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

Council Building
2 High Street
Perth
PH1 5PH

Wednesday, 21 February 2018

A Meeting of **Perth and Kinross Council** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 28 February 2018 at 14:00**.

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

BERNADETTE MALONE
Chief Executive

Those attending the meeting are requested to ensure that all electronic equipment is in silent mode.

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

Members:

Provost D Melloy
All Councillors

Perth and Kinross Council

Wednesday, 28 February 2018

AGENDA

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

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTES OF PREVIOUS MEETINGS**
 - (i) MINUTE OF SPECIAL MEETING OF PERTH AND KINROSS COUNCIL OF 22 NOVEMBER 2017 FOR APPROVAL AND SIGNATURE 7 - 24**
 - (ii) MINUTE OF MEETING OF PERTH AND KINROSS COUNCIL OF 20 DECEMBER 2017 FOR APPROVAL AND SIGNATURE 25 - 34**
- 4 MINUTES OF MEETINGS OF COMMITTEES FROM 22 NOVEMBER 2017 TO 7 FEBRUARY 2018 35 - 178**
- 5 COMMUNITY PLANNING PARTNERSHIP UPDATE 179 - 180**

Report by Senior Depute Chief Executive (copy herewith 18/65)
- 6 TREASURY ACTIVITY AND COMPLIANCE REPORT - 2017/18 QUARTER 3 181 - 200**

Report by Head of Finance (copy herewith 18/66)
- 7 TREASURY & INVESTMENT STRATEGY AND PRUDENTIAL INDICATORS 2018/19 - 2022/23 201 - 232**

Report by Head of Finance (copy herewith 18/67)
- 8 PERTH & KINROSS COUNCIL CORPORATE PLAN 2018-2022 233 - 254**

Report by Depute Chief Executive and Chief Operating Officer (copy herewith 18/68)
- 9 CORPORATE WORKFORCE PLAN 2018-2021 255 - 286**

Report by Chief Executive (copy herewith 18/69)

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| 10 | TRANSFORMING THE CULTURAL OFFER OF PERTH AND KINROSS: UPDATE ON CITY HALL
Report by Depute Chief Executive and Chief Operating Officer (copy herewith 18/70)

Note: There will be a presentation prior to consideration of the above item. | 287 - 294 |
| 11 | REVIEW OF STANDING ORDERS AND SCHEME OF ADMINISTRATION
Report by Chief Executive (copy to follow) | |
| 12 | REVIEW OF THE SCHEME OF ESTABLISHMENT FOR COMMUNITY COUNCILS IN PERTH AND KINROSS
Report by Head of Democratic Services (copy herewith 18/72) | 295 - 308 |
| 13 | ELECTORAL REFORM IN SCOTLAND - PUBLIC CONSULTATION
Report by Depute Chief Executive and Chief Operating Officer (copy herewith 18/73) | 309 - 318 |
| 14 | APPOINTMENTS TO COMMITTEES/PARTNER ORGANISATIONS/OUTSIDE BODIES/WORKING GROUPS
(i) The Council is asked to appoint a member to replace Councillor C Stewart on the Scrutiny Committee

(ii) The Council is asked to appoint Councillor J Rebbeck to replace Councillor F Sarwar on the Joint Negotiating Committee for Teaching Staff

(iii) The Council is asked to appoint Councillor J Rebbeck to replace Councillor F Sarwar on the Community Planning Economy and Lifelong Learning Outcome Delivery Group

(iv) The Council is asked to appoint Councillor J Rebbeck to replace Councillor F Sarwar on the Children, Young People and Families Partnership

(v) The Council is asked to appoint a member to replace Councillor L Simpson on the Licensing Board | |

Note: Proposals on further appointments will be issued prior to the meeting.

15 TIMETABLE OF MEETINGS 2018

- (i) The Council is asked to agree that the meeting of the Enterprise and Infrastructure Committee scheduled to be held on Wednesday 28 March 2018 now take place on Wednesday 21 March at 10.00am.
- (ii) The Council is asked to agree that the meeting of the Housing and Communities Committee scheduled to be held on Wednesday 21 March 2018 now take place on Wednesday 28 March at 10.00am.
- (iii) The Council is asked to agree that the meeting of the Enterprise and Infrastructure Committee scheduled to be held on Wednesday 23 May 2018 now take place on Wednesday 6 June 2018 at 2.00pm.

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SPECIAL MEETