Perth and Kinross to help develop a finalised Climate Emergency Report and Action Plan for presentation to the Council late 2020.



Key Achievements



Waste recycling increased slightly in 2019/20 to 52.5% from 51.4% in 2018/19



We continue to reduce our carbon emissions from Council buildings to 12,012 tonnes of CO₂ in 2019/20 from 18,613 in 2014/15



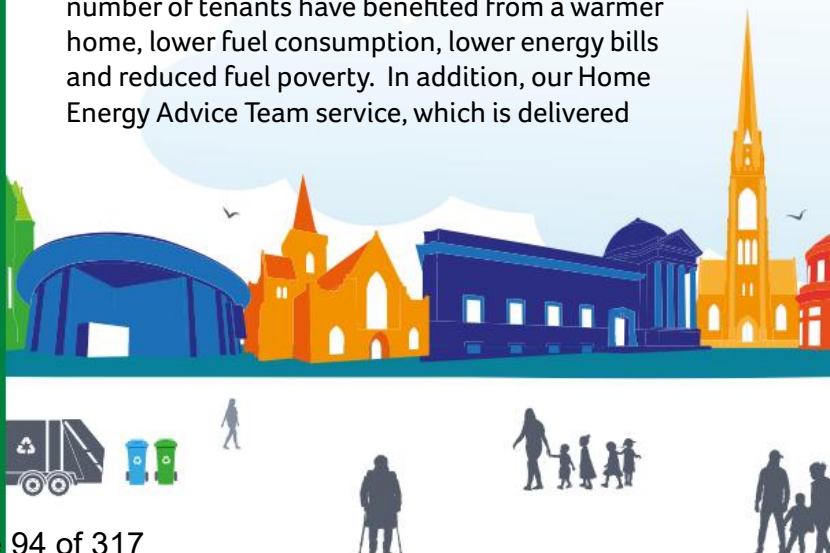
A total of 895 new houses were built in 2019/20, over a 40% increase since 2015/16

Working with our consortium partners, Beautiful Perth and Perth College to deliver Year 3 of Zero Waste Perth and completion of the project (Action 91). The campaign, which was funded until June 2020, included a branded Zero Waste Perth campaign and a large programme of community outreach activities aligned to the following themes - food waste prevention, reuse and repair, recycling promotion, resource efficiency and circular economy opportunities. A key highlight from Year 3 included the research and development of the Food Share Network, working in conjunction with Letham4All to introduce a community larder.

The experience and final completion of the Almondbank Flood Protection Scheme has helped inform the next similar sized major Flood Protection Scheme at Comrie, with the outline design of the Scheme now completed and the Scheme published in February 2020.

As an alternative to mains gas, we continue to explore alternative renewable energy measures where feasible. We installed further renewable technologies to our properties during 2019/20. Solar PV installations have been retrospectively installed to sheltered housing at James Court, Pitlochry, and Isla Court in Perth. Solar PV was fitted to new houses recently built at Clunie Way, Stanley, and to houses under construction at Huntingtower, Perth and Glebe, Scone. Air source heat pumps were fitted in 26 homes through the Warm Homes Fund project and a further 46 through the Central Heating Upgrading programme. Savings on energy consumption and reduced fuel bills are being achieved through the installation of these renewable technologies. They are also helping to address fuel poverty, reduce carbon emissions and tackle climate change.

As a result of the investment in the energy efficiency of our housing stock, a significant number of tenants have benefited from a warmer home, lower fuel consumption, lower energy bills and reduced fuel poverty. In addition, our Home Energy Advice Team service, which is delivered



in partnership with SCARF, have carried out 214 home visits. These visits are with a view to helping households save money on their fuel bills and share information with them on reducing their carbon footprint.

We recognise that communities value opportunities that enable children to play outdoors including green space, parks and in their local streets. Our Community Greenspace team ensures the provision and maintenance of 141 high-quality play areas, 14 skate parks, paths and many other recreation parks, paths and amenity open spaces along with a range of activity programmes and educational events that encourage family activity and sport. To support play in the community, links have been made with a range of professionals including parks, roads, planning and architects, as well as getting involved with the Dunkeld Road Corridor and the other re-generation areas. Each local Action Partnership was contacted, with staff attendance at a number of partnership meetings, to give an overview of the Play Framework and gain support for its future implementation.

Greenspace management and development plans have been completed for Kinnoull Hill and the Lade in Perth, and the Knock in Crieff, through partnership working with the local communities. Co-ordinated implementation will be through a mix of Council and external funding and volunteer effort. Other community partnership projects being developed include Auchterarder Park, Alyth Burnside and Den, Blairgowrie Riverside, Rattray Davie Park 3G Pitch, Birks of Aberfeldy, Perth Viewlands Park, the Crieff to Comrie Core Path Upgrade, and Comrie Shaky Bridge.

The Community Environmental Challenge Fund continued to prove very popular supporting 14 new projects, awarding match-funding totalling £94k with a total project value of £676k. In addition, £30k was allocated to 21 community projects to help celebrate the Solheim Cup.

The cemetery extension programme continued with Kinross North, along with the stabilisation of many older headstones in the priority areas as part of the Headstone Stabilisation Programme.

Perth Crematorium was inspected by HM Inspector of Crematoria in February 2020 which found *'no shortcomings in any aspect of the cremation process with good practice observed throughout'*. The report gave *'great credit to staff'* for the *'high level of service'* whilst managing changes arising from the Cremation (Scotland) Regulations 2019. *'Overall the Inspection found Perth Crematorium to be performing to a high standard, providing a first class service to the community.'*

Reduce offending

The extension of the presumption against short-term prison sentences, to sentences of less than 12 months, was introduced in June 2019. This means that a court should not pass a sentence of imprisonment of 12 months or less unless it considers no other sentence is appropriate. As a result, it was expected that the number of community-based disposals, mainly Community Payback Orders (CPOs), would increase. In response to this, Criminal Justice Social Work services carried out a review of current service provision and modelled what the impact of the projected increase in new CPOs on resourcing requirements would be. Across both teams responsible for managing CPOs, it was shown that there is sufficient capacity to successfully manage any increases in these orders. While it may take a number of months for the full effects of the introduction of the extension of the presumption against short term sentences to be known, data for 2019-20 showed that there were 347 new CPOs, an additional 25 CPOs when compared with the previous year's total of 322.



Support communities to feel safe

In 2019, all assessments going to Child Protection Case Conferences and Assessment Reports for Children's Hearing were reviewed and feedback provided to social worker and Team Leaders. For a period of three months, panel members reviewed each report and provided feedback to the service. This exercise has been rolled out across other local authorities. Report writing training was completed for the whole service, and this will be offered again.

Adult Support and Protection is a high priority and it is important that any adult protection referral response is timely and appropriate. Performance over the last four years has been consistently above the national target of 95% (PKC 2019/20, 99%).


Caledonian Women's Workers continue to support partners/ex partners of men who are undertaking the men's Caledonian Programme. In addition, they are involved in the risk assessment process and offering direct support to partners/ex partners at the pre-sentencing stage. There has been progress in the discussions with prison-based social workers at HMP Castle Huntly, the Scottish Prison Service and the Caledonian National Co-ordinator about delivering preparatory work with prisoners deemed suitable for the Caledonian System prior to their release from custody. Currently, we have six social workers and three senior practitioners trained in assessment and delivery of the Caledonian System and the Respect programme. A further three social workers have successfully completed the screening process and will go on to complete Caledonian training. All domestic aggravated Criminal Justice Social Work Report requests in Perth and Kinross are now assessed for Caledonian programme suitability using the SARAv3 risk assessment tool.

Our Regulatory Services continue to protect both the public and support the local economy. In 2019, the Food Team inspected 92% of programmed High Risk food premises, 95% of programmed Medium Risk in 2019/20 and carried out activities in a way that helped businesses comply and achieve sustainable economic growth.

Scammers are becoming increasingly resourceful and this can have a devastating impact on their victims, particularly older people. To help mitigate this we have installed 26 TrueCall units to protect vulnerable people to identify unwanted calls and we also undertook awareness training sessions to 122 Carers and 614 other Perth and Kinross residents. The scam hub contacted and offered assistance to 70 victims during 2019/20.




2019/20 Key Performance Indicators

Performance against our key performance indicators is available in **PK Performs** , our online performance dashboard. Please select the performance indicators below to view performance:


- *Emissions from Council buildings (tonnes CO₂)*
- *Percentage of municipal waste collected that is recycled or composted*
- *Total number of houses built in Perth and Kinross*
- *Number of new publicly available social housing units including buy-backs, conversions and empty homes conversions*
- *Average calendar days to re-let properties*
- *Vacant residential/commercial premises brought into use*
- *Number of communities with local resilience plans*
- *Percentage of anti-social behaviour complaints resolved within locally agreed targets*
- *Percentage of adult protection cases screened within 24 hours of notification*
- *Rate of emergency admissions per 100,000 population*
- *Total number of new Community Payback Orders issued by Court*



Organised To Deliver

In August 2019 Audit Scotland published our Best Value Assurance Report which was reported to **Council in September 2019** . It commended the effective leadership and clear strategic objectives of the Council, along with introduction of the 'Perth and Kinross Offer' to support future improvement. It also stated since the 2008 Best Value report, the Council has improved at a steady pace and our approach to the use of resources has strengthened. However, it also made several recommendations for improvements:

- *maintaining the pace of development of the Perth and Kinross Offer;*
- *revising the Council's digital strategy in line with its ambition;*
- *considering simplifying arrangements to improve decision-making as part of the ongoing governance review;*
- *reviewing performance management and performance reporting to ensure it is driving continuous improvement and that public performance reporting is transparent, clear and focused;*
- *considering development of a longer-term financial plan covering a five to ten-year period as part of the Council's modernisation agenda;*
- *reviewing the effectiveness of the Community Planning Partnership (CPP) Board, outcome delivery groups and local action partnerships as part of the ongoing CPP review; and*
- *improving how the Council involves communities.*

Progress towards these recommendations was reviewed by our external auditors and reported through the Annual Audit Report which was reported to the **Audit Committee in September 2020** .

During 2019 the following corporate initiatives and foresight enabled the Council to respond to the COVID-19 pandemic by quickly establishing effective working from home whilst supporting mental health and boosting employability.

The change to MS 365, including MS Teams, during 2019 was a key enabler to ensure the Council continued to work effectively. Agile approaches for implementing new technologies have been adopted successfully and in collaboration with Services. Having a mature platform and support model in place for our Online Services and Mobile Working put us in the best possible place to be able to respond at pace to the need to support business, parents, citizens and staff at the end of 2019/20 and throughout 2020/21.

The new Supporting Health and Wellbeing Framework was approved in April 2019 and resulted in all staff being covered by the same sickness absence management arrangements. A focus on mental health and joint working with the unions allowed us to deliver a roll-out of mental health awareness sessions and targeted resilience sessions. A refreshed mental health toolkit has been communicated via our intranet to signpost areas of support. In September 2019 we extended the self-serve functions of MyView giving employees access to MyView from home, using their own devices reflecting the 'anytime anywhere' way of working.

To date, the Learn to Teach programme has resulted in an additional 18 teachers. The University of Dundee offered a further 8 employees a place on the PDGE course commencing in November 2019, however, only 7 commenced due to one employee not achieving all of the required qualifications. We continue to offer internal promotion opportunities for staff to develop their careers with PKC. A broad range of learning and development opportunities are available, delivered internally or with through collaboration, to equip people with the skills to develop their careers.

Where does the Council get money from?

Most of our funding comes in the form of a grant from the Scottish Government. Some of this money is protected and can only be spent on specific services. Some is only given to us if we maintain defined service levels. Around 70% of our total budget is protected money and so we have little or no influence on how this money is used.

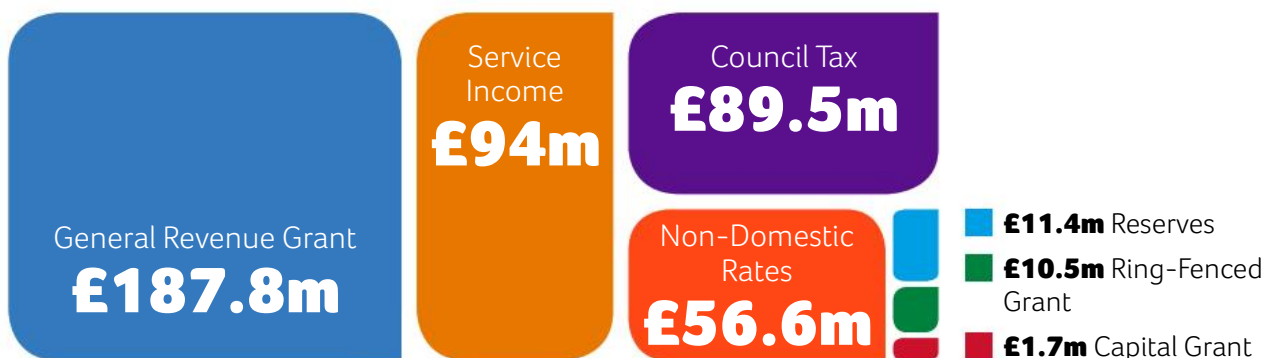
Almost 20% of income comes from council tax, and we have one of the highest collection rates of council tax in the country. A further 12.5% comes from non-domestic rates (business rates). The level of non-domestic rates is set

by the Scottish Government. We collect the rates on behalf of the Scottish Government and this income is shared between all councils in Scotland.

Over 20% of our income is from charges, for example charging for skip hire, football pitch hire, or for processing a planning application.

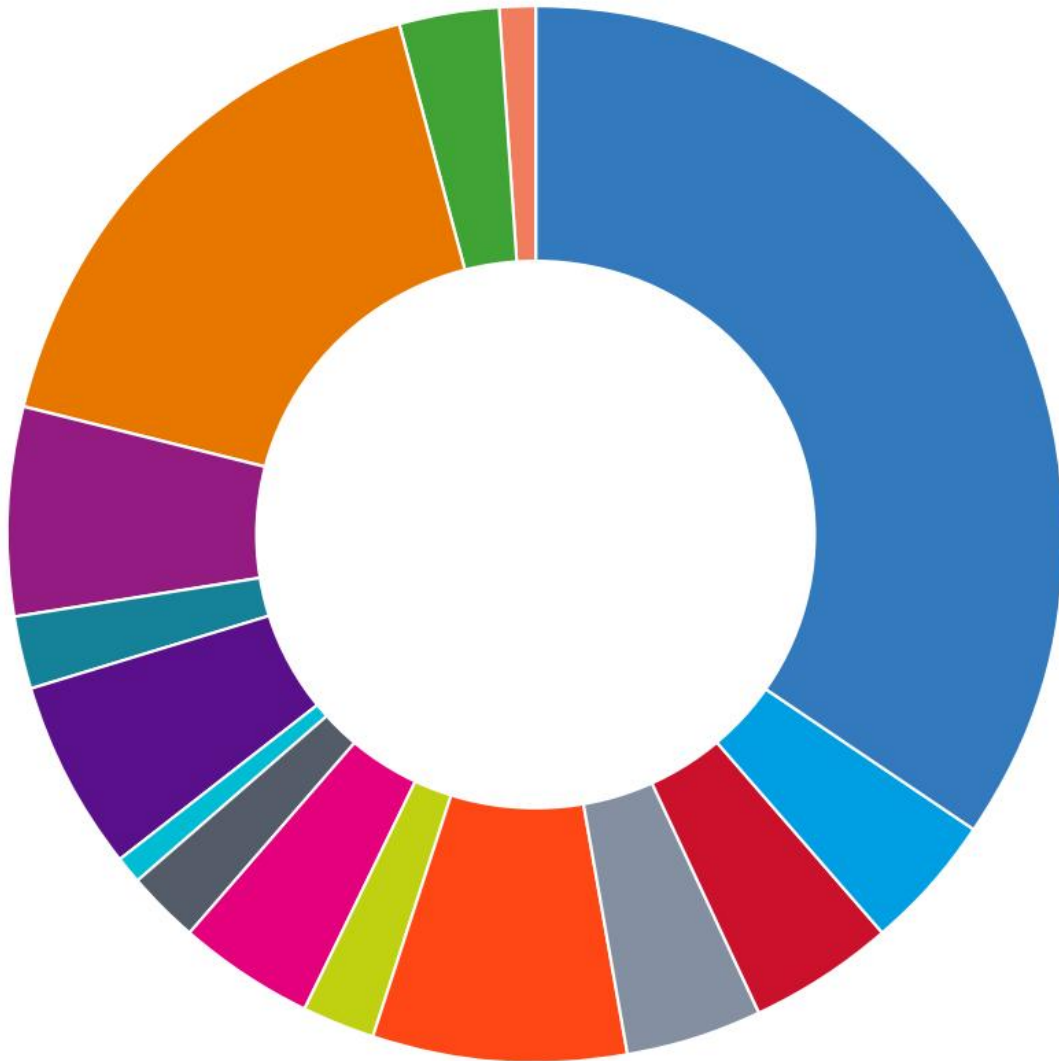
We also hold some money in reserves – like a savings account. It's important that we have reserves to cover unexpected costs and they can only be used once. They can also generate some money in interest.

Gross Income 2019/20



How we spend your money

Gross Expenditure by Type 2019/20



■ **£155.7m** Nursery, Primary, Secondary & Special Schools

■ **£19.5m** Children & Family Services

■ **£19.5m** Other Education

■ **£19.6m** Roads, Parking, Public Transport & Other Roads Activities

■ **£35.2m** Operations, Fleet, Regulation, Waste & Community Greenspace

■ **£9.5m** Planning & Development

■ **£18.2m** Property

■ **£9.9m** General Fund Housing Services

■ **£4m** Other Housing & Environment

■ **£26.3m** Corporate & Democratic Services

■ **£9.8m** Support for ALEOs

■ **£29.3m** Housing Benefits/Council Tax Reduction

■ **£76.6m** Health & Social Care

■ **£14.3m** Borrowing Costs

■ **£3.9m** Other Corporate Budgets

How Your Council Tax is Spent

20%

of the Perth & Kinross Council Budget comes from
Council Tax funds

Corporate
Services
£82

Housing,
Planning &
Property
£106

Roads &
Public
Transport
£52

Waste/
Recycling,
Greenspace &
Cleansing
£80

Health &
Social Care
£194

Children &
Family
Services
£639

Borrowing &
Other Costs
£112

Total £1,264

Based on a Band D property for 2019/2020
Total figure does not include water and sewerage charges

Key Contact

For further information on any area of this report please contact:

Louisa Dott

Strategic Planning & Improvement Team Leader

Email LJDott@pkc.gov.uk

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000

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

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے تو اس کا بندوبست سروس ڈیولپمنٹ Customer Service Centre سے فون نمبر 01738 475000 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡
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Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z Customer Service Centre 01738 475000

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Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись Customer Service Centre 01738 475000

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

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

All Council Services can offer a telephone translation facility.

www.pkc.gov.uk

(PKC Design Team - 2020204)



PERTH AND KINROSS COUNCIL

Scrutiny Committee – 9 December 2020

Council – 16 December 2020

PERTH AND KINROSS CHILD PROTECTION COMMITTEE STANDARDS AND QUALITY REPORT 2019/2020

Report by Chief Social Work Officer

(Report No. 20/241)

PURPOSE OF REPORT

Perth and Kinross Child Protection Committee (CPC), in compliance with Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities (Scottish Government: February 2019), publishes an annual Standards and Quality (S&Q) Report. This S&Q report, for the academic year 2019/2020 provides an overview of the key activities and work of the CPC to protect children and young people from harm, abuse and exploitation. This report identifies achievements, key strengths, the impact of the COVID-19 pandemic and areas for further improvement. It also sets out the CPC's programme of improvement work for 2020 and beyond.

1. BACKGROUND/MAIN ISSUES

- 1.1 All Child Protection Committees in Scotland are encouraged to publish an Annual Report in compliance with the requirements described in [Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities](#) (Scottish Government: February 2019). This S&Q report covers the work of the CPC for the academic year from 1 August 2019 to 31 July 2020.
- 1.2 The S&Q report reflects the Care Inspectorate's Quality Indicator Framework: [A quality framework for children and young people in need of care and protection](#) (Care Inspectorate: Revised 2019).
- 1.3 The S&Q report presents an overview of performance in services to protect children and young people and is based on sound evidence, obtained through a wide range of single and multi-agency quality assurance and self-evaluation activities. It describes achievements, key strengths, the impact of the COVID-19 pandemic and areas for further improvement. It also describes the capacity for continuing improvement and the CPC's improvement programme for 2020 and beyond.

- 1.4 The pictorial summary on page 5 of the S&Q report provides a graphic synopsis of the entire S&Q report and identifies increasing demands on key child protection processes; significantly improved provision and use of data; a much improved and blended approach to seeking and representing the views of children and young people, in particular the provisions of independent advocacy and improving frontline practice, all enabled by new technologies and practice guidance.
- 1.5 The headline statistical data presented on pages 9 to 14 of the S&Q report show that the number of Child Concern Reports (CCR's) has risen for a third successive year; by far the majority continuing to come from Police Scotland. The number of children and young people who have been the subject of an inter-agency referral discussion (IRDs), leading to a child protection investigation, has also continued to grow over the last three years.
- 1.6 The number of children and young people, being considered at initial child protection case conferences and subsequently being placed (registered) on the Child Protection Register (CPR), has fallen slightly this year, however, the conversion rate between conference and registration remains high at 91%; confirming that the children and young people, most at risk of significant harm, abuse and exploitation are being correctly identified, managed, supported and protected.
- 1.7 For those children and young people whose names have been placed on the CPR (registration), we continue to closely monitor both short term and longer term periods of registration. The data also shows that 138 new CPR registration took place during the year, representing a reduction from the previous year. However, the number of children and young people whose names were still on the CPR at 31 July 2020 is significantly greater than in previous years. Without doubt, this is a direct consequence of the COVID-19 pandemic and subsequent containment measures, which temporarily interrupted well-established multi-agency review arrangements, resulting in a 20% increase being realised between March and July 2020. New and creative ways of working are now allowing multi-agency staff an opportunity to review these registration periods, for example with key multi-agency child protection meetings taking place virtually.
- 1.8 The areas for concern being recorded most frequently continue to be domestic abuse, parental mental ill-health and parental drug and/or alcohol use; sometimes referred to as the "*trio of risk*". Neglect and non-engagement also continue to feature highly. It is also recognised that in the majority, if not all of these cases, there will be an element of emotional abuse.
- 1.9 The data (financial year) also shows that referrals to the Scottish Children's Reporter Administration (SCRA) have risen this year, in cases where children and young people are in need of compulsory measures of care. The CPC continues to monitor the use of legal measures, particularly Compulsory Supervision Orders (CSOs), which have fallen this year and Child Protection Orders (CPOs), which have been generally increasing over the last five years. This year, the number of unborn baby referrals has fallen again, with the majority continuing to come from Health Services.

- 1.10 Since March 2020, as a managed response to the COVID-19 pandemic and subsequent containment measures, the CPC has been receiving more frequent data, in a more integrated way. The CPC quickly developed a dataset, which included all the data being collected nationally via the Scottish Government and through CoSLA and SOLACE, as well as some local key performance indicators.
- 1.11 For example, on a weekly basis, the CPC has been monitoring the number of CCRs received weekly with a domestic abuse marker. It has also been monitoring how many times children and young people, with a child protection plan, have been physically seen, face-to-face, by their social worker (lead professional), on at least a fortnightly basis, and how many children and young people, with a multi-agency plan, have been contacted (including visits, seen face-to-face, online and telephone) by a key worker, primarily a social worker and/or other key professionals, on at least a weekly basis, both of which has remained very high.
- 1.12 Pages 16 to 24 of the S&Q report also evidences a significantly improved picture in the provision of, and access to, advocacy support, particularly independent advocacy support, for children and young people involved in key meetings. It also evidences the impact the COVID-19 pandemic and containment measures have had on face-to-face work with children and young people and how a creative and blended approach to contact, visits, engagement, seeking and representing the views of children and young people has been continued, and in many ways enhanced, through innovative working and the use of existing and new technologies. It also shows increasing awareness of and support to young people's mental health and wellbeing.
- 1.13 The S&Q report also acknowledges that whilst there has been an expected reduction in the take-up rate of multi-agency face-to-face training, particularly since March 2020, this has been pro-actively compensated by a significant increase in the use of the Online Modules and the CPC has also introduced new Digital Learning Opportunities on key practice issues. Additionally, the CPC's social media footprint and reach has also increased significantly over the last year.
- 1.14 Child Sexual Exploitation (CSE) continues to be a priority area of work for the CPC and partner agencies. Throughout the year, work has been undertaken to consolidate the partnership's approach of zero-tolerance to abuse and exploitation across Perth and Kinross. Of particular note is the work of the Young People's Advisory Group and their Young People's Online CSE Survey 2019, which received 1,748 responses (574 in 2017) from across all Secondary Schools in Perth and Kinross. Reassuringly, whilst we remain vigilant to such abuse and exploitation, local data shows that there has actually been a reduction in this type of crime recorded by the police (page 30 of the S&Q report).

- 1.15 Much of the CPC's improvement work continues to be taken forward via the CPC Practice Improvement Working Group, chaired by Perth and Kinross Council's Head of Services for Children, Young People and Families, and the CPC continues to support the work of the Tayside Regional Improvement Collaborative (TRIC) Priority Group 5 (PG5): Safeguarding and Child Protection, which is chaired by the Chief Social Work Officer. The improvement work of this TRIC PG5 has been significantly progressed and is currently focussed on relationship building with families, working together, and workforce development, to change and improve the culture, ethos and day-to-day frontline multi-agency child protection practice. The work of TRIC PG5 continues to provide added value to the improvement work of the CPC. A concise summary of this work can be found at page 35 of the S&Q report.
- 1.16 In conclusion, the S&Q report evidences our continued capacity for further improvement and our next steps; which are described on page 36 of the S&Q report. This is supported by the evidence contained within the Perth and Kinross CPC Improvement Plan 2018 – 2020 (Final Update) at 31 July 2020 which accompanies this report (Appendix 2). This shows the significant progress we have made in implementing the improvement actions to support frontline practice since 2018.
- 1.17 Through the work of the CPC, there is a commitment to remain alert; to continually identify areas of risk; to ensure continuous improvement and to maintain excellence in the work of the CPC.

2. CONCLUSION AND RECOMMENDATIONS

2.1 It is recommended that the Scrutiny Committee:

- (i) Scrutinises and comments as appropriate on the Perth and Kinross Child Protection Committee Standards and Quality Report 2019/2020 (Appendix 1) and the contents of the Perth and Kinross CPC Improvement Plan 2018 – 2020 (Final Update) at 31 July 2020 (Appendix 2).

2.2 It is recommended that the Council:

- (i) Notes the wide range of work being carried out by Perth and Kinross Council and partners through the Child Protection Committee, to provide high quality services to protect children and young people, in particular the high level commitment to continuous improvement through self-evaluation; and
- (ii) Endorses the contents of this report and the Perth and Kinross Child Protection Committee Standards and Quality Report 2019/2020 (Appendix 1) and the contents of the Perth and Kinross CPC Improvement Plan 2018 – 2020 (Final Update) at 31 July 2020 (Appendix 2).

Author

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Approved

Name	Designation	Date
Sheena Devlin	Executive Director (Education and Children's Services)	30 September 2020

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

All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Community Plan/Single Outcome Agreement

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

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

This report relates to Objective No (i).

Corporate Plan

- 1.2 This section sets out how the proposals relate to the achievement of the Council's Corporate Plan Objectives.

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

This report relates to Objective No (i).

- 1.3 The report also links to the Education & Children's Services Policy Framework in respect of the following key policy area:

- Integrated Working.

2. Resource Implications

Financial

- 2.1 There are no known resource implications at this time.

Workforce

- 2.2 There are no known workforce implications at this time.

Asset Management (land, property, IT)

- 2.3 There are no asset management implications at this time.

3. Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

This report has been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- (i) Assessed as **not relevant** for the purposes of EqIA.

Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

The matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

Sustainability

- 3.3 Under the provisions of the Local Government in Scotland Act 2003, the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:

- In the way best calculated to delivery of the Act's emissions reduction targets.
- In the way best calculated to deliver any statutory adaption programmes.
- In a way that it considers most sustainable.

The proposals against the Council's Principles for Sustainable Development has been considered as not applicable.

Legal and Governance

- 3.4 There are no legal implications at this time.

Risk

- 3.5 There are no associated risks at this time.

- 3.6 N/A

4. Consultation

Internal

- 4.1 The Head of Democratic Services, Head of Finance, Head of Legal Services, Head of Human Resources, the Children, Young People and Families Partnership, Education and Children's Services SMT and the Child Protection Committee and partners have been consulted in the preparation of this report.

External

- 4.2 The Child Protection Committee and partners have been consulted in the preparation of this report.

5. Communication

- 5.1 There are no Communication issues at this time.

2. BACKGROUND PAPERS

None.

3. APPENDICES

Appendix 1: Perth and Kinross Child Protection Committee Standards and Quality Report 2019/2020

Appendix 2: Perth and Kinross CPC Improvement Plan 2018 – 2020 (Final Update) at 31 July 2020



Standards and Quality Report 2019/2020

A child protection community working together to keep children safe.

If you have a concern about a child or young person, please contact

01738 476768

or
childprotection@pkc.gov.uk





Protecting Children and Young People: It is Still Everyone's Job

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Guardian/Keeper:	Perth and Kinross Child Protection Committee (CPC) Standards and Quality Report 2019/2020
Version Number:	1.0
Approved by CYPFP	18 September 2020
Approved by CPC:	27 August 2020
Publication Date:	TBC
Effective From:	TBC
Review Date:	N/A
ECHR Compliant:	Yes
Diversity Compliant:	Yes
Data Protection / GDPR Compliant:	Yes
FOI Compliant:	Yes
Health & Safety Compliant:	Yes

Preface by the Children, Young People and Families Partnership

The Chief Officers of the public sector organisations in Perth and Kinross, Elected Members of Perth and Kinross Council, Tayside NHS Board and the Command Team of Police Scotland's Tayside Division, are pleased to support the Perth and Kinross Child Protection Committee (CPC) Standards and Quality Report 2019/2020.

The [Children, Young People and Families Partnership \(CYPFP\)](#) continually strives for excellence in our children's services and continues to provide strong and robust collective leadership; direction; governance; scrutiny; challenge and support to the work of the CPC. Our individual and collective commitment to the **protection** of children and young people in Perth and Kinross remains paramount.

It is our firm belief that **safeguarding, supporting** and **promoting** the **wellbeing** of all children and young people and protecting them from harm, abuse and exploitation is **everyone's job**. We take this responsibility very seriously and we are committed to **enabling all children and young people to be the best they can be** and to achieving our shared, ambitious and compelling vision that our **children and young people will have the best start in life and Tayside will be the best place in Scotland to grow up**.

We acknowledge the strong partnership work of the CPC; its Working Groups; the wider child protection community and all staff working in the public, private, third and independent sectors across Perth and Kinross; whose commitment, dedication and hard work continues to provide better outcomes for vulnerable children and young people at risk of harm, abuse and exploitation.

We particularly acknowledge the significant impact the COVID-19 pandemic and subsequent containment measures have had on the lives of children and families and on practitioners living and/or working across Perth and Kinross. As leaders, through the CYPFP and the Perth and Kinross Public Protection Chief Officers' Group (COG), we continue to work collectively together to ensure key child protection services and processes remain properly resourced and in many areas of practice, enhanced and enabled by new ways of working and/or new technologies, to ensure children, young people and families are kept safe and continue to get the help they need, when they need it.

Whilst we are pleased that this report shows our child protection services continue to improve, we continue to remain vigilant. Going forward, we are not complacent and together with the CPC, we strive for excellence, continuous improvement and to realise fully our capacity for improvement.

We commend and endorse this CPC Standards and Quality Report for 2019/2020.

Karen Reid
Chief Executive
Perth and Kinross Council

Grant Archibald
Chief Executive
NHS Tayside

Andrew Todd
Chief Superintendent
Police Scotland – Tayside Division

Katie Pacholek
Locality Reporter Manager
Scottish Children's Reporter Administration

Date: 18 September 2020

Introduction by the Independent Chair of Perth and Kinross CPC

Welcome to our CPC Standards and Quality Report 2019/2020. This report covers the period 1 August 2019 to 31 July 2020.

This is the second CPC Standards and Quality Report I have presented since my appointment as the Independent Chair of the CPC in May 2018. Once again, this report presents a high-level overview of our multi-agency activity for the past year. This report identifies our *achievements*; *key strengths* and *areas for further improvement*. It also describes *our capacity for improvement* and our ambitious *improvement programme* and *work plan* for the future.

2019/2020 has been a very challenging year for the CPC and all partners. In March 2020, the COVID-19 pandemic and subsequent containment measures impacted very heavily on the way our partnership has traditionally operated and in the way child protection services were delivered. Nevertheless, our strong partnership arrangements have allowed us to quickly identify, change and adapt to new ways of working and in many aspects, strengthened what was already a very mature and well established working partnership.

We have continued to support frontline workers to deliver key child protection services and we are working to ensure they remain empowered and enabled to do so, with blended approaches to increased learning and development opportunities and with the support of new practice guidance technologies.

We have successfully implemented and delivered significant practice improvements in terms of the [CPC Improvement Plan 2018 – 2020](#), and have done so, and will continue to do so, in partnership with the [CPC Practice Improvement Working Group](#) and the [Tayside Regional Improvement Collaborative \(TRIC\)](#), in particular with [Priority Group 5 \(PG5\) \(Safeguarding and Child Protection\)](#).

We remain clearly focused on practice change and improvement, which empowers and supports a competent, confident and professionally curious workforce. We have made, and we are continuing to make, sustained improvement in our key child protection processes and practices and our capacity to do so remains very strong.

In conclusion, I must acknowledge the hard work, commitment and dedication of all our staff, which remains outstanding and which is improving the life chances of all children, young people and families across Perth and Kinross and keeping them safe.

Bill Atkinson

Independent Chair of Perth and Kinross Child Protection Committee (CPC)

Date: 27 August 2020

Pictorial Summary – What key outcomes have we achieved and how are we improving?

CPC Standards & Quality Report 2019/20 Summary



Numbers Increasing:

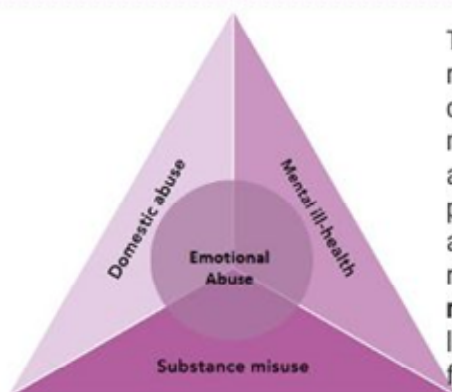
- Child Concern Reports (7% increase in children subject to CCRs)
- Inter-Agency Referral Discussions (7% increase in children subject to IRDs)
- Child Protection Investigations (26% increase in children subject to CPIs)
- Child Protection Register (23% increase in children on CPR)



97

79 in 2019

Children on Child Protection Register (at 31st July 2020)



The areas for concern being recorded most frequently continue to be parental mental ill-health; domestic abuse and problematic parental drug and / or alcohol use, commonly referred to as the **trio of risk**. Also seeing increasing levels of non-engagement from families



Improvements seen in:



Engagement with young people



Use of new technologies

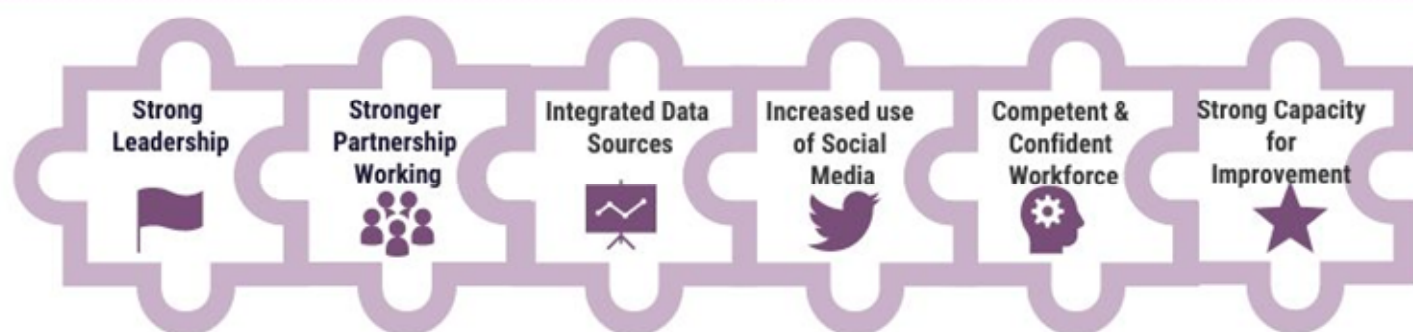


Additional support for Young Carers

Independent Advocacy

Support for Young People's Mental Health

Increased monitoring during COVID



Staff Learning and Development

Increased engagement with Online training modules

3175 2018/19

5782 2019/20

New Practitioner Guides developed:

- Code of Practice: Information Sharing, Confidentiality and Consent
- Chronologies
- Professional Curiosity
- Resolution and Escalation Arrangements
- Inter-Agency Referral Discussions
- Concern For Unborn Babies
- Participation in Child Protection Meetings



Listening to and Seeking Views from Children and Young People



IAPK Independent Advocacy Perth & Kinross

179%

Increase in the number of children and young people supported by Independent Advocacy



38%

Increase in statements received from children and young people or workers



338

Number of Young Carers supported - provision of education, counselling and respite support



1748

Number of responses to YP Advisory Group survey on CSE (compared with 574 responses in 2017)



480

Young people supported to provide their views in key meetings



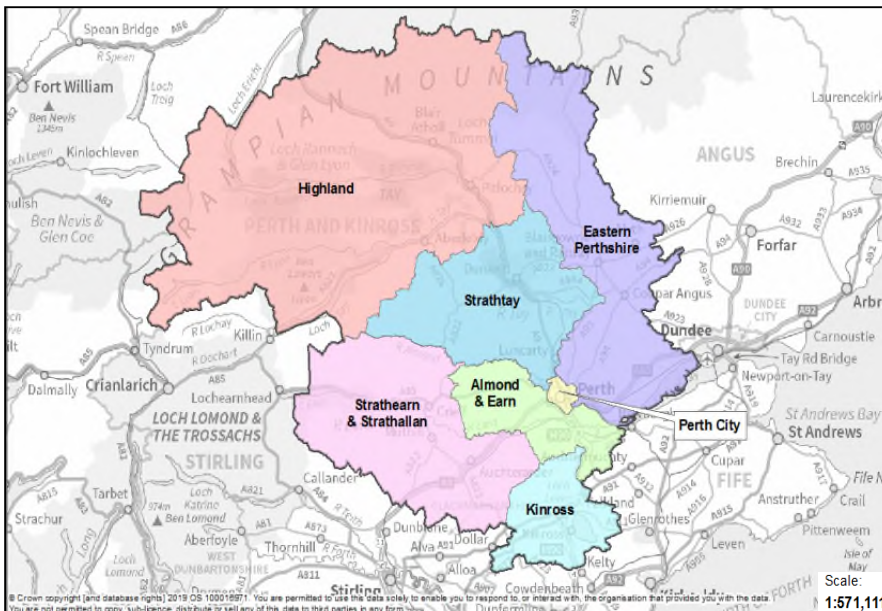
2657

Number of pupils participating in the Speak Out Stay Safe Programme

Context

This section sets out our shared, ambitious and compelling vision and briefly describes the context within which we deliver our services for children, young people and families across Perth and Kinross.

Perth and Kinross



Perth and Kinross covers an area of 5,286 square kilometres and is the fifth largest area by land mass in Scotland. The past decade has seen above average growth in population, which now stands at 151,290. Children aged 0-17 make up 18% of the population with numbers expected to remain stable. The geographical distribution of the population across urban, rural and remote areas poses challenges for the planning and delivery of services.

In Perth and Kinross, there are seven community planning local action partnership areas: Perth City; Kinross-shire; Almond and Earn; Strathearn and Strathallan; Highland; Strathtay and Eastern Perthshire. These localities each have a local action partnership made up of elected members, communities, and public services.

Through the local action partnerships, the community planning partnership identifies their particular needs and challenges. Perth & Kinross council has 40 councillors in 12 electoral wards.

NHS Tayside is responsible for commissioning health care services for residents across Tayside and had a combined population of 417,470 based on mid-year 2019 population estimates published by National Records of Scotland. NHS Tayside's governance includes three major hospitals; a number of community hospitals and also includes over 60 GP surgeries and a variety of health centres staffed by thousands of employees.

The Tayside Division of Police Scotland's command area covers 2000 square miles. The Council's Education and Children's Services deliver integrated services for children, young people and families.

Our Vision

Our shared, ambitious and compelling Vision, articulated in the [Tayside Plan for Children, Young People and Families 2017 - 2020](#) is that:

***“Our children and young people will have the best start in life
and Tayside will be the best place in Scotland to grow up”***

Our Five Priorities:

1. *Our children and young people will have the best start in life, they will be cared for and supported to learn in nurturing environments*
2. *Our children, young people and their families will be meaningfully engaged with learning and combined with high quality learning experiences, all children and young people will extend their potential*
3. *Our children and young people will be physically, mentally and emotionally healthy*
4. *Our children and young people who experience particular inequalities and disadvantage will achieve health, wellbeing and educational outcomes comparable with all other children and young people*
5. ***Our children and young people will be safe and protected from harm at home, school and in the community.***

National Context

The protection of children and young people in Scotland is set within the wider policy and practice context of [Getting it right for every child](#) (GIRFEC). Fundamentally child protection sits within, and is an integral part of, the wider GIRFEC approach. Both are inextricably linked and prerequisites in improving outcomes for children and young people, keeping them safe and protecting them from harm, abuse and exploitation.

The [Scottish Government's Child Protection Improvement Programme \(CPIP\)](#) remains the current national improvement programme for child protection across Scotland.

Local Context

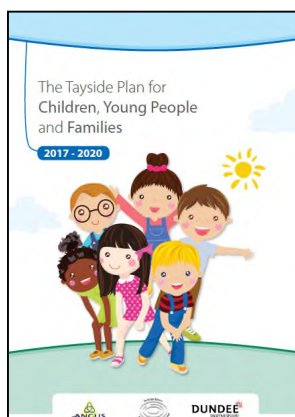


Within Perth and Kinross, **safeguarding, supporting** and **promoting** the wellbeing of all children and young people and protecting them from harm, abuse and exploitation is **everyone's job and everyone's responsibility**. We consider this to be a shared responsibility for all practitioners and managers working across the public, private and third sectors.

Child Protection Committee (CPC)

The work of the [CPC](#) and partner agencies is fundamental to ensuring better outcomes for our most vulnerable children and young people who are in need of protection from harm, abuse and exploitation.

The work of the CPC is articulated by the [CPC Improvement Plan](#); which is aligned with, and continues to support the [Tayside Plan for Children, Young People and Families 2017 - 2020](#).



Management Information and Performance Outcomes

This section describes the findings from our CPC multi-agency management information and performance outcome framework and reports on the **headline messages** for 2019/2020.

Evaluation: We are confident that, children and young people in need of care and protection are getting the help they need; when they need it and that we are improving their wellbeing, their life-chances and keeping them safe from harm, abuse and exploitation

"Chief officers groups require strong oversight of children's service planning, child protection committees and approaches to emerging needs in order to be assured in the robustness of processes, procedures and practice to keep children and young people safe. To do so effectively, analysis of outcome-focussed data must be coupled with keen questioning and constructive challenge"

"In most of the partnerships which we evaluated as better performing, we saw systematic and joint collection and analysis of outcomes-focussed performance data, used to identify good practice, areas for improvement and gaps in local service provision. In the partnerships which we evaluated as better performing, we saw clear CPC priorities which were reported on regularly and publicly. Further, in the partnership we evaluated as 'Excellent' against this quality indicator, we saw partners at the forefront of developments in the complex arena of child protection practice"

[The Joint Strategic Inspection of Services for Children and Young People: Review of Findings from the Inspection Programme 2012-2017 \(Care Inspectorate: 2019\)](#)

Background Information and Context

We continue to publish Child Protection Management Information and Statistical Reports on an academic year basis (August to July), in compliance with Scottish Government's annual reporting requirements.

In autumn 2019, the Scottish Government and the [Centre for Excellence for Children's Care and Protection \(CELCIS\)](#) published a [National Minimum Dataset for CPCs in Scotland](#).

Following a Tayside Data Orientation Session and Workshop held on 23 September 2019, the CPC adopted the national minimum dataset and was instrumental in leading the development of a more comprehensive Tayside CPC Shared Dataset, which comprises key child protection performance output indicators (quantitative indicators showing frequency and volume) and proxy outcome indicators (qualitative indicators showing improved outcomes).

Implemented retrospectively since 1 August 2019, these data reports are being provided to the CPC quarterly and allow the CPC to effectively monitor key child protection processes and practices and to seek and provide reassurance to the CYPFP.

In addition, since March 2020, as a result of the COVID-19 pandemic, the CPC has been receiving more frequent data, in a more integrated way. The CPC quickly developed a dataset, which included all the data being collected nationally via Scottish Government and through CoSLA and SOLACE, as well as some local key performance indicators. These were selected for their significance, in identifying the impact of the COVID-19 pandemic on children and young people at risk and the effectiveness of our responses during lockdown; at a time when services and agencies were not always available, and schools were closed.

Going forward, the CPC plans on developing its analytical capacity even further to ensure that it continues to make sophisticated and intelligent use of rich data sources to inform and improve frontline practice.

Headline Messages 2019/2020

For the purposes of this report, we will present the **headline messages** from our Tayside CPC Shared Dataset and from the other previously mentioned data sources. These are presented for the academic year 1 August 2019 – 31 July 2020 and, where possible, compared with previous years.

Figure 1: Child Concern Reports (CCRs)^{1 2}



The total number of Child Concern Reports (CCRs) has risen for the third year in a row, while the number of children and young people subject to a CCR has risen more slowly. However the longer trend over the last five years is more steady. CCRs can relate to the same child or young person, particularly where there are multiple or repeated concerns.

Figure 2: Child Concern Reports by age of child

The number of children and young people with a CCR in each age group has remained relatively steady, with the number in the 5-10 and 11-15 age groups again being the largest.



Figure 3: Child Concern Reports by source



The main source of CCRs continues to be Police Scotland, followed by Education Services and Health Services. Overall, these three source groups account for 80% of all CCRs submitted.

The number of CCRs submitted by Police Scotland has been increasing over the last 4 years.

¹ Note: A Child Concern Report (CCR) is a mechanism by which any practitioner or manager across the public, private or third sector, or indeed, any member of the public, can raise any worry or concern they may have about a child or young person's health and/or wellbeing.

² Note: Figures are accurate as at 31 July 2020, however, they may be updated in subsequent reporting periods due to retrospective data validation and quality assurance processes.

Figure 4: Inter-Agency Referral Discussions (IRDs) ³

The number of children and young people subject to Inter-Agency Referral Discussions (IRDs) continues to rise, and the number of discussions taking place (which may involve more than one child) also show a long-term upward trend.

IRDs are recognised as good multi-agency working practice and may be repeated a number of times for the same child or young person.

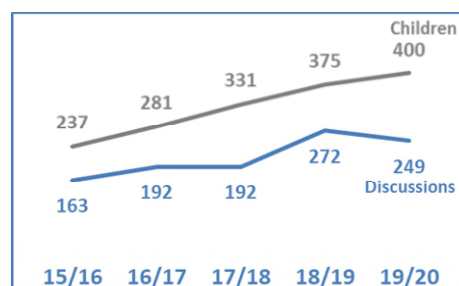
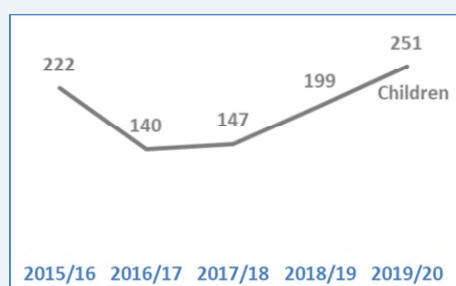


Figure 5: Child Protection Investigations ⁴



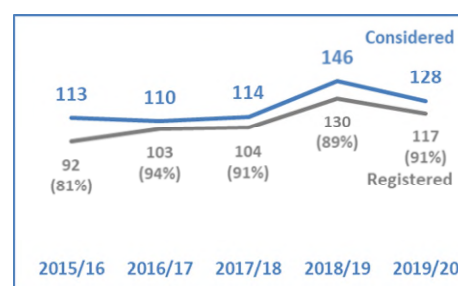
The number of children and young people subject to a Child Protection Investigation has been consistently rising over the last three years, although the longer-term trend is more level.

Figure 6: Children considered at Initial Child Protection Case Conferences

The number of children and young people considered at Initial Child Protection Case Conferences (ICPCC) shows a general slight increase over the last five years, with a slight reduction this year.

The proportion of ICPCCs that result in a child or young person's name being placed on the Child Protection Register (CPR) remains high at 91%, demonstrating that the right children and young people are being considered at ICPCCs.

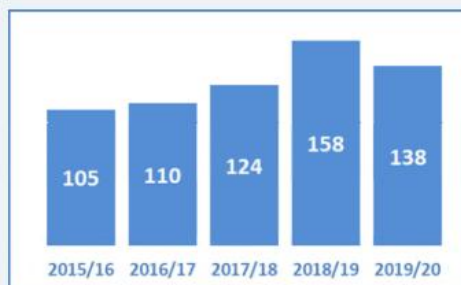
Of the 128 considered at an ICPCC, 18 related to Unborn Babies (Pre-Birth CPCCs), with the remaining 110 being children and young people.



³ Note: An IRD is a discussion between practitioners, services or agencies, where a child concern report and/or multi-agency screening arrangements have determined that a child or young person is in need of care and protection from harm, abuse or neglect; or there is a likelihood or risk of significant harm, abuse or neglect.

⁴ Note: A Child Protection Investigation is carried out jointly by specially trained police officers and social workers. Such investigations are carried out where a Child Concern Report, including an Unborn Baby Referral, indicates that a child or young person is in need of care and protection from harm, abuse or neglect; or there is a likelihood or risk of significant harm, abuse or neglect.

Figure 7: New Registrations on The Child Protection Register



The number of children and young people placed (new registrations) on the Child Protection Register (CPR) during the last year has been generally increasing over the last 5 years. This includes sibling groups.

Registrations include temporary registrations (for children and young people who move into the Perth and Kinross Council area for a limited period; for a holiday with relatives etc).

Figure 8: Children on The Child Protection Register as at 31 July 2020

The number of children and young people on the CPR at 31 July 2020 has remained relatively steady over the last 4 years, with 2020 showing the first significant increase for some time. These figures include sibling groups.

Without doubt, this is a direct consequence of the COVID-19 pandemic and containment measures, which temporarily interrupted well-established multi-agency review arrangements for all registrations.

At the end of March 2020, the number of children and young people on the CPR was 81; by the end of July 2020 it had risen to 97; representing a 20% increase, which evidences the impact of COVID-19 pandemic on the registration rate.

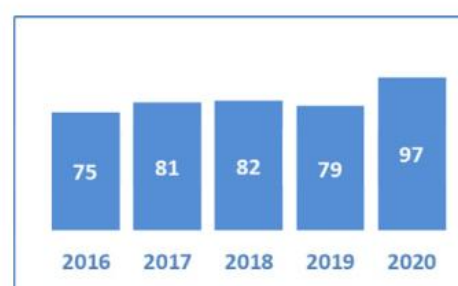


Figure 9: Length of registration

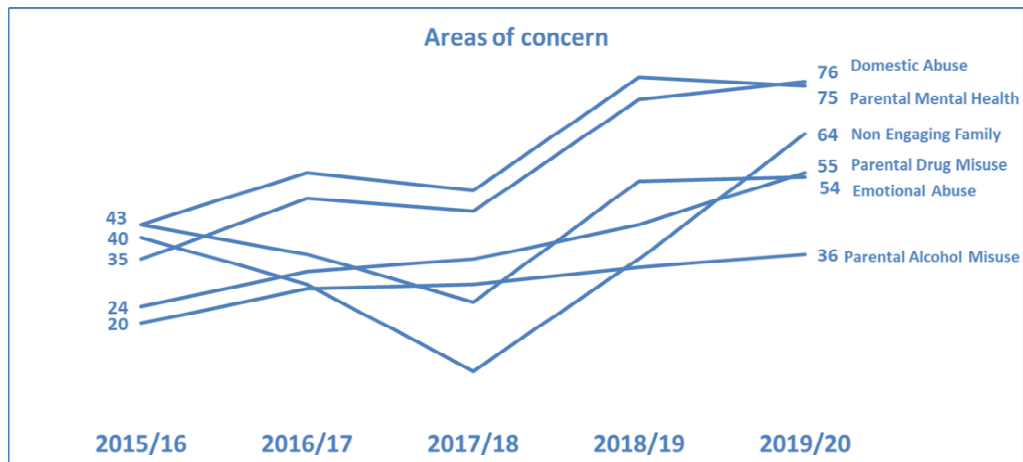


Most registrations normally last less than a year, and the number of children and young people who remain on the CPR for 12 months or more is normally relatively steady. The CPC closely monitors registration rates and in particular de-registrations, re-registrations and length of time children and young people remain on the CPR as part of its quality assurance work.

However, this year, it is clearly evident that the COVID-19 pandemic and subsequent containment measures have had a significant impact both on CPR registration rates and the length of time children and young people have remained on the CPR, as illustrated above.

There has clearly been a slower de-registration rate than normal, partly due to the fact that schools and early years services were not operational and able to contribute towards child protection plans in the same way. New ways of working are now in place to address this issue, for example, with key multi-agency child protection meetings taking place on a virtual basis.

Figure 10: Areas of Concern ⁵

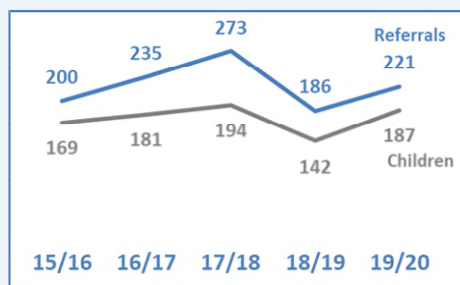


The number of children and young people whose names are included on the CPR who are affected by domestic abuse, parental mental ill-health, problematic parental drug and / or alcohol misuse (sometimes referred to as the trio of risk) remains significant, and in many such cases there is always an element of non-engagement. We continue to recognise that in the majority, if not all of these cases, there will be an element of emotional abuse.

Area of concern	15/16	16/17	17/18	18/19	19/20
Domestic Abuse	35	49	46	72	76
Parental Mental Health	43	55	51	77	75
Non-engaging family	40	29	9	35	64
Parental Drug Misuse	24	32	35	43	55
Emotional Abuse	43	36	25	53	54
Neglect	26	24	20	37	46
Parental Alcohol Misuse	20	28	29	33	36
Physical Abuse	24	21	12	11	37
Poverty/Financial Difficulties	12	10	12	*	17
Parental Learning Difficulties	*	*	*	*	11
Sexual Abuse	7	14	15	14	*

Scottish Children's Reporter Administration (SCRA) (figures based on Financial Years (01 Apr – 31 Mar))

Figure 11: Referrals to SCRA (figures based on Financial Years (01 Apr – 31 Mar))



The number of referrals to SCRA and the number of children and young people referred to SCRA shows some variation over the last five years. Sibling groups are included within these figures.

Training has ensured that all staff are acutely aware when making referrals that they describe the reasons why compulsory measures of care are required, particularly when alternative support measures are not deemed appropriate.

⁵ Note: Areas of Concern are the registration categories for placing a child or young person's name on the CPR and these have been specified by Scottish Government. Children and young people can have more than one area of concern recorded and the category classified as other is undefined to cover any and all other issues. Totals of less than 5 have been suppressed.

Figure 12: Compulsory Supervision Orders (CSOs) (figures based on Financial Years (01 Apr – 31 Mar))

The number of children and young people placed on Compulsory Supervision Orders (CSOs) and the number of children on a CSO at the end of year the show a general downward trend over the last four years.

Children and young people who are placed on CSO are looked-after, either at home or away from home in another placement and subject to supervision visits and contacts by a social worker.

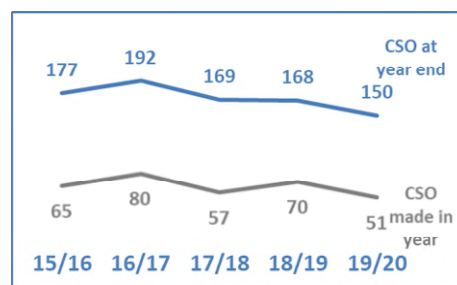
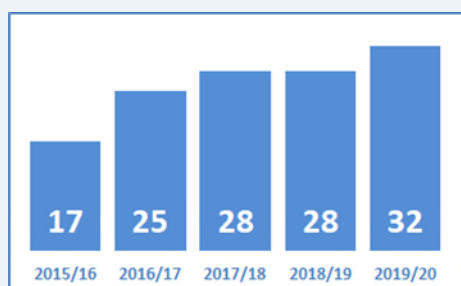


Figure 13: Children placed on Child Protection Orders during the year (figures based on Financial Years (01 Apr – 31 Mar))



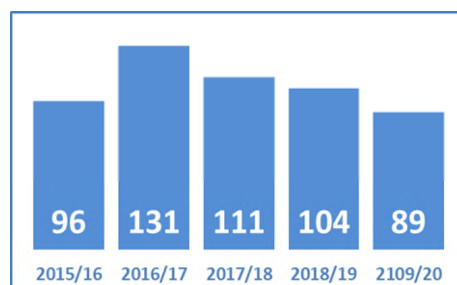
The number of children and young people placed on Child Protection Orders (CPOs) has been generally increasing over the last five years. These figures, which include large sibling groups as being closely monitored.

Figure 14: Unborn Baby Referrals ⁶

The number of Unborn Baby Referrals continues a downward trend. The partnership continues to work with the [Centre for Excellence for Looked After Children in Scotland \(CELCIS\)](#) to develop support pathways for vulnerable pregnant women, aimed at *Addressing Neglect and Enhancing Wellbeing (ANEW): Getting it Right in Perth and Kinross; Pre-Birth and into the First Year of Life*.

This work has included the redesign of key processes through which Midwives and Health Visitors now connect with other services, agencies and community resources to access support for vulnerable families, thus avoiding the need for an Unborn Baby Referral.

The areas of vulnerability continue to be similar to the areas of concern for registration mentioned above.



Monitoring during COVID-19

As part of the managed response to the COVID-19 pandemic, the Child Protection Committee has been receiving additional data reports and implemented weekly monitoring of key areas of service delivery. The following are additional key performance indicators that have been monitored.

⁶ Note: Currently an Unborn Baby Referral is a mechanism by which any practitioner or manager across the public, private or third sectors, can raise any worry or concern they may have about an unborn baby's health and/or wellbeing; or in relation to whether or not that baby will be safe and / or in need of care and protection, pre-birth and/or after birth.

Figure 15: Child Concern Reports (CCRs) – Domestic Abuse



The total number of Child Concern Reports (CCRs) where Domestic Abuse was a feature showed quite a lot of variation from week to week, but has remained relatively steady since March 2020 and continues to be monitored on a weekly basis by the CPC and partners.

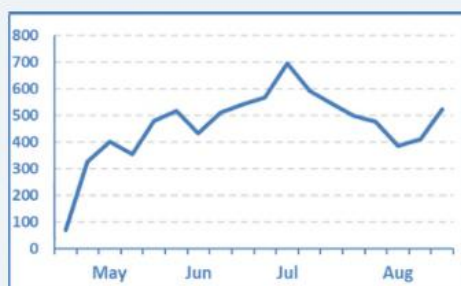
Figure 16: Children with child protection plan seen face-to-face

The number of children and young people with a child protection plan, who were physically seen, face-to-face, by their social worker (lead professional), on at least a fortnightly basis, has remained very high; has showed a consistently upward trend over the period of the COVID-19 pandemic and subsequent containment measures and this trend has been continued.

This has been monitored at a national and local level and social workers quickly responded and engaged in home visits, which were supported by risk assessments and the correct use of personal protective equipment (PPE).



Figure 17: Children with multi-agency plans contacted



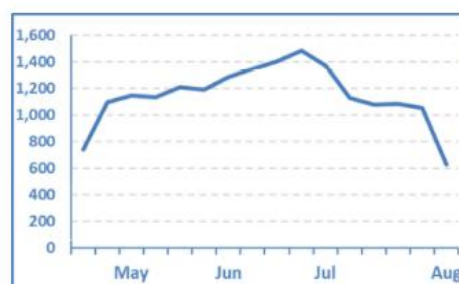
The number of children and young people with a multi-agency who were contacted (includes visited / seen face-to-face/online/ telephone) by a key worker, primarily a social worker and/or other professionals, on at least a weekly basis, has remained very high and showed a consistently upward trend over the period of the COVID-19 pandemic and subsequent containment measures, when schools were closed.

This number comprises all cases open to Service for Children Young People and Families, including all cases open to the Child Protection and Duty Team for follow up and initial investigations.

This has been monitored at a national and local level and social workers and others quickly responded and engaged in these contacts, which, where necessary, were supported by risk assessments and the correct use of personal protective equipment (PPE).

Figure 18: Children attending childcare (activity centres, childminders etc.)

In response to the COVID-19 pandemic, closure of schools and the subsequent containment measures, the number of children and young people attending one of the childcare provisions provided across Perth and Kinross on a daily basis, increased to a peak at the end of June 2020.



How well do we meet the needs of our stakeholders?

This section describes the **impact** we are having on the **wellbeing** of children and young people; how we are keeping them safe from harm, abuse and exploitation and the extent to which their lives and life chances have been enhanced. It describes the **impact** on families and the extent to which family **wellbeing** has been strengthened. It describes the **impact** on staff and recognises the extent of their motivation, involvement and contribution. It also considers the **impact** on the community and the extent of their participation, engagement and confidence across Perth and Kinross.

Quality Improvement Framework

Quality Assurance and Self-Evaluation are central to continuous improvement and based on a model developed by the [European Foundation for Quality Management \(EFQM\)](#). The EFQM model is widely used across local authorities, other bodies and by CPCs.

Quality Assurance and Self-Evaluation are neither bureaucratic nor mechanical processes; they are ongoing reflective processes to measure performance, improvement and outcomes.

Underpinning the quality assurance and self-evaluation work of the CPC and its partners, are recognised quality improvement frameworks.

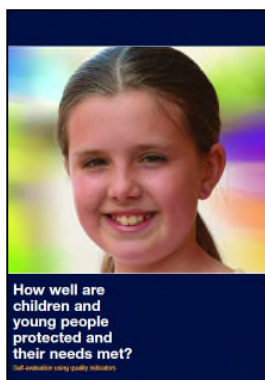
They provide a framework of quality indicators to support quality assurance and self-evaluation which leads to improvement across services for children, young people and families. They place the child at the centre and are applicable to the full range of services which contribute to the wellbeing of all children, young people and their families.

These frameworks are designed to provide a complementary approach to robust quality assurance, self-evaluation and independent scrutiny.

Using the same set of quality indicators reinforces the partnership between internal and external evaluation of services.

These frameworks continue to provide the CPC and its partners with a toolkit to help with evaluating and improving the quality of services children, young people and families. These frameworks do not replace existing approaches to quality assurance and self-evaluation; they complement them.

These frameworks are:



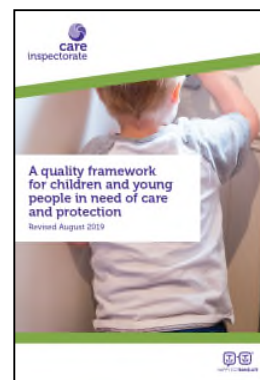
2005



2009



2014



2019

Impact on Children, Young People and Families

Evaluation: We are confident that we listen carefully to, understand and respect children, young people and their families and that we are helping them to keep themselves safe. A range of early intervention and family support services are improving children and family wellbeing.



Children and Youth Rights Work – Listening and Seeking Views

2019/2020 has been another busy year for the Children and Youth Rights Officer (CYRO) and the partner providers of advocacy in Perth and Kinross.

Over this past year, we have continued to review the arrangements for advocacy and for seeking the views of children and young people at key child protection meetings, Looked-After Reviews and Children's Hearings.

In terms of advocacy and seeking views, and the service level agreement between Perth and Kinross Council's Education and Children's Services and Independent Advocacy Perth & Kinross has continued to grow, resulting in the advocacy improvements, implemented last year, in relation to the allocation of workers for three key groups of young people being

sustained. These three groups include those who are looked-after and accommodated; those who are looked-after at home and those who are open to child protection services. In addition, the Council's CYRO has continued to support children and young people with advocacy who are not open to social work.

These arrangements, in addition to the continued use of the Mind of My Own App and the All About Me Form within Services for Children, Young People and Families have provided children and young people with a variety of ways to exercise their right to be listened to, understood, respected and taken seriously during key meetings.

In March 2020, the COVID-19 pandemic and subsequent containment measures, significantly restricted upon our advocacy arrangements; resulting in face-to-face work with children and young people being temporarily paused. Risk assessments ensured that children and young people were being kept safe; were being seen by a worker or via virtual meetings and that their views have continued to be captured and presented.

In terms of impact, the following information illustrates the increasing number of children and young people who have had their views advocated / presented at key meetings since July 2019, either by workers or advocates via the submission of an All About Me Form:

- 147 children and young people's views presented at a Child Protection Case Conference (CPCC) by their social worker, carer, advocate or other professional
- 233 looked-after children and young people's views presented at a Looked-After Conference (LAC) by their social worker, carer, advocate or other professional
- 100 children and young people helped to submit an All About Me Form to CPCCs and LAC

Children's Rights

The CYRO continues to carry out a wide range of other duties in relation to children and young people's rights, including continuing to be the strategic lead for the Rights Respecting School Award (RRSA).

RRSA is an award delivered by UNICEF, which recognises schools who can evidence that the UNCRC is placed at the heart of their policy, planning and service delivery. While schools can provide written evidence of their work, the focus of the assessment is on the impact on the child.

In order to further their commitment to promote children's rights universally, the Council has a service level agreement with UNICEF UK, with schools being financially supported to register for the award and access assessments free-of-charge. Currently 63% of schools in PKC are registered and at various stages of the accreditation process.

The CYRO continues to:

- contribute to the quarterly RRSA strategic lead's meetings
- provides RRSA guidance to school and processes school action plans
- coordinates RRSA training and carries out RRSA accreditation visits
- coordinates responses to Scottish Government consultations regarding rights related issues
- supports the Corporate Parenting Worker with the Individual Grants process
- represents P&K at the Scottish Children's Rights Officer's Network (SCRON)
- serves as a member of the CPC

The work of the Children and Youth Rights Officer (CYRO) and the Who Cares? Scotland Worker remain key strands in our improving framework for the provision of advocacy and in listening to and seeking the views of children and young people.



Mind Of My Own

Perth and Kinross is now into the third year of using Mind Of My Own as a means of gathering children and young people's views to inform their plans and the support being offered and provided to them.

The expansion of the Mind Of My Own App, to include Express, which has been developed specifically for children under 8 years of age and those with disabilities, has ensured that the Mind Of My Own App is available to a much larger group of children and young people; thereby ensuring that we can gain the views of children who are often described as far harder to reach.

Nationally, there is now a dedicated Mind Of My Own Scottish Account Manager based in Glasgow, who keeps all of the Scottish Local Authorities, who have invested in the Mind Of My Own App, updated regarding developments and staff training opportunities. Further training sessions have taken place over the last academic year to ensure that new workers in our Social Work Teams are aware of the Mind Of My Own App and the advantages in using this with children and young people.

Locally, many of the Social Work Teams in Perth and Kinross are appointing Mind Of My Own Champions, to ensure that Team members are being encouraged to use the Mind Of My Own App with the children and young people they work with and support.

More recently, COVID-19 and the subsequent containment measures, presented workers with significant challenges in terms of their ability to meet up with, and see vulnerable children and young people, as they would normally have done; particularly as they were also out of nursery/school and therefore not being seen by adults who they trust and could normally talk to if they were worried or concerned about something.

The use of Mind Of My Own App has offered an additional means by which children and young people can still ensure that their voices are heard and listened to. As an additional safety feature, the Mind Of My Own App Team has adapted the Mind Of My Own App to immediately highlight to Mind Of My Own staff if a child or young person states anywhere within their statement that they feel unsafe. This new alert feature ensures that the information is passed on to the relevant worker as quickly as possible, for immediate follow-up with the child or young person.

In terms of impact, a snapshot taken @31 July 2020 shows:

- Total number of children and young people with their own Mind Of My Own App accounts – 93 (previously 48 @31 July 2019)
- Total number of workers with their own Mind Of My Own App accounts – 165 (previously 152 @31 July 2019)
- Total number of statements received from children and young people with Mind Of My Own App accounts – 192 (previously 148 @31 July 2019)
- Total number of statements received from worker's with Mind Of My Own App accounts – 163 (previously 110 @31 July 2019)
- Total number of Mind Of My Own App Express statement sent between children and young people and workers – 102 (new measure for 2020)

In terms of the statements being sent between children and young people (totalling 355), the following Table illustrates the types and nature of the statements and how they relate to the provision of service and support being provided to children and young people:

STATEMENT TYPE	SENT BY YOUNG PEOPLE	SENT BY WORKERS	TOTAL
Totals	192	163	355
Case Conference	8	7	15
Change	11	5	16
Conference	3	18	21
Foster Care Review	3	41	44
My Education	1	0	1
My Life	15	1	16
My Wellbeing	8	9	17
Pathway	1	0	1
Post Meeting	1	0	1
Preparation	56	50	106
Problem	17	3	20
Share Good News	29	3	32
Worker Visit	39	26	65



REACH

REACH in Perth and Kinross originated from the Transformation Project on the Review and Remodelling of Residential Care.

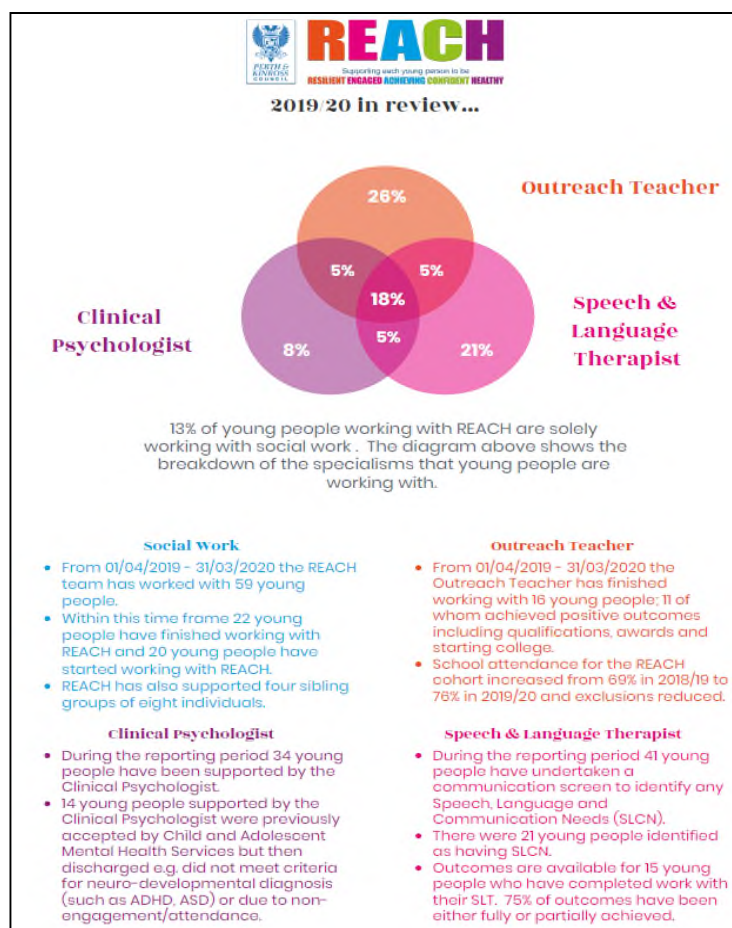
REACH was created to provide a 'one stop' multi-disciplinary response to address the needs of young people aged 12 – 18 years of age and to their families across Perth and Kinross.

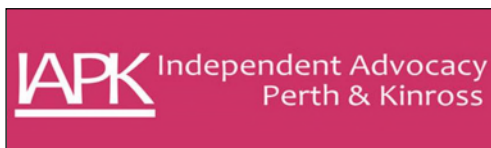
The primary focus for REACH is to offer intensive and flexible support and help improve outcomes for young people who are looked-after or who are at risk of becoming accommodated and are therefore "on the edge of care".

REACH provides individualised support and employs the skills of a dedicated multi-disciplinary team to help young people to remain in their families, schools and communities and prevent the need to move to alternative residential care.

The long term aim is to enable young people to flourish within their community and to become healthy, resilient and resourceful adults.

In terms of impact, REACH continues to provide a 24/7/365 service provision and the following provides an updated snapshot of its work:





Independent Advocacy Perth & Kinross (IAPK)

IAPK are now the primary providers of Children's Hearing Advocacy in Perth and Kinross and also provide independent advocacy support to children, young people and their parents;

who are subject to child protection processes and systems, are Looked-After At Home or are experiencing Mental Health issues.

IAPK ensures that the rights and views of children and young people who come into contact with the Children's Hearing system are taken into account within the decision making processes there. IAPK Independent Advocacy Workers are trained and knowledgeable about the Children's Hearing systems procedures and have skills to support children and young people to participate in decisions that affect their lives, by providing them with relevant information regarding their rights within the Children's Hearing system.

Additionally, IAPK now support children, young people and their parents at child protection case conferences; core groups; looked-after reviews; permanency planning meetings and through child protection registration and deregistration.

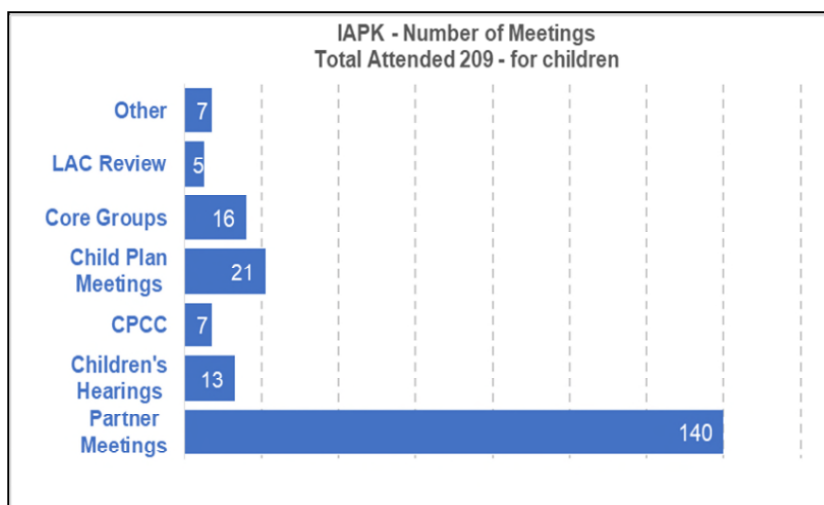
IAPK also supports people to access information with the intention of increasing their confidence and control over their own situation. IAPK believe that when people have more presence and involvement in processes, they are more likely to be able to influence change in themselves and/or their position.

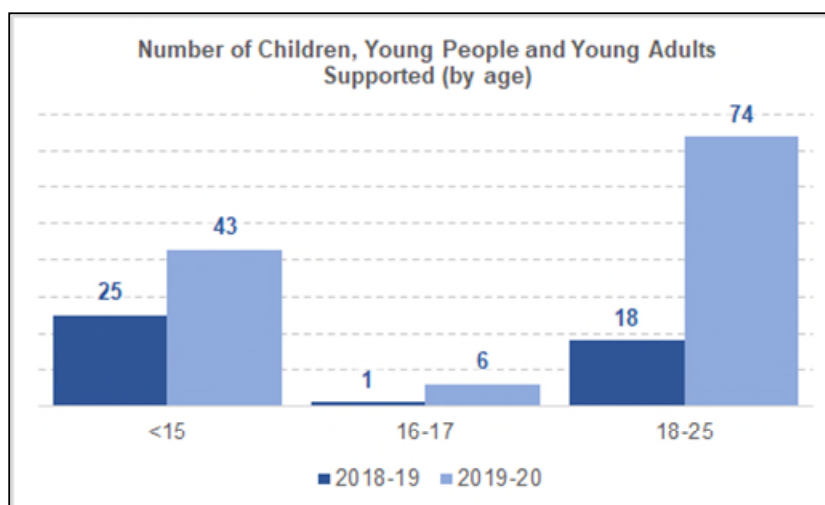
Independent Advocates speak on behalf of people who are unable to speak for themselves or choose not to do so. IAPK safeguard people who are vulnerable or discriminated against, or whom services/agencies find difficult to support and engage with and offer these opportunities without any conflicts of interest.

Having secured the Children's Hearing Advocacy post, IAPK now have a full time Advocate working exclusively with children and young people. A second Independent Advocate, with further expertise, has taken on a part-time role to work within the Children's Hearing System also. This appointment brings a richness of experience from years of practice, providing independent advocacy in prisons, working with people with learning disabilities and extensive experience of working with Adults With Incapacity legislation.

IAPK is now able to provide specific communication skills across the team of Independent Advocates, ensuring practice that strives for excellence and seeks to empower children and young people who need a stronger voice. The work of IAPK remains a key strand in the improvement framework for the provision of advocacy and in listening to and seeking the views of children and young people.

In terms of impact, the following diagrams provide a visual summary of IAPKs increasing advocacy support work this academic year within Perth and Kinross:





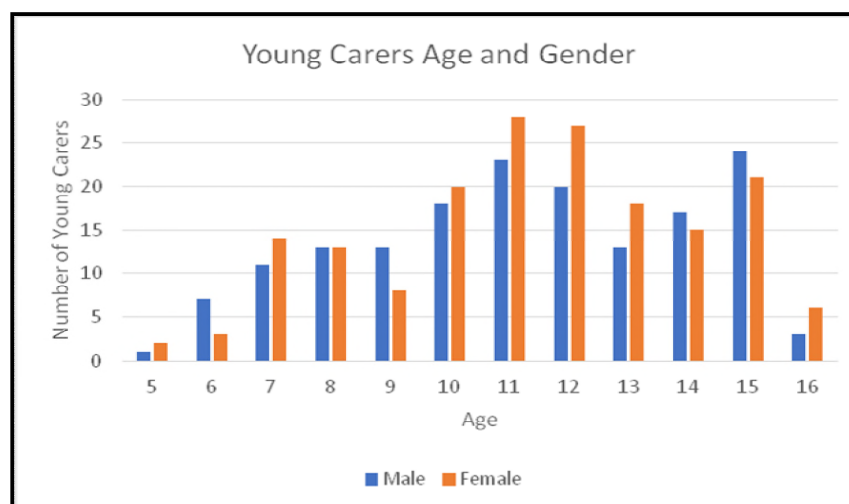
Young Carers

[PKAVS Young Carers Hub](#) continues to support increasing numbers of children and young people, aged between 5 and 18 years old, to cope with what can often be an all-encompassing caring role.

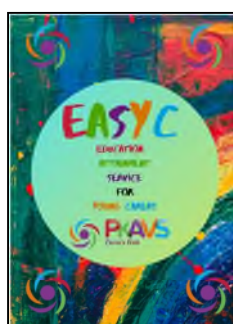
A Young Carer is anyone under the age of 18 or over 18 and still at school, whose life, in some way, is restricted because of the need to take responsibility for the care of a person who is ill; has a disability; is experiencing mental distress or is affected by substance misuse.

Currently PKAVS supports 338 Young Carers and receive on average 10 new referrals each month.

The age and gender breakdown of those Young Carers currently being supported by PKAVS is:



New and exciting developments in the last 12 months include:



Educational Attainment Service for Young Carers (EASYc)

[EASYc](#) began in May 2019, as part of the legacy for the late Councillor Barbara Vaughan. The aim of EASYc is to support Young Carers who are disengaging with education. The service is flexible and adapts to the needs and levels of the individuals using it. Support is available via homework clubs; time-limited private tuition and remote access to study supports.

Prior to the COVID-19 pandemic, most private tuition lessons were being held face-to-face at PKAVS Carers Centre, but since lockdown, these lessons have been

delivered virtually, with 85 Young Carers having accessed the service either face-to-face or more recently virtually since first launched.

Referrals can come from support workers, schools, social work, parents or the Young Carer themselves, if they are aged 12 years or above. Qualifying criteria specifies that the young person must be identified as a Young Carer (although not necessarily receiving support from PKAVS) and can demonstrate the impact their caring role has on them socially, emotionally or academically.



Working Together to Support Young Carer – Learning Pack for Professionals

Working together in partnership, PKAVS Young Carers & Perth & Kinross Council have now developed a Learning Pack. Launched on 31 July 2020, it aims to help multi-agency professionals identify Young Carers as early as possible and to understand how best to support them.

Partnership working between statutory and third sector organisations ensures that a young person's caring role is sustainable and does not impact negatively on their childhood experiences. With the right help, at the right time and from the right people, Young Carers can gain the recognition and support for the incredible role they undertake. [Learning Pack](#).

Young Carers Voice

The Young Carers Voice is made up of a team of 8 Young Carers. The Group meets once a month to discuss issues which affect the services and approaches put in place to support Young Carers. To date this Group has been involved in making an awareness raising podcast and have provided feedback on documents and strategies locally and nationally. The Group also provides advice and feedback to those developing services for Young Carers. [Podcast](#).

Counselling

Working in partnership with [Relationships Scotland](#), PKAVS Young Carers are now able to offer all registered Young Carers 1:1 counselling in support of their emotional and mental wellbeing.

The Children and Young Persons Counselling Service is offered to enable Young Carers time and space to explore their thoughts and feelings about changes in their lives.

For Young Carers it could be about the impact of their caring role on their wellbeing and school; relationships with family members; separation and /or divorce; step families and so on. The Counsellor offers individual sessions designed/tailored to allow Young Carers aged 8 years and over to develop insight and coping strategies and become more resilient.

Prior to the COVID-19 pandemic and containment measures, these sessions were delivered at the Carers Hub in Perth, to ensure the young person had privacy away from their home setting and able to have open conversations. However, at the start of lockdown, these Counselling sessions were paused, but in July 2020, they were reinstated by video call sessions for those young people 12 years and over, who had been having sessions prior to lockdown. Again, a private space has been arranged at the Carers Centre for the Young Carer to make the call away from home, if they so wish to.

In this reporting period, 13 Young Carers have received 1:1 Counselling and a total of 72 Counselling sessions have been held to date.

Short-Break Funding

A range of small grants have been made available to Young Carers to support them to have respite away from their caring responsibilities, in a way that meet their individual needs. The funding gives

flexibility to support access to opportunities out with PKAVS Young Carers Service, such as sports club memberships; leisure access; sporting equipment and much more besides.

Throughout the COVID-19 pandemic, funders have been extremely flexible in supporting Young Carers to get respite in new and innovative ways, with a significant shift to the purchase of technology equipment; garden play equipment; bikes and games.

The impact of this additional support on Young Carers has been very positive and clearly visible, with some excellent outcomes reported, showing the significant value of the fund.



In addition to the Perth and Kinross Council award for Alternative Respite, PKAVS Young Carers Service successfully secured additional funding from the Carers Trust to increase the offer during lockdown. During this reporting period, 162 Young Carers have received grant awards, totaling £23,000.

*'Aimie would like to say a massive thank-you to you and the team for her bike and helmet...she loves them...she's even talked me into a bike ride!! Thanks again'
(Young Carers Mum)*



NSPCC Schools Service – Perth and Kinross

The [NSPCC's Schools Service: "Speak Out Stay Safe" Programme](#) continues to be delivered, free-of-charge to Primary Schools across Scotland, and the rest of UK to ensure that children and young people:

- understand abuse in all its forms and recognise the signs of abuse
- know how to protect themselves from all forms of abuse
- know how to get help and the sources of help available to them including the [ChildLine](#) service

Since 2011, the NSPCC's "Speak Out Stay Safe" programme has been visiting primary schools across the UK and Channel Islands to give children the knowledge they need to stay safe from harm and to speak out if they're worried.

The programme delivers safeguarding messages to primary school children across all 32 local authority areas in Scotland and has visited 96% of schools in Scotland at least once. Between April 2019 and March 2020, the service spoke to 145,587 primary school pupils in 833 primary schools across Scotland.

Within Perth and Kinross, this programme is delivered as part of the wider sexual health and wellbeing programme and has been offered to primary schools in Perth & Kinross since November 2013 and from August 2016 has been offered to every Primary School, every two years.

In terms of impact, this academic year the programme was well underway and had been delivered in 22 Perth and Kinross primary schools to 2,657 pupils (compared with 37 Perth and Kinross primary schools to almost 5,500 pupils in the last academic year). This significant drop from last year was a direct consequence of the impact of the COVID-19 pandemic which resulted in school closures, which began in mid March 2020. This resulted in the programme being paused.

During our visits to schools, all staff are invited to share their thoughts on our visit, via an online survey. Feedback from completed visits and returned Evaluations include the following:

School Staff – Key Comments / Feedback	
We recommend that you reinforce the messages from the assembly after our visit as this can help the children with their learning and development. Is this something you have or will be doing?	<p><i>"We will continue to revisit through the activities provided"</i></p> <p><i>"Discussion of our learning on the day, revisiting key messages"</i></p> <p><i>"Also written in class newsletter for parents and we tweeted on the day"</i></p> <p><i>"Headteacher is going to hold an assembly"</i></p> <p><i>"Incorporate into Health & Wellbeing planning and make use of the interactive website"</i></p> <p><i>"Going over the key elements of speaking to an adult"</i></p>
Following our visit please rate the impact of the sessions on your pupils' understanding of child abuse.	<p><i>"They know a lot more about forms of abuse and what's not OK"</i></p> <p><i>"They have a proper definition of neglect"</i></p> <p><i>"Privates are private and will work more on this using the Pants resource"</i></p> <p><i>"They know how to access help"</i></p> <p><i>"This would have been the first time most of the class would have heard about sexual abuse from the school"</i></p>
We would like to capture any comments that children made following the assembly and / or workshop presentations. Could you please detail any quotes or observations from children that would be helpful for us to know?	<p><i>"I found it really interesting to hear that ChildLine is available 24 hours a day"</i></p> <p><i>"This was really beneficial of my learning"</i></p> <p><i>"This was good to hear for if I ever need to use ChildLine"</i></p> <p><i>"The Sack of worries was really good"</i></p> <p><i>"The children were really engaged throughout the assembly and workshop"</i></p> <p><i>"They were keen to know that ChildLine wouldn't dismiss you but could act on it"</i></p>

In terms of the COVID-19 pandemic and school closures, the NSPCC responded by providing support to professionals and to parents through a range of online resources and information. Being acutely aware of the particular risks to children and young people while schools are closed, the first priority has been to ensure that children and young people continue to have the support and protection they need.

Since March 2020, the NSPCC's "Speak Out Stay Safe" programme assemblies and workshops have not been available. Work is currently focussed on the development of virtual assemblies and associated resource packs for schools to enable them to continue to deliver the workshops themselves. We expect this resource to be available in the coming months.

Meantime, Primary School children across the UK can watch a [Special NSPCC's "Speak Out Stay Safe" Assembly](#) with Ant and Dec and David Walliams. Featuring highlights from the hugely popular programme, the assembly helps children understand what's happening currently, why they may be feeling anxious or worried, and where to get help, if they need it.

To ensure that every child hears the important message of NSPCC's "Speak Out Stay Safe" programme, the NSPCC has continued to offer materials for children with Additional Support Needs (mild to moderate learning difficulties). During this academic year, this programme was introduced to around 50 ASN staff from across the Perth and Kinross area at a twilight session hosted by an ECS Inclusion Quality Improvement Officer at Almondbank House in Perth and was well received.

Finally, the Adult Workshop “Keeping Children Safe OnLine” was offered to every primary school until February 2020 and was specifically delivered at Tulloch Primary School, where 6 parents attended. At present, these face-to-face sessions have now been withdrawn.



Getting it Right: Keeping Your Child Safe Event 2020

This year we held our 9th annual event on 5 March 2020 in the Playhouse Cinema, Perth. This popular event continues to be targeted at inter-agency practitioners, managers, parents and carers in Perth and Kinross.

This annual event aims to raise further awareness and a better understanding about *keeping children and young people safe from harm, abuse and exploitation, specifically whilst online*; with a continuing focus on new technologies and emerging risks.

This year, guest speakers provided inputs and presentations on *resilience in the digital world; online grooming; cyber awareness and understanding the risks*. Three separate sessions took place in the morning, afternoon and evening with a minimum of 550 delegates attending this event.

Once again, this award winning, annual event attracted a large audience and has been evaluated very highly. Following this event, key messages and learning for children, young people, families and practitioners was extracted and shared by the CPC via social media platforms and with Schools.

Of those who attended this year's event, a total of 272 (49%) took time to complete an exit evaluation form prior to leaving. All the inputs, presentations and speakers were evaluated very highly.

In terms of impact, 119 of 272 (44%) delegates reported that their understanding of online risks was *much improved*; 136 (50%) reported that their understanding was *improved* and only 12 (4%) reported *no change* in their understating. The following is a small representative snapshot of delegate comments/feedback in relation to their immediate learning:

"I need to improve my own home cyber security and start using dual authentication"

"Parent, present, participate, patient, promote pause – before sending. Family-time"

"Modern day parenting is more challenging than 70s and 80s parenting. More choice but more risk"

"Use two-factor authentication - always. Be an interested and involved parent / carer. Keep talking"

Impact on Staff

Evaluation: We remain confident that we are developing a professionally curious, competent, confident and skilful workforce. Our staff are highly motivated and committed to their own continuous professional development. We are empowering and supporting our staff with a wide range of evidenced-based multi-agency learning and development opportunities, which are evaluated highly and having a positive impact on practice. The content of these learning and development opportunities take account of changing legislative, policy and practice developments and local challenges.

Staff Learning and Development

All CPC inter-agency child protection staff learning and development opportunities continue to be compliant with [National Guidance](#), which we have translated into our robust and dynamic [CPC Inter-Agency Child Protection Learning and Development Framework](#).

We continue to provide a range of flexible, refreshed, inter-agency staff learning and development opportunities to the general contact workforce; specific contact workforce and the intensive contact workforce; within our existing budget and free-of-charge at the point of delivery. We continue to collate evaluation reports which are consistently high.

In March 2020, the COVID-19 pandemic and containment measures, heavily impacted upon our ability to continue to provide face-to-face inter-agency training; resulting in all such training being paused temporarily. Going forward, the CPC intends to resume face-to-face inter-agency training courses when it is safe to do so.

In terms of impact, the following Table provide an analysis of the inter-agency child protection staff learning and development opportunities which was delivered throughout the year until it was paused in March 2020:

CPC Inter-Agency Staff Learning and Development Opportunities (01/08/2019 – 31/07/2020) – Paused March 2020		
Title of Course	No of Courses	No of Attendees
<i>Child Wellbeing and Protection Course (Introductory) (One-Day)</i>	2	41
<i>Designated Child Protection Officer Course (One-Day)</i>	2	44
<i>Working with Non Engaging Families (One-Day)</i>	2	35
<i>Online Risks for Children and Young People (Half-Day)</i>	2	32
<i>Working with Children and Families Affected by Parental Substance Use (GOPR) (Half-Day)</i>	2	53
<i>Child Sexual Exploitation Course (CSE) (One-Day)</i>	2	21
Total	12	226

In addition, we have continued to promote and develop our OnLine staff learning and development opportunities and as a direct consequence of the COVID-19 pandemic, there has been a significant increase in the take-up rate.

However, it should be noted that the updated [Privacy and Electronic Communications Regulations](#) (PECR), which came into effect in March 2019, to protect the privacy rights of website users, now limits our ability to provide accurate data.

In terms of impact, the following Table provides an analysis of the OnLine Module activity throughout 2019/2020:

OnLine Staff Learning and Development Opportunities – OnLine Modules (01/08/2019 – 31/07/2020) – Ongoing		
Title of Course	Activity (Internal and External)	
	2019 / 2020	2018 / 2019
<i>Child Protection OnLine Module</i>	2,166	1,303
<i>Getting it Right for Every Child (GIRFEC) OnLine Module</i>	1,941	1,206
<i>Adult Support and Protection OnLine Module</i>	1,675	666
Total	5,782	3,175

New Developments:

In response to the ongoing learning and development needs of both new and existing staff, and additional challenges associated with the COVID-19 pandemic and containment measures, the CPC refreshed its existing [Keeping Children and Young People Safe – Child Protection OnLine Module](#).

In July 2020, the CPC also developed three new Online Modules – Professional Curiosity; Chronologies; Information Sharing, Confidentiality and Consent and at the time of publication, these new Modules are being rolled-out to partner agencies and further Modules are being planned.

The CPC also plans to continue its partnership work with RASAC PK to provide Trauma Informed Practice training opportunities, as we continue to develop a critical mass of trauma informed and aware practitioners across Perth and Kinross. The CPC also plans to recommence its face-to-face inter-agency GOPR and CSE training courses, when it is safe to do so.

In terms of measuring the impact of this training, the following is a small sample of practitioner feedback from various face-to-face inter-agency training courses held before March 2020:

“I found it useful to be able to discuss the subjects with other practitioners from a variety of professional backgrounds”

“Made me think more about how the child is feeling”

“I am equipped with knowledge and know correct procedures”

“I now have a better knowledge and understanding of potential risks”

“I will take this toolkit and use it in my workplace and will share with other”

“I am more confident about passing on information at the right time”

Impact on the Community

Evaluation: We are confident that the CPC remains transparent and public-facing; that we are providing highly evaluated public information that is accurate, relevant and useful in terms of helping to keep children and young people safe; that we are communicating, listening and actively engaging with the community, building capacity and helping to keep people safe in their communities.

Public Information, Communication and Engagement

Child Protection Website

The [CPC Child Protection Website](#), hosted on the PKC Website, remains fundamental to the CPC's approach to public information, communication and engagement. This public-facing website ensures the work of the CPC remains open and transparent.

Throughout 2019 / 2020, the website has been continuously refreshed and increasingly being seen as a one-stop local hub for child protection information. However, it should be noted that the updated [Privacy and Electronic Communications Regulations](#) (PECR), which came into effect in March 2019, to protect the privacy rights of website users, now limits our ability to provide accurate data.

In terms of impact, the following Table provides some high-level information on key pages within the child protection website; showing user activity, page activity and a general impact analysis between last year and this year:

CPC Website Single User and Page Activity 1 August 2019 – 31 July 2020		
Key Webpage Activity	Impact (Minimum) 2019 / 2020	Impact (Minimum) 2018 / 2019
<i>Child Protection – Total Hits</i>	<i>9,000 users – 18,402 page views</i>	<i>13,051 users – 29,200 page views</i>
<i>Child Protection – Main Page</i>	<i>1,547 users – 3,045 page views</i>	<i>2,190 users – 5,761 page views</i>
<i>What's New in Child Protection – News</i>	<i>847 users – 2,510 page views</i>	<i>1,058 users – 3,125 page views</i>
<i>Child Protection Committee</i>	<i>601 users – 1,010 page views</i>	<i>601 users – 1,010 page views</i>
<i>What to do if you are worried about child / young person</i>	<i>546 users – 782 page views</i>	<i>1,263 users – 2,506 page views</i>
<i>Information for Practitioners</i>	<i>420 users – 852 page views</i>	<i>649 users – 1,496 page views</i>
<i>Child Protection Publications – All Pages</i>	<i>331 users – 618 page views</i>	<i>608 users – 1,189 page views</i>
<i>P&K Practitioner's Guide and OnLine Toolkit: CSE</i>	<i>175 users – 304 page views</i>	<i>178 users – 330 page views</i>
<i>P&K Practitioner's Guide and OnLine Toolkit: Information Sharing</i>	<i>146 users – 339 page views</i>	<i>274 users – 623 page views</i>

Social Media

Working in partnership with staff from Perth and Kinross Council's Corporate Communications Team and the ECS Communications Officer, we have continued to make use of the PKC social media platforms (Facebook and Twitter) to extend the message reach of our key child protection work.

At 31 July 2020, the continually growing PKC Corporate Twitter Account had 20,518 followers and the Corporate Facebook page had 22,136 likes (compared with 18,634 Corporate Twitter followers and 18,746 Corporate Facebook page likes last year at 31 July 2019).

In terms of impact, this year our CPC specific social media posts have resulted in a significantly increased and combined reach of 110,867 on Facebook and a total of 176,350 impressions on Twitter, compared with 90,283 on Facebook and a total of 32,027 impressions on Twitter last year.

During this reporting period, the most popular post on each social media channel was:



We're sharing useful information for young people about how to get help and support during the current [#COVID__19](#) lockdown. [#protectingpeople](#) [#childprotectionpk](#) [linked to Do You Need Help document for young people]
10, 497 reached; 39 shares
(Facebook 2 May 2020)



Physical distancing and isolation can put some children & young people at increased risk of harm. If you're concerned about a youngster in your community, call us on 01738 476768, any time of day or night [#childprotectionpk](#)
6,742 impressions; 19 likes; 21 profile clicks; 19 retweets
(Twitter 22 May 2020)

Recognising the impact of the COVID-19 pandemic, the CPC and partners have increasingly focussed on sharing key messages around child protection and support for children, young people and families on social media platforms and on their public-facing website.

How good is the delivery of our services for children, young people and families and our operational management?

This section describes how we are delivering our services and providing help and support to protect children, young people and families. It also describes recent improvement work, led by the CPC, to support and empower practice. This work aims to support competent, confident and skilful multi-agency practitioners to make sound professional judgments when dealing with complex issues.

Evaluation: We are confident that our child protection services are robust, effective and focused on vulnerability, risk and need. We are working extremely hard to improve the life chances of children and young people. Practice is enabled by evidence-based policy, practice and planning improvements.

Practice Developments in 2019/2020

In compliance with our ongoing commitment to enabling and empowering a competent, confident and professionally curious workforce, throughout 2019/2020 we have continued to develop, publish and where necessary, refresh the following practice guidance:

- [Tayside Practitioners Guidance: Chronologies](#) (March 2019)
- [P&K CPC Practitioner's Guidance: Resolution and Escalation Arrangements](#) (August 2019)
- [P&K CPC Practitioner's Guidance: Professional Curiosity](#) (August 2019)
- Tayside Joint Protocol: Medical Examinations of Children and Young People (October 2019)
- [P&K Code of Practice: Information Sharing, Confidentiality and Consent](#) (January 2020)

And in July 2020, in partnership with the Tayside Regional Improvement Collaborative (TRIC) Priority Group 5 (PG5): Safeguarding and Child Protection, we have developed and published:

- [Tayside Practitioner's Guidance: Inter-Agency Referral Discussions \(IRDs\)](#) (July 2020)
- [Tayside Practitioner's Guidance: Concern for Unborn Babies \(UBB\)](#) (July 2020)
- [Tayside Practitioner's Guidance: Participation in Key Child Protection Meetings: Information for all Practitioners](#) (July 2020)
- [Participation in Key Child Protection Meetings: Information for Children and Families](#) (July 2020)



Child Sexual Exploitation (CSE)

Child Sexual Exploitation (CSE) is Child Sexual Abuse (CSA).

Elected Members, Chief Officers and Community Planning Partnership (CPP) partners continue to provide strong strategic leadership, direction and scrutiny of our partnership approach of *zero-tolerance to abuse and exploitation and to ensuring a hostile environment across Perth and Kinross* and they have publicly recorded that *“there is no place for abuse and exploitation in our communities”*.

Whilst the risks and dangers of abuse and exploitation, both in the community and online, are ever present and we remain vigilant in our partnership approach, recent information and intelligence provided by Police Scotland shows that between April and August 2020, within Perth and Kinross a total 51 cases of online crime were recorded against child victims, compared with 73 for the same period in 2019.

Whilst the COVID-19 pandemic and containment measures have had a significant impact in terms of face-to-face work, the CPC and the Young People's Advisory Group (via Youth Voice) has continued to consolidate its work; adopted a more intelligence-led approach and continues to take forward key aspects of CSE work.

In terms of impact, the following provides a summary of our ongoing activities throughout 2019/2020:

- continued to develop and promote the public-facing P&K [CSE Webpages](#)
- continued to promote awareness and understanding of CSE on the PKC/CPC Social Media Platforms (Facebook and Twitter)
- continued to develop and distribute a wide range of existing and new, bespoke/specific [CSE information and advice leaflets](#)
- continued to promote and roll-out the NSPCC ["Speak Out Stay Safe Schools Programme"](#) to all PKC Primary Schools
- continued to support the annual GIRFEC - Keeping Your Child Safe events in Perth; with this year's event having taken place on 5 March 2020
- continued to support our multi-agency CSE Training Champions to deliver inter-agency CSE training sessions to staff
- developed and currently testing a P&K CSA/CSE Screening Tool for use by frontline staff
- developed a more pro-active/intelligence-led approach to return interviews and missing children

Going forward, the partnership will continue to consolidate its work on tackling CSE, and whilst focussed on prevention and awareness raising, it plans to support staff further with additional CSE practitioner toolkits and staff learning and development opportunities.

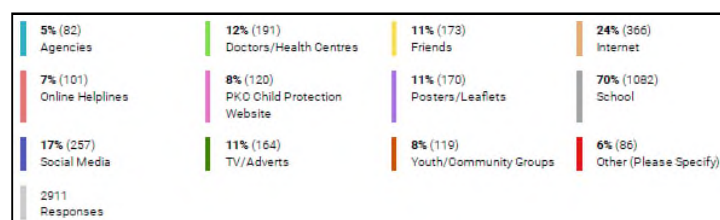
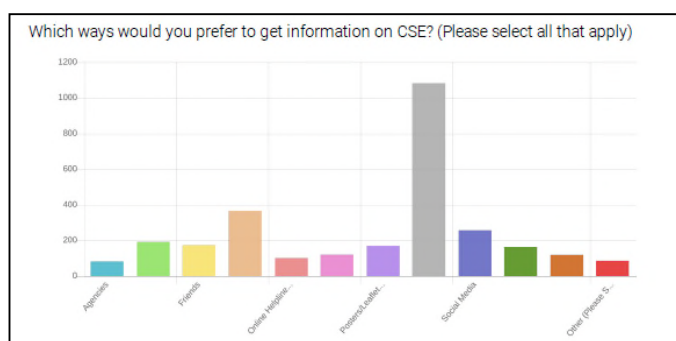


Young People's Advisory Group

The CPC continues to support the creative and innovative work of the Young People's Advisory Group; albeit the COVID-19 pandemic has seriously impacted upon its ability to meet, both physically and virtually.

However, prior to the COVID-19 pandemic, throughout October to December 2019, the Advisory Group developed and distributed their second Young People's CSE OnLine Survey to all Secondary Schools in Perth & Kinross, which was last distributed in 2017.

In terms of impact, this year a total of 1,748 young people responded to the survey, compared with 574 in 2017. The survey confirmed that young people had a very good awareness and understanding of what constituted CSE; knew where to get information on CSE; knew what to do and who to speak to if they were worried about CSE; knew what constituted grooming and where grooming can take place. In terms of where young people would prefer to get information about CSE, the following responses were noted:



Going forward, the work of the Young People's Advisory Group will continue to be informed by the survey responses and a number of young people intimated they would like to be a part of the Group in the future. This is being followed up.

Youth Voice Gathering 2019

Last year, we reported upon the commitment of CPC members to actively communicate, engage and involve children, young people and families in its work, by working in partnership with colleagues at Services for Young People Team; @scott street and in particular, via Youth Voice.

We also reported on our intention to participate in the Youth Voice Gathering, being held on Saturday 21 September 2019 at the North Inch Community Campus in Perth.

This was a one-stop-shop type event, planned by young people, for young people. The event aimed to showcase their work and to share and discuss with representatives from key local services, agencies and partnerships, what was significant and important to them in terms of keeping themselves safe; improving their health and wellbeing and to improving the quality of their lives. On the day, 13 separate services, agencies and partnerships, including CPC members, attended the event and engaged with 9 individual youth groups and their representatives.

CPC members met with a number of young people/youth groups and in terms of keeping safe and child protection, comments and feedback from the young people included concerns about the impact of social media platforms / apps; peer pressure; bullying (physical and virtual); the need to promote a better awareness and understanding of young people's mental health; the need to continue to promote contacts numbers of where to seek and obtain help and the need to continue to promote the message that *it's everyone's job*.

Immediately following the event, the CPC embarked upon a further public information and communication campaign, supported by a wide distribution of eye catching child protection posters (previously designed by young people) and by posting key messages on social media platforms on how to stay safe and where to seek and obtain help where necessary. Additional work was also undertaken, particularly via ECS and the Inclusion Service to provide information and advice on children and young people's health and wellbeing, including mental health and this has been distributed and made available widely across Perth and Kinross.

Whilst the COVID-19 pandemic and containment measures have undoubtedly impacted on this direct engagement work with children and young people, engagement has continued virtually online, as evidenced throughout this report and the CPC remains committed to doing so going forward.



How good is our leadership?

This section describes our collective approach to leadership, direction, support, challenge and scrutiny. It describes how we are promoting effective and collaborative partnership working to deliver the best possible outcomes for children and young people. It also describes our commitment to

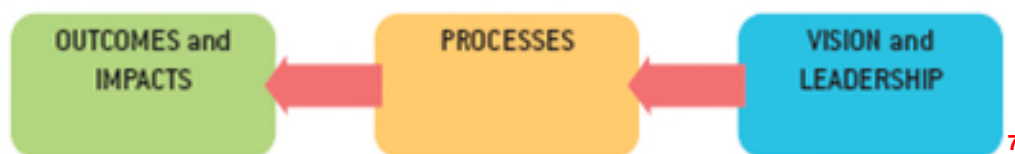
continuous improvement through self-evaluation and our capacity for further improvement across Perth and Kinross.

Evaluation: We are confident that our individual and collective approach to leadership, direction, support, challenge, scrutiny and joint partnership working is effective and robust and that our commitment to continuous improvement through self-evaluation is providing better outcomes for children and families across Perth and Kinross.

“Chief officers groups require strong oversight of children’s service planning, child protection committees and approaches to emerging needs in order to be assured in the robustness of processes, procedures and practice to keep children and young people safe. We saw that the support and understanding, particularly of social work and social care, by chief officers groups and elected members was pivotal to leading a challenging and changing delivery environment. The partnerships which we evaluated as performing well had chief officers and elected members who understood the service environment, actively engaged in strategic activity and were well-sighted on national issues and current and emerging local needs”

“A well functioning child protection committee is critical in leading services to support children and young people at the times in their lives when they are most vulnerable. In the partnerships which we evaluated as better performing, we saw clear CPC priorities which were reported on regularly and publicly”

[*The Joint Strategic Inspection of Services for Children and Young People: Review of Findings from the Inspection Programme 2012-2017 \(Care Inspectorate: 2019\)*](#)



Perth and Kinross Children, Young People and Families Partnership (CYPFP)

[Elected Members and Chief Officers](#) of the public, private and third sectors in Perth and Kinross continue to discharge their individual and collective responsibility for children's services, in particular, child protection services, through the Perth and Kinross Children, Young People and Families Partnership (CYPFP).

The partnership continues to provide the CPC with strong leadership and direction. At its quarterly meetings, the partnership continues to scrutinise the work of the CPC and receives regular progress reports and updates on national and local child protection policy and practice developments.

Perth and Kinross Public Protection Chief Officers' Group (COG)

During this academic year, the work of the CYPFP and the CPC has been further strengthened by the added support and scrutiny from the Perth and Kinross Public Protection Chief Officers' Group (COG), which brings together the Chief Officers of Perth and Kinross Council; NHS Tayside; Police Scotland – Tayside Division; the Chief Operating Officer of the Perth and Kinross Health and Social Care Partnership; the Chief Social Work Officer (CSWO) for Perth and Kinross Council and other key Officers.

Before and particularly since the COVID-19 pandemic, the COG has met more frequently and provided leadership and direction across the public protection partnerships. Recent meetings of the COG have been virtual meetings.

Informed by rich, evidence-based datasets, the COG has galvanised our approach to public protection and coordinated the identification and management of known and emerging risks.

A carefully managed Risk Register has ensured that since March 2020:

⁷ Source: Extracted from [How well do we protect children and meet their needs?](#) (HMIE: 2009)

- well-established public protection partnership working arrangements have not been disrupted – in many areas they have been further strengthened
- communication between and across services and agencies has not been compromised – in many ways this has been significantly improved
- key child protection processes have continued to function well – increasing demands have been met by committed and hard-working staff groups
- staff who have been shielding, self-isolating, providing a caring provision at home and/or absent from the workplace have been protected, kept safe and enabled to work virtually where necessary



Perth and Kinross Child Protection Committee (CPC)

[Perth and Kinross Child Protection Committee \(CPC\)](#) is the local multi-agency child protection partnership; compliant to [national standards](#); strongly committed to building an active child protection community and securing a culture where the care and protection of children and young people is at the heart of *everyone's job*.

The CPC drives forward a strong focus on *continuous improvement; public information and communication; strategic planning and connections and annual reporting on the work of the CPC*.

[Membership of the CPC](#) remains intentionally broad and inclusive of all relevant organisations and sectors which have a role to play; which allows the CPC to take a whole community approach to raising awareness of the key risks to children and young people.

The CPC continues to nurture positive working relationships through a culture of mutual respect and understanding; involvement and participation; openness and transparency and support and challenge.

The CPC meets six times per annum; all meetings are [minuted](#) and published on the public-facing [Website](#). Recent meetings of the CPC have been virtual meetings. The Chair of the CPC also chairs the Central and North Scotland CPC Consortium.⁸

Perth and Kinross CPC and APC (Adult Protection Committee) Virtual Executive Group

In response to the COVID-19 pandemic, to ensure business continuity and delivery of frontline services, the above Virtual Executive Group was established on 24 March 2020.

Initially, meetings were held twice weekly, then weekly and currently fortnightly and up to the 31 July 2020, a total of 19 meetings have been held. Membership of the Group has been extended to include representatives from all the public protection partnerships and key representatives from education, health, police, social work, children's services and adult services.

Much of the work has been focussed on ensuring the delivery of frontline services and has been informed by rich national and local datasets and managed by way the previously mentioned Risk Register.

Reporting to the COG, this Group has continued to meet until the CPC's Business Recovery and Re-Instatement Plan is fully implemented/embedded.



Tayside Regional Improvement Collaborative (TRIC) Priority Group 5 (PG5): Safeguarding and Child Protection

[Tayside Regional Improvement Collaborative \(TRIC\)](#)

[Priority Group 5 \(PG5\): \(Safeguarding and Child Protection\)](#)

[Tayside Plan for Children, Young People and Families 2017 - 2020](#)

⁸ The Child Protection Committees of Aberdeen City, Aberdeenshire, Angus, Clackmannanshire & Stirling, Dundee City, Highland, Falkirk, Fife, Moray, Orkney Islands, Perth and Kinross, Shetland Islands and Western Isles.

Perth and Kinross CPC and partner agencies continue to support the work of TRIC PG5 and the abovementioned Plan. TRIC PG5 is led by the Chief Social Work Officer (CSWO) at PKC.

Throughout 2019/2020, the improvement work of PG5 has been significantly progressed and the current focus is on working together to change and improve the culture, ethos and day-to-day frontline practice in multi-agency child protection work across the Collaborative.

In terms of impact, the following is a synopsis of the progress made:

- **Chronologies** – Multi-Agency Practice Guidance, refreshed and published in February 2019, has been widely distributed and embedded into practice and there is emerging evidence of improvement across the Collaborative
- **Inter-Agency Referral Discussions (IRDs)** – Multi-Agency IRD Practice Guidance and an IRD Template published in July 2020 and is currently being cascaded and distributed across the Collaborative
- **Concern for Unborn Babies** – Multi-Agency Concern for Unborn Babies Practice Guidance and a Concern for Unborn Baby Referral Form published in July 2020 and is currently being cascaded and distributed across the Collaborative
- **Participation in Key Child Protection Meetings: Information for all Practitioners** – Multi-Agency Practice Guidance published in July 2020 and is currently being cascaded and distributed across the Collaborative
- **Participation in Key Child Protection Meetings: Information for Children and Families** – Multi-Agency Practice Guidance published in July 2020 and is currently being cascaded and distributed across the Collaborative
- **Developing Key Measures in Child Protection Tayside CPC Shared Dataset** – Key child protection indicators and measures (qualitative and quantitative) agreed and implemented retrospectively from 1 August 2019 across the Collaborative
- **Learning from ICRs and SCRs** – In the context of child protection, a Significant Case Review (SCR) is a multi-agency process for establishing the facts of, and learning lessons from, a situation where a child has died or been significantly harmed. Significant Case Reviews are seen in the context of a culture of continuous improvement and should focus on learning and reflection on day-to-day practices, and the systems within which those practices operate.⁹

Last year, TRIC PG5 commissioned Dr Sharon Vincent, Northumbria University to carry out an analysis of recently conducted Initial Case Reviews (ICRs) and SCRs across Tayside, aimed at providing evidence-based research in relation to recurring themes and trends; a profile of the children and families involved; perspectives of children, families, communities, services, agencies and strategic risk factors; how that impacts on strategic planning and improvement and how the lessons learned can inform future workforce learning and development plans across Tayside.

At 31 July 2020, the research report has been completed; it identifies and profiles all of the above, and in particular, our need to focus on two key strands going forward – Relationship Building with Families and Working Together which will underpin our improvement programme here in Perth and Kinross. Final Report expected September 2020.









What is our capacity for improvement?

Perth and Kinross CPC is committed to continuous improvement through quality assurance and self-evaluation and continually strives for excellence.

We know how good we are now; how good we can be and our capacity for improvement remains very strong.

⁹ [National Guidance for Child Protection Committees: Conducting Significant Case Reviews](#) (Scottish Government: 2015).

Throughout 2019/2020, the CPC, in partnership with the [CPC Practice Improvement Working Group](#) and the [Tayside Regional Improvement Collaborative \(TRIC\)](#), in particular with [Priority Group 5 \(PG5\) \(Safeguarding and Child Protection\)](#), has made significant progress in implementing, and delivering on, our two-year [CPC Improvement Plan 2018 – 2020](#); which has been evidenced throughout this report and a final update shown at Appendix 1.

<i>In Summary / Next Steps: CPC Priority Actions / Tasks 2020 and Beyond</i>	
<u>continue</u> to build open and trusting relationships with children and families which challenges and supports the need for change and improvement	
<u>continue</u> to address neglect, tackle poverty and enhance wellbeing from pre-birth by further developing early and effective multi-agency intervention and support pathways	
<u>continue</u> to enhance the provision of and the consistency of advocacy arrangements, which ensures children and young people are listened to, understood, respected, their views are heard and inform practice	
<u>continue</u> to make sophisticated use of qualitative and quantitative key performance measures to improve key multi-agency child protection processes and practice	
<u>continue</u> to develop, publish and disseminate multi-agency child protection practice guidance on key themes to support and empower consistently improving frontline practice	
<u>continue</u> to work together to change and improve the culture, ethos, day-to-day practice and new ways of working in frontline multi-agency child protection work	
<u>continue</u> to develop a competent, confident and professionally curious multi-agency workforce, empowered and enabled by learning and development opportunities	
<u>continue</u> to strive for excellence by embedding a culture of quality assurance, self-evaluation and continuous improvement in multi-agency child protection work	

At the time of publication, the CPC is developing a new SMART Improvement Plan for 2020 and beyond, which will be informed by research, quality assurance and self-evaluation and it will continue to support the existing and developing [Tayside Plan for Children, Young People and Families 2017 - 2020](#).

Key Abbreviations & Acronyms Used

APC	Adult Protection Committee
CCR	Child Concern Report
CELCIS	Centre for Excellence for Children's Care and Protection
COG	Chief Officers' Group
CPC	Child Protection Committee
CPCC	Child Protection Case Conference
CPIP	Child Protection Improvement Programme (Scottish Government)
CPO	Child Protection Order
CPR	Child Protection Register
CSA	Child Sexual Abuse
CSE	Child Sexual Exploitation
CSO	Compulsory Supervision Order
CSWO	Chief Social Work Officer
CYPFP	Children, Young People and Families Partnership
CYRO	Children and Youth Rights Officer
ECS	Education and Children's Services
EFQM	European Foundation for Quality Management
GDPR	General Data Protection Regulations
GIRFEC	Getting it Right for Every Child
GOPR	Getting Our Priorities Right
IAPK	Independent Advocacy Perth & Kinross
ICPCC	Initial Child Protection Case Conference
ICR	Initial Case Review
IRDs	Inter-Agency Referral Discussion (IRDs)
NHS	National Health Service (Tayside)
NSPCC	National Society for the Prevention of Cruelty to Children
P&K	Perth and Kinross
PG5	Priority Group 5
PKAVS	Perth and Kinross Association of Voluntary Service
PKC	Perth and Kinross Council
PPE	Personal Protective Equipment
RASAC PK	Rape and Sexual Abuse Centre Perth and Kinross
REACH	Resilient; Engaged; Achieving; Confident; Healthy
RRSA	Rights Respecting School Award
SCRA	Scottish Children's Reporter Administration
SCR	Significant Case Review
SCRON	Scottish Children's Rights Officer's Network
SMARTer	Specific; Measurable; Achievable; Realistic and Time-Limited
TRIC	Tayside Regional Improvement Collaborative
UBB	Unborn Baby

CPC Improvement Plan 2018 – 2020

Final Update at 31 July 2020

Plan First Published: 3 October 2018

CPC Improvement Plan 2018 – 2020

Date	Progress / Update Report	Total Actions / Tasks	Total Actions / Tasks Completed	Total Actions / Tasks Added	Total Actions / Tasks Ongoing / Carried Forward
03/10/2018	Publication Date	17	0	17	17
31/07/2019	Year 1 Progress / Update Report	17	2	0	15
31/07/2020	Year 2 Final Progress / Update Report	15	12	0	3 (Carried Forward into 2020)

RAG Legend – Red Amber Green

R	RED: There are significant issues and / or risks that are impacting on the action / task right now = we are not delivering the action / task on time / scope / budget
A	AMBER: There are some issues and / or risks that are impacting on the action / task if not fixed = we are at risk of not delivering the action / task on time / scope / budget
G	GREEN: There are no issues and / or risks impacting on the action / task which is progressing according to plan = we are delivering the action / task on time / scope / budget

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
What key outcomes have we achieved?					
Outcome 1: Use of multi-agency performance management information enables us to analyse trends and underpins our self-evaluation and improvement					
1	<p>1.1: Develop and test further qualitative measures in relation to the impact of key child protection interventions and processes for children and young people which reflect their experiences of services</p> <p><i>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative (TRIC) – Priority Group 5 (PG5): Safeguarding and Child Protection)</i></p>	Independent Chair of the CPC	By 30 November 2019	<ul style="list-style-type: none"> Update @31 July 2019 P&K CPC Management Information and Performance Outcome Framework – Includes Quantitative and Qualitative Measures; CPC making intelligent use of data and receiving Quarterly and Annual Data Reports; Tayside CPC Common Key Performance Indicators and Measures – Mapping completed; Scottish Government / CELCIS National Minimum Dataset for CPCs and Tayside CPC Shared Indicators and Measures Workshop planned for September 2019; Scottish Government / CELCIS National Minimum Dataset for CPCs – Expected by end of 2019; Action / Task Linked with Action / Task 1.2 below; Work in Progress / Ongoing. <hr/> <ul style="list-style-type: none"> Update @31 July 2020 Scottish Government / CELCIS National Minimum Dataset for CPCs – Published Autumn 2019; Direct Link: https://www.celcis.org/knowledge-bank/protecting-children/legislation-policy/child-protection-committees/minimum-dataset/; CELCIS and TRIC PG5 Data Orientation Session and Workshop held on 23 September 2019; Tayside CPC Shared Dataset – Developed and in place since 1 August 2019 – Academic Year Reporting Cycle with Quarterly Reports to CPC; Local Datasets include Quantitative and Qualitative Measures; Impact of COVID-19 – Since March 2020, P&K CPC and P&K Public Protection Chief Officers' Group (COG) has received and analysed greatly enhanced 	G

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
				<p>local Child Protection Datasets on a weekly basis, supplemented by Scottish Government / SOLACE National Dataset Reports (KPIs Vulnerable Children and Young People);</p> <ul style="list-style-type: none"> • Embedded into local practice / scrutiny arrangements; • No ongoing issues; • ACTION 1.1 COMPLETED. 	
	<p>1.2: Implement and embed the new Scottish Government / Care Inspectorate / CELCIS Shared Data Set for Vulnerable Children and Young People to further enhance the prevention and scrutiny role of the CPC and the CYPFP</p> <p><i>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative (TRIC) – Priority Group 5 (PG5): Safeguarding and Child Protection)</i></p>	CPC Inter-Agency Child Protection Coordinator	By 31 March 2020	<ul style="list-style-type: none"> • Update @31 July 2019 • Part of the Scottish Government's Child Protection Improvement Programme (CPIP) – Ongoing; • Scottish Government / CELCIS National Minimum Dataset for CPCs and Tayside CPC Shared Indicators and Measures Workshop planned for September 2019; • Scottish Government / CELCIS National Minimum Dataset for CPCs – Expected by end of 2019; • Action / Task Linked with Action / Task 1.1 above; • Work in Progress / Ongoing. <ul style="list-style-type: none"> • Update @31 July 2020 • Scottish Government / CELCIS National Minimum Dataset for CPCs – Published Autumn 2019; • Direct Link: https://www.celcis.org/knowledge-bank/protecting-children/legislation-policy/child-protection-committees/minimum-dataset/; • CELCIS and TRIC PG5 Data Orientation Session and Workshop held on 23 September 2019; • Tayside CPC Shared Dataset – Developed and in place since 1 August 2019 – Academic Year Reporting Cycle with Quarterly Reports to CPC; • Local Datasets include Quantitative and Qualitative Measures; • Impact of COVID-19 – Since March 2020, P&K CPC and P&K Chief Officers' Group (COG) has received and analysed greatly enhanced local Child Protection Datasets on a weekly basis, supplemented by Scottish Government / SOLACE National Dataset Reports (KPIs Vulnerable Children and Young People); 	G

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
				<ul style="list-style-type: none"> Embedded into local practice / scrutiny arrangements; No ongoing issues; ACTION 1.2 COMPLETED.	
How well do we meet the needs of our stakeholders?					
Outcome 2: Children and young people's voices in planning and decision making processes ensures that they are kept safe and promotes their wellbeing					
2	2.1: Further develop the existing provisions for seeking children and young people's views before, during and after key decision making meetings and extend the reach and use of the Mind Of My Own App to child protection processes	Chair of the CPC Practice Improvement Working Group	By 31 March 2019 Ongoing 2019 / 2020	<ul style="list-style-type: none"> Update @31 July 2019 Mind Of My Own App first introduced in P&K @ August 2017; App currently being used by children and young people aged 8 years and over; App being used by children and young people who are: looked after and accommodated; whose names are on the child protection register; who have a disability and by those children and families who are working with social work on a voluntary basis; Introduced Mind Of My Own Express App in January 2019 which allows workers to use the App with younger children aged 4+ and with children with disabilities; Mind Of My Own App also being used by Young Carers as a means of giving their views for their lives, their Statements and for the reviews of services they use; Mind Of My Own App Snapshot @ July 2019: Total number of children and young people with their own accounts – 48; Total number of statements received from children and young people with accounts – 134; Total number of workers with their own accounts – 152; Total number of statements received from worker's with accounts – 110; Work in Progress / Ongoing. 	G

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
				<ul style="list-style-type: none"> • Update @31 July 2020 • Mind Of My Own App – In place now for Three Years; • Being consistently and increasingly used to inform assessments, plans and to gather the views of children and young people; • Mind Of My Own Express App being used to gather the views of younger children (under 8s) and by those children affected by disability; • New Workers in P&K Social Work Teams being provided with training opportunities via Mind Of My Own Champions; • Mind Of My Own App (introduced August 2017) Snapshot @ July 2020: • Total number of children and young people with their own accounts – 93 (previously 48); • Total number of statements received from children and young people with accounts – 192 (previously 148); • Total number of workers with their own accounts – 165 (previously 152); • Total number of statements received from worker's with accounts – 163 (previously 110); • Total number of Mind Of My Own Express statement sent between children and young people and workers – 102 (new measure); • Mind Of My Own being systematically and successfully rolled-out across P&K; • Impact of COVID-19 – Since March 2020, significantly increased levels of virtual support / contact with Mind Of My Own being extended and adapted to allow children and young people to send alerts if they feel unsafe / unwell – these alerts are then fast-tracked to key workers; • No ongoing issues; • ACTION 2.1 COMPLETED. 	

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
	<p>2.2: Review and explore the potential resources to strengthen and / or increase the existing advocacy support provisions for children and young people; including Independent Advocacy</p> <p><i>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative (TRIC) – Priority Group 5 (PG5): Safeguarding and Child Protection)</i></p>	Chair of the CPC Practice Improvement Working Group	<p>By 31 March 2019</p> <p>Ongoing 2019 / 2020</p>	<ul style="list-style-type: none"> Update @31 July 2019 Tayside-wide Mapping Exercise of Participation, Engagement and Involved in key child protection processes – Completed; Lead Professionals / Social Workers / Children and Youth Rights Officer / Who Cares? Scotland Worker continue to provide advocacy support to children and young people; Independent Advocacy P&K commissioned and providing advocacy support to children and young since 31 March 2019; CPCScotland's CPC Child Participation OnLine Survey Submitted April 2019 – National Review Report to follow; Work in Progress / Ongoing. <hr/> <ul style="list-style-type: none"> Update @31 July 2020 CPCScotland – CPC Child Participation in Key Child Protection Processes Report – Published September 2019; Lead Professionals / Social Workers / Children and Youth Rights Officer / Who Cares? Scotland Worker continue to provide advocacy support to children and young people; Mind Of My Own App – Being increasingly used by children, young people and workers to seek views and submit statements; Independent Advocacy P&K providing increased advocacy support to children and young people; Independent Advocacy P&K commissioned to provide advocacy at Children's Hearings; Impact of COVID-19 – Since March 2020, significantly Increased levels of virtual support / contact / communication with children and young people using different IT platforms; Children, young people's and families views now being captured consistently in Assessments and Plans and 	G

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
				<p>recorded in the Minutes of key child protection meetings;</p> <ul style="list-style-type: none"> • TRIC PG5 – Tayside Practitioner's Guide: Good Practice for Key Child Protection Meetings – Information for all Practitioners and Information for Children and Families – Approved by all three Tayside CPCs and TRIC PG5 on 21 July 2020; • Publication and roll-out underway @31 July 2020; • No ongoing issues; • ACTION 2.2 COMPLETED. 	
Outcome 3: Coordinated help and support to pregnant women and their families ensures earlier intervention and enhances the wellbeing of infants in the first year of life					
3	<p>3.1: Develop and implement in partnership with CELCIS, a three-strand joint programme of work to address neglect and enhance wellbeing – <i>Getting it Right in Perth and Kinross: Pre-Birth and into the first year of life</i>. Three strands of improvement work to:</p> <ol style="list-style-type: none"> 1. Better enable communities to offer help and support to women and their families 2. Better enable people (practitioners, volunteers, community members) to work together to ensure women and their families get the right help at the right time 3. Better enable midwifery and health visiting to provide women and families with access to the right help and support 	PKC ECS and NHS Tayside	<p>By 31 December 2020</p> <p>(Longer Term Initiative – Ongoing)</p>	<ul style="list-style-type: none"> • Update @31 July 2019 • Joint Partnership Working with PKC; NHS Tayside (Midwifery Services, Health Visiting Services and Family Nurse Partnership) and the Centre for Excellence for Children's Care and Protection (CELCIS) – Ongoing since 4 November 2016; • Long Term Project – Three Strands; • P&K Core Implementation Team – Established; • P&K Geographical Transformation Zone (Improvement Cycle) identified through careful analysis of data, workforce structures and partners commitment for involvement – South West Perth City and Kinross; • Regular, routine communication channels established with critical Leaders and existing Agency Boards / Committees / Groups – including the CPC; • Action / Task Linked with Action / Task 3.2, 4.1 and 10.1 below; • Work in Progress / Ongoing. <hr/> <ul style="list-style-type: none"> • Update @31 July 2020 • Neglect – Assessment of Care Toolkit being rolled-out within Services for Children, Young People and Families with staff learning and development opportunities; • Recurring TRIC Funding secured for future 	A

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
				<ul style="list-style-type: none"> development work; Progress impeded by the COVID-19 pandemic; ACTION 3.1 ONGOING. 	
	<p>3.2: Develop and implement a needs-led early intervention pathway and consistent approach across all services and agencies to support pregnant women who are vulnerable and which supports the identification, assessment and management of concerns for their unborn babies</p> <p><i>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative (TRIC) – Priority Group 5 (PG5): Safeguarding and Child Protection)</i></p>	Lead Nurse, Child Protection, NHS Tayside	By 30 September 2019	<ul style="list-style-type: none"> Update @31 July 2019 NHS Tayside Unborn Baby Protocol – In Place; Tayside Multi-Agency Unborn Baby Action Group and Action Plan – In Place; Tayside Multi-Agency Practitioner's Guidance: Concern for Unborn Babies – Drafted; Tayside wide OnLine Consultation – Underway from 4 July 2019 – Consultation Closes 30 September 2019; Publication and roll-out of the Final Guidance to be supported by the Tayside Child Protection Learning and Development Group – Autumn 2019; Links with the PKC and NHS Tayside partnership work with Centre for Excellence for Children's Care and Protection (CELCIS); Action / Task Linked with Action / Task 3.1 above and 4.1 and 10.1 below; Work in Progress / Ongoing. 	G
				<ul style="list-style-type: none"> Update @31 July 2020 Improved and strengthened P&K Unborn Baby Multi-Agency Screening Group (MASG) and Guidance – Implemented since April 2017; Tayside Multi-Agency Practitioner's Guidance: Concern for Unborn Babies Guidance and Referral Template; Consultation completed @30 September 2019; Guidance and Template – Finalised @15 October 2019; Approved by all three Tayside CPCs by 27 March 2020; Approved by TRIC PG5 on 21 July 2020; Roll-out of above Policy & Practice Developments – Being accompanied by Letter of Endorsement from the Chair of TRIC PG5 – August 2020; Also, to be supported by Tayside wide Online; Single 	

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
				<p>and Multi-Agency Staff Learning and Development Opportunities in 2020 – Aimed at changing culture, ethos and day-to-day practice;</p> <ul style="list-style-type: none"> • Publication and roll-out underway @31 July 2020; • No ongoing issues; • Tayside Multi-Agency Practitioner's Guidance: Concern for Unborn Babies Guidance – Concern / Referral Reports emanating from all services / agencies (separately from NHS Tayside) to be included as a key performance indicator (sub-category) in the P&K CPC Dataset and as part of the Unborn Baby Referral data; • P&K CPC Practice Improvement Working Group to evaluate and quality assure the effectiveness of Unborn Baby Referral Reports received; • No ongoing issues • ACTION 3.2 COMPLETED. 	
Outcome 4: Children and young people benefit from an effective early response when they may be at risk of poor parenting and neglect					
4	<p>4.1: Develop and implement a robust early response, intervention and support pathway for children and young people who are living in circumstances where poor parenting and neglect may have an adverse impact on their health and wellbeing</p> <p><i>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative (TRIC) – Priority Group 5 (PG5): Safeguarding and Child Protection)</i></p>	<p>Head of Service Perth and Kinross Council Children, Young People and Families Service and Lead Nurse, Children & Families NHS Tayside</p>	<p>By 30 September 2019</p>	<ul style="list-style-type: none"> • Update @31 July 2019 • Links with the PKC and NHS Tayside partnership work with Centre for Excellence for Children's Care and Protection (CELCIS); • Services for Children, Young People and Families Family Focus Team and Third Sector Agency provisions are in place to provide intensive family support when required; • NHS Tayside Health Visiting and Family Nurse Services – Delivering the Universal Health Visiting Pathway / GIRFEC Assessment; • GIRFEC Practice Model and Child's Plan – Widely used across P&K; • Action / Task Linked with Action / Task 3.1 and 3.2 above and 10.1 below; • Work in Progress / Ongoing. 	A

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
				<ul style="list-style-type: none"> Update @31 July 2020 Neglect – Assessment of Care Toolkit being rolled-out initially Social Work Teams within Services for Children, Young People and Families with staff learning and development opportunities; Learning from local Initial Case Review (ICR) and Significant Case Review (SCR) where chronic neglect has been a feature, captured and will be cascaded and including in staff learning and development opportunities; Recurring TRIC Funding secured for future development work; Progress impeded by the COVID-19 pandemic; ACTION 4.1 ONGOING. 	
	4.2: Improve responses to children and young people whose health is at risk as a result of missed health appointments	Lead Nurse, Children & Families NHS Tayside	By 30 September 2019	<ul style="list-style-type: none"> Update @31 July 2019 NHS Tayside has in place a Failure to be Brought Policy for all NHS staff to follow for missed appointments; NHS Tayside staff who fulfil the role of named person will appropriately refer to Social Work / Children's Reporter and where necessary will call and convene a Child's Planning Meeting; No ongoing issues; ACTION 4.2 COMPLETED. 	G
How good is our delivery of services for children, young people and families?					
Outcome 5: Robust and consistent inter-agency referral discussions ensure highly effective actions to protect children and young people					
5	5.1: Develop and implement a consistent approach to inter-agency referral discussions (IRDs) to further improve day-to-day culture and practice; improve information sharing, improve recording and decision making arrangements, all of which provides better outcomes for	Chair of the CPC Practice Improvement Working Group	By 30 September 2019	<ul style="list-style-type: none"> Update @31 July 2019 Tayside Multi-Agency IRD Action Group and Action Plan – In Place; Tayside Multi-Agency IRD Practitioner's Guidance: IRDs – Drafted; Tayside wide OnLine Consultation – Underway from 4 July 2019 – Consultation Closes 30 September 2019; Publication and roll-out of the Final Guidance to be 	G

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
	children and young people <i>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative (TRIC) – Priority Group 5 (PG5): Safeguarding and Child Protection)</i>			supported by the Tayside Child Protection Learning and Development Group – Autumn 2019; • Work in Progress / Ongoing. • Update @31 July 2020 • Tayside Multi-Agency Practitioner’s Guidance: Inter-Agency Referral Discussions (IRDs) and IRD Template: • Consultation completed @30 September 2019; • Guidance and Template – Finalised @ 15 January 2020; • Approved by all three Tayside CPCs by 27 March 2020; • Approved by TRIC PG5 on 21 July 2020; • Roll-out of above Policy & Practice Developments – Being accompanied by Letter of Endorsement from the Chair of TRIC PG5 – August 2020; • Also, to be supported by Tayside wide Online; Single and Multi-Agency Staff Learning and Development Opportunities in 2020 – Aimed at changing culture, ethos and day-to-day practice; • Publication and roll-out underway @31 July 2020; • No ongoing issues; • ACTION 5.1 COMPLETED.	
Outcome 6: Effective information sharing and compliance with our Code of Practice ensures children and young people are kept safe and their wellbeing is promoted					
6	6.1: Review and refresh the existing Perth and Kinross Practitioner’s Guide and Toolkit: Information Sharing, Confidentiality and Consent; in particular the Practitioner’s Aide Memoire and Code of Practice to ensure it remains legally compliant with, and takes cognisance of, the General Data Protection Regulation (GDPR) which come into effect on 25 May	CPC Inter-Agency Child Protection Coordinator and Perth and Kinross Council Legal Services	By 31 October 2018	• Update @31 July 2019 • Perth and Kinross Code of Practice: Information Sharing, Confidentiality and Consent – Refreshed and published on 17 January 2019; • Legally compliant and widely shared / disseminated; • No ongoing issues; • ACTION 6.1 COMPLETED.	G

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
	2018				
Outcome 7: Chronologies are used effectively to identify significant events, patterns of risk and inform multi-agency assessments of risk					
7	<p>7.1: Review and refresh the existing Tayside Practitioner's Guide: Chronologies; in particular the Chronology Template; ensure that all services and agencies, including adult services, can and are able to contribute to a multi-agency Chronology and that it continues to be a high quality and effective tool in the joint holistic assessment of risk and needs and in joint planning to protect children and young people</p> <p><i>(Being taken forward in partnership with the Tayside Regional Improvement Collaborative (TRIC) – Priority Group 5 (PG5): Safeguarding and Child Protection)</i></p>	Chair of the CPC Practice Improvement Working Group	By 31 December 2018	<ul style="list-style-type: none"> Update @31 July 2019 Tayside Multi-Agency Practitioner's Guidance: Chronologies – Published 29 March 2019; Publication and roll-out being supported by the Tayside Child Protection Learning and Development Group – Ongoing; Work in Progress / Ongoing. <hr/> <ul style="list-style-type: none"> Update @31 July 2020 Distributed widely across P&K and Tayside; Evidence of Improvement noted in the CPC's Quality Assurance and Review of Child Protection 2019; Multi-Agency Digital Learning Resource: Chronologies – Developed and roll-out underway @31 July 2020 No ongoing issues; ACTION 7.1 COMPLETED. 	G
Outcome 8: High quality assessment frameworks take a holistic approach to assessing risks and are effective in formulating plans to protect children and young people					
8	<p>8.1: Review the existing single service / agency assessment frameworks and ensure that all services and agencies, including adult services, can and are able to contribute to a joint holistic assessment of risks and needs which informs joint planning to protect children and young people</p>	Chair of the CPC Practice Improvement Working Group	By 30 September 2019	<ul style="list-style-type: none"> Update @31 July 2019 Single Service / Agency Assessment Frameworks – In Place; Risk Assessments are integral parts of the Child Protection Investigation and Planning Process; Risk Assessment are given prominence within Children and Young People's Records; Risk Assessments examined at CPCCs; Core Groups and at other key Meetings; Risk Assessments are examined annually as part of the CPC's Quality Assurance and Review of Child Protection; Work in Progress / Ongoing. 	G

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
				<ul style="list-style-type: none"> • Update @31 July 2020 • Risk Assessments remain integral parts of the Child Protection Investigation and Planning Process; • Risk Assessments always examined at CPCCs; Core Groups and at other key Meetings; • CPCC Chairs & partners in attendance at CPCCs; Core Groups and at other key Meetings regularly scrutinise Risk Assessments and Chairs now empowered to provide challenge where necessary; • Operational structure in place between Children's Services and Adult Services to holistically assess the needs and risks of children and young people; • No ongoing issues; • ACTION 8.1 COMPLETED. 	
Outcome 9: SMART Child's Plans are used effectively to protect children and young people by clearly setting out timescales for actions and are used well to measure progress against intended outcomes					
9	9.1: Review the existing Tayside Child's Plan and ensure that all services and agencies, including adult services, can and are able to timeously contribute to a SMART Child's Plan to address risks and needs and in joint planning to protect children and young people	Chair of the CPC Practice Improvement Working Group	By 30 September 2019	<ul style="list-style-type: none"> • Update @31 July 2019 • Tayside Child / Young Person's Plan and Guidance – Rolled-out; Guidance – In Place; • Child's Plans examined at CPCCs; Core Groups and at other key Meetings; • Child's Plans are examined annually as part of the CPC's Quality Assurance and Review of Child Protection; • Work in Progress / Ongoing. 	G
				<ul style="list-style-type: none"> • Update @31 July 2020 • Child's Plans remain integral parts of the Child Protection Investigation and Planning Process; • Child's Plans always examined at CPCCs; Core Groups and at other key Meetings; • CPCC Chairs & partners in attendance at CPCCs; Core Groups and at other key Meetings regularly scrutinise Child's Plans and Chairs now empowered to provide challenge where necessary; • Impact of COVID-19 – Since March 2020, all children and young people with a Child Protection Plan have 	

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
				been physically seen / contacted / visited every week by their social worker; <ul style="list-style-type: none"> No ongoing issues; ACTION 9.1 COMPLETED. 	
Outcome 10: Child Protection Case Conferences are held within specified timescales and multi-agency decision making is supported by the provision of good quality multi-agency reports					
10	10.1: Continue to monitor and sustain improvement in Child Protection Case Conferences; in particular the timescales for Pre-Birth Child Protection Case Conferences and Initial Child Protection Case Conferences	Service Manager (Fieldwork Services) Services for Children, Young People and Families and Lead Midwife, NHS Tayside and Lead Nurse, Children & Families NHS Tayside	By 30 September 2019	<ul style="list-style-type: none"> Update @31 July 2019 Timescales for Multi-Agency Child Protection Case Conferences – Being proactively monitored via: <ul style="list-style-type: none"> P&K ECS Business Management Improvement Plan (BMIP); P&K CPC Management Information and Performance Outcome Framework and Quarterly Highlight Reports to CPC; Services for Children, Young People and Families Improvement Officers and Chairs of CPCCs and Peer Group Reviews and Meetings; NHS Tayside Unborn Baby Protocol – In place; NHS Tayside Unborn Baby Referrals managed and monitored via a Tayside Unborn Baby Generic Mailbox which supports optimal timescales for Pre-Birth Child Protection Case Conferences; Action / Task Linked with Action / Task 3.1 and 3.2 above and 10.2 below; Work in Progress / Ongoing. 	A
				<ul style="list-style-type: none"> Update @31 July 2020 Tayside Multi-Agency Practitioner's Guidance: Good Practice for Key Child Protection Meetings: Information for All Practitioners and Information for Children and Families: Consultation completed by end of March 2020 and Approved by TRIC PG5 on 21 July 2020; Roll-out of above Policy & Practice Developments – Being accompanied by Letter of Endorsement from the Chair of TRIC PG5 – August 2020; 	

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
				<ul style="list-style-type: none"> Also, to be supported by Tayside wide Online; Single and Multi-Agency Staff Learning and Development Opportunities in 2020 – Aimed at changing culture, ethos and day-to-day practice; Publication and roll-out underway @31 July 2020 – No ongoing issues; P&K COG commissioned an Unborn Baby SLWG to review current partnership arrangements between health services and social work services to ensure communication processes were working effectively – Being monitored via the CPC Practice Improvement Working Group; Impact of COVID-19 – Since March 2020, timescales for all CPCCs have been monitored, scrutinised and challenged on a weekly basis; ACTION 10.1 ONGOING. 	
	10.2: Continue to monitor the provision and quality of multi-agency reports and assessments for all types of Child Protection Case Conferences	Service Manager (Fieldwork Services) Services for Children, Young People and Families	By 30 September 2019	<ul style="list-style-type: none"> Update @31 July 2019 Quality of Multi-Agency Child Protection Case Conferences – Monitored by Services for Children, Young People and Families Improvement Officers and Chairs of CPCCs and Peer Group Reviews and Meetings; Quality also included in the CPC Annual Quality Assurance and Review of Child Protection; Work in Progress / Ongoing. <hr/> <ul style="list-style-type: none"> Update @31 July 2020 Quality of Multi-Agency Child Protection Case Conferences – Continue to be monitored by Services for Children, Young People and Families Improvement Officers and Chairs of CPCCs and Peer Group Reviews and Meetings; Reports and Assessments remain integral parts of the Child Protection Investigation and Planning Process; Reports and Assessments always examined at CPCCs; Core Groups and at other key Meetings; CPCC Chairs & partners in attendance at CPCCs; 	G

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
				Core Groups and at other key Meetings regularly scrutinise Reports and Assessments and Chairs now empowered to provide challenge where necessary; <ul style="list-style-type: none"> No ongoing issues; ACTION 10.2 COMPLETED. 	
How good is our management?					
Outcome 11: The CPC continues to be a highly effective multi-agency partnership working tirelessly to protect children and young people					
11	11.1: Review and refresh the component parts of the existing CPC business model to ensure it remains a high performing and effective multi-agency partnership committed to continuous improvement, strategic planning, public information and communication to protect children and young people	Independent Chair of the CPC and CPC Inter-Agency Child Protection Coordinator	By 31 October 2019	<ul style="list-style-type: none"> Update @31 July 2019 <i>Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities</i> (Scottish Government) – Published by Scottish Government on 11 February 2019; Being taken forward via Perth and Kinross Children, Young People and Families Partnership (CYPFP), Perth and Kinross Chief Officers Group (COG) and the CPC; Perth and Kinross CPC Business Model – Being refreshed; Work in Progress / Ongoing. <hr/> <ul style="list-style-type: none"> Update @31 July 2020 <i>Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities</i> (Scottish Government: February 2019) – Adopted in full by CYPFP and CPC in 2019); Perth and Kinross CPC Business Model – Updated; Underpins the work of the CPC; Refreshed National Guidance for Child Protection in Scotland – Expected late September / early October 2020 – Aspects of CPC publications will be reviewed and refreshed in line with both publications; No ongoing issues; ACTION 11.1 COMPLETED. 	G

No	Action / Task	Strategic Lead	Timescale	Year 2 Final Progress / Update Report @ 31 July 2020	R A G
How good is our leadership?					
Outcome 12: The work of the Chief Officers' Group; the Chief Social Work Officer and the CPC is compliant with national guidance					
12	12.1: Following the National Chief Officers' Leadership Event (2 May 2018) implement and embed the new Scottish Government Guidance <i>Protecting Children and Young People: Child Protection Committees and Chief Officer Responsibilities</i> (when published)	Independent Chair of the CPC and CPC Inter-Agency Child Protection Coordinator	By 31 October 2019	<ul style="list-style-type: none"> Update @31 July 2019 First National Chief Officers' Leadership Event held on 2 May 2018; Second National Chief Officers' Leadership Event held on 18 June 2019; <i>Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities</i> (Scottish Government) – Published by Scottish Government on 11 February 2019; Being taken forward via Perth and Kinross Children, Young People and Families Partnership (CYPFP), Perth and Kinross Chief Officers Group (COG) and the CPC; Joint Tayside COG and CPC Leadership Event held on 2 April 2019; Work in Progress / Ongoing. 	G
				<ul style="list-style-type: none"> Update @31 July 2020 <i>Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities</i> (Scottish Government: February 2019) – Adopted in full by CYPFP and CPC in 2019); Perth and Kinross CPC Business Model – Updated; Underpins the work of the CPC; Second Tayside COG and CPC Leadership Event being planned for Autumn 2020; Refreshed National Guidance for Child Protection in Scotland – Expected late September / early October 2020 – Aspects of CPC publications will be reviewed and refreshed in line with both publications; No ongoing issues; ACTION 12.1 COMPLETED. 	

Ongoing / Maintenance Actions / Tasks 2018 – 2020

No	Ongoing / Maintenance – Actions / Tasks – Monitor by Thematic Progress Reporting to CPC	Timescale
1	Continue to improve by implementing existing and emerging Scottish Government child protection legislative and policy developments; which also arise from the Scottish Government's Child Protection Improvement Programme (CPIP) Reports (2) per their Recommendations and Action Points and from the Scottish Child Abuse Inquiry (CABI)	Ongoing 2018 – 2020
2	Continue to improve the Multi-Agency Screening Group (MASG), in compliance with emerging legislative and policy developments (i.e. GDPR and the Information Sharing Provisions per Part 4 and 5 of The Children and Young People (Scotland) Act 2014	Ongoing 2018 – 2020
3	Continue to improve the Joint Investigative Interview Arrangements in keeping with National Joint Investigative Interview Requirements; the Scottish Courts and Tribunals Service (SCTS) Evidence and Procedure Review and the Stop To Listen and Trauma Informed Practice approaches	Ongoing 2018 – 2020
4	Continue to improve culture, ethos and practice by implementing and sharing the lessons learned from National and Local Initial Case Reviews (ICRs) and Significant Case Reviews (SCRs)	Ongoing 2018 – 2020
5	Continue to improve and monitor the attendance, provision of written reports and timescales for all Child Protection Case Conferences (CPCCs)	Ongoing 2018 – 2020
6	Continue to improve the involvement and participation of children, young people and their families in key child protection processes and in the work of the CPC	Ongoing 2018 – 2020
7	Continue to improve awareness and understanding of abuse and exploitation; in particular Child Sexual Exploitation (CSE); by implementing the provisions of the CSE Work Plan and by supporting the work of the Young People's CSE Advisory Group	Ongoing 2018 – 2020
8	Continue to improve joint partnership working, particularly between the Children, Young People and Families Partnership (CYPFP); Adult Protection Committee (APC); Alcohol and Drug Partnership (ADP); Child Protection Committee (CPC); Multi-Agency Public Protection Arrangements (MAPPA) and the Violence Against Women Partnership (VAWP); to promote an all-system / whole-family approach to children and young people affected by transitions; domestic abuse; parental mental ill-health and parental problematic alcohol and / or drug use	Ongoing 2018 – 2020
9	Continue to improve the culture, ethos, practice, competence and confidence of practitioners by delivering and implementing a Workforce Learning and Development Framework and a Programme of Opportunities which includes training on Child Protection; Working with Non-Engagement including Disguised Compliance; Over-Optimism; Professional Challenge and Curiosity; Adverse Childhood Experiences (ACEs) and Trauma Informed Practice	Ongoing 2018 – 2020
10	Continue to improve practice by further promoting, embedding and / or consolidating the <i>Getting it Right for Every Child</i> approach; including the National Practice Model; Named Person and Lead Professional	Ongoing 2018 – 2020

PERTH AND KINROSS COUNCIL COMMITTEE

16 December 2020

ADULT SUPPORT AND PROTECTION ANNUAL REPORT 2018-20

Report by Jacquie Pepper (Chief Social Work Officer)
(Report 20/257)

PURPOSE OF REPORT

This report provides an update of the work of the Perth and Kinross Adult Protection Committee (APC) and activity over the 2018-2020 information to protect adults who may be at risk of harm

1. BACKGROUND / MAIN ISSUES

- 1.1 The Adult Support and Protection (Scotland) Act 2007 (The Act) seeks to protect and benefit adults at risk of being harmed who are unable to protect themselves.

The Act defines 'adults at risk' as those who:

- Are unable to safeguard their own well-being, property, rights or other interests;
- Are at risk of harm; and
- Are more vulnerable to being harmed because they are affected by disability, mental disorder, illness or physical or mental infirmity than adults who are not so affected.

Harm means all harm including self-harm and neglect. The definition of an adult at risk includes people aged 16 and over.

- 1.2 The Act places a duty on Local Authorities to make inquiries about a person's wellbeing, property or financial affairs when there is a concern that they may be at risk and to intervene to protect him or her from being harmed. In order to make inquiries, the Act authorises Officers of the Local Authority (Registered Social Workers) to carry out visits, conduct interviews or require health, financial or other records to be produced in respect of an adult at risk. The Act also allows a health professional (e.g. doctor or nurse) to conduct a medical examination. Any intervention must provide benefit to the adult and needs to be the least restrictive option with regard to the adult's freedom and choice. This includes the provision of appropriate services, including independent advocacy.

The Act requires the following public bodies to co-operate with Local Authorities and with each other where harm is known or suspected:

- The Mental Welfare Commission for Scotland; The Care Inspectorate;

- Health Improvement Scotland
- The Public Guardian;
- All Councils;
- Chief Constable of Police Scotland;
- Health Boards; and
- Any other public body or office holder that Scottish Ministers specify.

- 1.3 The public bodies and their officers must advise the relevant Local Authority if they know or believe that a person is an adult at risk and that action needs to be taken in order to protect that person from harm.
- 1.4 The Act creates an obligation on Local Authorities to establish multi-agency Adult Protection Committees. These Committees are responsible for overseeing local adult protection arrangements, providing guidance and information across services and must produce a Biennial report on the exercise of the Committee's functions. The Act requires the Convener of the Adult Protection Committee to be independent of the Local Authority. The individual must be seen to be independent in thought and action as well as someone who has the necessary skills and knowledge. It is good practice to appoint a Convener who is independent of all representative bodies. The Perth and Kinross Adult Protection Committee (APC) is chaired by an Independent Convener. It has a range of statutory, private and voluntary organisations and career representatives.
- 1.5 The Act places a statutory duty on the Convener of the Adult Protection Committee to submit a Bi-ennial report to the Scottish Government which is due in October every second year. In the interim year the Perth and Kinross Adult Protection Committee produces an annual report to ensure effective monitoring of performance.
- 1.6 Under the The Public Bodies (Joint Working) (Prescribed Local Authority Functions etc.) (Scotland) Regulations 2014 some provisions of the 2007 Act have been delegated to the Integration Joint Board. In Perth and Kinross, the Integration Joint Board has directed that Perth and Kinross Council should continue to carry out these functions on its behalf.

1.7 **Adults at risk in Perth & Kinross**

An analysis of the data over the last 2 years highlight some important information which the Adult Protection Committee will use to determine its future focus.

Older people, especially those over the age of 81 account for 39% of all ASP cases and are disproportionately represented in relation to other age groups.

People over the age of 65 account for 68% of all cases.

Females account for 63% of ASP cases.

The majority of people 85% are of a white UK / Scottish background compared with 92% last report.

Dementia and frailty are the most prevalent conditions accounting for 54% of cases. The percentage of clients with learning disabilities had fallen to 8% last year but has increased to 14% in 2019/20 which is in line with the national average.

Financial harm is identified in 32% of adults at risk followed by physical harm at 24% and neglect at 19%.

The home address is the main location of harm in 56% of cases with care homes decreasing to 29%

1.8 Impact on Adults at risk

- 4% led to criminal proceeding
- 68 people supported by Independency Advocacy

1.9 The main achievements over the past 2 years

- Robust response to COVID 19 with a priority on adult protection and keeping a focus on safety and protection for adults at risk.
- A multi-agency protecting people group has been formed to develop practice standards that have changed due COVID 19 including virtual meetings and the involvement and engagement of adults at risk and their families.
- Financial harm work is ongoing with introduction of the banking protocol and new processes implemented for financial harm by paid carers.
- Increased referrals from health
- Build on the engagement work with ethnic minority and religious groups to promote respect and equality with communities.
- Improving the management information and performance outcome framework to accurately reflect activity and identify trends based on an accredited self evaluation model.
- A conference was held in March 2018 on addressing the effects of trauma throughout life. A booklet has been developed and trauma informed practice courses have been delivered with staff and more are planned for 2020-21.
- Implement better arrangements for protecting residents in care settings
- Analysed the ASP national thematic inspection results and the key messages and added identified action to the Improvement plan especially in relation to chronologies, protection plans, outcomes and Independent Advocacy.

- Joint working in Tayside has led to development of learning framework and a regional ASP dataset is in progress

1.10 **Main areas for developments 2020-2021**

- Update partnership risk profile
- Monitor progress and evaluate the multi-agency protecting people group that was formed to develop practice standards which changed due COVID 19 including virtual meetings and the involvement and engagement of adults at risk and their families.
- Increased engagement with adults, families and carers especially college students, learning disability groups and community faith leaders
- Plan a focused audit for people with learning disabilities to ascertain if there is evidence of a robust decision making process in relation to adult support and protection.
- Better connections with other protection services
- Improving practice and service improvement by better use of data
- Monitor the improvement of the quality of chronologies by ongoing training, auditing of cases and team leader monitoring.
- Monitor the referrals to Independent advocacy on a quarterly basis and by locality areas
- Complete a partnership self evaluation and prepare a position statement for proposed ASP Inspection in 2021.

2. **PROPOSALS**

- 2.1 The Adult Support and Protection Committee is accountable to the Perth and Kinross Chief Officers Group which includes the Chief Executives of the Council and NHS Tayside and the Area Commander for Police Scotland as they hold joint accountability for public protection and reports to the Integration Joint Board and Community Planning Partnership. Bill Atkinson is the Independent Chair of the Adult and Child Protection Committees. In order to ensure that all elected members are informed about strategic matters relating to public protection the annual reports on both child and adult protection will be presented at the same time in a similar format based on a self evaluation model.

3. **CONCLUSION**

- 3.1 The Perth and Kinross Adult Protection Committee is committed to continuous improvement and protecting adults at risk of harm. This report provides assurance that the Committee has, over the last year, been developing greater oversight of the needs of adults at risk and understanding about areas for improvement. An improvement plan has been developed for 2020 – 2021 and will be closely monitored by the APC to ensure ongoing development. There is also a recognition that the APC now needs to further develop approaches to

self-evaluation and opportunities to work more closely with the Perth and Kinross Child Protection Committee.

3.2 It is recommended that:

- (i) Council members be requested to note the contents of the Adult Support and Protection Bi-ennial Report

Author(s)

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Approved

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Jacquie Pepper	Chief Social Work Officer	01738 476025

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

All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Community Plan / Single Outcome Agreement

1.1 People in Vulnerable circumstances are protected.

Creating safer communities is a key element in protecting people. The wide range of themes in Community Safety allows a broad approach to community safety issues.

Strategic Plan

1.2 Key theme 5 – making the best use of available facilities, people and resources.

Our priority is to Ensure that vulnerable people remain safe and are protected from harm from others, themselves and the community through the monitoring and implementation of clinical and care governance standards and adult protection measures

2. Resource Implications

Financial

2.1 This report contains no proposals which would have a financial impact.

3. Assessments

3.1 Equality Impact Assessment

Not relevant

Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. However, no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

Sustainability

- 3.3 There are no issues in respect of sustainability from the proposals in this report.

Legal and Governance

- 3.4 This report contains no proposals which would have a legal or governance impact.

Risk

There are no issues in respect of risk from the proposals in this report.

4. Consultation

Internal - statistics provided

External - multi-agency partners involved in information and statistics

5. Communication

- 5.1 There are no communication issues in respect of the proposals in this report.

2. BACKGROUND PAPERS

None

3. APPENDICES

Adult Protection Committee BI-ennial Report 2018-20

Perth and Kinross Adult Protection Committee

Biennial Report 2018-2020

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I am pleased to present the Biennial Report of the work of Perth and Kinross Adult Protection Committee (APC) for 2018-2020 as a requirement of the Scottish Government. For some time, the APC has produced an Annual Report which is considered every year by Council, Integrated Joint Board (HSCP) and by the Community Planning Partnerships as well as this Biennial Report.

The report covers the period April 2018 - March 2020 and as such concerns only the very early days of the CO VI D-19 crisis, which has dominated the work of the APC, like all aspects of life, over the last number of months. Given the impact of CO VI D-19, it has been difficult not to stray into consideration of the effect on APC work which is not the focus of the report - however it may be worth noting that many of the improvement areas identified in the report including stronger partnership working, work with Care Homes, increased governance around more intelligent use of data, and risk management have required to progress at an accelerated pace to respond to COVID-19, as it affected APC work.

Over the period of the report one priority has been to strengthen partnership working in recognition that improving outcomes for vulnerable adults requires a whole family approach often involving a range of professionals, and this has been achieved locally, regionally and nationally in a number of ways. For example, the public protection approach in Perth and Kinross has progressed by initially focusing on strengthening connections between the Child and Adult Protection Committees, and more recently has developed to include the Alcohol and Drugs Partnership (ADP), Violence Against Women Partnership (VAWP), Multi-Agency Public Protection Arrangements (MAPPA) and other community safety groups. Regionally too partnerships have been strengthened through regular meetings across Tayside with joint work produced including operational guidance, a learning and development framework, a common data set, and a system for learning from significant case reviews. Nationally too, the APC has continued to develop constructive links with other authorities (eg North Ayrshire) and being involved in national work through the involvement of the lead officer and chair to contribute to and benefit from the National Improvement Programme for adult protection.

In the last two years the APC has continued to develop an approach to self-evaluation and improvement as a key component to improve outcomes for vulnerable adults in Perth and Kinross. A yearly programme of self-evaluation activities has been organised, including audit, review and analysis of key processes including referral, risk assessment and care planning on those who may be at risk. A more sophisticated use of data collection and analysis and a Risk Register approach has been other ways the APC has tried to improve its governance.

The APC, like many across Scotland, has been challenged by the effective involvement in care planning and service design of those who have experience as service users or Carers. Progress has been made over the period with, for example, much greater use of advocacy services which has been well-evaluated and attempts have been made to refresh the involvement of Carers and users on the APC. Recent work has also included involvement with ethnic minority groups and the local college to better understand the issues for these groups and how vulnerable members can be supported.



In conclusion there has been progress across APC work in Perth and Kinross over the last two years and there is, in my view, clarity about the areas for improvement for the future. Clearly these will need to be considered along with the learning from the COVID-19 crisis and will be consolidated into the improvement plan which will be measured and evaluated over the next year.

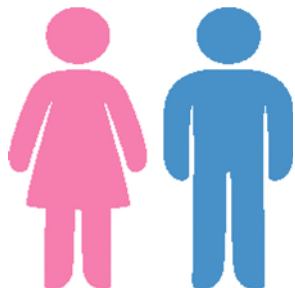
Bill Atkinson

Independent Convenor

What We Found

3,039 total referrals

390 Adult Support and Protection Cases



32% Financial Harm • 24% Physical Harm
19% Neglect



Other Information

- No Protection Orders
- 41 Case Conferences
- 7 Large-Scale Investigations

Where does harm happen?



Own home
56%



Care setting
29%



Multi-Agency Training

- 481 people have been trained face-to-face.
- 9,270 E-learning sessions for health staff in Tayside.
- 1,485 E-learning sessions for other staff in Perth and Kinross.



What We Did 2018-2020

- Responded effectively to COVID-19 across public protection.
- Increased referrals from health.
- 2 new Carer reps and Elected Member on APC.
- Implemented better arrangements for protecting residents in care settings.

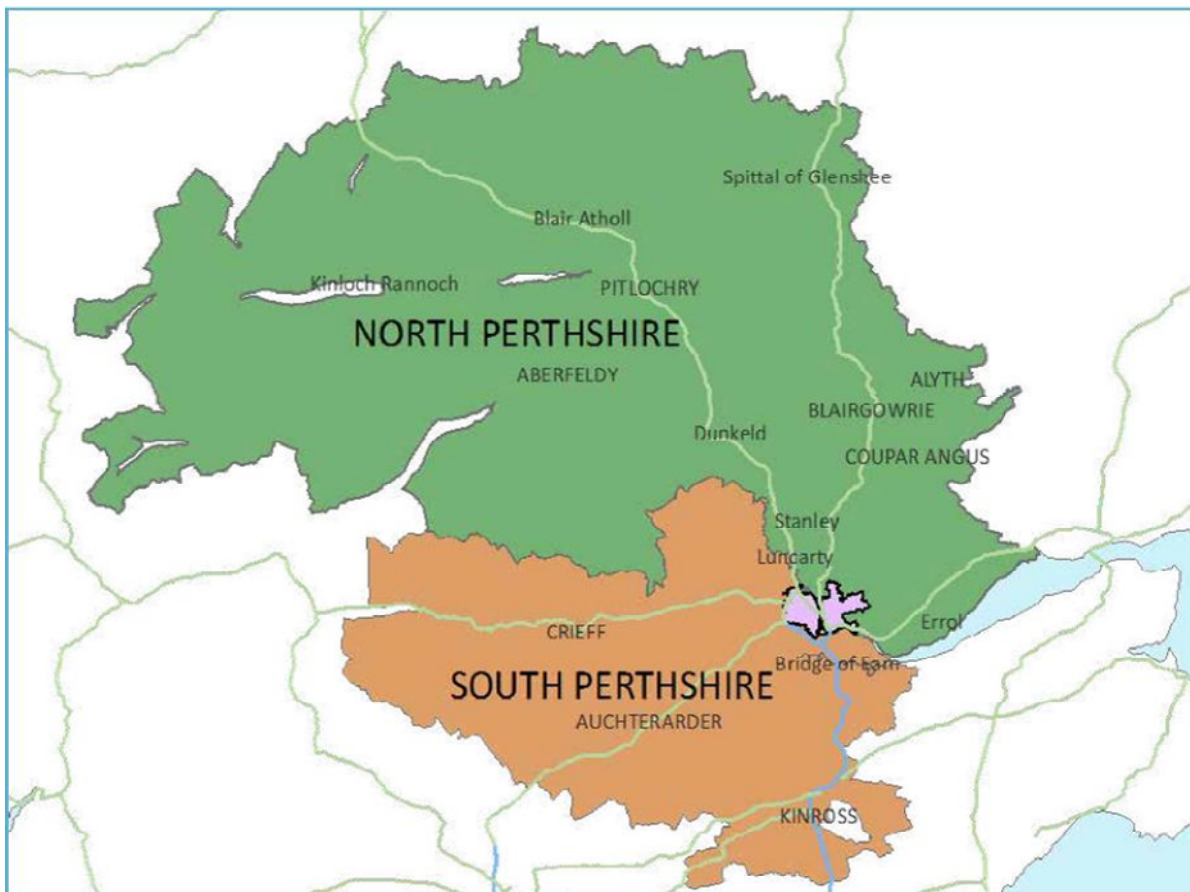
What was the impact on adults at risk?

- 4% led to criminal proceedings
- 68 people have been supported by Independent Advocacy

What are our priorities?

- Increased engagement with adults, families and carers, especially with college students, learning disability groups and faith leaders.
- Focussed audit on people with a learning disability.
- Develop practice standards for new ways of working.

3.1 Perth and Kinross




Perth and Kinross encompasses an area of 5,286 square kilometres and is the fifth largest area by land mass in Scotland. It is the sixth fastest growing population in Scotland and adults account for 81% of residents. The past decade has seen an increase in the number of people in the older age group (65+) who are resident in Perth and Kinross which is currently 18.1% of the population compared with a national average of 10.6%.

The older age profile is reflected in that the average age of the population in Perth and Kinross is 43 years, slightly higher than the national average age of 40 years.

Perth and Kinross has a population of 151,100 as of 2017. This is made up of 74,187 males and 76,913 females.

- There are 24,453 children (aged 15 and under), or 16.2% of the total population.
- There are 91,132 people of working age (aged 16-64), or 61.0% of total the population.
- There are 34,515 older people (aged 65 and over), or 22.8% of the total population.



The geographical distribution of the population across urban, rural and remote areas poses challenges for the planning and delivery of services. The number of ASP cases do differ by locality and can be influenced by the location of key establishments and the rural/urban challenges.

In Perth and Kinross, there are five community planning partnerships:

- *Perth City*
- *Kinross-shire, Almond & Earn*
- *Strathearn*
- *Highland and Strathtay*
- *Strathmore*

These localities each have a local action partnership made up of Elected Members, communities and public services.

Through the local action partnerships, the community planning partnership identifies their particular needs and challenges. Perth & Kinross Council has 40 Councillors in 12 Electoral Wards.

NHS Tayside is responsible for commissioning health care services for residents across Tayside and had a combined population of 416,090 based on mid-year 2017 population estimates published by National Records of Scotland. NHS Tayside's Governance includes three major hospitals, several community hospitals along with over 60 GP surgeries and a variety of health centres staffed by thousands of employees.

The Tayside Division of Police Scotland command the area of Angus, Dundee and Perth and Kinross. **3.2**

Vision

People have the right to live as independently as possible in a safe environment, free from harm, to have their wishes and feelings considered and to have the minimal amount of intervention into their personal lives.

3.3 Purpose

To support and protect adults who may be at risk of harm or neglect and who may not be able to protect themselves.



3.4 National Context

Adult Support and Protection in Perth and Kinross is set within the wider policy in Scotland and the National Policy Forum:

www2.gov.scot/Topics/Health/Support-Social-Care/Adult-Support-Protection



The National Strategic Forum

The National Forum provides a strategic and cross-sectoral view of what is needed to improve the delivery of Adult Support and Protection across Scotland. The Forum will assist Scottish Government and delivery partners in identifying the workstreams required to improve the assurance and operation of Adult Support and Protection and its interface with existing and developing legislative and policy areas.

The Scottish Government also supports the role of the National Adult Protection Co-ordinator - this role involves making connections to build stronger local networks and to improve the co-ordination, development and dissemination of best practice, as well as promoting joint working between Adult Protection Committees.

The National Improvement Plan has identified 6 main areas:

- *Assurance and Inspection*
- *Governance and Leadership*
- *Data and Outcomes*
- *Policy*
- *Practice Improvement*
- *Prevention*

3.5 Tayside Collaboration of Independent Chairs and Lead Officer

The Independent Chairs, Lead Officers, Police Scotland and NHS Tayside meet regularly in Tayside to co-ordinate work that provides consistency for regional partners and identifies common areas of ASP work.

Work ongoing includes:

- *completed update of Tayside Multi-Agency Operational Guidance (launched February 2020) which includes joint policies in relation to chronologies and information sharing;*
- *a short life working party led by NHS ASP Lead and Police Scotland was convened to look at the overlap of processes in relation to adverse incidents and a paper is being presented to all three Chief Officer Groups.*

- *Learning and Development Framework has been agreed and new courses have been developed that can be accessed by all staff across Tayside;*
- *work has commenced on developing a Tayside reporting template for ASP activities which will allow for benchmarking.*

3.6 Local Context

Safeguarding, supporting and promoting the welfare of adults at risk is a shared multi-agency responsibility across the public, private and third sectors.

Adult Protection Committee (APC)


The Adult Protection Committee (APC) is a multi-agency group that meets quarterly. The Committee is chaired by an Independent Convener and has a range of statutory, private and voluntary organisations, Carers and other relevant people which oversee Adult Support and Protection (ASP) processes in Perth and Kinross. Representation on the APC has been widened to represent a more diverse range of agencies and to reflect the broader public protection agenda and the views of the public. The addition of 2 new Carer representatives and an Elected Member will strengthen this voice. A new reporting framework has been introduced this year that is more outcome-focused.

The agenda consists of standing items and encourages partner agencies to submit papers that pertain to ASP performance and issues. At each meeting there is a presentation on either specific areas of interest such as latest research or case studies given by social workers and other staff who are involved in particular cases. The APC find the case studies particularly helpful in raising complex issues and discussing effective management on a multi-agency basis.

Annually the APC compares national data with local data and investigates any differences. In the last 2 years the main areas have been:

- *number of referrals for people with learning disability have decreased over the past few years which has led to a focused audit;*
- *conversion rate from ASP investigation to Adult Protection Case Conference is low compared to national statistics and 20 cases are now being externally audited to ensure decision making is appropriate;*
- *number of referrals from Care Homes were high in relation to national average.*

National, regional and local Initial Case Reviews and Significant Case Reviews are presented, and learning is disseminated through changes to policies and practice and discussed at professional forums. This had led to the ongoing development of guidance on assessing capacity pathways and commissioning training on power of attorney for all staff including third sector organisations.



There is one combined sub-committee that meets quarterly and reports back to each APC who are allocated any work identified. An improvement plan is updated following each APC with allocated actions and timescales.

The APC is supported by the ASP Co-ordinator.

The Adult Support and Protection Committee meets every year with public protection partners at a development day which evaluates progress over the past year and identifies priorities for the next year. New policies developed and disseminated in the last year are:

- *Escalation and Resolution*
- *Professional Curiosity*

An APC Risk Register was developed following a dedicated session in November 2018 and is subject to regular updating.

The APC reports regularly to the Chief Officer Group (COG), the Integration Joint Board and the Community Planning Partnership and produces an Annual Report which is scrutinised by Council, IJB and the equivalent Boards in Police and NHS Tayside.

The Adult Protection Committee is responsible for the ongoing improvement of work related to adult support and protection and monitoring of the improvement plan to ensure that actions are being progressed.

Evaluation:

We are committed to the improvement of multi-agency data that will identify areas for improvement to inform practice.

This section covers the main findings from multi-agency management information and performance outcome framework (**Appendix 1**).

Interpretation and Trends

4.1 Adult Support and Protection (ASP) Activity

In the last 2 years we received a total of 3,039 referrals that comprised of 2,508 Vulnerable Person Report (VPR) and 531 Adult Protection (AP) concerns. There had been a continuing reduction in the number of VPR over the past few years, but this is now rising again to 390 cases progressed to ASP processes.

		2016-17	2017-18	2018-19	
Referral Source	VPR	803	651	838	1,353
	AP Concerns	424	553	1,155	240
	Total	1,227	1,204	1,446	1,593

Age

Older people, especially those over the age of 81, account for 39% (147) of all ASP cases and are disproportionately represented in relation to other age groups. The other most prevalent age groups are 29% (108) in 65-80 age range and 16% (62) aged 40-64. People over the age of 65 account for 68% of all cases.

In Perth and Kinross we have a relatively high number of Care Homes for older people (37). In 2018/20, Care Homes were the location for 29% of ASP investigations.

Females slightly more likely to be at risk

Females account for 63% (237) of ASP cases.

Performance Outcomes

Ethnicity

Most people 85% (326) are of a white UK/Scottish background compared with 92% within the last report.

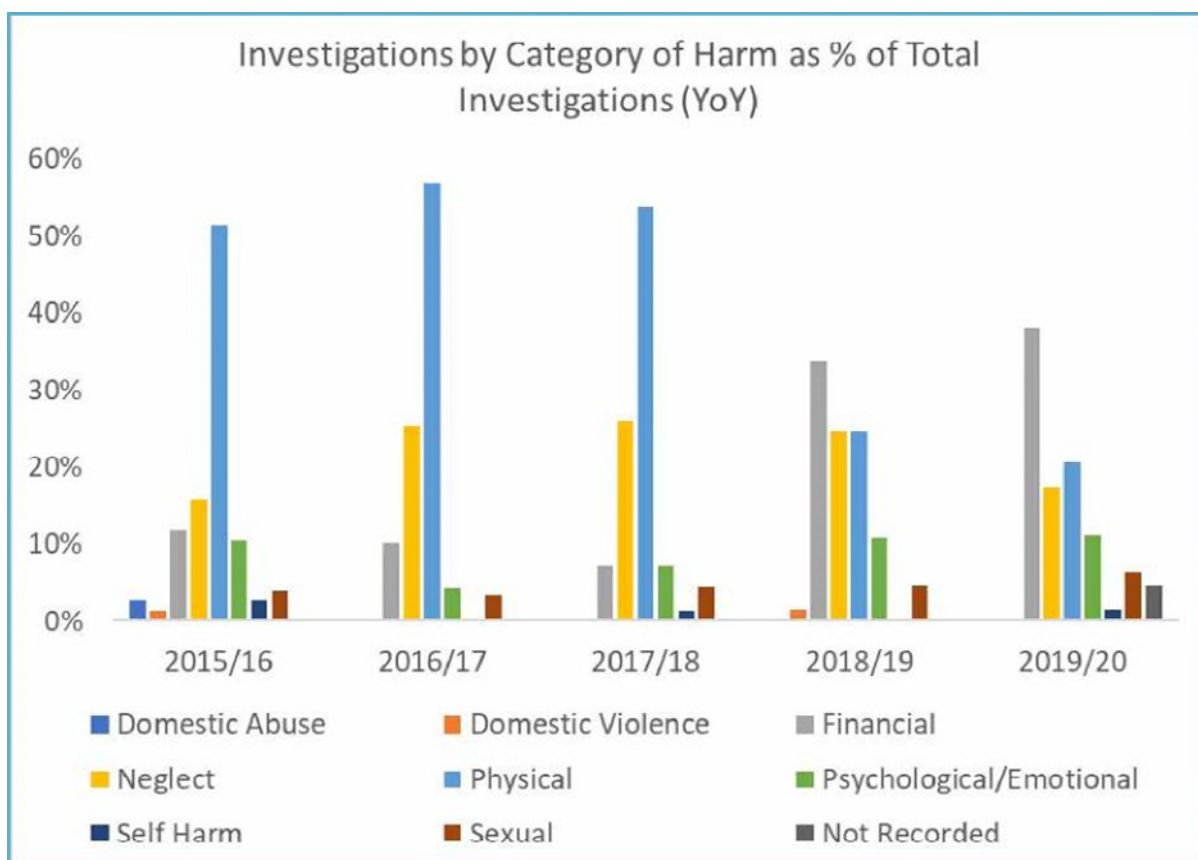
Client Group

Dementia and frailty are the most prevalent conditions. The percentage of clients with learning disabilities had fallen to 8% in 2018/19 but has increased to 14% in 2019/20 which is in line with the national average.

Types of Harm

Proportion of Investigations by Nature of Harm

Figure 1: Investigations by Category of Harm as a % of Total Investigations

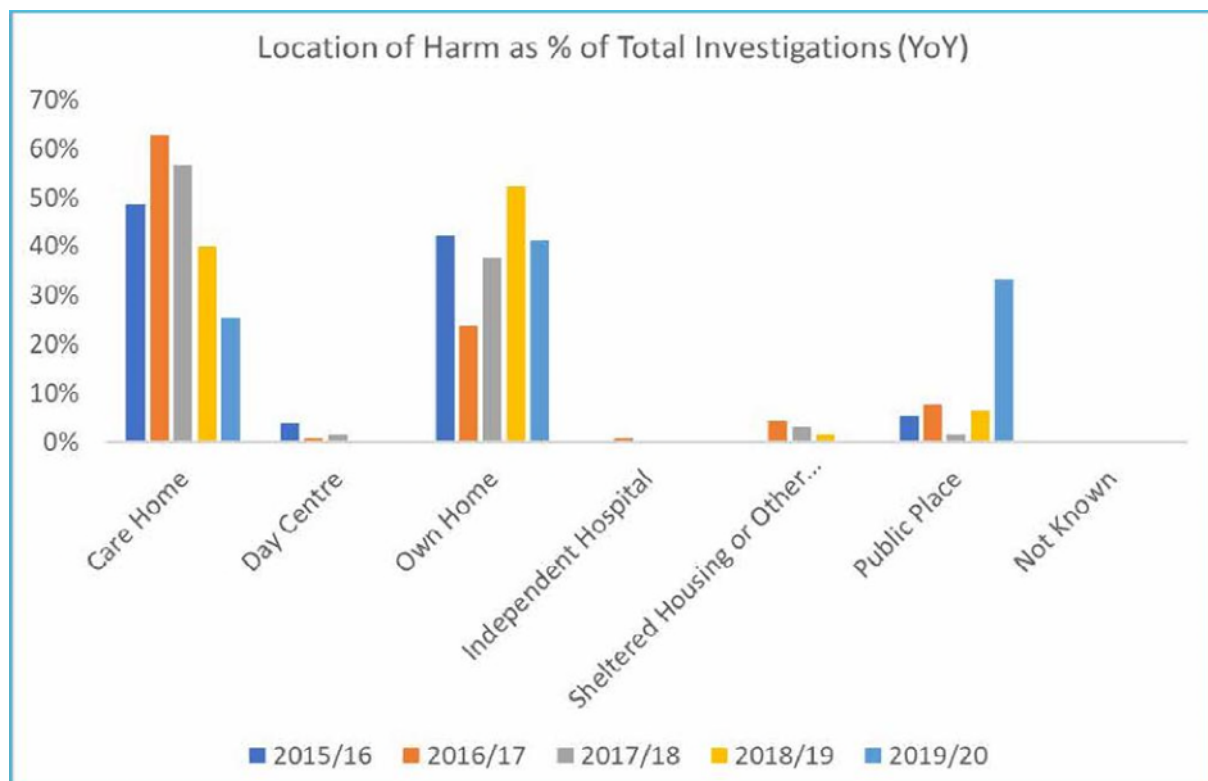


Financial harm cases have increased in the last 2 years and account for 32% (124) of all ASP cases followed by physical harm 24% (94) and neglect 19% (73).

Performance Outcomes

Location of Harm

Figure 2: Location of Harm as a % of Total Investigations

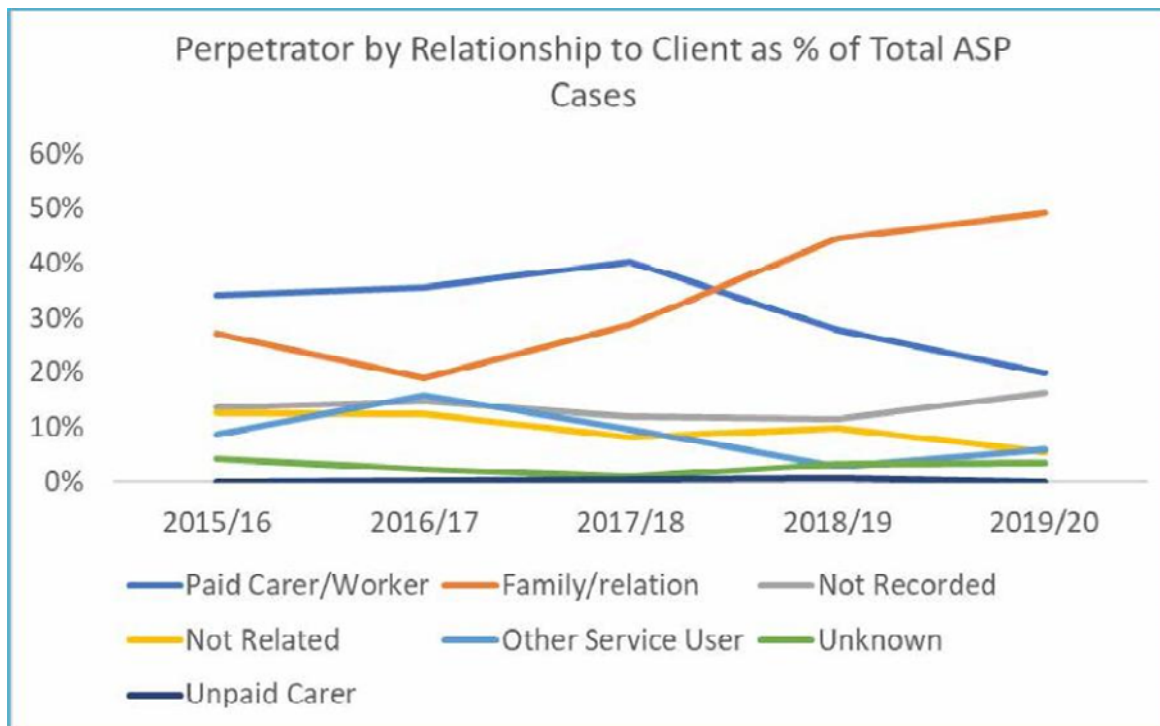


Over the last 2-year period the most prevalent location has changed from Care Homes 29% (110) to the home address 56% (214).

This may reflect the work that has been done with Care Homes, initially to heighten awareness of Adult Protection and more recently to offer support and advice to the sector in managing difficult situations.

Who Harms?

Figure 3: Perpetrator by Relationship to Client as % of Total



Over the last 5 years, a quarter of alleged perpetrators were paid Carers/workers. In 2018/19 this was 23% and 20% in 2019/20.

Relatives were the second most common alleged perpetrator over the 5-year period but the highest in 2018/19 at 38% and rising to 49% in 2019/20.

4.2 Large-Scale Investigations (LSI)

	Total	Care Homes	Care at Home	Supported Accommodation	Day Care
2014/15	22	18	1	3	0
2015/16	18	12	4	1	1
2016/17	18	12	3	3	0
2017/18	12	8	4	0	0
2018/19	4	2	1	1 hospital	0
2019/20	3	3	0	0	0



Performance Outcomes

Over the past 2 years the number of Large-Scale Investigations has reduced significantly from the previous years.

During this we have worked closely with partner agencies to:

- *complete regular audits;*
- *allocate nominated mental health staff for each care setting to help re-assess people whose behaviour is causing concern;*
- *introduce a new reporting system with clearly defined thresholds;*
- *identification of areas of concern and early input and support from the Care Inspectorate and Commissioning team to negate the need for Large-Scale Investigations.*

4.3 Protection Orders

There have been no protection orders in 2018-2020. There were 2 Case Conferences that have discussed if a protection order should be considered. Protection orders are only to be used if no other action could be taken that would result in the same outcome. In both cases other actions were taken under the Adults with Incapacity Act that safeguarded the adult at risk.

4.4 Initial Case Reviews (ICR) and Significant Case Reviews (SCR)

In the last year the APC have had the first ICR since the Act came in. There was 2 ICR reports that were presented to the Chief Officer Group. One progressed to SCR which is currently ongoing. The main issues identified were:

- *weight management;*
- *diabetic management;*
- *tissue viability;*
- *discharges between hospital and care settings.*

This has been a learning process and are now well placed for any future cases.

4.5 COVID-19 Response

The most recent part of the Biennial Report timeline was dominated by the response to the COVID-19 pandemic. Adult protection remained a high priority throughout this time and the actions taken were quick and effective.

In response to managing Adult Support and Protection the Chief Executive Group, along with Services within the community set up a multi-agency Public Protecting Group. This was developed



1.1 Performance Outcomes

and established very quickly, led by both Chief Social Work Officer and independent Chair for Child Protection Committee (CPC) and Adult Protection Committee (APC). One of the main actions of the Group was the development of a Risk Register and a weekly data set of key information to address the changing landscape brought about by COVID-19. Communication has greatly improved due to the use of Microsoft Teams.

During this time the benefit of stronger links forged between leads from Adult Protection, Child Protection, Violence Against Woman and Alcohol and Drug Partnership, to aid the advancement of a protecting people ethos, has been felt and will be the basis of plans shortly to be presented to the Chief Officer Group.

A positive action has been the development of a protecting people weekly meeting with a wide representation of partner agencies that allows practitioners to present and discuss complex cases which impacts on the community and requires a multi-agency response.

Adult Support and Protection continues to be priority work. Vulnerable Person Reports being submitted by Police and adult concerns were still being screened within 24 hours although some of the work during COVID-19 has been carried out via telephone support. ASP cases and Large-Scale Investigations were risk assessed to determine if visits were required especially for those shielding and if so what PPE and precautions were needed. This was done to ensure the protection and wellbeing of both staff and clients.

To respond to the potential demand there was an increased number of employees within the Duty Access Team to meet the potential demand of legal aspects of protecting people but also the increased demand of supporting people with mental health and mental wellbeing and support needed for unpaid Carers. Since March 2020, there has been a slight ongoing increase in the weekly number of Police-generated adult concern reports. There is a clear COVID-related theme in these reports, particularly in relation to those self-harming or expressing suicidal ideation.

Whilst some NHS services were paused, many continued to be delivered and were informed by the clinical prioritisation of services and national guidance (such as PPE and social distancing).

Services, such as Community Mental Health Teams and Community LD services, developed and implemented plans to maintain and support safe and effective mental health care and support during the COVID-19 pandemic. COVID pathways within in-patient services were developed where required.

Although guidance for all staff has been adapted and revised considering the current situation to help protect staff and individuals/families, it is also recognised that there needs to be more work on processes like virtual case conferences and meetings to include all agencies and adults and their families.



Performance Outcomes

Care Home meetings had always been in place, however with the use of video conferencing there has been an increase in attendance to the weekly Care Home meetings. There has been a welcomed strengthening between Public Health, the Care Inspectorate and Care Homes and this relationship has benefited the protecting of people and a better response to testing in relation to COVID-19.

Care at Home services implemented risk assessment and criteria to ascertain which clients needed to be visited and adjustments needed to safeguard both clients and staff. Information on COVID was sent to all groups in the community and clients.

This section describes the impact on adults at risk, their families, staff and the wider community. **5.1**

Impact on Adult at Risk and Their Families

Evaluation:

We are confident that we listen to, understand and respect the rights of adults at risk and their families and that we are helping them to keep themselves safe.

- Independent advocacy is an important consideration in ASP cases to ensure that the client views is represented. The support adults receive is well-evaluated and audits evidence that independent advocacy is offered to the majority of adults at risk.
- In 2018/19, there was 38 people supported which consisted of 1 open case from the previous year and 37 new referrals. This is a substantial increase from 14 in 2017/18 which was low but similar to 2016-/17 figures. Number of people receiving advocacy support have risen in 2019/20 to 74 although 44 were open cases.
- In relation to Adult Protection Case Conferences, independent advocates attended 100% of APCC they were invited to. Independent Advocacy Manager is an active member of the Adult Protection Committee (APC), teams receive regular updates on use of advocacy and there is an advocate that co presents on ASP courses.

	Open at Year Start	New Referrals	
Feedback from Service Users and Carers	15	21	36
There are different ways in which the APC gains feedback from service users and Carers:	13	20	33
• questionnaires are completed at Adult Protection Case Conferences (APCC);	8	6	14
• participation in audits to give their views;	1	37	38
• the Committee has 2 Carer representatives;	44	30	74

- analysis of outcomes on all ASP forms. In order to capture impact of intervention for those cases which did not proceed to APCC, an outcome question was developed to be completed at end of the ASP case. The staff member completes the form with the input of client to check if the intervention has been helpful.

Service user and Carers' views are at the centre of the work we do, and it remains a priority for the APC. The APC has taken a variety of steps to address this. However, this can be complicated because of:

- levels of understanding;
- communication issues;
- conflict within families.

Investigations - Has intervention been helpful?

	2015/16	2016/17	2017/18	2018/19	
Over 4 years we have seen an increase from 33% to 59% of adults who have found the intervention to be helpful, but this has fallen to 38% in the last year. Only 3% found it was not helpful while a further 48% lacked the ability to understand the event or to be able to give enough information. The reduction in number of helpful interventions and the increase in lack of recording has been noted and there will be further work undertaken in relation to these.	55%	54%	48%	39%	48%
Lacks ability to recall	0%	1%	0%	2%	0%
No	12%	5%	0%	0%	11%
Not recorded	33%	45%	52%	59%	38%
Yes					

Outcomes of Referrals 2018-2020

In relation to outcomes of referrals and actions taken there are low numbers that progress to criminal charged or investigations. There are almost half of referrals where the allegation cannot be substantiated which can limit the effectiveness of actions taken although safeguards and supports (eg independent advocacy) can be put in place. Allegations not substantiated are usually because of lack of evidence or reliability of information coming from the adult.

Of those cases that were substantiated actions taken were:

- 49% resulted in changes to the care plan;
- 17% extra Carer support was provided;
- 14% resulted in new procedures being implemented;

- *in relation to staff issues, 2% were dismissed, 6% were disciplined and 9% received additional training;*
- *legal powers were either removed or applied for in 3% of cases.*

In the unsubstantiated cases the issues related to:

- *financial concerns in 39% of cases;*
- *neglect in 12%;*
- *care concerns in 31%;*
- *paid Carer harm in 7%;*
- *in 11% of cases the client had no capacity to recall the event.*

Although allegations were not substantiated, all actions were taken in relation to risk assessment and management and care plans updated to ensure adults are safeguarded.

In relation to criminal proceedings 14 cases were investigated and the outcomes are:

	2018/19	
Reported to the Procurator Fiscal	4	4
Not reported to the Procurator Fiscal	1	2
Ongoing investigation	3	0

Adult Protection Case Conferences

There was a **total of 41 Adult Protection Case Conferences**, 19 initial, 18 review, 2 network meeting and 2 Large-Scale Investigation meetings.

A protection plan is developed following all case conferences that is monitored by the adult social work team. The outcomes have included:

- *legal powers removed/changed or new application submitted;*
- *change of accommodation for adult at risk;*
- *changes to financial management;*
- *provision or increase of care packages;*
- *changes to care plans;*
- *reassessment of adult at risk including capacity assessment;*
- *staff training in specific areas such as restraint techniques.*

Attendance at Initial Case Conferences varied according to reason and location of residence and type of harm.

Others who attended included staff from other local authorities (funding authority), Children's Services, Mental Health Services (voluntary agency) and alleged perpetrators. Legal representatives (both private and Council) were invited to all initial APCC in 2019/20 which may indicate the overlap and complexities of legislation involved in addition to extent of powers under the Adult with Incapacity Act.					All CC
					100%
In relation to the adult at risk:					100%
• females accounted for 68% of cases (13/19);					100%
• financial (26%) and neglect (37%) accounted for 63% of harm;					100%
• the majority of harm occurred at the home address (53%);					100%
• the most prevalent client group were people with dementia (32%);					100%
• 47% were in the 81+ age group followed by 26% in the 40-64 age;					100%
• 53% of alleged perpetrators were family members and 26% were paid Carers;					100%
• 53% of adults at risk had some impairment of capacity.					100%
					100%
Housing	5	4	80%	26%	

Qualitative Audits

The APC continues to conduct 2 audits per year as a way of quality assurance and identifying strengths and areas for improvements.

1 - Multi-Agency case file & Large-Scale Investigation audit was combined for first time in 2019 and has continued but using different audit templates. The audit is held in January and the audit team consists of multi-agency colleagues.

Out of the 12 individual cases, 7 cases involved family members as the alleged perpetrators, 1 was self-harm, 1 involved a paid Carer and 3 involved friends.

In relation to individual cases, all areas rated over 67% with 9 out of the 15 areas scoring 100% which included initial response, risk assessment and management, human rights, information sharing and involvement of adult and family.

Some individual issues were raised in specific cases which was reported back to case holders and Managers.

The Large-Scale Investigations (LSI) covered 3 Care at Home organisations and 3 Care Homes. Most areas were rated highly at 100% in areas of strategic discussions, involvement of appropriate agencies including Manager of organisation and adherence to process.

The issues raised were:

- (a) *medication errors;*
- (b) *neglect/lack of care/hygiene issues/poor oral care;*
- (c) *poor documentation;*
- (d) *lack of leadership;*
- (e) *incident reporting;*
- (f) *staff training and induction especially in relation to ASP;*
- (g) *communication between staff;*
- (h) *staff shortages/lack of experience and knowledge, concern about recruitment;*
- (i) *staff culture;*
- (j) *missed visits/key safes.*

Improvement plans were developed following LSI and were monitored and reviewed by the Social Work team, Care Inspectorate and the Commissioning team.

Feedback from Clients

One client agreed to be interviewed as part of the audit and one of the audit team visited her at home.

The client stated that the support that she received at the time following her hospital admission, during her recovery and the support since discharge has been the right thing. She stated that she wouldn't change anything, and that the support she has right now appears both appropriate and proportionate to her leading a life that she chooses to take, albeit limited due to mobility issues.

Feedback from Organisations

Two Care Home Managers agreed to be interviewed as part of the audit process which were telephone interviews.

Both Managers who participated in the feedback, were not the Manager at the time of the LSI but had consulted staff who were involved.

Some areas of good practice identified included - clear outcomes, staff awareness of how to escalate concerns and the acting Manager at time spoke very positively of the LSI experience, putting aside the anxiety that is unavoidable when an external team is investigating your service.

Issues in relation to processes were identified and an improvement plan was developed to address the process issues.

2 - Vulnerable Person Reports (VPR)/Adult Protection concerns (AP) audit covered 32 cases consisting of 16 VPR and 16 AP concerns for each year. All of the AP concerns progressed to ASP Inquiry and none of the VPD progressed to ASP processes.

The results evidenced that the screening process appears to be working well and within timescales. Several referrals (50% in 2018/19 and 53% in 2019/20) were open cases. In general, most areas were well evaluated above 70% with 1 exception in 2018/19.

- *Chronologies had been completed in 87% of cases but only 25% were of an acceptable standard.*

The action recommended was for chronology training for all staff which was delivered in September and October in 2018, September 2019 and March 2020. In the audit report for 2019/20 chronologies were well rated above 80%.

In 2019/20 the majority of areas were well evaluated above 80% with 1 exception. Only 58% had clearly evidenced if the person was an adult at risk. The ASP co-ordinator is delivering training to all teams on completion of ASP forms.

NHS Tayside Audit

With the appointment of a dedicated Lead for Adult Protection within NHS Tayside and the introduction of an Adult Concern Referral Form and inclusion within Datix, a single agency audit was identified as good practice as well as providing a baseline by which future performance can be measured.

The audit took place on 30 August 2018 in Ninewells Hospital, Dundee which aimed to facilitate access to both paper-based and electronic files.

The audit team consisted of 3 multi-agency staff (2 NHS Tayside staff and 1 Adult Protection Lead Officer from Perth & Kinross Council).

There were 9 cases identified and 8 cases audited that covered referrals across all 3 local authority areas and cases were identified at random via the NHS Tayside Datix system between the period March 2018 - August 2018.

The audit focused on key areas such as how recording was completed, involvement of others and communication. As this was the first audit of adult protection within NHS Tayside, it was also an opportunity to test the audit tool and identify any amendments to this.

A number of key issues such as chronologies, lack of communication and record-keeping were highlighted during the audit which has formed the basis for an improvement plan.

A follow-up audit in 2019 has been deferred to spring of 2020.

Other Areas of Work

- *The Independent Chair and ASP Co-ordinator attended a meeting with learning disability 'Keys to Life' group to ascertain if current services and supports are effective in safeguarding adults and if there are any gaps. A questionnaire was formulated of 2-4 questions that could be raised at meeting with adults and their families and Carers to gain their views. Questions were agreed and an easy to read version of the questionnaires was disseminated to the group.*
- *During the 16 Days of Action for Violence Against Women in November 2018, an issue was raised in relation to expectations and attitudes within community and faith groups in relation to protection issues and respect within families. This led to PKAVS convening meetings with community and faith groups and the wider public protection groups to work jointly and communicate a shared vision. This work is ongoing, and a leaflet is being developed in 6 languages to give information to promote safety, security and respect within families and communities.*
- *The APC has a wide membership including a representative from University of the Highlands and Islands (Perth College Campus). The Campus has students with a range of physical and learning disabilities including eye, hearing and speech impairments, mental health issues, learning difficulties and disabilities and physical and mobility issues. It has been agreed to explore this in more detail with the support staff at the college.*

5.2 Impact on Staff

Evaluation:

We are confident that we are developing a competent, confident and skilful workforce. Our staff are highly motivated and committed to their own continuous professional development. We are empowering and supporting our staff with a wide range of evidenced-based multi-agency learning and development opportunities, which are evaluated highly and having a positive impact on practice. The content of these learning and development opportunities take account of changing legislative, policy and practice developments and local challenges.

Staff Learning and Development

Perth and Kinross continue to deliver awareness and specialist training to all partner agencies to ensure staff can recognise and respond to any identified or suspected harm. This can be online training accessible to all people in Perth and Kinross or face-to-face training. The online training is an introductory training course in raising awareness for all staff regardless of where they work to recognise and respond to harm.

In relation to online training offered:

- *NHS e-learning module - 8,411 members of staff have completed the module across Tayside during 2018/19, this is a significant increase from the previous years:*

- *E-learning module hosted by the Local Authority - 1,485 Council staff members have completed the module 872 in 2018/19 and 613 in 2019/20.*

- The e-learning module is also available on the PKC webpage for all partner agencies. While we are unable to monitor who has completed the course, the e-learning page has been accessed 1,383 in the last 2 years, 440 times in 2018/19 and 943 in 2019/20.
- Face-to-face training consists of awareness training for all staff and specialist training for those staff involved in ASP cases:

	2018/19	
ASP Awareness	65	180
Chronology Training	56	19
Enhanced Practitioner	6	22
APCC	13	10
Investigative Interviewing	13	8
3 Act Training	38	51

Evaluation of Courses

All courses were positively evaluated with over 95% rated good or excellent. There were many comments relating to opportunities to participate in multi-agency discussions and the value of using case studies to consolidate learning and the application of learning to practice. Participants valued group discussions and sharing of case examples which allowed them to reflect on their own practice.

We have introduced open badges which are digital certificates recognising learning and achievement. By completing open badges staff recognise and evidence their learning, skills, attributes and experience. It was introduced in September 2018 and achievements to date are:

Level	Evidence Required	2018/19	2019/20
Bronze	Attended and participated in ASP awareness course.	17	22
Silver	Written a 200 word essay on how it may be implemented in their work.	9	17
Gold	Written a 200 word essay on how staff have implemented ASP in practice on cases they are currently working with.	3	8

Trauma Informed Practice

In March 2018 following a Joint Conference (192 multi-agency delegates), we reported upon our ongoing partnership work with RASAC P&K to develop a trauma informed workforce across Perth and Kinross.

Throughout 2018-2020 this work has continued, and we have:

- *published and disseminated Perth and Kinross Trauma Informed Practice Guidance for practitioners working with children, young people and adult survivors of CSA/CSE;*
- *held two multi-agency Trauma Informed Managers Briefings; three multi-agency Trauma Informed Practice Training Sessions and two multi-agency Trauma Informed Practice Resourcing Workshops.*

In total, 99 multi-agency delegates have attended these partnership training events, which they evaluated very highly. Further partnership work is planned to significantly increase these training opportunities to establish a critical mass of trauma-informed and aware practitioners across Perth and Kinross.

Harmful Practices

A workshop was organised on Human Trafficking for staff in Tayside that was delivered by Hope for Justice on 18 March 2019 to raise awareness and inform practice and policies. The policy was updated following this event.

5.3 Impact on Community

Evaluation:

We have developed the APC webpage which provides public information that is accurate and relevant. We are working with Community groups to address issues identified as areas that could impact on our ability to safeguard people.

Public Awareness

In recent years we have tried to raise awareness in a variety of different ways and different formats, eg Facebook, Twitter. It has been difficult to gauge impact of these initiatives as they do not necessarily generate referrals but tend to focus on raising awareness more generally.

APC Website Usage

Number of Unique Users	2016/17	2017/18	2018/19	2019/20
ASP Information Page	1,476	1,617	1,367	1,413
ASP Learning Zone	1,026	744	440	943
ASP Resource Library	106	124	158	1,426
Adult Protection Committee	190	124	99	284
Totals	2,798	2,609	2,115	4,066



Evaluation:

We are confident that our adult protection services are robust, effective and focused on vulnerability, risk and need.

This section highlights how we are delivering our services to support adults at risk. In relation to the response to concerns raised performance indicators show:

- 97.3% of referrals are screened within 24 hours;
- 73% of ASP inquiries, 84% of investigations and 75% of Large-Scale Investigations are completed within timescales;
- 71% of initial Adult Protection Case Conferences, 94% of review APCC and 100% of LSI meetings were held within timescales.

There has been significant groundwork already undertaken regarding Adult Support and Protection within NHS Tayside, however, there is also recognition of the ongoing need to ensure the further development, oversight and implementation of effective Adult Support and Protection arrangements across the organisation.

NHS Tayside

The appointment of an Interim Lead for Adult Protection in June 2017 has made a positive impact on developing a public protection approach within NHS Tayside and the links with our key partners, to continue to establish a safeguarding culture across NHS Tayside which supports all staff to be alert and responsive to the potential risks of harm for our patients. NHS Tayside is developing a public protection approach under the leadership of the Nurse Director and this will include developing the Adult Protection infrastructure whereby funding for 2 Adult Protection Advisors has been agreed. Over the last 2 years, areas of development have included:

- An increase in both referrals and engagement across NHS services in relation to adult protection.
- The Lead role provides strategic, professional and clinical leadership across the organisation, working in collaboration with locality Leads on all aspects of NHS Tayside's contribution to protecting adults.
- Increase in completion of the NHST ASP Learnpro course as well as providing a regular programme of face-to-face briefing sessions along with advice and consultancy.
- First NHST single agency ASP audit undertaken with plans to undertake a further audit in 2020.
- This lead role supports adverse incident reporting in adult protection at all levels and in all areas across NHS Tayside and works with service leads to ensure appropriate action plans are developed to reduce reoccurrence and inform learning and best practice.

Operational Management:

- *The Lead for Adult Protection role supports the broader adult protection agenda including MAPPA, VAW, Human Trafficking, Missing Patients and Appropriate Adults.*
- *Review of NHS Tayside Missing Patient Policy completed and a range of improvement actions to support this including introduction of Return Discussions and briefing sessions within acute hospitals led by Police Scotland.*
- *Mrs Ash SCR Learning Opportunity was held on 25 January 2019.*
- *NHS ASP Leads network established across Scotland with the first meeting held on 29 November 2018 and the group has continued to develop and be represented at national meetings.*
- *In collaboration with Tayside Locality ASP Leads, a range of work to develop good practice guides, learning from ICRs and SCRs, Minimum Learning Standards for ASP, IRDs and Capacity Assessments have been progressed.*
- *Development of a Quality Assurance and performance framework for Adult Protection within NHST.*



Evaluation:

We are committed to a collective approach to leadership, direction, support, scrutiny and joint partnership working is effective and robust. We want to achieve better outcomes for adults at risk and their families by continuous improvement through self-evaluation.

There is a strong history of partnership working across community planning in Perth and Kinross and the APC is well embedded within that. Although there have been some changes in structure, the APC has maintained and developed its focus on improving outcomes for vulnerable people through the delivery of its vision, through embedding strong governance and leadership to ensure the collaborative conditions in which skilled and effective practitioners can work with families to reduce their vulnerability and risk.

The APC is part of a public protection approach being enhanced and developed by the Chief Officer Group and has progressed stronger working links and connections across public protection committees and partnerships in Perth and Kinross and with other APCs in Tayside as part of a regional collaborative and with some other APCs across Scotland. It has also improved its approach to self-evaluation, obtaining a greater and more intelligent use of data, whilst learning from other authorities, and most importantly from those with a lived experience of the services.

7.1 Annual Development Day 2018 and 2019

The APC holds an annual development day to take time out with the formal committee structure to examine current progress, challenges and planning priorities for the next year. These were held on 21 June 2018 and 7 May 2019.

In 2018 there was a presentation and comparison of national and local statistics that identified areas that required further explanation and action.

The workshops focused on 3 main areas:

- *What has been achieved in the previous 2 years?*
- *What are the current challenges in Perth and Kinross?*
- *What are the priorities for the next year?*

In 2019 there was 4 main themes:

- *Sexual Exploitation and Trafficking*
- *Alcohol and Drugs in Tayside*
- *Initial Case Review (ICR)/Significant Case Review (SCR) Learning*
- *Professional Curiosity*



An action plan was created, and new processes were developed in response to the learning from SCR:

- *Professional Curiosity*
- *Resolution and Escalation*

7.2 Learning from Significant Case Reviews (SCR)

As part of continuous improvement, the APC receives reports on national SCR and any actions that can be taken locally from recommendations. As part of this ongoing process a workshop was held in Tayside on 25 January from Glasgow Council in relation to Mrs Ash and the learning that resulted. Workshop held on the day identified local actions which included developing guidance on assessment of capacity and commission training for AWI especially in relation to Power of Attorneys.

7.3 Learning From ASP Thematic Inspections

During 2017, the Care Inspectorate, Her Majesty's Inspectorate of Constabulary and Health Improvement Scotland inspected Adult Support and Protection services in several partnership areas across Scotland. This was the first time any of the Scottish inspection bodies had scrutinised Adult Support and Protection. The scrutiny focused on outcomes for adults at risk of harm, the partnership's actions to make sure adults at risk of harm are safe, protected, supported, involved, and consulted, as well as leadership for adult support and protection. The six adult protection partnerships inspected were selected to reflect the diverse geography and demography of Scotland.

After publication of the results and recommendations in July 2018, Tayside organised a visit to North Ayrshire on 12 December 2018 to discuss process, findings and ascertain the learning that could benefit our partnership. Some areas identified were:


- *Number of Initial Case Review (ICR)/Significant Case Reviews (SCR)*
- *Conversion rate from ASP investigations to Case Conference*
- *Initial Referral Discussion (IRD) process*

These areas have been added to the Improvement Plan and are being progressed by the APC Sub-Group.

7.4 APC Risk Workshop

As part of ongoing evaluation an APC workshop was held on 26 November 2018 to develop a strategic Risk Register. The 4 areas scrutinised were:

- *Adult receives a person-centred response to concerns about their safety.*

- 
- *Adult receives an effective integrated response to address their needs for support and protection.*
 - *Adult Protection Committee provides effective leadership.*
 - *Adult Protection Committee works in partnership with service users and wider communities.*

Actions identified have been progressed and documented within the Improvement plan. The Risk Register has since been updated to include our COVID-19 response.

7.5 Information for Elected Members and Members of Integration Joint Board (IJB)

On 30 November 2018 a session was held for members of the IJB on protecting people that allowed for sharing and exchange of information.

7.6 GP Engagement

General practitioners are an essential partner in ASP as capacity remains a key issue. There was a meeting on 30 November 2018 with the GP forum to discuss referrals and ASP issues. It is recognised that we need to enable GPs to actively participate in ASP work given their key role but there are challenges in their workload as cover is needed if they attend meetings and the time of notice required. There is a GP representative on the APC who disseminates information through the GP information network.

Working in Partnership

Partner agencies in the private and third sector are an integral part of the safeguarding framework in Perth and Kinross.


There are representatives on the APC from:

- *Care Homes for elderly*
- *Care Home for people with learning disability*
- *Care at Home organisations*
- *Citizen Advice Bureau*
- *Independent Advocacy*
- *Perth & Kinross Voluntary Services (PKAVS)*



The input and joint working with partner agencies has resulted in:

- *new electronic reporting system for reporting of incidents from care agencies to ensure consistency across all areas;*
- *focus on referrals to Independent Advocacy;*
- *ongoing engagement with minority ethnic and religious groups;*
- *increased information provided, reporting, follow-up and information in relation to current SCAMS;*
- *ASP input into Missing People protocol;*
- *work with financial institutions;*
- *updating of the Perth & Kinross Adult Support and Protection operational guidance.*



Perth & Kinross APC is committed to continuous improvement through quality assurance and self-evaluation ensuring that outcomes for adult at risk is the main priority.

Building on our self-evaluation, lessons from SCRs and ASP thematic inspections we have developed an Improvement Plan 2020-21 which will continue to deliver outcomes.

8.1 Summary of APC Priorities for 2020-21

- *Monitor progress and evaluate the multi-agency protecting people group that was formed to develop practice standards which changed due COVID-19 including virtual meetings and the involvement and engagement of adults at risk and their families.*
- *Continue to develop and widen the quantitative and qualitative data from all agencies to inform practice and improvements and identify areas for improvement but focused on outcomes for adults at risk.*
- *Monitor the improvement of the quality of chronologies by ongoing training, auditing of cases and team leader monitoring.*
- *Monitor the referrals to Independent Advocacy on a quarterly basis and by locality areas.*
- *Engage with our partner agencies in higher education to ensure all client groups receive the support they need to safeguard themselves.*
- *Build on the engagement work with ethnic minority and religious groups to promote respect and equality with communities.*
- *Collate questionnaire information in relation to people with learning disabilities to check that current service provision is meeting needs. Plan a focused audit for people with learning disabilities to ascertain if there is evidence of a robust decision-making process in relation to adult support and protection.*



Adult Support and Protection Annual Report 1 April 2015 - 31 March 2020

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Executive Summary

In the last year the APC has been developing a new reporting framework that is more focused on outcomes for adults at risk. While the wider ASP activity is captured in figures 1-9, the rest of the statistics figures 10-26 relate to cases that have proceeded to ASP investigation after it has been assessed that the criteria for adult at risk has been met.

Since 2018/19, referrals to Perth & Kinross Council's Adult Support and Protection (ASP) team increased by 10%, driven by a 17% increase in Vulnerable Persons Reports (VPR). This follows a year-on-year increasing trend for overall referrals and VPRs specifically across the 5-year reporting period. The trend coincides with an increase in referrals that are resulting in No Further Action and an increase in referrals recorded with Mental Health and Substance Misuse as the main referral categories. This data suggests there may be a causal link to the increase in VPRs but this would have to be investigated further in conjunction with Police Scotland to understand fully.

A significant achievement from the team has been that, in the face of the high numbers of referrals during 2019/20, the ASP team screened 98% of referrals within 24 hours: the highest proportion screened within this timeframe in the 5-year period.

The inclusion of multi-agency data such as health DATIX reports and advocacy involvement will enrich the multi-agency approach to ASP and give the broader perspective.

An area identified as potentially beneficial is to explore the feasibility of expanding the Service's data and analysis to include locality and Scottish Index of Multiple Deprivation (SIMD) reporting with a view to offering targeted information for localities to progress any areas identified.

Vulnerable Persons Reports (VPRs) and Adult Protection (AP) Concern Referrals

						Year on Year Change (%)				
	2015/16	2016/17	2017/18	2018/19	2019/20	2015/16	2016/17	2017/18	2018/19	2019/20
Police Vulnerable Person Report	803	650	838	1,155	1,353	N/A	-19%	29%	38%	17%
Adult Protection Concerns	370	478	354	237	218	N/A	29%	-26%	-33%	-8%
Oohs - Adult Protection	54	74	67	54	22	N/A	37%	-9%	-19%	-59%
Total	1,227	1,202	1,259	1,446	1,593	N/A	-2%	5%	15%	10%

1 Total Number of Referrals: Vulnerable Persons Reports (VPRs) and Adult Protection (AP) Concern Referrals

Over the 5-year reporting period, total referrals increased by 30%, from 1,227 to 1,593, driven by a 68% increase in VPRs.

Over the past year, total referrals increased by 10%: +17% increased in VPRs offset by an -8% reduction in AP Concerns.

1.1 VPRs by Main Client Category

The number of VPRs increased by 17% during 2019/20. This follows a year-on-year increasing trend across the 5-year period. Analysing VPRs further by the main client category, VPRs related to Mental Health concerns have grown by an average of 18% year-on-year, rising more significantly since 2017/18. Substance Misuse is also a category with significant year-on-year growth (average 11%). These two categories of concern may indicate a causal relationship to the increase in VPRs; however, further research will need to be conducted with Police Scotland to confirm the relationship and identify any actions to support these cohorts.

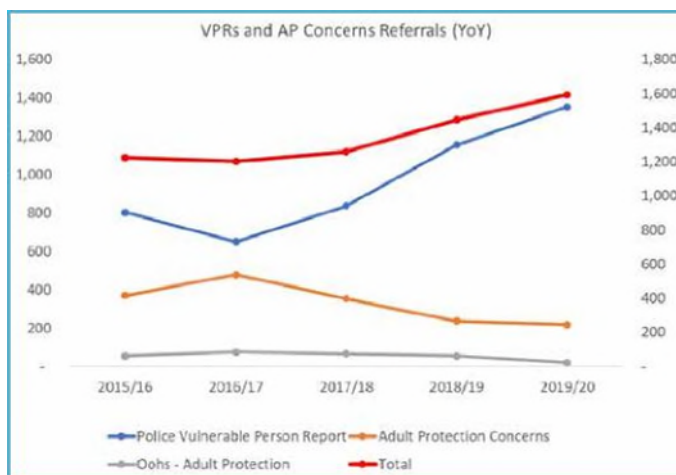


Figure 1: VPRs and AP Concern Referrals (YoY)

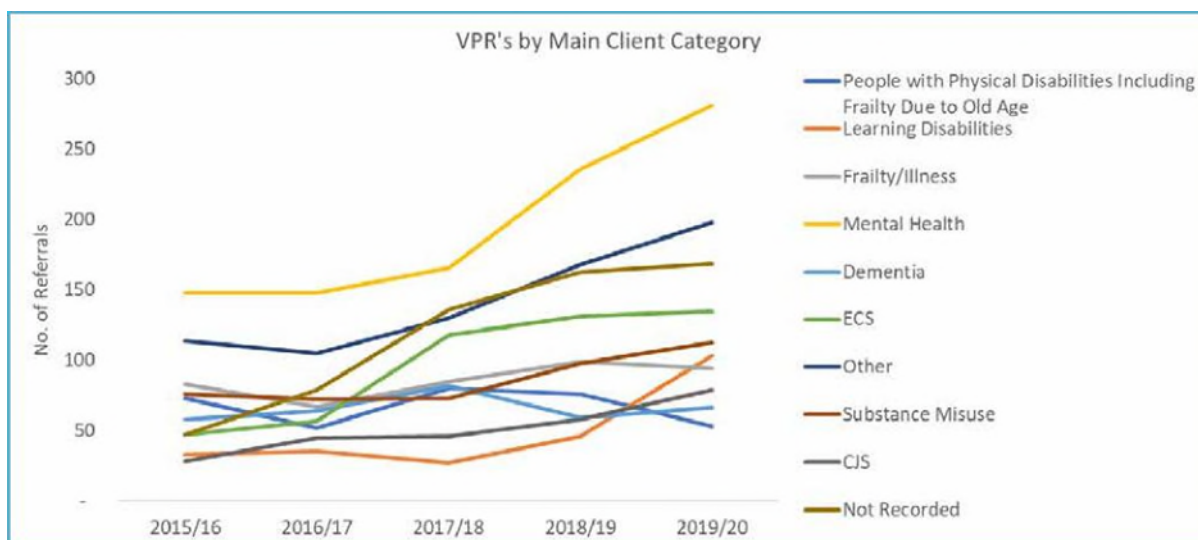


Figure 2: VPRs by Main Client Category

1.2 Total Number of Referrals Screened Within 24 Hours

Over the 5-year period, the service screened on average 95.6% of referrals within 24 hours, achieving 98% in 2019/20.

1.3 Total Number of DATIX Referrals

DATIX is a reporting system within NHS Tayside where staff must record any incident that may lead to an adverse effect on the person, eg medication errors. The category of adult protection was only added in March 2018.

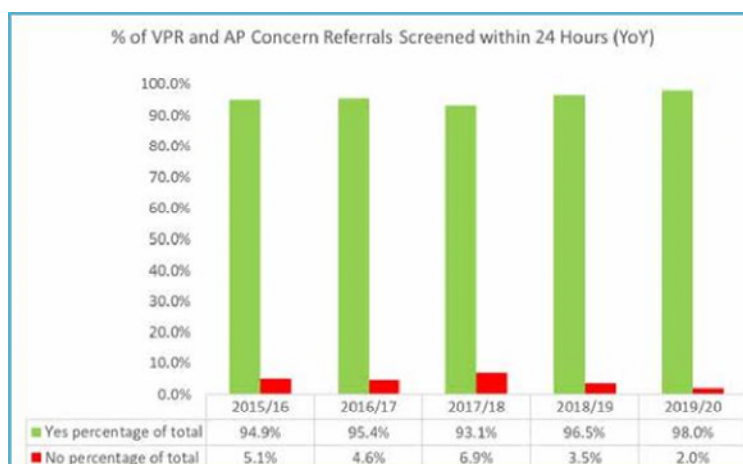


Figure 3: % of VPR and AP Concern Referrals Screened Within 24 Hours

During 2018/19, there were 5 incidents recorded on the DATIX system for Perth and Kinross-shire. During 2019/20, there were 13 incidents recorded.

1.4 Total Number of Strategic Discussions

Year on Year Change (%)

	2015/16	2016/17	2017/18	2018/19	2019/20
Strategic Discussions	N/A	59	36	48	59

2015/16	2016/17	2017/18	2018/19	2019/20	
N/A		0%	-39%	33%	23%

A strategic discussion should take place for every ASP case; however, the above statistics highlight that this has occurred for an average of 21% of ASP cases since 2016/17. An action will be taken forward to investigate and improve the processes and procedures around strategic discussions.

1.5 Outcomes of Referrals (VPR and AP Concerns)

Year on Year Change (%)

18

	2015/16	2016/17	2017/18	2018/19	2019/20
Progressed to ASP	299	339	226	186	204
Passed to Duty Worker	35	36	86	61	43
Passed to Team/Key Worker	467	513	494	488	543
Referral to other area/agency	-	1	3	2	1
Other	-	1	-	-	-
NFA	426	312	450	709	802
Total Referrals	1,227	1,202	1,259	1,446	1,593

2015/16	2016/17	2017/18	2018/19	2019/20
N/A	13%	-33%	-18%	10%
N/A	3%	139%	-29%	-30%
N/A	10%	-4%	-1%	11%
N/A	0%	200%	-33%	-50%
N/A	0%	-100%	0%	0%
N/A	-27%	44%	58%	13%
N/A	-2%	5%	15%	10%

Source: ASP Bi-annual 2 Year Report (Mostly a Copy of LHM - Referrals)

1.5.1 VPR Outcomes

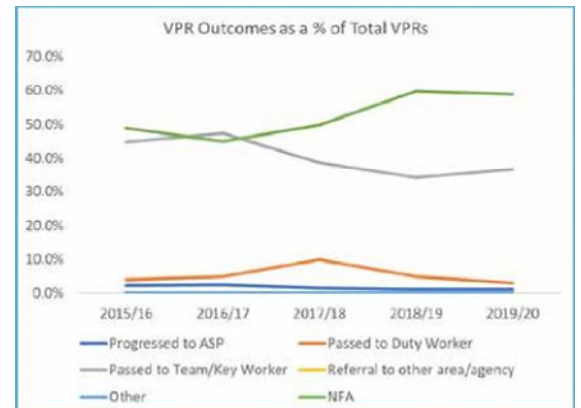


Figure 4: VPR Outcomes as a % of Total VPRs

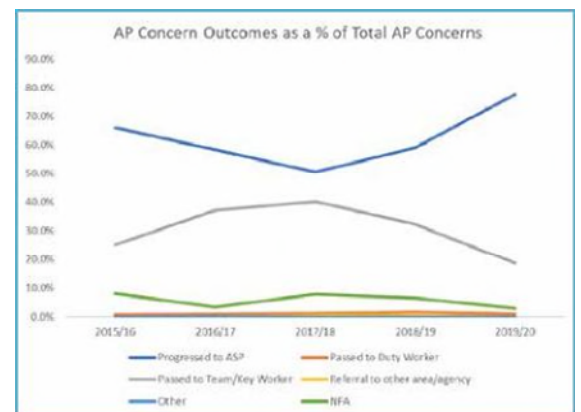


Figure 5: AP Concern Outcomes as a % of Total AP Concerns

	2015/16	2016/17	2017/18	2018/19	2019/20
Progressed to ASP	19	16	13	14	17

<i>Passed to Duty Worker</i>	32	32	82	56	41
<i>Passed to Team/Key Worker</i>	360	308	325	394	498
<i>Referral to other area/agency</i>	-	1	1	1	1
<i>Other</i>	-	-	-	-	-
NFA	392	293	417	690	796
Total	803	650	838	1,155	1,353

The number of VPRs as a proportion of total VPRs that progress to ASP has declined year-on-year from 2.4% (19/803) to 1.3% (17/1,353) in 2019/20.

Over the 5-year period, an average of 52% of VPRs result in No Further Action. As a proportion of total VPRs, this figure is increasing year-on-year.

1.5.2 AP Concern Outcomes

	2015/16	2016/17	2017/18	2018/19	2019/20
<i>Progressed to ASP</i>	280	323	213	172	186
<i>Passed to Duty Worker</i>	3	4	4	5	2
<i>Passed to Team/Key Worker</i>	107	205	169	94	45
<i>Referral to other area/agency</i>	-	-	2	1	-
<i>Other</i>	-	1	-	-	-
NFA	34	19	33	19	7
Total	424	552	421	291	240

The number of AP Concerns that progress to ASP as a proportion of total AP Concerns has increased year-on-year from 50.6% (213/421) in 2017/18 to 77.5% in 2019/20.

The number of AP Concerns as a proportion of total AP Concerns that progress to a team or key worker has declined year-on-year over the same period from 40.1% (169/421) in 2017/18 to 18.8% (45/240) in 2019/20.

Adult Support and Protection (ASP) Cases

An ASP 'case' is a referral that has progressed to an ASP Inquiry or Investigation.

Year on Year Change (%)

	2015/16	2016/17	2017/18	2018/19	2019/20	2015/16	2016/17	2017/18	2018/19	2019/20
Progressed to ASP	299	339	226	186	204	N/A	13%	-33%	-18%	10%
Inquiry	223	221	156	121	141	N/A	-1%	-29%	-22%	17%
Investigation	76	118	69	65	63	N/A	55%	-42%	-6%	-3%

Source: ASP Bi-ennial 2 Year Report (Mary's Copy)v4 LW > CONTACT RAW DATA

2 Total Number of ASP Cases

As a proportion of total referrals, the number of referrals that progress to ASP decreased year-on-year from 18.4% in 2016/17 to 8.4% in 2018/19, increasing to 8.9% in 2019/20.

Of the referrals that progressed to ASP over the 5-year period, 69% progressed to inquiry and 31% to investigation.

The proportion of inquiries and investigations has remained relatively consistent across the 5-year period.

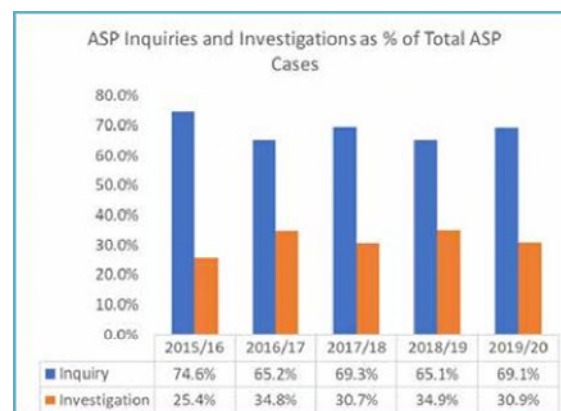


Figure 6: ASP Inquiries and Investigation as a % of Total ASP Cases

2.1 Large-Scale Investigations (LSI)

Year on Year Change (%)

	2015/16	2016/17	2017/18	2018/19	2019/20	2015/16	2016/17	2017/18	2018/19	2019/20
Care Homes	18	18	12	4	3	N/A	0%	-33%	-67%	-25%
Care at Home	12	12	8	2	3	N/A	0%	-33%	-75%	50%
Supported Acc	4	3	4	1	0	N/A	-25%	33%	-75%	-100%
Daycare	1	0	0	0	0	N/A	-100%	0%	0%	0%
Total	35	33	24	7	6	N/A	-6%	-27%	-71%	-14%

Source: Mary Notman

Over the 5-year period, a total of 105 Large-Scale Investigations were conducted. The number of LSIs have decreased by 83% since 2015/16.

This has been achieved through close collaboration between the operational team and partner agencies to understand LSI root causes and put in place mitigation activities including:

- conducting regular audits;
- putting in place nominated mental health staff for each care setting to help reassess people who behaviour is causing concern;

- introducing a new reporting system with clearly defined thresholds;
- early identification of areas of concerns and early input and support from the Care Inspectorate and Commissioning team to negate the need for LSIs.

2.2 ASP Cases Completed in Timescales

ASP Inquiries are required to be completed within 14 days; Investigations and LSIs within 28 days.

The number of cases completed within timescale have remained within tolerance across the 5-year period with an average of 75.4% for Inquiries; 87.7% for Investigations and 78% for Large-Scale Investigations. The apparent decrease (50%) for Large-Scale Investigations for 2018/19 is skewed due to the very small number of cases (4 in total).

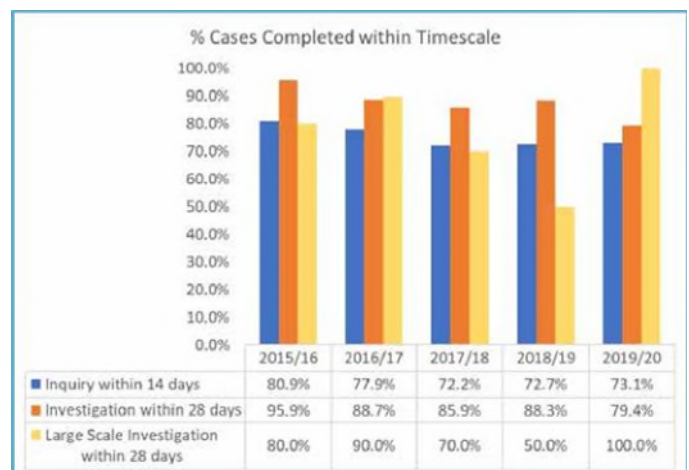


Figure 7: % of Cases Completed Within Timescale

2.3 Outcome of ASP Cases

Year on Year Change (%)

	2015/16	2016/17	2017/18	2018/19	2019/20	2015/16	2016/17	2017/18	2018/19	2019/20
Alleged (Investigation Ongoing)	71	45	3	0	0	N/A	-37%	-93%	-100%	0%
Criminal Proceedings	3	9	3	8	6	N/A	200%	-67%	167%	-25%
FALSE	4	7	6	13	7	N/A	75%	-14%	117%	-46%
Not Recorded	40	31	52	0	42	N/A	-23%	68%	-100%	0%
Substantiated	77	124	79	89	55	N/A	61%	-36%	13%	-38%
Unsubstantiated	104	123	77	84	68	N/A	18%	-37%	9%	-19%
Other	0	0	5	0	26	N/A	0%	0%	-100%	0%
Total	299	339	225	194	204	N/A	13%	-34%	-14%	5%

Note: There should be no cases recorded for more than 28 days under the category Alleged (Investigations Ongoing): all cases should be completed within 28 days. Improvements in processes and ongoing work to cleanse and monitor data has resolved this since 2017/18.

As a proportion of total ASP cases (Figure 8), outcome categories have remained relatively consistent YoY with the exception of 2018/19 where there is an apparent spike in Substantiated and Unsubstantiated outcomes; however, this was driven by activity to resolve 'Not Recorded' outcomes; which increased again during 2019/20. Each year approximately 15% of case outcomes are 'Not Recorded'. A recommendation for the operation group will be to investigate the cause for this and put in place sustainable actions to resolve.

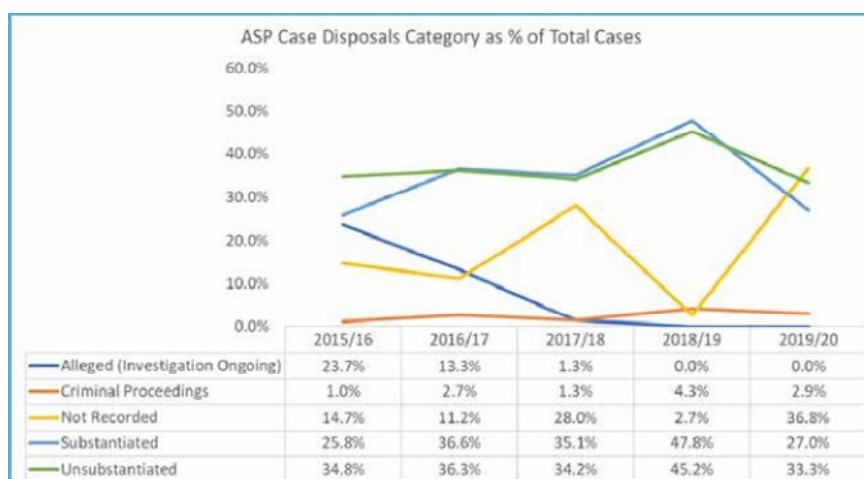


Figure 8: ASP Case Disposal Categories as % of Total ASP Cases

2.3.1 Breakdown of Substantiated Outcomes

There has been a drive from 2017/18 onwards to provide more detailed outcome information, therefore, this data shows a move from outcomes being described simply as “Substantiated” or “Unsubstantiated” (2015/16 and 2016/17) to more granular descriptions and this will continue to enhance reporting going forward.

	2015/16	2016/17	2017/18	2018/19	2019/20
Substantiated	77	122	7	-	-
Substantiated - care plan updated	-	1	23	44	27
Substantiated - carer support	0	-	-	13	4
Substantiated - legal powers applied/removed	-	-	6	3	3
Substantiated - new procedures implemented	-	1	15	11	8
Substantiated - perpetrator support/assessment	-	-	9	1	6
Substantiated - staff disciplined	-	-	6	6	3
Substantiated - staff dismissed	-	-	4	2	1
Substantiated - staff training	0	-	9	9	3
Total	77	124	79	89	55

2.3.2 Breakdown of Unsubstantiated Outcomes

	2015/16	2016/17	2017/18	2018/19	2019/20
Unsubstantiated	104	123	35	-	-
Unsubstantiated - alleged harm by paid carer	-	-	3	3	8
Unsubstantiated - care concerns	-	-	11	28	20
Unsubstantiated - client has limited capacity/memo	-r	-d	9	11	5
Unsubstantiated - financial concerns	-	-	16	34	26
Unsubstantiated - neglect concerns	0	-	3	8	9
Total	104	123	77	84	68

2.4 Referral to Independent Advocacy

Recorded new referrals to Independent Advocacy increased significantly from 2017/18 to 2018/19 (517%). This is due to the change to a new case management system and associated processes; which has enabled the team to improve their flexibility: reporting issues as they arise and develop into new referrals.

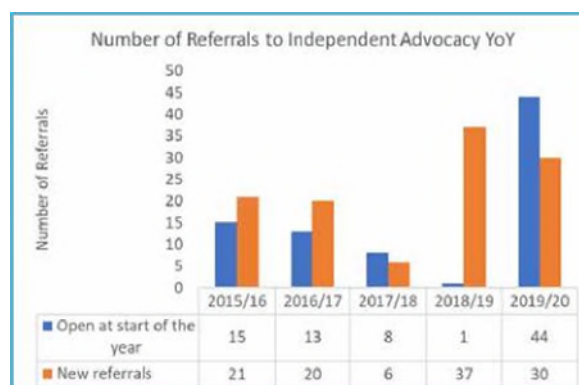


Figure 9: Number of Referrals to Independent Advocacy

2.5 Alleged Perpetrators

Perpetrators by relationship to client

	2015/16	2016/17	2017/18	2018/19	2019/20
Paid Carer/Worker	108	139	98	51	34
Family/relation	86	74	70	82	84
Not Recorded	43	57	29	21	28
Not Related	40	48	20	18	9
Other Service User	27	62	23	5	10
Unknown	13	92		6	6
Unpaid Carer	0	1	1	1	0
Total	317	390	243	184	171

Year on Year Change (%)

	2015/16	2016/17	2017/18	2018/19	2019/20
Paid Carer/Worker	N/A	29%	-29%	-48%	-33%
Family/relation	N/A	-14%	-5%	17%	2%
Not Recorded	N/A	33%	-49%	-28%	33%
Not Related	N/A	20%	-58%	-10%	-50%
Other Service User	N/A	130%	-63%	-78%	100%
Unknown	N/A	-31%	-78%	200%	0%
Unpaid Carer	N/A	0%	0%	0%	-100%
Total	N/A	23%	-38%	-24%	-7%

Note: In some years there are more perpetrators recorded than the total number of ASP cases, this is because one case can include more than one perpetrator. However, the number of cases with perpetrators recorded has reduced year-on-year since 2016/17 to approximately 84% of the total ASP cases (204) in 2019/20.

Of those perpetrators recorded, as a percentage of total ASP cases, there has been a steady decline year-on-year (average -21%) in cases related to paid carers or workers, contrasted to a year-on-year increase (+35%) in the proportion of Family/relation perpetrators since 2016/17.

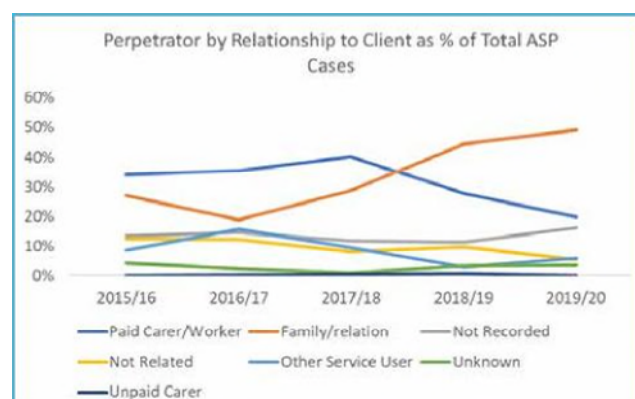


Figure 10: Perpetrator by Relationship to Client as % of Total

2.6 ASP Cases by Ethnicity

For the 5-year reporting period, 98% of ASP case clients identify as 'white' ethnicity, with 72% of clients identifying specifically as White Scottish. There has been a year-on-year increase in clients who identify as 'Other'.

An action that will be taken forward will be to enable more inclusive ethnicity classification in reporting.

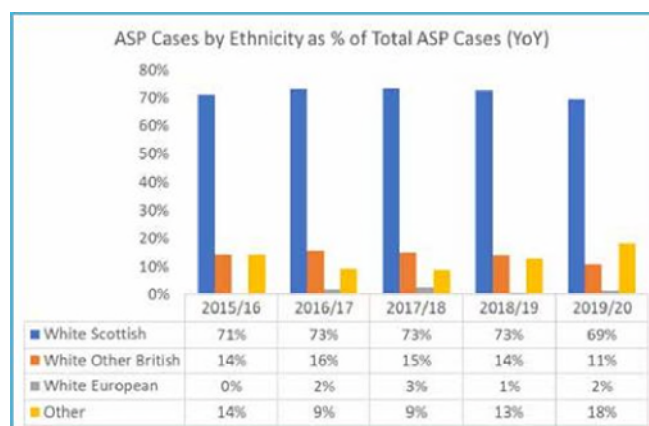


Figure 11: ASP Cases by Ethnicity as % of Total ASP Cases (YoY)

Adult Protection Investigations (APIs) Only

	2015/16	2016/17	2017/18	2018/19	2019/20
Total Referrals	1227	1202	1259	1446	1593
Progressed to ASP Cases (Inquiry & Investigations)	299	339	225	186	204
Inquiry	223	221	156	121	141
Investigation	76	118	69	65	63
Year on Year % Investigation variance	N/A	55%	-41.5%	-5.8%	-3.1%
Investigations as % of Total Referrals	6.2%	9.8%	5.5%	4.5%	4.0%
Investigations as % of ASP Cases	25.4%	34.8%	30.7%	34.9%	30.9%

Following an increase in the number of investigations during 2016/17 (+55%/+9.8% when normalised as a proportion of total referrals), the number and proportion of investigations has remained relatively constant for the remainder of the reporting period.

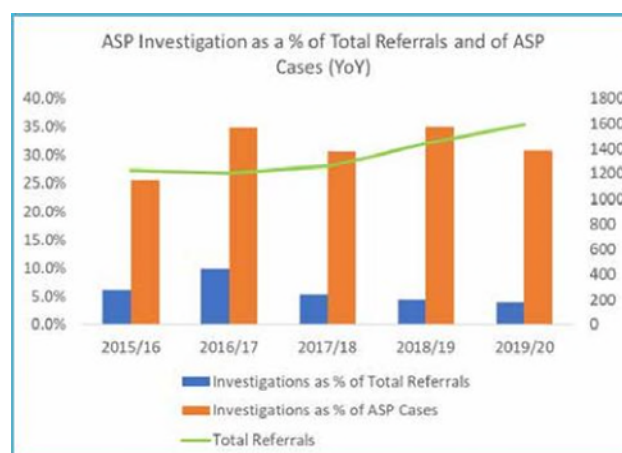


Figure 12: ASP Investigations as % of Total Referrals and of ASP Cases

API Cases by Referral Source

A pareto analysis (Figure 14) of the total number of investigations over the 5-year reporting period shows that 86.2% of investigations were from 5 sources: Care Establishment (39.4%); Internal PKC (25.1%); Family Relative (10%); the Police (7.2%) and Health Professionals (4.6%). Following a significant spike in investigations initiated from care establishments during 2016/17 (+175%/42 cases YoY), this cohort has decreased year-on-year due to the significant amount of work the operational team conducted in the care sector to raise awareness, provide support and introduce electronic reporting system with clear guidance.



Figure 13: Investigations by Source: Top 5 Sources YoY

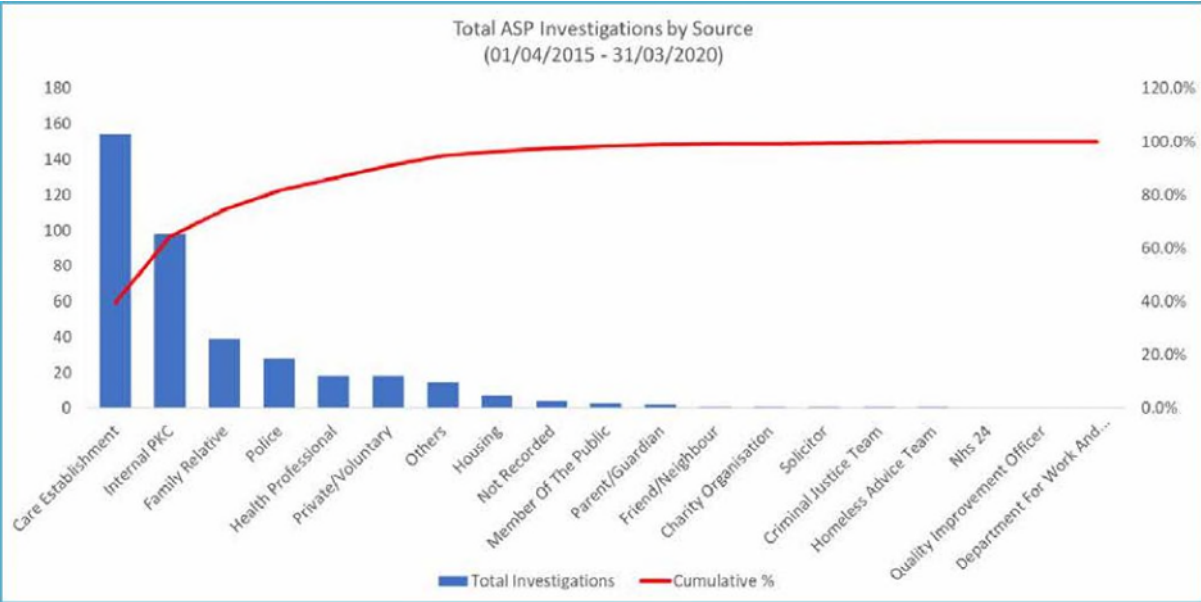


Figure 14: Total ASP Investigations by Source: Pareto Chart

3.1 API Cases by Age Group

Across the 5-year period, the age group 81+ have been associated with a significantly higher proportion of investigations than any other age group (average 43%) (Figure 15).

The apparent increase in the 16-24 year old age group for 2019/20 is due to the very small number of cases involved (6 in 2019/20); which has skewed the % result.

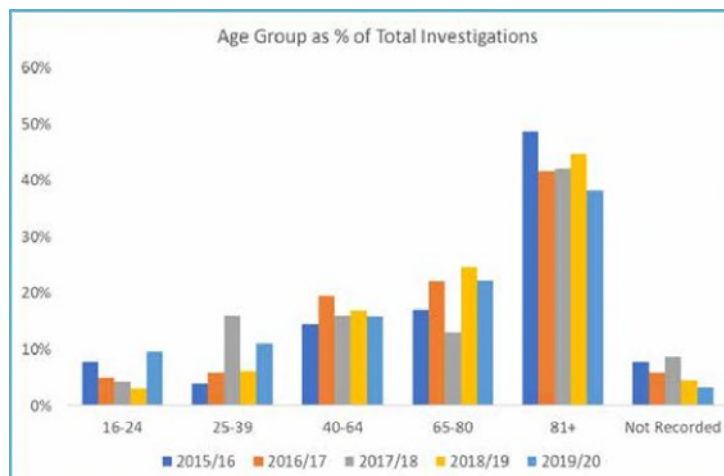


Figure 15: Age Group as a % of Total Investigations

3.2 API Cases by Gender

Over the 5-year period, on average 66% of investigations each year relate to females.

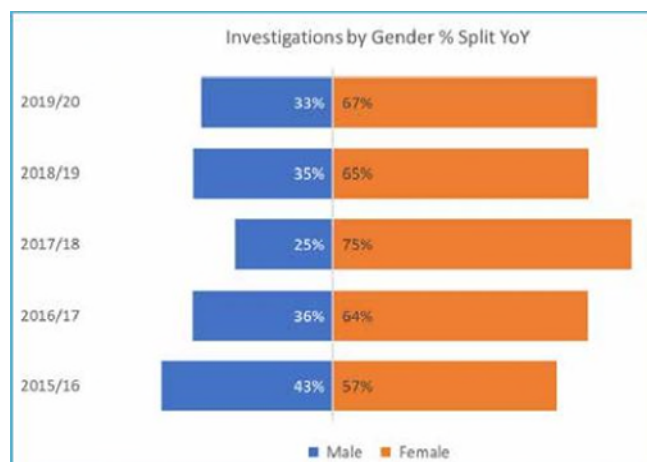


Figure 16: Investigations by Gender % Split YoY

3.3 API Cases by Client Group

Across the 5-year period, 76% of investigations have involved clients with Dementia; Learning Disabilities or Frailty/Illness (Figure 17). There has been a year-on-year upwards trend in clients presenting with Frailty/Illness (Figure 18).

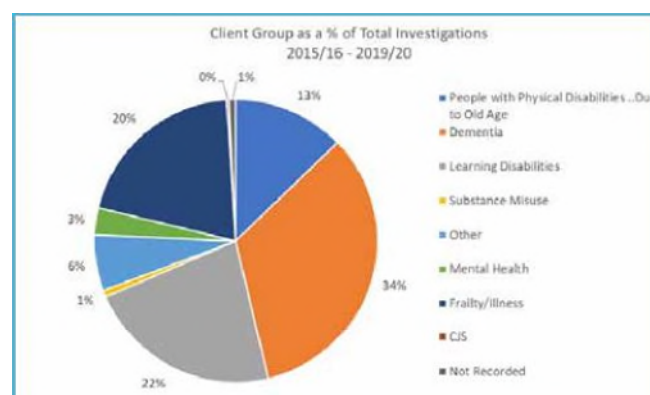


Figure 17: Client Group as a % of Total Investigations

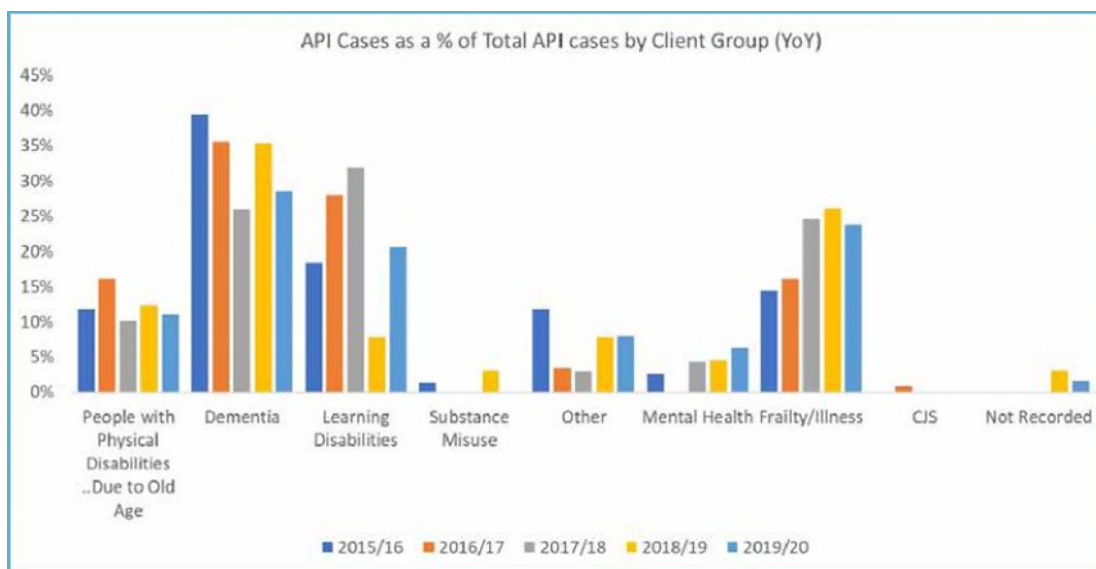


Figure 18: API Cases as a % of Total API Cases by Client Group (YoY)

3.4 Harm Type

Across the 5-year period, Physical Harm constituted 44% of all investigations (Figure 20). However, analysing year-on-year trends, the proportion of cases related to Physical Harm decreases significantly (57%) from 2017/18 to 2018/19 and again for 2019/20 (19%).

Financial Harm-related investigations; however, quadruple from 2017/18 to 2018/19 and increase again in 2019/20 (+9%) (Figure 19). The work done by Police Scotland with financial institutions, such as banks, to raise awareness and build relationships may have contributed to this rise.

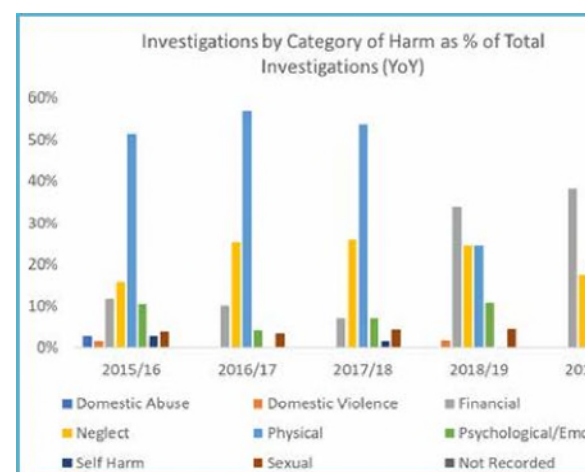


Figure 19: Investigations by Category of Harm as a % of Total Investigations

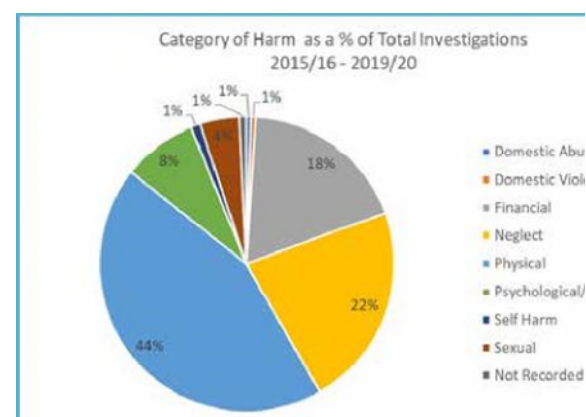


Figure 20: Category of Harm as a % of Total Investigations (5-Year Period)

3.5 Location

From 2016/17, the percentage of investigations that took place in a care home setting has decreased consistently year-on-year (Figure 22). This has been achieved by the team through regular audits, implementing an initiative to attach a mental health nurse to each care home, developing aid memoirs and changing the reporting system.

Investigations related to harm in public places increased 5-fold between 2018/19 and 2019/20: 4 out of 65 investigations during 2018/19, and 21 out of the 63 investigations in 2019/20.

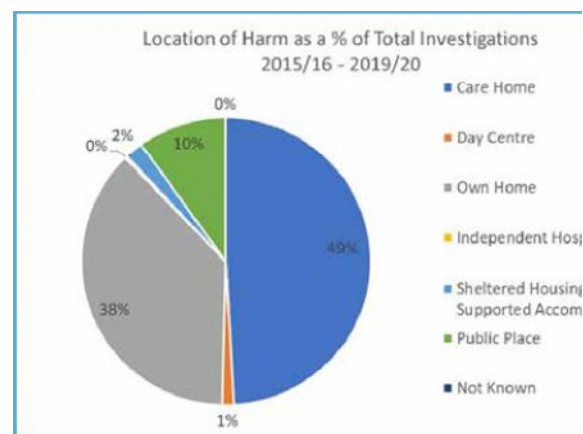


Figure 21: Location of Harm as a % of Total Investigations (Year Period)

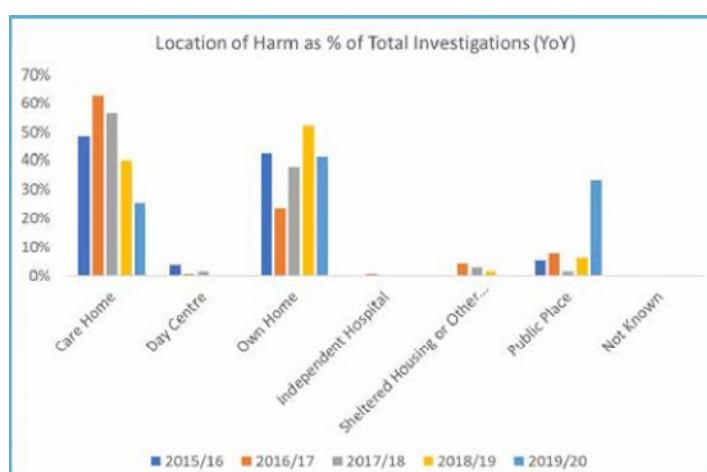


Figure 22: Location of Harm as a % of Total Investigations (5-Year Period)

3.6 Measure of Intervention Success

Responses to the questionnaire question:
Has the intervention been helpful? (Adults at Risk only)

Across the 5-year period, 45% of all respondents confirmed that the intervention had been helpful and 45% lacked the capacity to understand sufficiently to answer to question.

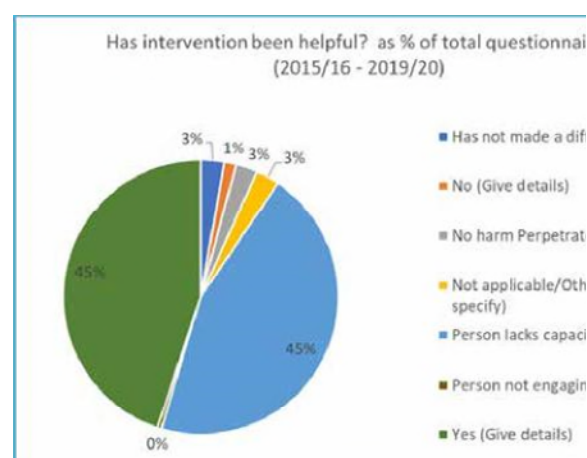


Figure 23: Response to the Question: Has the Intervention Been Helpful? (5-Year Period)

The number of clients who felt the intervention had been helpful, however, decreased from 51% in 2018/19 to 38% in 2019/20 and the number who lacked capacity to understand increased from 34% to 45% in the same period.

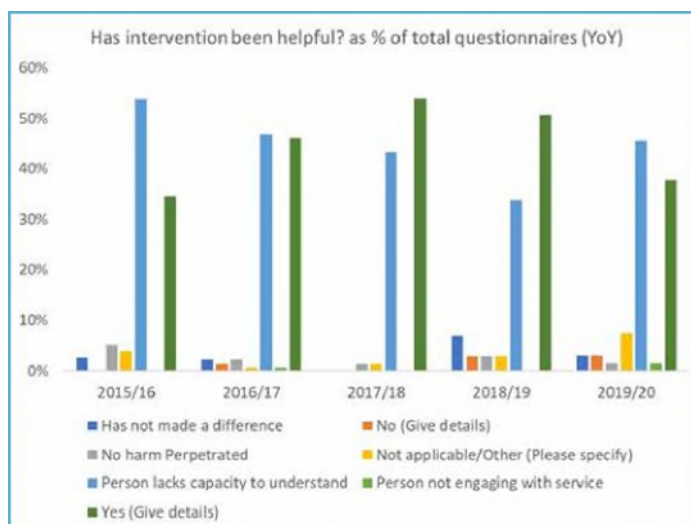


Figure 24: Response to the Question: Has the Intervention Been Helpful? (YoY)

Adult Protection Case Conferences (APCC)

Year on Year Change (%)

Source	2015/16	2016/17	2017/18	2018/19	2019/20
Initial	15	10	8	10	8
Large Scale Inquiry - Initials	0	9	8	0	0
Large Scale Inquiry - Review	0	5	5	2	0
Network Meeting	1	1	0	2	0
Review	12	12	2	10	4
Total	28	37	23	24	12

Source	2015/16	2016/17	2017/18	2018/19	2019/20
Initial	N/A	-33%	-20%	25%	-20%
Large Scale Inquiry - Initials	N/A	0%	-11%	-100%	0%
Large Scale Inquiry - Review	N/A	0%	0%	-60%	-100%
Network Meeting	N/A	0%	-100%	0%	-100%
Review	N/A	0%	-83%	400%	-60%
Total	N/A	32%	38%	4%	-50%

Source: ASP Biennial 2 Year Report (Initial's Copy) and Review's Copy

4 Total Number of Adult Protection Case Conferences (APCC) by Source

Over the 5-year period, 124 APCCs were conducted: 41% resulted from Initial Investigations; 32% from Reviews; 14% from Large-Scale Investigation (LSI) Initials; 10% from Large-Scale Investigation Reviews and 3% from Network Meetings.

Since 2016/17, the number of APCCs has decreased year-on-year. This area of work is currently undergoing an external audit.

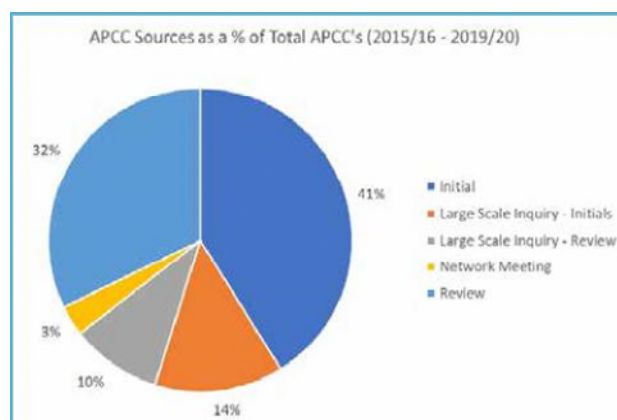


Figure 25: APCC Sources as a % of Total APCCs

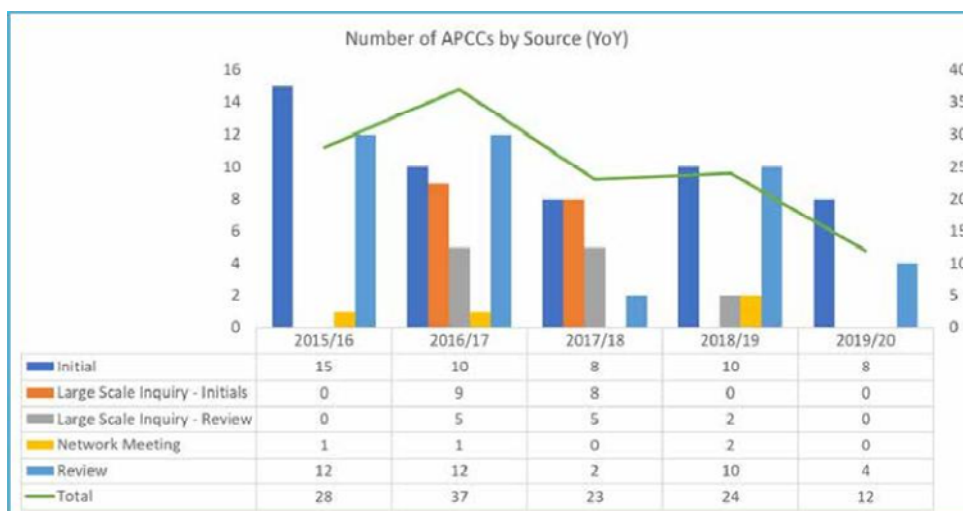


Figure 28: Total Number of APCCs by Source (YoY)

4.1 Outcome for Client of Adult Protection Case Conferences

During 2019/20 a drive was initiated to ensure all Outcomes were recorded.

4.2 Adult Protection Plans

Across the 5-year period, only 19 Adult Protection Plans were recorded; however, there should be at least one Protection Plan per case conference. An action will be taken forward to investigate the low numbers of Protection Plans.

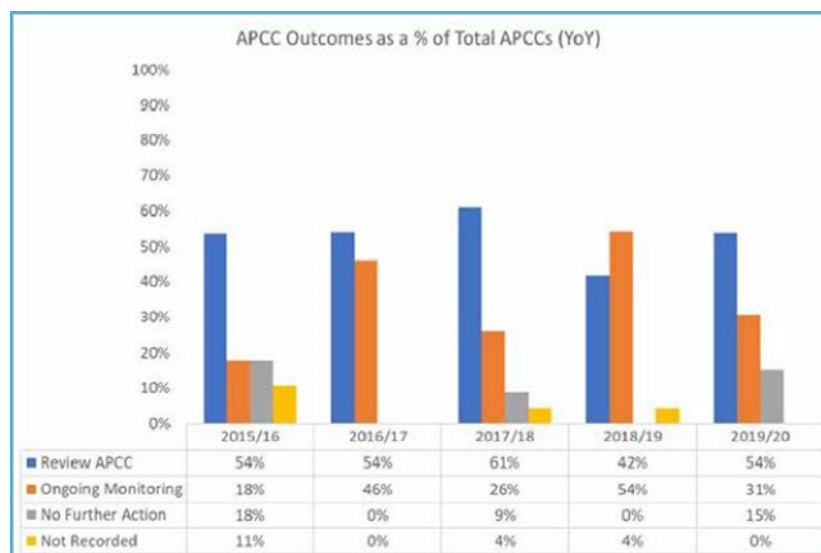


Figure 27: APCC Outcomes as a % of Total APCCs

	2015/16	2016/17	2017/18	2018/19	2019/20
Completed	0	2	2	3	9
Planner Ended	0	0	0	0	1
Ongoing	0	0	0	0	1
Not Recorded	0	0	1	0	0
Total	0	2	3	3	11



4.3 Protection Orders

May 2015: Banning order applied for and granted.

This order was requested to prevent a son visiting his 85-year-old mother who experiences physical and mental health issues. The banning order was to prevent financial exploitation by the son against his mother.

August - September 2016: Banning order applied for and granted.

A temporary/full banning order was requested to prohibit two acquaintances visiting a man with disabilities who was being financially targeted.

May - July 2017: Banning order applied for and granted.

Another temporary/full banning order was requested to prohibit two acquaintances visiting a man with disabilities who they had previously targeted and were currently exploiting for financial gain.



Adult Support and Protection Improvement Plan 2020-2021

The Perth and Kinross Adult Protection Committee and partners are committed to continuous improvement through self-evaluation and the work of the sub-committee.

Vision

People have the right to live as independently as possible in a safe environment; to be free from harm; to have their wishes and feelings taken into account; and to have the minimal amount of intervention in their personal lives.

Purpose

To support and protect adults who may be at risk of harm or neglect and who may not be able to protect themselves.

Local Context

Under the auspices of the [Community Planning Framework](#) are the key strategic plans for all services in Perth and Kinross to improve the lives of vulnerable people by ensuring:

- *resilient, responsible and safe communities;*
- *people in vulnerable circumstances are protected;*
- *longer healthier lives for all.*

The Work of the Adult Protection Committee (APC)

The work of Perth and Kinross Adult Protection Committee is fundamental to ensuring better outcomes for vulnerable people who are at risk of harm, neglect and exploitation.

The National Improvement Framework for Adult Support and Protection underpins the work of the APC.

Areas are:

- | | |
|------------------------|------------------------|
| 1 Assurance | 4 Policy and Guidance |
| 2 Governance | 5 Practice Improvement |
| 3 Data and Information | 6 Prevention |

Indicators for risk in the Improvement Plan:

RAG Legend - Red Amber Green

R

Red: There are **significant** issues and/or risks that are impacting on the action/task right now = we are not delivering the action/task on time/scope/budget

A

Amber: There are **some** issues and/or risks that are impacting on the action/task if not fixed = we are at risk of not delivering the action/task on time/scope/budget

G

Green: There are **no** issues and/or risks impacting on the action/task which is progressing according to plan = we are delivering the action/task on time/scope/budget

Action/Task	Strategic Lead	Timescale		RAG
Areas Based on National ASP Improvement Plan				
1 Assurance				
1.1 Develop an effective multi-agency data framework that informs practice and identifies areas for improvements.	<i>Independent Chair</i>	September 2020	<ul style="list-style-type: none"> Tayside reporting framework draft developed and awaiting feedback from APCs. Multi-agency data mapped across Perth and Kinross. 	G
1.2 Develop self-evaluation framework and embed national improvement plan indicators.	<i>APC and APC Sub-Group</i>	March 2020 Completed	<ul style="list-style-type: none"> Scottish Government published National Improvement Framework - plan adapted to reflect national areas. 	G
2 Governance				
2.1 Adult protection embedded in clinical and care governance framework.	<i>Independent Chair</i> <i>Chief Social Work Officer</i> <i>Head of Service</i> <i>ASP Co-ordinator</i>	Ongoing	<ul style="list-style-type: none"> Currently have indicators for ASP. Part of reporting structure for Annual reports. Quarterly updates on LSI and identified risks. 	G
2.2 Strategic linkage and support for adult protection through Chief Officers' programme.	<i>Independent Chair</i>	Ongoing	<ul style="list-style-type: none"> Chair of APC attends COG. Chair of APC meets regularly with Chief SWO and CEO of Perth & Kinross Council. Chair of APC reports to Council and IJB on ASP activity. 	G

Action/Task	Strategic Lead	Timescale		RAG
2 Governance <i>(continued)</i>				
2.3 Recruitment and retention of appropriately skilled and trained staff.	<i>Chief Social Worker</i> <i>Head of Social Work & Social Care</i> <i>Independent Chair</i>	Ongoing	<ul style="list-style-type: none"> • Tabled at Care & Clinical Governance Group. • Tabled at senior management meetings. 	A
2.4 Make effective links and reporting structure with hosted services	<i>Chief Social Worker</i> <i>Head of Social Work & Social Care</i> <i>IJB Chief Executive</i> <i>Independent Chair</i>	Ongoing	<ul style="list-style-type: none"> • Tabled at Care & Clinical Governance Group. • Tabled at senior management meetings. 	A
3 Data and Information				
3.1 Review and update the current adult protection performance outcome data set.	<i>Independent Chair</i> <i>APC</i> <i>APC Sub-Group</i>	Ongoing	<ul style="list-style-type: none"> • Further outcome-focused indicators to be identified. • Measurement of service user and carer experience. 	G
4 Policy and Guidance				
4.1 IRD process.	<i>APC and APC Sub-Group</i>	December 2020	<ul style="list-style-type: none"> • Paper presented at March APC. • Tayside meeting 27 May. • P7K to develop process for discussion. 	G
4.2 COVID-19 processes and operational guidance.	<i>APC and APC Sub-Group</i>	May 2020 Completed September 2020	<ul style="list-style-type: none"> • ASP operational staff guidance developed. • Explore virtual platforms for APCC and develop guidance. 	G
4.3 Self-Neglect and Hoarding Tayside policy.	<i>APC and APC Sub-Group</i>	September 2020	<ul style="list-style-type: none"> • Update existing policy to include updated research and training. 	G
5 Practice Improvement				
5.1 Review and strengthen referrals to Independent Advocacy.	<i>APC Sub-Group</i>	September 2020	<ul style="list-style-type: none"> • To be included in reporting framework. • Inclusion in ASP training courses. 	G

Action/Task	Strategic Lead	Timescale		RAG
5 Practice Improvement <i>(continued)</i>				
5.2 Engagement with adults at risk and carers/families.	<i>Independent Chair</i> <i>ASP Co-ordinator</i>	September 2020	<ul style="list-style-type: none"> Keys to life group. PKAVS - Ethnic Minority Hub, meeting with religious leaders. Perth College. 	G
5.3 Reviewing processes.	<i>ASP Co-ordinator</i>	Completed 2018 December 2020	<ul style="list-style-type: none"> Conversion rate from ASP investigations to APCC report. Arrange external audit. 	G
5.4 Impact of COVID - disruption of key processes/increased demand for services.	<i>Independent Chair</i> <i>ASP Co-ordinator</i> <i>Head of Adult Social Care & Social Work</i>	Ongoing	<ul style="list-style-type: none"> Weekly monitoring of AS cases and referrals. Update processes and operational guidance for visits etc. 	G
6 Prevention				
6.1 Learning from local and national adverse events.	<i>APC Sub-Group</i> <i>Grace Gilling</i>	September 2020	<ul style="list-style-type: none"> Presentation at APC in September on Tayside SCR. Report to HSCP management teams and updated on adverse event register. 	G
6.2 Staff learning and development.	<i>APC Sub-Group</i> <i>ASP Leads in Tayside</i>	Ongoing	<ul style="list-style-type: none"> Develop a minimal learning standards framework across Tayside - draft completed to be tabled at APC March 2020. Courses developed and delivered jointly - defensible decision-making, 3 Act training. Provide access to more courses on trauma-informed practice. 	G
6.3 Links with relevant protecting people partners.	<i>APC</i> <i>APC Sub-Groups</i>	Ongoing	<ul style="list-style-type: none"> Regular review of APC membership. ASP Co-ordinator member of Protecting People Co-ordinators' Group. 	G

Action/Task	Strategic Lead	Timescale		RAG
7 COVID-19 Impact				
7.1 Care homes are under pressure to perform their normal duties and responsibilities because of pressures from COVID-19.	APC	Ongoing	<ul style="list-style-type: none"> Impact of reduced visits, external scrutiny and monitoring of quality of care provided. Daily contact from contracts team. Additional supports have been put in place by NHS Tayside and PKC. 	R
7.2 Withdrawal of external protective supports and home visits to vulnerable adults and families.	APC Head of Service	Ongoing	<ul style="list-style-type: none"> Staff are alert to individuals who are shielding/self-isolating. Daily Contacts from Council. Increased communications via Social Media. 	R

APC Self Evaluation Audit

No	When (Start Date)	APC Self-Evaluation Activity and Lead Person	Key APC Outputs	Target Date for APC
1	16 May 2018	VPR/AP Concern Audit	Ensuring effective decision-making	Tabled at APC September 2018
2	30 August 2018	NHS Audit <i>Grace Gilling/Mary Notman</i>	Involvement of key agencies	Tabled at APC December 2018
3	30 July 2018	Biennial Report completed <i>Mary Notman</i>	Evaluation Report	Tabled at APC meeting on 30 August 2019
4	26 November 2018	APC Risk Workshop	Risk profile	Tabled at APC March 2019
5	30 November 2018	Attended P&K GP Forum to discuss to involvement with ASP National meetings 26 September 2018 and 26 March 2019	Updated draft guidance on GP involvement	In progress nationally - final draft out for consultation
6	11 December 2018	Visit to North Ayrshire to discuss ASP Thematic Inspection	Paper produced on learning points	Tabled at APC March 2019
7	25 January 2019	Mrs Ellen Ash SCR Presentation	Paper produced on learning points	Tabled at APC on 8 March 2019

No	When (Start Date)	APC Self-Evaluation Activity and Lead Person	Key APC Outputs	Target Date for APC
8	30 January 2019	Multi-Agency Audit at Highland House <i>Mary Notman</i>	Audit on processes, outcomes and involvement of key people and agencies	Tabled at APC on 8 March 2019
9	15 May 2019	VPD/AP Concern Audit <i>Mary Notman</i>	Audit to check recording, response, decision-making and adherence to processes	Tabled at APC September 2019
10	16 January 2020	Multi-Agency Case File Audit Pullar House	Audit on processes, outcomes and involvement of key people and agencies	Tabled at APC March 2020
11	29 May 2020 <i>Rearranged 25 June 2020</i>	VPR/AP Concern Audit	Internal audit on effectiveness of initial responses	Postponed due to COVID-19

Key ASP Dates

20 February *National ASP Day*

15 June *Elder Abuse Awareness Day*

1 October *International Older Person Day*

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(PKC Design Team - 2020218)

	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
JANUARY					1	4	5 LRB (10.30am)	6	7	8	11 Property Sub (10.00am)	12	13 P&DM (10.00am)	14 Licensing (10.00am)	15	18	19	20 LL (9.30am)	21	22	25	26 E&I (9.30am)	27 SP&R (9.30am)	28 Licensing Board	29
FEBRUARY	1 Attendance Sub (10.00am)	2 LRB (10.30am)	3 H&C (9.30am)	4	5	8 Appeals Sub (9.00am)	9 P&DM (10.00am)	10 Scrutiny (9.30am)	11	12	15 Property Sub (10.00am)	16	17 Audit (9.30am)	18 Licensing (10.00am)	19	22 Common Goods (9.30am)	23	24 Council (9.30am)	25 JCC (10am)	26					
MARCH	1	2 LRB (10.30am)	3	4	5 Special Council (Indicative) (9.30am)	8 CHS&W (10.00am)	9	10 P&DM (10.00am)	11 Licensing Board	12	15 E&I (9.30am)	16 JNC (2.30pm)	17 LL (9.30am)	18	19	22 LL Insp (10.00am)	23	24 SP&R (9.30am)	25	26	29 H&C (9.30am)	30 LRB (10.30am)	31 Scrutiny (9.30am)		
APRIL				1 Audit (9.30am)	2	5	6	7 P&DM (10.00am)	8 Licensing (10.00am)	9	12	13	14	15	16	19 Appeals Sub (9.00am) Property Sub (10.00am)	20	21 Council (9.30am)	22 Licensing Board	23	26 Common Goods (9.30am) Attendance Sub (10.00am)	27 LRB (10.30am)	28	29	30
MAY	3	4	5 P&DM (10.00am)	6	7	10	11	12 Scrutiny (9.30am)	13	14	17	18	19 E&I (9.30am)	20	21	24 LL Insp (10.00am)	25 LRB (10.30am)	26 LL (9.30am)	27 Licensing Board JCC (10am)	28	31 H&C (9.30am)				
JUNE		1 P&DM (10.00am)	2 SP&R (9.30am)	3 Licensing (10.00am)	4	7 Appeals Sub (9.00am) CHS&W (10.00am)	8 Audit (9.30am)	9 Scrutiny (9.30am)	10	11	14 Property Sub (10.00am) Attendance Sub (10.00am)	15 JNC (AGM) (2.30pm)	16 Council (9.30am)	17	18	21 Common Goods (9.30am)	22 LRB (10.30am)	23	24	25	28	29 P&DM (10.00)	30 Audit (9.30am)		

Recess Periods (all inclusive)

End of Cycle

Office Closed

- E&I

P&DM

H&C

LL

SP&R

LRB

JCC

CHS&W

JNC

LL Insp
- = Environment & Infrastructure Committee

= Planning and Development Management Committee

= Housing & Communities Committee

= Lifelong Learning Committee

= Strategic Policy and Resources Committee

= Local Review Body

= Employees Joint Consultative Committee

= Corporate Health, Safety and Wellbeing Consultative Committee

= Joint Negotiating Committee for Teaching Staff

= Lifelong Learning Executive Sub-Committee

Note: Meetings of the Appeals Sub-Committee and Attendance Sub-Committee are indicative dates.

DRAFT



SCHEME OF ADMINISTRATION

Council Building
2 High Street
Perth PH1 5PH

Effective from 4 January 2021 ~~1 August 2020~~

SCHEME OF ADMINISTRATION

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PERTH & KINROSS COUNCIL

SCHEME OF ADMINISTRATION

Arrangements for the discharge of the functions of the Council in terms of Section 56 of the Local Government (Scotland) Act 1973

SECTION 1 – GENERAL

Purpose

- 1.1 The Scheme regulates:-
- The constitution and membership of the Committees of the Council;
 - The functions of the Committees of the Council;
 - The delegation to Committees to exercise the functions of the Council;
and
 - The delegation to officers to exercise the functions of the Council

Commencement

- 1.2 The Scheme shall apply with effect from 4 January 2021.

Interpretation

- 1.3 The Interpretation Act 1978 shall apply to the interpretation of the Scheme as it would apply to the interpretation of an Act of Parliament.

Definitions

- 1.4 In the Scheme the following words shall have the meanings assigned to them, that is to say:

“the 1973 Act” means the Local Government (Scotland) Act 1973, as amended;

“the 1994 Act” means the Local Government etc. (Scotland) Act 1994;

“Council” means the Perth and Kinross Council incorporated under the 1994 Act.

‘Chief Executive’ means the Chief Executive appointed by the Council.

‘Executive Director’ means any Executive Director appointed by the Council.

‘Provost’ means the civic head appointed by the Council.

Alteration of Scheme

- 1.5 Subject to the provisions of the 1973 Act, the Council shall be entitled to amend, vary or revoke the Scheme from time to time.
- 1.6 The Chief Executive shall have the power to alter the Scheme to correct any textual or minor errors, or to make any consequential amendments required as a result of a decision of the Council. Any such alteration shall be notified to the Head of Legal and Governance Services and made to the version of the Scheme retained by the Head of Legal and Governance Services.

Committees

- 1.7 Subject to the provisions of the 1973 Act or any other Act or statutory order relating to the appointment of Committees, the Council will appoint and maintain the following Committees:-

Audit Committee
 Environment and Infrastructure Committee
 Housing and Communities Committee
 Licensing Committee
 Lifelong Learning Committee
 Planning and Development Management Committee
 Local Review Body
 Pre-determination Committee
 Scrutiny Committee
 Strategic Policy and Resources Committee

Together with:-

10 Common Good Fund Committees:-

- Aberfeldy Common Good Fund Committee
- Abernethy Common Good Fund Committee
- Alyth Common Good Fund Committee
- Auchterarder Common Good Fund Committee
- Blairgowrie Common Good Fund Committee
- Coupar Angus Common Good Fund Committee
- Crieff Common Good Fund Committee
- Kinross Common Good Fund Committee
- Perth Common Good Fund Committee
- Pitlochry Common Good Fund Committee

- 1.8 The respective Committees of the Council will have the constitution, quorum, terms of reference and delegated powers hereinafter specified under the appropriate section of the Scheme.
- 1.9 The Council may from time to time appoint such other Committees, Sub Committees etc. and/or Working Parties with such constitution, quorum, terms of reference and delegated powers as the Council may decide.

- 1.10 Functions are also delegated to the Perth and Kinross Integration Joint Board, which is a statutory body constituted in terms of The Public Bodies (Scotland) (Integration Joint Board Establishment) (Scotland) Order 2015.
- 1.11 The remit, membership and operation of the Local Negotiating Committee for Teachers will be as previously determined by Council and as stated within its Constitution.

SECTION 2 - PROVISIONS RELATING TO COMMITTEES

Appointments to Committees

- 2.1 The provisions of this Section of the Scheme shall apply to the Committees of the Council. The Committees referred to in Paragraph 1.6 above shall be appointed at the first meeting of the Council following the ordinary election of Councillors in an election year. Subject to the right of the Council to make changes in the membership of the Committees at any time, on being appointed to a Committee, a member shall continue to be a member of that Committee until the day of the next ordinary election of Councillors or until they cease to be a member of the Council. Any member of the Council has the right to resign from any Committee.
- 2.2 Any person not being a member of the Council, who in terms of this Scheme is appointed as a member of any Committee shall, subject to the right of the Council to make changes in the membership of any Committee, be a member of that Committee from the day of their appointment until the day of the next ordinary election of Councillors.
- 2.3 Council members of Committees and Sub-Committees shall be appointed having regard, so far as is reasonably possible, to the political groups represented on the Council.

Casual Vacancies

- 2.4 Casual vacancies occurring in any Committee shall be filled at the earliest practicable meeting of the Council after the vacancy occurs or in the case of a Sub-Committee at the earliest practicable meeting of the relevant Committee.

Right of Council to Review

- 2.5 The decisions of the Committees on all functions excluded from delegation under either the general exclusions below or any specific exclusion in respect of a particular Committee, shall be subject to review by the Council in accordance with the provisions of [Standing Orders](#). The Council may at any time review a Committee's Terms of Reference and direct that a function should be specifically excluded from delegation to a Committee.

Power of Council to Refer a Matter to a Committee

- 2.6 Notwithstanding the reference to one Committee of any function, and without prejudice to any statutory provisions, the Council shall have power to refer any function on a particular occasion specifically to another Committee when by reason of the nature of the question the Council considers it should be so referred.

Functions Referred to Two or More Committees

- 2.7 Where any question arises out of, or is connected with, the functions referred to two or more Committees, the Chief Executive in consultation with the relevant conveners will determine which Committee will deal with the issue.

Appointment of Sub-Committees

- 2.8 A Sub-Committee appointed by a Committee may consist in part of persons not being members of the Council, but at least two-thirds of the members of any such Sub-Committee shall be members of the Council; provided that a Sub-Committee of the Lifelong Learning Committee when dealing with educational matters may comprise up to one-half of persons who are not members of the Council.

~~* The Social Work Complaints Review Committee will remain in existence solely to deal with complaints submitted prior to 1 April 2017 and thereafter will be dissolved. Until dissolved it will report to the Scrutiny Committee and its remit, membership and operation will be as previously decided by Council.~~

- 2.9 Without prejudice to the foregoing, each Committee, with the exception of the Planning and Development Management Committee, the Licensing Committee and the Scrutiny Committee, shall appoint an Executive Sub-Committee with delegated powers to decide any matter which would normally be decided by the Committee but which, by reason of urgency, requires to be decided prior to the next scheduled meeting of the Committee.

Terms of Reference

- 2.10 All functions detailed under the Terms of Reference for a Committee shall stand delegated to that Committee with the exception of those general exclusions detailed below and any specific exclusion detailed in respect of a particular Committee.
- 2.11 Notwithstanding the foregoing, a Committee or Sub-Committee, not being one referred to in **Standing Order 28 of the Council's [Standing Orders](#)**, may, in making any decision upon a matter which has been delegated to it by this Scheme, agree that the decision should be in the form of a recommendation to the Council for its approval or that the decision should be referred simpliciter to the Council for its decision.

Delegated Functions

- 2.12 Except otherwise specified herein, subject to the provisions of the 1973 Act, any other relevant statute, where any function of the Council is delegated to a Committee, the Committee will have the power to exercise the function as the Council would have exercised it had there been no delegation.

General Exclusions from Delegation to Committees

POWERS RESERVED TO COUNCIL

- 2.13 The powers reserved to the Council include those which must be reserved in terms of statute and those which the Council has chosen to reserve. Powers which are not reserved are delegated in accordance with the provisions of this Scheme, save as the Council otherwise directs.
- 2.14 The following is a comprehensive list of what is reserved to the Council, categorised as statutory and non-statutory:

Statutory Reservations

Local Government (Scotland) Act 1973

- To change the name of the Council. **(Section 23)**
- To approve reasons for the non-attendance of Councillors at meetings (Section 35)
- To set Council Tax. **(Section 56(6))**
- To appoint Committees (including Panels). **(Section 57)**
- To promote and oppose private legislation. **(Section 82)**

Local Government and Housing Act 1989

- To consider reports by the Head of Paid Service **(Section 4)**
- To consider reports by the Monitoring Officer **(Section 5)**

Local Government etc (Scotland) Act 1994

- To appoint the Convener and Depute Convener of the Council and to decide on their titles (currently known as Provost and Depute Provost). **(Section 4)**

Licensing (Scotland) Act 2005

- To decide whether or not to divide the Council's area into licensing divisions and to appoint Members to the Licensing Board. **(Section 5)**

Town & Country Planning (Scotland) Act 1997

- To determine planning applications which are (a) national developments or (b) major developments which are significantly contrary to the Development Plan, such applications having first been the subject of consideration by a Pre-Determination Hearing.

Local Authority Accounts Regulations

- To receive the certified abstract of the Council's Audited Statement of Accounts.

General

- Taking any other decisions which cannot by law be delegated to a Committee or an Officer.
- Any other functions or matters which may from time to time be reserved to the Council by law.

Non Statutory Reservations

Elections

- To consider matters relating to the fixing or amendment of the Council's geographic boundaries, its electoral boundaries and wards or matters relating to the fixing or amendment of the boundaries of the Scottish and Westminster Parliamentary Constituencies lying wholly or partly within the Perth & Kinross Council area.
- Determining all matters relating to elections which are not the responsibility of the Returning Officer (the person appointed to administer elections in accordance with the Representation of the People Act 1983).

Councillors' Allowances

- To determine and keep under review a Scheme of Members' Allowances and to determine all matters relevant to the level of Councillors' allowances.

Codes of Conduct

- To determine any issues relating to the maintenance of standards and conduct of Councillors and Officers, subject to any overriding legislative provisions.

Committee Structure & Corporate Governance Arrangements

- To fix and amend the constitution, membership and functions of Committees, and, to appoint and remove Conveners, Vice-Conveners and members of Committees.
- To select and deselect, members to serve on and/or to represent the Council on other bodies where such power is not expressly delegated to a Committee.

- To fix and amend a programme of Council, Committee and Sub-Committee meetings, subject to the provisions of the Council's [Standing Orders](#) for the regulation of proceedings and business.
- To appoint and remove members to serve on Joint Committees, Joint Boards and external organisations.
- To make and amend a Scheme of Administration detailing terms of reference for, and delegations to, Committees, Sub-Committees and Officers of the Council.
- To make and amend [Standing Orders](#) for the regulation of proceedings and business.
- To make and amend Financial Regulations.
- To delegate a power or duty of the Council to, or to accept a delegated power from, any other local authority.
- To determine whether to co-operate or combine with other local authorities in providing services.

Resources – Financial

- To determine the Council's annual revenue budget and capital programme, other than the specific delegation to the Housing and Communities Committee regarding the Housing Revenue Account.
- To incur revenue or capital expenditure which is not contained within the overall budgetary provision of the Council and which requires supplementary estimates.
- To make arrangements in accordance with the CIPFA Code of Practice on Treasury Management and the Council's Financial Regulations for the borrowing of monies required by the Council and the investment of any surplus funds accrued by the Council. To make arrangements for the administration of the Council's Loans Fund to include consideration of Annual Treasury Strategy and policies (including approval of all loans), the mid-year report and annual report on Treasury Management.

Chief Officers & Statutory Appointments

- To determine the process for selection, appointment, disciplinary action or dismissal of the Chief Executive.

Land Use Planning

- To exercise the functions of the Council as a Joint Strategic Development Planning Authority which are subject to the provisions of the Minute of Agreement among Angus, Dundee City, Perth and Kinross and Fife Councils in relation to the Dundee, Perth, Angus and North Fife Strategic Development Plan Authority.
- The preparation, review, amendment and adoption of the Local Development Plan.

Community Councils

- The preparation, review, amendment and adoption of the Scheme of Establishment for Community Councils.

Common Seal/Coat of Arms

- To authorise the use of the Council's Common Seal and Coat of Arms.

Standing Orders

- 2.15 Meetings of the Council, Committees and Sub-Committees will be conducted in accordance with the Council's [Standing Orders](#) regulating the proceedings and business at meetings.

Timetable

- 2.16 The ordinary meetings of the Council, Committees and Sub-Committees will be held in accordance with a timetable determined by the Council from time to time.

Minutes of Committees

- 2.17 Items that are marked with an asterisk in the minutes of Committees or Sub-Committees are items for the approval of the Council and all other items are submitted for the information of the Council.

Reports to Committees or Sub-Committees

- 2.18 Only those reports which require a decision to be taken by a Committee or Sub-Committee of the Council, or are necessary to enable the Committee or Sub-Committee to discharge its business, will normally be included on the agenda of any Committee or Sub-Committee. It shall be delegated to the Chief Executive to make the final determination on whether or not an item of business should be included on an agenda. Any reports which are for information only will normally be circulated to all members of the Council by the Head of Legal and Governance Services.

Appointment of Working Groups Involving Members

- 2.19 Working Groups may be set up by the Council, Committees or Sub-Committees to allow members to work with relevant officers, and invited members of the public and other agencies to draft policy, or to monitor a particular activity, or for another reason.
- 2.20 The Council, Committee or Sub-Committee shall determine the membership of the Working Group.
- 2.21 The Council, Committee or Sub-Committee shall determine and may adjust, the remit of the Working Group, including its expected life span.
- 2.22 Any matter may be referred by the Council, Committee or Sub-Committee to a Working Group, but no Working Group may take a decision on behalf of the Council, Committee or Sub-Committee.
- 2.23 If a Working Group identifies or considers a matter which requires a decision, a report shall be submitted to the Council, Committee or Sub-Committee by the lead officer.
- 2.24 The Convener of a Working Group shall regulate the conduct of business at meetings, and shall ensure that all members receive a fair hearing. The Council's [Standing Orders](#) shall not apply to Working Groups.
- 2.25 A member of a Working Group who is unable to attend a meeting may appoint substitute member to attend in their place.
- 2.26 A member who has not been appointed to a Working Group but who wishes to attend a meeting of the Working Group either as an observer or with a view to contributing to the discussion at the meeting, should seek approval in advance from the Convener of the relevant Working Group.

3. STRATEGIC POLICY AND RESOURCES COMMITTEE

Membership

- 3.1 The Strategic Policy and Resources Committee shall consist of fifteen members of the Council and the Convener of the Council in an ex-officio capacity.

Quorum

- 3.2 Four members of the Committee shall constitute a quorum.

Terms of Reference

- 3.3 There shall stand referred to the Strategic Policy and Resources Committee the following functions:

General

- 3.4 To determine strategic policy objectives and priorities for the Council.
- 3.5 To consider matters arising from or in connection with any local government associations.
- 3.6 To consider all other matters not specifically referred to any other Committee other than those referred to the Council.

Community Planning and Community Empowerment

- 3.7 To determine the Council's policies to fulfil its statutory role in relation to Community Planning and community empowerment.

Continuous Improvement

- 3.8 To determine and oversee the implementation of the Council's policies in relation to the achievement of Best Value.
- 3.9 Without prejudice to the duties and responsibilities and delegated authority of other Committees, to review the performance and effectiveness of all the Council's work and the standards and level of service provided; to review the need to retain existing services; and to co-ordinate where necessary all the matters referred to in this sub-paragraph in respect of the Committees and Services of the Council.
- 3.10 To ensure that the organisation and management processes of the Council make the most effective contribution to the achievement of the Council's objectives; to keep them under review in the light of changing circumstances, making recommendations as necessary for change in either the Committee or management structure, or the distribution of functions and responsibilities.

Health and Social Care

- 3.11 To consider and determine the Council's position as a partner on matters related to the operation of the Perth and Kinross Integrated Joint Board and which are required to be agreed between the Council and NHS Tayside in terms of the Public Bodies (Joint Working) (Scotland) Act 2014 and the [Perth and Kinross Integration Scheme](#), being an agreement between Perth and Kinross Council and Tayside NHS Board approved by Scottish Ministers in March 2015.

Health

- 3.12 To promote and develop relationships with local health and social care agencies and to work in partnership to ensure the provision of health services for people living in Perth and Kinross.
- 3.13 To monitor and respond to the activities and policies of NHS Tayside and other agencies as they affect health services for people living in Perth and Kinross.

Adult Protection

- 3.14 To oversee the work of the Adult Protection Committee in relation to the Adult Support and Protection (Scotland) Act 2007 and all related subordinate legislation.

Land Use Planning

- 3.15 To exercise the functions of the Council in relation to Development Plans, including functions described in Part II of the Town and Country Planning (Scotland) Act 1997 as amended by the Planning Etc. (Scotland) Act 2006 and all related subordinate legislation; with the exception of those functions conferred on the Council as a Joint Strategic Development Planning Authority which are subject to the provisions of the Minute of Agreement among Angus, Dundee City, Perth and Kinross, and Fife Councils in relation to the Dundee, Perth, Angus and North Fife Strategic Development Plan Authority.

Economic Development

- 3.16 To exercise the functions of the Council in relation to economic development, including the functions provided for in Sections 171A, 171B, 171C and 176 of the 1994 Act, and all related subordinate legislation.
- 3.17 To develop measures to support and promote economic activity in the Council's area including the Council's schemes of financial assistance to businesses, trade development initiatives, advice and assistance to businesses and the attraction of inward investment.
- 3.18 To determine the Council's economic development policy in relation to the control and management of Perth Harbour.

International Links/Initiatives

- 3.19 To consider European Union affairs affecting Perth & Kinross.
- 3.20 To consider international links and liaison on economic twinning arrangements

Arts and Cultural Services / Sport and Leisure Services / Library and Archive Services

- 3.21 To determine the Council's relationship with the organisations providing arts & cultural services, sport & leisure services and library and archive services on behalf of the Council.

Third Sector

- 3.22 To develop co-operation between the Council and the third sector and to assist and promote the work undertaken by the Sector.

Financial Assistance

- 3.23 To consider recommendations for requests for financial assistance above £50,000 and to oversee the implementation of the Code of Guidance on External Bodies and Following the Public Pound.

Equalities & Diversity

- 3.24 To determine the Council's policies in relation to the advancement of equality of opportunity, in relation to both the functions of the Council and the wider community in Perth and Kinross, to eliminate unlawful discrimination, harassment and victimisation and foster good relations as required by the Equality Act (2010).

Financial Resources

- 3.25 To oversee the management of the Council's financial resources.
- 3.26 To advise the Council on the Revenue Budget, Capital Programme and Council Tax.
- 3.27 To consider the draft version of the Council's accounts.
- 3.28 To approve adjustments to management budgets in excess of £100,000.
- 3.29 To approve all adjustments to management budgets between Service and / or corporate budgets.
- 3.30 To oversee the arrangements for the collection of the Council Tax and other monies due to the Council.

- 3.31 To oversee the arrangements for all insurances.
- 3.32 To oversee the arrangements for risk management.

Corporate Asset Management

- 3.33 To determine and oversee the implementation of the Council's policies in relation to the management of its Property, Greenspace, Roads, Fleet, and Information Systems & Technology assets.
- 3.34 To consider the acquisition and disposal of the Council's assets

Human Resources

- 3.35 To determine employment policies and procedures and oversee workforce management and development.

Civic Services

- 3.36 To consider matters relating to civic heritage and ceremony (including town twinning) and hospitality.

Corporate Communications

- 3.37 To determine and oversee the implementation of the Council's policies in relation to communication.

Community Councils

- 3.38 To exercise the functions of the Council in relation to Community Councils.

Registration of Births, Deaths, Marriages, Civil Partnerships and Other Life Events

- 3.39 To exercise the functions of the Council as local Registration Authority for the purposes of the Registration of Births, Deaths and Marriages (Scotland) Act 1965, Marriage (Scotland) Act 1977, Civil Partnership Act 2004 and the Local Electoral Administration and Registration Services (Scotland) Act 2006, and all related subordinate legislation.

Contracting, Tendering and Procurement

- 3.40 To determine the Council's procurement strategy, and oversee the arrangements for ensuring effective procurement practice, both for the Council's own activities, and also shared procurement at Tayside and national level.

Sub-Committees

3.41 The Committee shall appoint the following Sub-Committees:

1. Executive Sub-Committee

Comprising five members of the Committee.

Terms of Reference

It shall be delegated to the Sub-Committee to decide any matter which would normally be decided by the Committee, but which, by reason of urgency, requires to be decided prior to the next scheduled meeting of the Committee.

To determine requests from Chief Officers for flexible retirement, voluntary early retirement on grounds of efficiency of the Service or redundancy.

2. Appointments Sub-Committee

*Comprising four members of the Committee and the Convener of the appropriate Committee, together with the Chief Executive.

**In relation to the post of Chief Executive, the members of the Sub-Committee will be appointed by the Council.*

Terms of Reference

It shall be delegated to the Sub-Committee to consider applications for and make appointments to posts of Chief Executive, Executive Director and Chief Operating Officer.

3. Provost's Sub-Committee

Comprising four Members of the Committee and the Convener of the Council.

Terms of Reference

It shall be delegated to the Sub-Committee to determine in relation to civic heritage and ceremony (including town twinning) and hospitality.

4. Appeals Sub-Committee

Comprising three members of the Council, drawn from the Lifelong Learning Committee when considering appeals by teaching staff.

Terms of Reference

It shall be delegated to the Sub-Committee to hear, consider and determine appeals by employees.

5. Property Sub-Committee

Comprising seven members of the Committee.

Terms of Reference

It shall be delegated to the Sub-Committee to determine all property – related matters referred to above in relation to Corporate Asset Management.

4. SCRUTINY COMMITTEE

Membership

- 4.1 The Scrutiny Committee shall consist of **thirteen** members of the Council, excluding the conveners of the Environment and Infrastructure Committee; the Housing and Communities Committee and the Lifelong Learning Committee.

Quorum

- 4.2 Four members of the Committee shall constitute a quorum.

Terms of Reference

- 4.3 There shall stand referred to the Scrutiny Committee the following:

Continuous Improvement

- 4.4 To oversee the implementation of the Council's policies in relation to achieving Best Value.

Scrutiny of Service Delivery

- 4.5 Without prejudice to the responsibilities or delegated authority of other Committees, to review the performance and effectiveness of all of the Council's work and the standards and level of service provided, particularly in relation to the promotion of equality of opportunity subject to performance reports being submitted to the relevant Committee in the first instance;
- 4.6 To commission and receive reports from officers, on any aspect of service delivery and to call before the Committee any officer or appropriate Convener/Vice-Convener to answer questions thereon and make recommendations to the relevant Committee;
- 4.7 To undertake reviews on any aspect of service delivery or on any policy or the implementation thereof, and may call before the Committee any officers or members of the Council, expert witnesses or members of the public to give evidence, answer questions or provide written reports, and thereafter to make recommendations to the relevant Committee;
- 4.8 To consider trends in reports by both Education Scotland and Education and Children's Services on individual school performance, pre-school partner providers and community learning, including general aspects of education provision, learning and teaching, the curriculum, and care and welfare;
- 4.9 To consider trends in reports on inspections carried out by the Care Inspectorate

- 4.10 To consider reports on external inspections of any aspects of the Council's work and the standards and level of service provided

Scrutiny of Policy

- 4.11 To commission and receive reports on any policy to be submitted to or having been approved by the Council and the implementation thereof and may call before the Committee any officer or appropriate Convener/Vice-Convener to answer questions thereon and make recommendations to the relevant Committee; and
- 4.12 To consider and report on suggestions from the public for policy review or substantive policy changes.

Corporate Governance

- 4.13 To review the adequacy of the arrangements and procedures, policies and practices in operation in relation to corporate governance.

Complaints

- 4.14 To review and oversee the operation of the Council's complaints procedures.

Scottish Public Services Ombudsman

- 4.15 To consider any report by the Scottish Public Services Ombudsman in respect of any finding of maladministration against the Council.
- 4.16 To consider the annual reports of the Scottish Public Services Ombudsman.

Risk Management

- 4.17 To review the adequacy of the arrangements and procedures in operation in relation to the assessment and management of risk.

Arts and Cultural Services / Sport and Leisure Services / Library and Archive Services

- 4.18 To scrutinise the performance of the organisations providing arts & cultural services, sport & leisure services and library and archive services on behalf of the Council.

Sub-Committees

- ~~4.19 The Committee shall appoint the following Sub-Committees:~~

~~*Social Work Complaints Review Committee~~

~~Comprising three independent persons, at least one of whom will have experience in social work matters and the conduct of proceedings before a review body or tribunal.~~

~~NOTE:~~ ~~Independent persons should not currently be, or have been in the one year prior to being appointed to the Sub-Committee, a member or official of any local authority. Persons who are employed by organisations to which the local authority has delegated any of its social work functions cannot act as independent persons and the spouses of such members, officials or employees are similarly restricted.~~

~~Terms of Reference~~

~~The function of the Panel shall be to review, at the request of a complainer, the written response made by Social Work Services to any complaint in relation to the Authority's discharge or failure to discharge any of their functions under the Social Work (Scotland) Act 1968 or any other enactment referred to in Section 2(2) of the 1968 Act and to recommend any appropriate action.~~

~~* The Social Work Complaints Review Committee will remain in existence solely to deal with complaints submitted prior to 1 April 2017 and thereafter will be dissolved. Until dissolved it will report to the Scrutiny Committee and its remit, membership and operation will be as previously decided by Council.~~

5. AUDIT COMMITTEE

Membership

- 5.1 The Audit Committee shall consist of seven members of the Council, subject to the Convener and Vice Convener of the Committee, in consultation with the Head of Legal and Governance Services and the Head of Finance, being able to call before the Committee such specialist advisers as deemed necessary to support the work of the Committee.

Quorum

- 5.2 Two members of the Committee shall constitute a quorum.

Terms of Reference

- 5.3 There shall stand referred to the Audit Committee the following:

External Audit

- 5.4 To consider reports (including the Draft Annual Audit Report and Draft Unaudited and Audited Statement of Accounts) annual management letter) by the Council's External Auditors across the full range of Council activities, other than the report accompanying the Audited Statement of Accounts.

Internal Audit

- 5.5 To consider reports by the Council's Chief Internal Auditor across the full range of Council activities

6. ENVIRONMENT & INFRASTRUCTURE COMMITTEE

Membership

- 6.1 The Environment & Infrastructure Committee shall consist of fifteen members of the Council.

Quorum

- 6.2 Four members of the Committee shall constitute a quorum.

Terms of Reference

- 6.3 There shall stand referred to the Environment & Infrastructure Committee the following:

Specific

Building Standards

- 6.4 To determine the Council's policy in relation to Building Standards, including the functions of the Council under the Building (Scotland) Act 2003 and all related subordinate legislation.

Land Use Planning

- 6.5 To exercise the functions of the Council, in partnership with other agencies, for land use planning including reclamation, environmental improvement, conservation and archaeological matters;

Harbours etc.

- 6.6 To exercise the functions of the Council in relation to harbours, piers, boatslips and jetties Council in terms of Section 154 of the Local Government (Scotland) Act 1973 and all relevant subordinate legislation, including the section of the River Tay over which the Council is Navigation Authority.

International Links/Initiatives

- 6.7 To oversee applications for and co-ordination and monitoring of funding from European programmes.

Public Transport

- 6.8 To exercise the functions of the Council with regard to public transport and concessionary travel under the Transport Act 1985 and the Transport (Scotland) Act 2001, the Concessionary Travel for Handicapped Persons (Scotland) Act 1980 and the Public Passenger Vehicles Act 1981 and all related subordinate legislation.

Roads and Traffic

- 6.9 To exercise the functions of the Council as local Roads and Traffic Authority under the following Acts and all related subordinate legislation:

Roads (Scotland) Act 1984;
Road Traffic Regulation Act 1984;
Road Traffic Acts 1988 and 1991; and
New Roads and Street Works Act 1991

- 6.10 To exercise the functions of the Council as Roads Authority under any local statutory provisions, insofar as applicable;
- 6.11 To exercise the functions of the Council in relation to the naming and numbering of streets in terms of the Civic Government (Scotland) Act 1982.

Tourism

- 6.12 To work in partnership with VisitScotland and other agencies to plan promote oversee the implementation of tourism and events in Perth & Kinross.

Bereavement Services

- 6.13 To exercise the functions of the Council in relation to bereavement services in terms of legislation relating to burials and cremations.

Countryside Management

- 6.14 To exercise the functions of the Council, in partnership with other agencies, in relation to access to the countryside, including functions under the Countryside (Scotland) Act 1967, the Wildlife and Countryside Act 1981, the Land Reform (Scotland) Act 2003 and all related subordinate legislation.

Parks and Open Spaces

- 6.15 To exercise the functions of the Council in relation to parks and open spaces (urban, rural and countryside) under Section 14 of the Local Government and Planning (Scotland) Act 1982.

Trees and Woodlands

- 6.16 To provide, maintain and develop the Council's tree and woodland service in terms of the Town and Country Planning (Scotland) Act 1997, the Local Government and Planning (Scotland) Act 1982; and the Roads (Scotland) Act 1984.

Environmental Health

- 6.17 To exercise the functions of the Council in terms of the legislation relating to control of pollution and protection of public health.

Flood Prevention

- 6.18 To exercise the functions of the Council in terms of the following Acts and all related subordinate legislation:

Flood Prevention (Scotland) Act 1961
Flood Risk Management (Scotland) Act 2009

Reservoirs

- 6.19 To exercise the functions of the Council in terms of the Reservoirs Act 1975 and all related subordinate legislation.

Environmental Assessment

- 6.20 To determine the Council's obligations in relation to environmental assessment of its projects, programmes, plans and strategies as set out in the Environmental Assessment (Scotland) Act 2005 and all related subordinate legislation.

Sustainable Development and Environmental Policy

- 6.21 To determine the Council's Environmental Policy in partnership with other agencies to ensure that the Council meets its environmental and sustainable development obligations under international, UK and Scottish Law.

Environmental Protection and Enhancement

- 6.22 To exercise the functions of the Council in relation to Environmental Protection and Enhancement under the following Acts and all related subordinate legislation:-

Environmental Protection Act 1990;
European Air Quality Directive;
Environment Act 1995;
Clean Air Act 1993;
The Environmental Assessment Act 2005;
Nature Conservation (Scotland) Act 2004;
Water Environment and Water Services (Scotland) Act 2003

Waste Management

- 6.23 To exercise the functions of the Council in relation to refuse collection, waste disposal, waste reduction, re-use and recycling.

Consideration of Petitions

- 6.24 The consideration of petitions submitted to the Council in accordance with the Council's petitions procedure and determination of the appropriate action to be taken within the terms of the procedure.

Sub-Committees

- 6.25 The Committee shall appoint the following Sub-Committee:

Executive Sub-Committee

Comprising five members of the Committee.

Terms of Reference

It shall be delegated to the Sub-Committee to decide any matter which would normally be decided by the Committee, but which, by reason of urgency, requires to be decided prior to the next scheduled meeting of the Committee.

7. HOUSING AND COMMUNITIES COMMITTEE

Membership

- 7.1 The Housing and Communities Committee shall consist of thirteen members of the Council, but in addition, when dealing with housing matters, the Committee shall also consist of two representatives from tenants' and resident's associations in the Perth and Kinross area in a non-voting capacity, nominated in such a manner as may be determined by the Council.

Quorum

- 7.2 Four members of the Committee shall constitute a quorum.

Terms of Reference

- 7.3 There shall stand referred to the Housing and Communities Committee the following:

General

Housing

- 7.4 To exercise the functions of the Council in terms of the following Acts and all related subordinate legislation:

Anti-Social Behaviour etc Act 2003
 Council Tax (General) Regulations 1992
 Housing Act 1988
 Housing Benefit (General) Regulations 1987
 Housing (Scotland) Acts 1987, 1988, 2001, 2006 (except Part 5 Houses in Multiple Occupation) and 2010
 Housing (Scotland) Act 2014
 Land Compensation (Scotland) Act 1973
 Leasehold Reform Housing and Urban Development Act 1993 including

- (i) assessment of housing need and the approval of the Local Housing Strategy to address the needs identified
- (ii) Scheme of Allocation of Council houses
- (iii) addressing the needs of the homeless
- (iv) management and maintenance of the Council's housing stock
- (v) establishing Sub-Committees/review boards to consider housing benefit appeals, Council Tax Benefit appeals and housing grant appeals
- (vi) determining the rent levels of the Council's housing stock and associated properties

- 7.5 To exercise the duties and functions of the Council contained in legislation relating to Housing Standards.

- 7.6 To approve the future plans for the use of the Council Tax Fund for Affordable Housing, subject to the approval of the Strategic Policy and Resources Committee to access the Fund in the Council's Reserves.
- 7.7 To ensure that the Council meets the standards and outcomes required by all social landlords as described in the Scottish Social Housing Charter.

Health

- 7.8 To exercise the functions of the Council in terms Part 1 of the Smoking Health and Social Care (Scotland) Act 2005 and all related subordinate legislation.
- 7.9 To exercise the functions of the Council in terms of the Tobacco and Primary Medical Services (Scotland) Act 2010 and all related subordinate legislation.

Community Planning and Community Empowerment

- 7.10 To oversee the implementation of the Council's policies to fulfil its statutory role in relation to Community Planning and community empowerment.

Equalities & Diversity

- 7.11 To oversee the implementation of the Council's policies in relation to the advancement of equality of opportunity, in relation to both the functions of the Council and the wider community in Perth and Kinross, to eliminate unlawful discrimination, harassment and victimisation and foster good relations as required by the Equality Act (2010).

Community Safety

- 7.12 In partnership with other agencies, to determine oversee the implementation of the Council's policy for the enhancement of community safety.

Criminal Justice

- 7.13 To oversee the management of Criminal Justice Services by the Council.
- 7.14 To establish and sustain effective liaison with the Perth & Kinross Community Justice Partnership.

Civil Contingencies and Business Continuity

- 7.15 To exercise the functions of the Council in relation to all matters of civil contingencies and business continuity.

Police and Fire Liaison

- 7.16 In terms of the Police and Fire Reform (Scotland) Act 2012:

To be involved in the development and approval of the local Police and Fire Rescue Plans.

To monitor and provide feedback on the operation and performance of local Police and Fire and Rescue Services in Perth and Kinross.

Road Safety

- 7.17 To determine the Council's policy, in partnership with other agencies, on road safety.

Trading Standards and Environmental Health

- 7.18 To exercise the functions of the Council in terms of the legislation relating to:

Animal Health and Welfare
Consumer Protection
Dog Fouling
Fair Trading
Food Safety
Health and Safety at Work
Petroleum and Explosives
Public Health
Water Supplies
Weights and Measures

- 7.19 To determine oversee the implementation of the Council's policy in relation to the functions referred to above.

Consideration of Petitions

- 7.20 The consideration of petitions submitted to the Council in accordance with the Council's petitions procedure and determination of the appropriate action to be taken within the terms of the procedure.

Sub-Committees

- 7.21 The Committee shall appoint the following Sub-Committee:

Executive Sub-Committee

Comprising five members of the Committee.

Terms of Reference

It shall be delegated to the Sub-Committee:-

To decide any matter which would normally be decided by the Committee, but which, by reason of urgency, requires to be decided prior to the next scheduled meeting of the Committee.

8. LIFELONG LEARNING COMMITTEE

Membership

- 8.1 The Lifelong Learning Committee shall consist of thirteen members of the Council, and in addition, nine persons who are not members of the Council, being –
- *1. Three persons representative of church interests, appointed in terms of Section 124 of the 1973 Act.
 - *2. Two teachers employed in educational establishments under the management of the Council, both in a non-voting capacity, nominated in such manner as may be determined by the Council.
 - *3. One parent representative from Secondary Parent Councils and one parent representative from Primary Parent Councils, both in a non-voting capacity, nominated in such manner as may be determined by the Council.
 - *4. Two representatives of children and young people from the Perth and Kinross Youth Forum, both in a non-voting capacity, nominated in such manner as may be determined by the Council.

*The non-Council members being entitled to participate in a non-voting capacity on business being considered by the Committee which is deemed to be –

- (i) advising the authority on any matter relating to the discharge of their functions as education authority; or
- (ii) discharging any of those functions of the authority on their behalf.

Quorum

- 8.2 Four members of the Council who are members of the Committee shall constitute a quorum.

Terms of Reference

- 8.3 There shall stand referred to the Lifelong Learning Committee the following:

Specific

Schools Education

- 8.4 To exercise the functions of the Council as Education Authority in terms of the following Acts and all related subordinate legislation:-

Children and Young Persons (Scotland) Act 1937
 Children (Scotland) Act 1995
 Education (Additional Support for Learning) (Scotland) Act 2004
 Education (Scotland) Act 1980
 Education (Scotland) Act 2016
 Equality Act 2010

Road Traffic Regulation Act 1984
 Scottish Schools (Parental Involvement) Act 2006
 Standards in Scotland's Schools etc. Act 2000

Early Years Services

- 8.5 To determine and implement the Council's policy in relation to Early Years Services.
- 8.6 To enter into partnerships on behalf of the Council to ensure the provision of quality Early Years Services.

Children's Services

- 8.7 To exercise the functions of the Council as Social Work Authority in relation to child care in terms of the following Acts and all related subordinate legislation:-

Adoption and Children (Scotland) Act 2007
 Adoption (Intercountry Aspects) Act 1999
 Adults with Incapacity (Scotland) Act 2000
 Anti-Social Behaviour etc. (Scotland) Act 2004
 Carers (Recognition and Services) Act 1995
 Children (Scotland) Act 1995
 Carers (Scotland) Act 2016
 Children Act 1975
 Children and Young People (Scotland) Act 2014
 Children and Young Persons (Scotland) Act 1937
 Children's Hearings (Scotland) Act 2011
 Chronically Sick and Disabled Persons Act 1970
 Chronically Sick and Disabled Persons Act 1972
 Community Care (Direct Payments) Act 1996
 Disabled Persons (Services, Consultation and Representation) Act 1986
 Education (Additional Support for Learning) (Scotland) Act 2004
 Equality Act 2010
 Foster Children (Scotland) Act 1984
 Immigration and Asylum Act 1999
 Mental Health (Care and Treatment) (Scotland) Act 2003
 Nationality, Immigration and Asylum Act 2002
 Protection of Children (Scotland) Act 2003
 Protection of Vulnerable Groups (Scotland) Act 2007
 Public Services Reform (Scotland) Act 2010
 Self Directed Support (Scotland) Act 2013
 Social Work (Scotland) Act 1968

Community Learning and Development

- 8.8 To determine and oversee the implementation of the Council's policy in relation to Community Learning and Development.

Consideration of Petitions

- 8.9 The consideration of petitions submitted to the Council in accordance with the Council's petitions procedure and determination of the appropriate action to be taken within the terms of the procedure.

Sub-Committees

- 8.10 The Committee shall appoint the following Sub-Committees:

1. Executive Sub-Committee

Membership

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

Terms of Reference

It shall be delegated to the Sub-Committee:-

To decide any matter which would normally be decided by the Committee, but which, by reason of urgency, requires to be decided prior to the next scheduled meeting of the Committee.

To consider reports by both Education Scotland and Education and Children's Services on individual school performance, pre-school partner providers and community learning, including general aspects of education provision, learning and teaching, the curriculum, and care and welfare;

To consider Care Inspectorate reports in relation to services to children and young people; care home services; fostering and adoption services; support services; housing support; and, by exception, on the day care of children, where Perth and Kinross Council is the registered provider and including partner providers.

2. Attendance Sub-Committee

Comprising three members of the Council, not being the Convener or a Vice-Convener of the Committee, and one non-Council member.

Terms of Reference

It shall be remitted to the Sub-Committee to discharge the functions of the Council under Sections 34-43 of the Education (Scotland) Act 1980 (except the appointment of a person to institute proceedings in terms of Section 43(2)), being the consideration and determination of requests for exemption from school attendance and cases of school attendance

default, as referred to the Sub-Committee by the Executive Director (Education and Children's Services).

3. Review Sub-Committee

Comprising three members of the Council, not being the Convener or a Vice-Convener of the Committee, and two non-Council members.

Terms of Reference

It shall be delegated to the Sub-Committee to consider and decide upon:-

- a. Requests for review of decisions made in terms of Regulation 4(1) or Regulation 10(1) of the School Pupil Records (Scotland) Regulations 1990.
- b. Applications for bursaries, allowances and other financial aid to assist persons to take advantage of educational facilities.
- c. Appeals on safety grounds against the refusal or the withdrawal of education transport.
- d. Appeals against decisions of the Executive Director (Education and Children's Services) in respect of the early admission of children to primary school education.

4. Appointment Panels (Constituted in terms of The Parental Involvement in Headteacher and Deputy Headteacher Appointments (Scotland) Regulations 2007)

Terms of Reference

It shall be remitted to the Panels to interview and appoint persons for the posts of headteacher or deputy headteacher of a school subject to the appropriate Parent Council, where one has been established, to have the opportunity to be involved in the letting process, and to be represented on the Panel.

5. Perth and Kinross Educational Trust Committee

Comprising in accordance with the terms of The Perth and Kinross Educational Trust Scheme 1964:-

11 members of the Lifelong Learning Committee;
 1 person from the Church of Scotland Presbytery of Dunkeld;
 1 person from the Church of Scotland Presbytery of Perth;
 1 person from the Church of Scotland Presbytery of Auchterarder;
 2 persons from the Perth and Kinross local association of the Educational Institute of Scotland;

1 person from the Governors of the McLaren Educational Trust from their own number as a life member, to be succeeded by one person to be nominated by the Church of Scotland Presbytery of Stirling and Dunblane, who shall be the Minister of St Kessog's Church, Callander or the Minister of St Bride's Church, Callander; and
1 person from the Senatus Academicus of the University of St Andrews.

Terms of Reference

It shall be delegated to the Committee to undertake the functions of the Council under The Perth and Kinross Educational Trust Scheme 1964.

6. Education Appeal Committee

In terms of Section 28D of the Education (Scotland) Act 1980 and in accordance with Schedule A1 to that Act, the Council shall appoint an Education Appeal Committee.

Constitution

The Committee will comprise elected members who are members of the Lifelong Learning Committee, parents of children currently of school age nominated by either Parent Councils or Parent Forums, and persons from the Perth and Kinross area who have experience in education or are acquainted with the educational conditions in the area.

Quorum

Any sitting of the Committee shall consist of 3 persons, no more than 2 of whom may be elected members. An elected member shall not be Convener.

Terms of Reference

It is remitted to the Committee to consider –,

- a) In terms of the Education (Scotland) Act 1980 as amended, appeals against decisions of the Education Authority:-
to refuse requests for places in schools;
to exclude a pupil from school; and
- b) In terms of the Education (Additional Support for Learning) (Scotland) Act 2004 as amended, appeals against decisions of the Education Authority to refuse requests for pupils with additional support needs to attend mainstream schools.

The Committee may either confirm or refuse to confirm the decision of the Education Authority. If the Committee refuses to confirm a decision, the Education Authority must give effect to the Committee's decision.

9. LICENSING COMMITTEE

Membership

9.1 The Licensing Committee shall consist of thirteen members of the Council.

Quorum

9.2 Four members of the Committee shall constitute a quorum.

Terms of Reference

9.3 There shall stand referred to the Licensing Committee the following:-

9.4 To determine applications for licences, permits and registrations in terms of the following Acts and all related subordinate legislation and to exercise discretion in terms of any condition attached to such licences, permits or registrations where the approval of the Council as Licensing Authority is required:

Animal Boarding Establishments Act 1963;
 Breeding of Dogs Act 1973
 Breeding and Sale of Dogs (Welfare) Act 1999;
 Caravan Site and Control of Development Act 1960;
 Cinemas Act 1985;
 Civic Government (Scotland) Act 1982;
 Dangerous Wild Animals Act 1976;
 Deer (Scotland) Act 1996;
 Explosives Act 1875;
 Fireworks Act 2003;
 Gambling Act 2005;
 Game Licences Act 1860
 Game Acts 1831 and 1980;
 Housing (Scotland) Act 2006 Part 5
 Hypnotism Act 1952;
 Marriage (Scotland) Act 2002;
 Pet Animals Act 1951;
 Petroleum Regulation Act 1928 and 1936;
 Petroleum (Consolidation) Act 1928;
 Poisons Act 1972;
 Police, Public Order and Criminal Justice (Scotland) Act 2006
 Riding Establishments Act 1964 and 1970;

 Zoo Licensing Act 1981;

9.5 To otherwise exercise the powers and duties of the Council under the Civic Government (Scotland) Act 1982.

9.6 To determine, implement and monitor the Council's policy in relation to those functions referred to above.

- 9.7 To set fees and charges for those licences, registrations and permits referred to above.
- 9.8 To exercise the powers of the Council under Anti-Social Behaviour etc. (Scotland) Act 2004 Part 8.
- 9.9 To grant, refuse, suspend and revoke licences, registrations or approvals where legally appropriate and set conditions in terms of the following and including all associated legislation:

Approval of Premises
 Animal Health Act 1981
 Animal Health & Welfare (Scotland) Act 2006
 Dairy Products (Hygiene) (Scotland) Regulations 1995
 Egg Products Regulations 1993
 Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998
 Meat Products (Hygiene) Regulations 1994
 Minced Meat and Meat Preparations (Hygiene) Regulations 1995
 Slaughter of Animals (Scotland) Act 1980
 Food Safety
 General Food Hygiene (Butcher's Shops) Amendment (Scotland) Regulations 2000
 Natural Mineral Water Recognitions
 Natural Mineral Water, Spring Water and Bottled Drinking Water Regulations 1999
 Public Health (Scotland) Act 1897
 Registration of Premises
 Ice Cream (Scotland) Regulations 1948
 Safety Certificates
 Safety of Sports Grounds Act 1975

Byelaws and Management Rules

- 9.10 To consider the promotion of Byelaws for recommendation to the Council
- 9.11 To consider the creation of Management Rules

10. PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

Membership

- 10.1 The Planning and Development Management Committee shall consist of thirteen members of the Council.

Quorum

- 10.2 Four members of the Committee shall constitute a quorum.

Terms of Reference

- 10.3 There shall stand referred to the Planning and Development Management Committee the following:-
- 10.4 In accordance with the [Scheme of Delegation](#) approved by Scottish Ministers in October 2016, to exercise the development management functions of the Council as Planning Authority under the terms of the Town and Country Planning (Scotland) Act 1997 as amended by the Planning Etc. (Scotland) Act 2006, the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 as amended and all related subordinate legislation, in relation to:-
- (i) applications for planning permission for major developments which are not significantly contrary to the development plan, unless the [Executive Director \(Communities\)](#) intends to refuse solely on the ground of inadequate information to enable determination; and
 - (ii) applications for planning permission for local developments, for listed building consent, conservation area consent, hazardous substances consent and advertisement consent where -
 - (a) the applicant is a member or chief officer of the Council; or
 - (b) the recommendation by the [Executive Director \(Communities\)](#) is for approval, but the proposal is significantly contrary to the development plan; or
 - (c) the recommendation by the [Executive Director \(Communities\)](#) is for approval, but the proposal has attracted six or more *valid planning objections from a Community Council, household, business address or interest group with multiple letters from the same household, organisation or property counting as one letter of objection; or
 - (d) a similar application at the same site had previously been determined by the Committee and the recommendation is contrary to the previous committee decision.

Note: For the purposes of the above, the [Executive Director \(Communities\)](#) includes any person appointed in writing by them to exercise delegated powers under the Local Government Act (Scotland) 1973.

**Valid planning objections* means only those submitted within the time in which representations must be made

- 10.5 To deal with applications for certificates for appropriate alternative development under the provisions of the Land Compensation (Scotland) Act 1963 and all related subordinate legislation.
- 10.6 To exercise the functions of the Council as Building Standards Authority under the terms of the Building (Scotland) Act 2003 and all related subordinate legislation.

Sub-Committees

- 10.7 The Committee shall appoint the following Sub-Committee:

Appeals Sub-Committee

Comprising three members of the Committee, being the Convener and Vice-Convener and one other member of the Committee

Terms of Reference

It shall be delegated to the Sub-Committee to hear and determine appeals against the refusal by the Executive Director (Communities) to grant relaxations of the specified Building Standards.

11. COMMON GOOD FUND COMMITTEE(S)

Membership

- 11.1 The Common Good Fund Committee(s) shall consist of the Convener and one of the Vice-Conveners of the Strategic Policy and Resources Committee and the local members for the appropriate Common Good Fund area. The Committees may, if they so wish, invite a member of the local community council(s) to join the Committee as advisory non-voting members.

Quorum

- 11.2 One-quarter of the voting members of the Committee present at the meeting will constitute a quorum.

Terms of Reference

- 11.3 There shall stand referred to the Common Good Fund Committee(s) the following functions:-

To determine all matters involving the disbursement of Common Good Fund monies including setting the annual budget and approving the Audited Annual Accounts, and

To determine all matters relating to property or land or other assets held by the Common Good Funds.

12. LOCAL REVIEW BODY

Membership

- 12.1 The Local Review Body will consist of three elected members drawn from a panel of elected members of the Planning and Development Management Committee; and one substitute member from that panel for each meeting.

Quorum

- 12.2 Three members of the Local Review Body will constitute a quorum.

Terms of Reference

- 12.3 To consider and determine applications for review of decisions made by officers under delegated powers in respect of planning applications for local developments in accordance with Section 43(a)(8) of the Town and Country Planning (Scotland) Act 1997 as amended and the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013 and the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013.

13. PRE-DETERMINATION COMMITTEE

Membership

- 13.1 The Pre-Determination Committee shall consist of all elected members of the Council.

Quorum

- 13.2 Ten members of the Council will constitute a quorum.

Terms of Reference

- 13.3 To hold pre-determination hearings prior to determination of the application by full Council in terms of Section 38A of the Town and Country Planning (Scotland) Act 1997 as amended and the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013.

14. PERTH AND KINROSS INTEGRATION JOINT BOARD

Constitution

- 14.1 Perth and Kinross Integration Joint Board is a statutory body constituted in terms of The Public Bodies (Scotland) (Integration Joint Board Establishment) (Scotland) Order 2015.
- 14.2 The functions delegated by the Council to the Board, as well as its membership, chairperson, quorum, and powers are more specifically set out in the [Perth and Kinross Integration Scheme](#), being an agreement between Perth and Kinross Council and Tayside NHS Board approved by Scottish Ministers in March 2015.

Membership

- 14.3 Voting membership comprises four persons nominated by the Council and four persons appointed by the NHS Board, each of whom may have a proxy.

Chair

- 14.4 The Chair shall rotate every two years between a Chair nominated by the Council and one nominated by the NHS Board. The Vice Chair is nominated from whichever of the Council or NHS nominees who is not then the Chair.

Quorum

- 14.5 At least four voting members of the Board with both Council and NHS Board members present.

Delegated Powers

- 14.6 Perth & Kinross Integration Joint Board has fully delegated powers to implement its functions.

Functions referred to the Integrated Joint Board as set out in the Integration Scheme

- Social work services for adults and older people
- Services and support for adults with physical disabilities
- Assessment services
- Intake services
- Services and support for adults with learning disabilities
- Mental health services
- Drug and alcohol services
- Adult protection and domestic abuse
- Carers support services
- Support services
- Health improvement services
- Housing support services

Functions delegated to the Integrated Joint Board as set out in the Integration Scheme

- National Assistance Act 1948
- The Disabled Persons (Employment) Act 1958
- The Social Work (Scotland) Act 1968
- The Local Government and Planning (Scotland) Act 1982
- Disabled Persons (Services, Consultation and Representation) Act 1986
- The Adults with Incapacity (Scotland) Act 2000
- The Housing (Scotland) Act 2001
- The Community Care and Health (Scotland) Act 2002
- The Mental Health (Care and Treatment) (Scotland) Act 2003
- The Housing (Scotland) Act 2006
- The Adult Support and Protection (Scotland) Act 2007
- Social Care (Self-directed Support) (Scotland) Act 2013

SECTION 3 - DELEGATION TO OFFICIALS

(AS REQUIRED BY SECTION 50G (2) OF THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973)

15. GENERAL PROVISIONS

- 15.1 Where statutory powers are delegated to the Chief Executive, Executive Director, Chief Operating Officer or any other officer, those powers are to be exercised (i) subject to the Council or the relevant Committee retaining overall control of general policy matters and (ii) subject to the power contained in Section 56(4) of the Local Government (Scotland) Act 1973 allowing the Council or the relevant Committee to exercise those statutory powers.
- 15.2 The Chief Executive, Executive Directors, Chief Operating Officer or any other officer possessing delegated powers in terms of this Scheme may, unless otherwise stated, authorise any other officer to exercise that delegated power. A record should be kept of such further delegation.
- 15.3 The Chief Executive, any Executive Director or the Chief Operating Officer are authorised to take, or make arrangements for, any action required to implement any decision of the Council, its Committees or any decision taken in the exercise of delegated powers.
- 15.4 The Chief Executive, any Executive Director or the Chief Operating Officer are authorised to take all necessary actions in order to effect the delivery of their services and the management of their staff.
- 15.5 The Chief Executive, any Executive Director or the Chief Operating Officer are authorised to take such measures as may be required in emergency situations, subject to reporting to Council or the relevant Committee as soon as possible on any matters for which approval would normally be necessary.
- 15.6 In exercising the authority delegated to them, officers must act in accordance with the policies and procedures of the Council, its Committees and Sub-Committees.
- 15.7 The Chief Executive, any Executive Director or the Chief Operating Officer are authorised to enter into contracts on behalf of the Council in accordance with the Council's Contract Rules and Contract & Procurement Guidance.
- 15.8 The Chief Executive, any Executive Director or the Chief Operating Officer, in consultation with the Head of Finance may determine ex-gratia payments in respect of claims against the Council of up to **£10,000.**

- 15.9 The Chief Executive, any Executive Director or any Depute Director, and the Chief Operating Officer may in accordance with Council's recruitment policies and procedures, appoint Heads of Service or equivalent and all employees below the level of Head of Service or equivalent.
- 15.10 The Chief Executive, any Executive Director or the Chief Operating Officer may amend the establishment of their Service in respect of the number and grading of posts, provided the Head of Finance and the Corporate Human Resources Manager have been consulted.
- 15.11 The Chief Executive, any Executive Director or the Chief Operating Officer may attend or may authorise any employee in their Service to attend conferences, meetings (including appropriate professional associations) or undertake visits, both within and outwith the United Kingdom relating to the duties of that employee.
- 15.12 The Chief Executive may, in consultation with the Head of Finance and the Corporate Human Resources Manager, approve applications to leave the employment of the Council on grounds of redundancy and/or early retirement by any employee in their Service (with the exception of Chief Officers), where a saving will be generated.
- 15.13 The Chief Executive, any Executive Director or the Chief Operating Officer may approve requests to work under flexible retirement provisions where there is no cost to the pension fund.
- 15.14 The Chief Executive, any Executive Director or the Chief Operating Officer may declare any property held by their Service surplus to operational requirements.

16. CHIEF EXECUTIVE

16.1 The Chief Executive is authorised:

- To give a direction in special circumstances that any official shall not exercise a delegated function, or to exercise that delegated function, always subject to reporting to the next meeting of the Council or the relevant Committee.
- To act as Returning Officer / Counting Officer for all elections / referenda. The Chief Accountant is the Depute Returning Officer.
- To suspend the Chief Operating Officer or any Executive Director from duty, subject to any appropriate statutory provisions and to reporting the suspension to the Strategic Policy and Resources Committee as soon as practicable.
- In consultation with the Provost, to grant civic hospitality up to a maximum cost of £1,000.

17. ROLE OF DEPUTE CHIEF EXECUTIVE

17.1 The Executive Director (Communities) and the Executive Director (Education and Children's Services) will deputise for the Chief Executive as may be required from time to time in their absence. When doing so, they may use the title of Depute Chief Executive.

17.2 Should at any point there be extended absence or unavailability of the substantive Chief Executive, the Executive Director (Communities) will become the Interim Chief Executive.

~~17. DEPUTE CHIEF EXECUTIVE~~

~~17.1 In the absence of the Chief Executive, the Depute Chief Executive is authorised to do anything delegated to the Chief Executive other than acting as Returning Officer for all elections and referenda.~~

Development Planning

- ~~• In accordance with the Scheme of Delegation approved by Scottish Ministers in October 2016 to exercise the functions of the Council as Planning Authority in terms of the Town and Country Planning (Scotland) Act 1997 as amended by the Planning Etc. (Scotland) Act 2006, the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 as amended and all related subordinate legislation.~~

- ◆ ~~Nothing in the above clauses shall prohibit the Depute Chief Executive from approving any planning application for a development which already has a valid planning consent where the Development Plan and land use circumstances are unchanged from the time of the grant of planning permission.~~

Building Standards

- To exercise functions of the Council in terms of the Building (Scotland) Act 2003 and all related subordinate legislation.
- To determine applications for licences in terms of the following and all related subordinate legislation:
 - Raised Platforms (Civic Government (Scotland) Act 1982)
 - Safety Certificates (Safety of Sports Grounds Act 1975)
- To issue prohibition notices in terms of Section 10 of the Safety of Sports Grounds Act 1975 as amended by Section 23 of the Fire Safety and Safety of Places of Sport Act 1987 restricting the admission of spectators to a sport ground, or any part of it, if that admission would involve a serious risk to spectators.

Economic Development

- To exercise the functions of the Council in terms of Section 154 of the Local Government (Scotland) Act 1973 and all relevant subordinate legislation in relation to Perth Harbour.
- To approve
 - (i) event funding applications up to £10,000
 - (ii) employability initiatives and business grant applications up to £20,000
 - (iii) business loan applications up to £50,000

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18. CHIEF OPERATING OFFICER

18.1 The Chief Operating Officer is authorised:-

Procurement

- To exercise the functions on behalf of the Council in relation to the operation of the Tayside Procurement Consortium and Council procurement functions, including tender award report.

Pensions

- In relation to the Local Government Pension Scheme (Benefit, Membership and Contributions) (Scotland) Regulations 2008, to determine pension discretions other than those contained in [Report 15/400](#).

Information Risk

- To be designated as the Senior Information Risk Officer

~~Arts and Cultural Services / Sport and Leisure Services / Library and Archive Services~~

~~• To exercise the functions of the Council in terms of the following Acts and all related subordinate legislation:-~~

~~Public Libraries Consolidation (Scotland) Act 1987
Local Government (Scotland) Act 1973
Local Government and Planning (Scotland) Act 1982~~

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Property

- To act as the Council's agent in all property matters.
- To dispose of any property or right in property valued by the Head of Property at £100,000 or less either by negotiation or advertisement and subject to section 74 of the Local Government (Scotland) Act 1974 (the duty to obtain best reasonable consideration), as amended by Section 11 of the Local Government in Scotland Act 2003 and the Disposal of Land by Local Authorities (Scotland) Regulations 2010.
- To acquire any property or right in property in respect of which there is a relevant project or programme and budget provision and instructions have been received from the relevant Executive Director.
- To manage the Council's leasehold portfolio including, without prejudice to the generality, agreeing tenancies, rentals, rent reviews, assignations, sub-tenancies, terminations and renewals.

Energy Management and Conservation

- To undertake carbon trading in consultation with the Head of Finance and the Head of Legal and Governance Services in accordance with the Carbon Reduction Commitment Energy Efficiency Scheme.

Building Standards

To exercise functions of the Council in terms of the Building (Scotland) Act 2003 and all related subordinate legislation.

To determine applications for licences in terms of the following and all related subordinate legislation:-

Raised Platforms (Civic Government (Scotland) Act 1982)
Safety Certificates (Safety of Sports Grounds Act 1975)

To issue prohibition notices in terms of Section 10 of the Safety of Sports Grounds Act 1975 as amended by Section 23 of the Fire Safety and Safety of Places of Sport Act 1987 restricting the admission of spectators to a sport ground, or any part of it, if that admission would involve a serious risk to spectators.

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19. HEAD OF CULTURE AND COMMUNITY SERVICES

19.1 The Head of Culture and Community Services is authorised:

Community Councils

- To exercise the functions of the Council in relation to Community Councils in terms of the Local Government (Scotland) Act 1973 and all related subordinate legislation.

20. HEAD OF LEGAL AND GOVERNANCE SERVICES

20.1 The Head of Legal and Governance Services is authorised:

General

- To make orders for the prohibition, restriction etc. of traffic in terms of the Road Traffic Regulation Act 1984 and the Roads (Scotland) Act 1984 or any amending or superseding legislation.
- To make orders for the temporary prohibition or restriction of traffic in terms of Section 14(1) of the Road Traffic Regulation Act 1984 and Section 62 of the Roads (Scotland) Act 1984 or any amending or superseding legislation.
- To institute, defend or appear in any legal proceedings or any inquiry held by or on behalf of any minister or public body under any enactment (including, for the avoidance of doubt, proceedings before any statutory tribunal, board or authority).
- To execute, publish or serve on any person or body, any notice, direction, order, licence, summons, writ or other document which the Council is required or authorised to execute, publish or serve under any Act or any regulation or order made thereunder.
- To receive notifications of public processions and to either approve or make orders imposing conditions on the holding of such processions under Section 63(1) of the Civic Government (Scotland) Act 1982.
- To exercise the functions of the Council in terms of the following Acts and all relevant subordinate legislation:

Regulation of Investigatory Powers Act 2000

Regulation of Investigatory Powers (Scotland) Act 2000

Licensing Under the Civic Government (Scotland) Act 1982 and Housing (Scotland) Act 2006

- To exercise the functions of the Council under the above Acts except:-
 - (i) The approval of an application for a licence or variation of the terms of a licence where an objection or unfavourable representation has been received in relation to the application, and
 - (ii) The suspension of a licence under paragraph 11 of Schedule 1 of the 1982 Act.

- (iii) The revocation of a house in Multiple-Occupation license under Section 139 of the 2006 Act.

Permits under the Gambling Act 2005

- To approve applications for permits in terms of the Gambling Act 2005.

Byelaws and Management Rules

- To maintain (a) the Register of Byelaws and (b) the Register of Management Rules.
- To initiate reviews of current Byelaws and Management Rules.

Anti-Social Behaviour etc. (Scotland) Act 2004 – Private Landlord Registration

- To register landlords where there are no adverse reports and to issue rent penalty notices under Section 94 and notice of relocation under Section 95.

Children's Hearings Scotland

- To exercise the functions of the Council in respect of the arrangements for the appointment of legal representatives to children under the Children's Hearings (Legal Representation) (Scotland) Rules 2002 and Children's Hearings (Scotland) Act 2011.
- To exercise the functions of the Council in respect of the relevant area of the Tayside Area Support Team and the Panel or Panels appointed under the Children's Hearings (Scotland) Act 2011, including arrangements for training of relevant members of said Area Support Team and Panel or Panels.

Registration of Births, Deaths, Marriages, Civil Partnerships and Other Life Events

- To exercise the functions of the Council as local Registration Authority for the purposes of the Registration of Births, Deaths and Marriages (Scotland) Act 1965, Marriage (Scotland) Act 1977, Civil Partnership Act 2004 and the Local Electoral Administration and Registration Services (Scotland) Act 2006, and all related subordinate legislation.

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

21. HEAD OF FINANCE

21.1 The Head of Finance is authorised:

Finance

- To make the necessary arrangements in accordance with the CIPFA Code of Practice on Treasury Management for duly authorised borrowing and lending in terms of Schedule 3 to the Local Government (Scotland) Act 1975.

22. EXECUTIVE DIRECTOR (EDUCATION AND CHILDREN'S SERVICES)

22.1 The Executive Director (Education and Children's Services) is authorised:

Children's Services

- To carry out the functions of the Council to enable it to fulfil its duties in relation to child care in terms of the following Acts and all related subordinate legislation:-

Adoption (Intercountry Aspects) Act 1999
 Adoption and Children (Scotland) Act 2007
 Adults with Incapacity (Scotland) Act 2000
 Anti-Social Behaviour etc. (Scotland) Act 2004
 Carers (Recognition and Services) Act 1995
 Children (Scotland) Act 1995
 Children Act 1975
 Children and Young People (Scotland) Act 2014
 Children and Young Persons (Scotland) Act 1937
 Children's Hearings (Scotland) Act 2011
 Chronically Sick and Disabled Persons Act 1970
 Chronically Sick and Disabled Persons Act 1972
 Community Care (Direct Payments) Act 1996
 Immigration and Asylum Act 1999
 Disabled Persons (Services, Consultation and Representation) Act 1986
 Foster Children (Scotland) Act 1984
 Mental Health (Care and Treatment) (Scotland) Act 2003
 Nationality, Immigration and Asylum Act 2002
 Social Work (Scotland) Act 1968
 Education (Additional Support for Learning) (Scotland) Act 2004
 Protection of Children (Scotland) Act 2003
 Protection of Vulnerable Groups (Scotland) Act 2007
 Public Services Reform (Scotland) Act 2010

- To act as Agency Decision Maker in connection with the approval, amendment or rejection of recommendations made by the Fostering and Permanence Panel.
- Support Assistance for Young People Leaving Care (Scotland) Regulations 2003
 - (i) To provide the minimum level of Financial Support to young people leaving care at age 16.
 - (ii) Approve individual payments in consultation with Convener and Vice-Conveners.

Schools Education

- To carry out the functions of the Council as Education Authority in terms of the Acts set out at paragraph (i) below and all related

subordinate legislation, subject to the qualification in paragraph (ii) below and under the exception of the specific provisions of the Education (Scotland) Act 1980 set out in paragraph (iii):-

- (i) Children and Young Persons (Scotland) Act 1937
Children (Scotland) Act 1995
Education (Additional Support for Learning) (Scotland) Act 2004
Education (Scotland) Act 1980
Education (Scotland) Act 2016
Road Traffic Regulation Act 1984
Scottish Schools (Parental Involvement) Act 2006
Self-Governing Schools etc. (Scotland) Act 1989
Standards in Scotland's Schools etc. Act 2000

- (ii) In respect of exclusions of pupils, the power to exclude may be exercised by the Head Teacher and in the absence of the Head Teacher by a Depute Head Teacher. Where neither Head Teacher nor the Depute Head Teacher is available to consider a possible exclusion, a Head of Education or a Service Manager, School Improvement Services, may exercise the power to exclude.

In respect of a referral that a pupil be removed from the school register, only a Head of Education may make such a decision.

- (iii) Section 20 - Acquisition of land and execution of works
Section 22 - Discontinuance and moves of educational establishments
Section 22A - Any proposals requiring consultation under this Section
Section 79 - Receiving and administering bequests
Section 105 - Schemes for management of endowments

- To determine requests for lets, including free lets or lets at reduced charge of educational facilities.
- To determine applications for the employment of children in terms of the Perth and Kinross Council Bye-laws on the Employment of Children 1999.
- To determine applications for licences in respect of children taking part in public performances in terms of the Children (Performances) Regulations 1968.
- To approve requests from teachers who meet the criteria set by SPPA wind down and to take phased retirement, where there are no costs to the Council.

Criminal Justice

- To carry out the functions of the Council in relation to criminal justice services in terms of the following Acts and all related subordinate legislation:-

Crime and Disorder Act 1998
Criminal Justice (Scotland) Act 2003
Criminal Procedure (Scotland) Act 1995
Management of Offenders (Scotland) Act 2005
Mental Health (Care and Treatment) (Scotland) Act 2003
Prisons (Scotland) Act 1993
Prisoners and Criminal Proceedings (Scotland) Act 1993
Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
Sexual Offences Act 2003
Sexual Offences (Scotland) Act 2009
Social Work (Scotland) Act 1968
- To accept or reject material offered as donations, loans, sponsorship or bequests in respect of Education and Children's Services.

23. EXECUTIVE DIRECTOR (~~COMMUNITIES~~)~~HOUSING AND ENVIRONMENT~~)

23.1 The Executive Director (~~Communities~~) is authorised:-

Housing

- To exercise the functions of the Council in terms of the following Acts and all related subordinate legislation:-
 - Anti-Social Behaviour etc. (Scotland) Act 2004
 - Council Tax (General) Regulations 1992
 - Crime & Disorder Act (Chapter ii), and Anti-Social Behaviour etc. (Scotland) Act 2004
 - Housing Act 1988
 - Housing Benefit (General) Regulations 1987
 - Housing (Scotland) Acts 1987, 1988, 2001, 2006 (with the exception of Part 5 Houses in Multiple Occupation) and 2010
 - Housing (Scotland) Act 2014
 - Land Compensation (Scotland) Act 1973
 - Leasehold Reform Housing and Urban Development Act 1993
 - Local Government (Scotland) Act 1975
 - Local Government Finance Act 1992,
 - Local Government etc. (Scotland) Act 1994
 - Regulation of Investigatory Powers Act 2000
- To implement, determine and vary conditions of let for Council house tenants, including, eviction, where appropriate.
- To allocate Council houses in accordance with the scheme approved by the Council.
- To approve future payments from the Council Tax Income on Second Homes Earmarked Reserve, in accordance with the policy for the use of the fund detailed in Report 08/131 (and previously approved by Housing and Health Committee on 23 February 2005) (Art. 135) (Report No. 05/108), up to a limit of £100,000.
- To award Rates relief in accordance with legislation and the Council's agreed discretionary policies.
- To act as the responsible person in terms of the Property Factors (Scotland) 2011 as approved by the Housing and Health Committee on 31 October 2012 (Art. 518) ([Report 12/481](#)).

Community Safety

- To exercise the functions of the Council in relation to the Local Licensing Forum in terms of the Licensing (Scotland) Act 2005 and all related subordinate legislation.

Arts and Cultural Services / Sport and Leisure Services / Library and Archive Services

- To exercise the functions of the Council in terms of the following Acts and all related subordinate legislation:-

Public Libraries Consolidation (Scotland) Act 1887

Local Government (Scotland) Act 1973

Local Government and Planning (Scotland) Act 1982

Environment

- To exercise the Council's functions as contained in the following Acts and all related subordinate legislation:-

Agriculture Act 1970;

Animal Boarding Establishments Act 1963;

Animal Health Act 1981;

Animal Health and Welfare (Scotland) Act 2006;

Anti-social Behaviour Act 2004 (ASP 8);

Breeding of Dogs Act 1973 and the Breeding and Sale of Dogs (Welfare) Act 1999;

Burial Grounds (Scotland) Act 1855 and Amendment Acts 1881 and 1886;

Caravan Site and Control of Development Act 1960;

Carbon Reduction Commitment Energy Efficiency Scheme Order 2010;

Cinemas Act 1985;

Civic Government (Scotland) Act 1982 (Section 45);

Climate Change Scotland Act 2009;

Consumer Credit Act 1974;

Consumer, Estate Agents and Redress Act 2007;

Consumer Protection Act 1987;

Control of Pollution Act 1974;

Cremation Act 1902;

Dangerous Wild Animals Act 1976;

Deer (Scotland) Act 1996;

Dog Fouling (Scotland) Act 2003;

Environment Act 1995;

Environmental Assessment (Scotland) Act 2005;

Environmental Protection Act 1990;

European Communities Act 1972;

Explosive Act 1875;

Fair Trading Act 1973;

Food Safety Act 1990;

Game Licenses Act 1860 and the Games Acts 1831 and 1980);

Health and Safety at Work Etc. Act 1974;

High Hedges (Scotland) Act 2013

Housing Acts 1969 – 2001;

Housing (Scotland) Act 2006 Part 3 and Associated Prescribed Documents Regulations;
 Local Government (Scotland) Acts 1929-1981;
 Local Government in Scotland Act 2003;
 Local Government and Planning (Scotland) Act 1982;
 National Assistance Act 1948 (Burials and Cremation Only);
 Nature Conservation (Scotland) Act 2004;
 Performing Animals (Regulation) Act 1925;
 Pet Animals Act 1951;
 Petroleum Regulation Act 1928 and 1936;
 Petroleum (Consolidation) Act 1928;
 Poisons Act 1972;
 Public Health (Scotland) Act 1897;
 Refuse Disposal Amenity Act 1978;
 Riding Establishments Act 1964 and 1970;
 Sewerage (Scotland) Act 1968;
 Theatres Act 1968;
 The Tobacco and Primary Medical Services (Scotland) Act 2010;
 Town and Country Planning (Scotland) Act 1997 except in so far as provided for in relation to section 43A below;
 Trade Descriptions Act 1968;
 Water Environment and Water Services Act 2003;
 Water (Scotland) Act 1980;
 Weights and Measures Act 1985;
 Zoo Licensing Act 1981.

- To grant conditionally or otherwise, refuse or suspend where legally appropriate, and to designate officers to grant conditionally or otherwise, refuse or suspend where legally appropriate, licences, registrations, recognitions or approvals in terms of the legislation referred to above.
- To administer the Council's Housing Grant Scheme in terms of the Housing (Scotland) Act 1987 and the Civic Government (Scotland) Act 1982.
- To exercise the functions of the Council in terms Part 1 of the Smoking Health and Social Care (Scotland) Act 2005 and all related subordinate legislation:-
 - (i) The consideration of representations and the hearing of appeals relative to Part 1 of the Smoking, Health and Social Care (Scotland) Act 2005 be delegated to the Executive Director (Housing and Environment) and the Head of Environmental and Consumer Services.
 - (ii) Arrangements for administration of Fixed Penalties be delegated to the Executive Director (Housing and Environment).

- To negotiate with potential partners to provide toilet facilities for the public in connection with the Perth and Kinross Comfort Scheme and enter into Minutes of Agreement therefore.
- To set the charges for the range of recycling and composting skip hire services to be offered.
- To appoint competent persons in terms of Part 1 of the Public Health (Scotland) Act 2008, and to maintain a list of such competent persons.

Countryside

- To exercise the functions of the Council in terms of the Countryside (Scotland) Act 1967 and all related subordinate legislation, but with the following exceptions:

Section 24 - Acquisition of land for public access
Section 31 - Creation of public paths by compulsion
Sections 34 -38 - Closure and diversion of public paths
Section 54 - Byelaws
- To exercise functions of the Council in terms of the Land Reform (Scotland) Act 2003 and all related subordinate legislation, but with the following exceptions:

Section 11 - Power to exempt land from the right of access for 6 days or longer
Section 12 – Making Byelaws
Section 16 - Acquisition of land to enable or facilitate access rights
Section 18 - Core paths plan: further procedure - giving notice of the plan, formal consultation, adopting it etc.
Section 22 - Path orders
Section 25 - Appointments to local access forum
- To agree terms and conditions for access agreements to the countryside provided that any consideration, exclusive of fees and costs, does not exceed £5,000.

Roads and Traffic

- To exercise the functions of the Council as roads authority in terms of the Roads (Scotland) Act 1984 and all related subordinate legislation, but with the following exceptions –
 - (i) Part III where the applicant objects to proposed conditions in respect of consents
 - (ii) Section 97 - Permitting trading on A class roads.

- The Executive Director shall have the power to promote and propose and where no objections are raised, confirm roads orders in terms of the Road Traffic Regulation Act 1984 and any subsequent legislation regulating the use of the Perth and Kinross Council roads network.
- To exercise the functions of the Council in terms of the Road Traffic Acts 1988 and 1991 and all related subordinate legislation.
- To exercise the functions of the Council in terms of the New Roads and Street Works Act 1991 and all related subordinate legislation.
- To exercise the functions under the Transport (Scotland) Act 2005.
- To carry out the naming and numbering of streets in terms of the Civic Government (Scotland) Act 1982.

Public Transport

- To exercise the functions of the Council in terms of the Transport Act 1985 and the Transport (Scotland) Act 2001, and all related subordinate legislation.
- To carry out the management and administration of the day to day operation of school and special education transport on behalf of the Executive Director (Education and Children's Services), and client transport on behalf of the Chief Officer of the Health and Social Care Partnership, including the specification, tendering and award of conveyance contracts.

Flood Prevention

- To exercise the functions of the Council in terms of the following and all related subordinate legislation:

Flood Prevention (Scotland) Act 1961
Flood Risk Management (Scotland) Act 2009

Reservoirs

- To exercise the functions of the Council in terms of the Reservoirs Act 1975, and all related subordinate legislation.

Public Order

- To make Orders under Section 14A of the Public Order Act 1986.

Affordable Housing Developer Contributions

- To determine the tenure of affordable housing required in accordance with the decision of the Enterprise and Infrastructure Committee on 17 January 2007.
- In consultation with the Convener of the Environment and Infrastructure Committee, to approve grants of up to a maximum of £200,000 per site to meet the need for affordable housing as agreed by the Enterprise and Infrastructure Committee on 17 January 2007.
- In consultation with relevant local members and the Conveners of the Environment and Infrastructure Committee and the Housing and Communities Committee:-
 - (i) to agree to proposals from developers to build up affordable housing credits on particular sites;
 - (ii) to agree to the use of accrued affordable credits to offset the affordable requirements on other sites within the same housing market area; and
 - (iii) to extend the period for which credits can be held, up to a maximum period of 10 years.

Financial Assistance

- To determine requests between £2,001 and £50,000 under the Financial Assistance to the Voluntary Sector Revenue Budget and the Community Environment Challenge Fund.
- To determine requests for funding from the Auchterarder Community Challenge Fund up to a maximum of £50,000.

Development Planning

- In accordance with the Scheme of Delegation approved by Scottish Ministers in October 2016 to exercise the functions of the Council as Planning Authority in terms of the Town and Country Planning (Scotland) Act 1997 as amended by the Planning Etc. (Scotland) Act 2006, the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 as amended and all related subordinate legislation.
- Nothing in the above clauses shall prohibit the Depute Chief Executive from approving any planning application for a development which already has a valid planning consent where the Development Plan and land use circumstances are unchanged from the time of the grant of planning permission.

Building Standards

- To exercise functions of the Council in terms of the Building (Scotland) Act 2003 and all related subordinate legislation.
- To determine applications for licences in terms of the following and all related subordinate legislation:-

Raised Platforms (Civic Government (Scotland) Act 1982)
Safety Certificates (Safety of Sports Grounds Act 1975)
- To issue prohibition notices in terms of Section 10 of the Safety of Sports Grounds Act 1975 as amended by Section 23 of the Fire Safety and Safety of Places of Sport Act 1987 restricting the admission of spectators to a sport ground, or any part of it, if that admission would involve a serious risk to spectators.

Economic Development

- To exercise the functions of the Council in terms of Section 154 of the Local Government (Scotland) Act 1973 and all relevant subordinate legislation in relation to Perth Harbour.
- To approve –
 - (i) event funding applications up to £10,000
 - (ii) employability initiatives and business grant applications up to £20,000
 - (iii) business loan applications up to £50,000

Property

- ~~To act as the Council's agent in all property matters.~~
- ~~To dispose of any property or right in property valued by the Head of Property at £100,000 or less either by negotiation or advertisement and subject to section 74 of the Local Government (Scotland) Act 1974 (the duty to obtain best reasonable consideration), as amended by Section 44 of the Local Government in Scotland Act 2003 and the Disposal of Land by Local Authorities (Scotland) Regulations 2010.~~
- ~~To acquire any property or right in property in respect of which there is a relevant project or programme and budget provision and instructions have been received from the relevant Executive Director.~~

- ~~To manage the Council's leasehold portfolio including, without prejudice to the generality, agreeing tenancies, rentals, rent reviews, assignments, sub tenancies, terminations and renewals.~~

~~Energy Management and Conservation~~

- ~~To undertake carbon trading in consultation with the Head of Finance and the Head of Legal and Governance Services in accordance with the Carbon Reduction Commitment Energy Efficiency Scheme.~~

24. CHIEF OFFICER / DIRECTOR – INTEGRATED HEALTH AND SOCIAL CARE

- 24.1 The Perth and Kinross Integration Joint Board is obliged to appoint a Chief Officer / Director – Integrated Health and Social Care in accordance with Section 10 of the Public Bodies (Joint Working) (Scotland) Act 2014.
- 24.2 The specific provisions relating to the role are as set out in Section 7 of the Perth and Kinross Integration Scheme.

25. STATUTORY APPOINTMENTS OF OFFICERS

25.1 In terms of various statutes, the Council is required to appoint Officers for a variety of particular purposes. Officers so appointed are empowered to take such action as is implicit in their role. The statutory appointments agreed by the Council are as follows:

<u>STATUTORY PROVISION</u>	<u>PURPOSE / ROLE</u>	<u>OFFICER</u>
Social Work (Scotland) Act 1968		
s.3	Chief Officer of Social Work	Depute Director (Education and Children's Services)
Local Government (Scotland) Act 1973		
s.33A	Proper Officer for various purposes in connection with Councillors' declaration of acceptance of office	Chief Executive Head of Legal & Governance Services
s.34	Proper Officer for receipt of Councillors' resignations	Chief Executive Head of Legal and Governance Services
s.43 and Sch.7	Proper Officer for various purposes in connection with meetings and proceedings of the Council, Committees and Sub-Committees	Head of Legal & Governance Services
ss.50A-50K	Proper Officer for various purposes in connection with access to meetings and documents of the Council, Committees and Sub-Committees	Head of Legal & Governance Services
s.92	Proper Officer for dealing with the transfer of securities	Head of Finance
s.95	Proper Officer for the administration of the Council's financial affairs	Head of Finance

<u>STATUTORY PROVISION</u>	<u>PURPOSE / ROLE</u>	<u>OFFICER</u>
s.190	Proper Officer for service of legal proceedings, notices, etc on the Council	Chief Executive Head of Legal & Governance Services Legal Managers
s.191	Proper Officer in respect of claims on behalf of the Council in sequestrations and liquidations	Head of Legal & Governance Services Legal Managers
s.192	Proper Officer for services of notices etc by Local Authority	Head of Legal and Governance Services Legal Managers
s.192-193	Proper Officer for the purpose of the execution of Notices of Proceedings under the Housing (Scotland) Act 2001	Executive Director (Communities)Housing and Environment)
s.192-193	Proper Officer for the purpose of signing tenancy agreements under the Housing (Scotland) Act 2001	Executive Director (Communities)Housing and Environment) Head of Housing Area Housing Managers
s.193-194	Proper Officer in respect of authentication of documents and certifying deeds	Head of Legal & Governance Services Legal Managers
s.197	Proper Officers in respect of arrangements for the inspection and depositing of documents	Chief Executive Head of Legal & Governance Services Democratic Services Manager
ss.202-204	Proper Officer for various purposes in connection with byelaws	Head of Legal & Governance Services
s.206	Proper Officer in respect of the keeping of a register of persons	Chief Executive

admitted as freemen of
the Council's area

<u>STATUTORY PROVISION</u>	<u>PURPOSE / ROLE</u>	<u>OFFICER</u>
Licensing (Scotland) Act 2005		
Section 22	Competent Objector / Representations to the Licensing Board	Chief Executive and/or Executive Director (Education and Children's Services) and/or Executive Director (Communities)Housing & Environment)
Section 36	Applying for a Review of a Premises Licence to the Licensing Board	Chief Executive and/or Executive Director (Education and Children's Services) and/or Executive Director (Communities)Housing & Environment)
Para 8, Schedule 1	Clerk to the Licensing Board	Head of Legal & Governance Services
Civic Government (Scotland) Act 1982		
s.113	Proper Officer in respect of evidence of management rules	Head of Legal & Governance Services Legal Managers
Representation of the People Act 1983		
s.25 and s.41	Returning Officer	Chief Executive
Local Government and Housing Act 1989		
s.2	Proper Officer in respect of lists of politically restricted posts	Corporate Human Resources Manager
s.4	Head of Paid Service	Chief Executive
s.5 and 5A	Monitoring Officer	Head of Legal & Governance Services
Requirements of Writing (Scotland) Act 1995 Para 4, Schedule 2	Proper Officer in respect of execution of Deeds	Chief Executive Head of Legal & Governance Services

Local Government (Contracts) Act 1997 Section 3	and use of the Council's seal	Legal Managers
	Certification of contracts	Head of Legal and Governance Services Legal Managers
<u>STATUTORY PROVISION</u>	<u>PURPOSE / ROLE</u>	<u>OFFICER</u>
Town and Country Planning (Scotland) Act 1997 S43A	Delegated authority in respect of planning applications for local development	Executive Director (Communities)Depute Chief Executive ; Head of Planning and Development; Development Management and Building Standards Service Manager; Development Management Team Leaders; and (for certain applications only) Development Management Planning Officers who have membership of the Royal Town Planning Institute and 2 years post-qualifying experience
Ethical Standards in Public Life etc. (Scotland) Act 2000 s.7 and The Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003	Proper Officer for all purposes in connection with registration of Members' interests and other related purposes under the Councillors' Code of Conduct	Head of Legal & Governance Services
Article 37 of REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL Section 69 of the Data Protection Act 2018	Data Protection Officer	Information Compliance Manager

26. DUTIES OF STATUTORY OFFICERS

HEAD OF PAID SERVICE

- 26.1 The Head of Paid Service is a statutory appointment by virtue of Section 4 of the Local Government and Housing Act 1989. The Council has resolved that the Head of Paid Service is the Chief Executive.
- 26.2 Although a statutory appointment, the law does not require the Head of Paid Service to hold any specific qualifications. However, the post holder is expected to have appropriate leadership, communication and interpersonal skills and qualities of integrity and impartiality in order to deliver the statutory objectives of the post.
- 26.3 By virtue of section 2(1)(a) of the 1989 Act, the post of Head of Paid Service is designated as a politically restricted post, and accordingly is included in the list of such posts required to be maintained by the Council.

MONITORING OFFICER

- 26.4 The Monitoring Officer is a statutory appointment by the Council by virtue of Section 5 of the Local Government and Housing Act. The Council has resolved that the Monitoring Officer is the Head of Legal and Governance Services.
- 26.5 By virtue of Section 5(7) of the 1989 Act, the duties of the Monitoring Officer must be carried out personally by them or, where they are unable to act owing to absence or illness, personally by such member of their staff nominated by them as their deputy.
- 26.6 By virtue of Section 2(1)(e) of the 1989 Act, the post of Monitoring Officer is designated as a politically restricted post, and accordingly is included in the list of such posts required to be maintained by the Council.
- 26.7 Although a statutory appointment, the law does not require the Monitoring Officer to hold any specific qualification, and in particular, they do not require to be a solicitor or advocate. However, the recommendation of Audit Scotland is that the post holder should be in a position of sufficient seniority within the Council to enable them to carry out their statutory responsibilities effectively. This means that, irrespective of the substantive post which the Monitoring Officer holds in the Council, they will either be a member of the Council's Executive Officer Team, or have direct access to the Council's Chief Executive, Executive Directors, Chief Operating Officer and Heads of Service as they see fit.

**PROPER OFFICER for FINANCIAL ARRANGEMENTS
(Chief Financial or Section 95 Officer)**

- 26.8 The Proper Officer for Finance Arrangements is a statutory appointment by virtue of Section 95 of the Local Government (Scotland) Act 1973 which requires local authorities to make arrangements for the proper administration of their financial affairs and appoint a Chief Financial Officer (CFO) to have responsibility for those arrangements. The Council has resolved that the Proper Officer is the Head of Finance.
- 26.9 By virtue of section 2(1)(b) and (6)(d) of the Local Government and Housing Act 1989, the post of CFO is designated as a politically restricted post, and accordingly is included in the list of such posts required to be maintained by the Council.
- 26.10 In Scotland, there is no statutory requirement for the CFO to be a member of a specified accountancy body.

CHIEF SOCIAL WORK OFFICER

- 26.11 The Chief Social Work Officer is a statutory appointment by virtue of Section 3 of the Social Work (Scotland) Act 1968. The Chief Social Work Officer is appointed for the purposes of the Council's functions under the 1968 Act and under those other enactments listed in Section 5(1B) of that Act. In broad terms, those functions cover all social work and social care services whether provided directly by the Council, in partnership with other agencies, or procured by the Council and provided by others on its behalf.
- 26.12 The qualifications required for the post are set out in the Qualifications of Chief Social Work Officers (Scotland) Regulations 1996 (S.I.1996/515 (1996/49)).
- 26.13 The Chief Social Work Officer is required by section 5(1) of the 1968 Act to carry out the duties of the post under the general guidance of the Scottish Ministers. The Scottish Ministers issued revised and finalised guidance in May 2016. <http://www.gov.scot/Publications/2016/07/3269/0>.
- 26.14 The Chief Social Work Officer is a "proper officer" of the Council in relation to its social work functions.
- 26.15 The Council has resolved that the Depute Director (Education and Children's Services) is the Chief Social Work Officer.
- 26.16 By virtue of Sections 2(1)(b) and (6)(c) of the Local Government and Housing Act 1989, the post is designated as a politically restricted post, and Accordingly it is included in the list of such posts required to be maintained by the Council.

DATA PROTECTION OFFICER

- 26.17 The Data Protection Officer (DPO) is a statutory appointment by virtue of Section 69 of the Data Protection Act 2018 and Article 37 of Regulation (EU) 2016/679 of the European Parliament and of The Council (General Data Protection Regulation “GDPR”). Within the Council, the Information Compliance Manager fulfils the role of Data Protection Officer.
- 26.18 Whilst legislation does not explicitly prescribe qualifications of the DPO, the DPO must have an expert knowledge of national and European data protection law and practice and a thorough understanding of how to build, implement and manage data protection programmes.
- 26.19 The DPO is an independent role within the Council and as such cannot be directed in the performance of their statutory tasks.
- 26.20 The DPO must have direct access to have direct access to the Council’s Chief Executive, Executive Directors, Chief Operating Officer and Heads of Service as they see fit.
- 26.21 By virtue of Section 71 of the Act and provisions of the GDPR, the duties of the DPO must include the following:-
- (a) to inform and advise the controller or the processor and the employees who carry out processing of their obligations pursuant to this Regulation and to other Union or Member State data protection provisions;
 - (b) to monitor compliance with the GDPR and the Data Protection Act 2018, with other Union or Member State data protection provisions and with the policies of the controller or processor in relation to the protection of personal data, including the assignment of responsibilities, awareness-raising and training of staff involved in processing operations, and the related audits;
 - (c) to provide advice where requested as regards the data protection impact assessment under Section 64 and to monitor compliance
 - (d) to cooperate with the supervisory authority; and
 - (e) to act as the contact point for the supervisory authority on issues relating to processing, including the prior consultation referred to in Section 65 of the Data Protection Act, and to consult, where appropriate, with regard to any other matter.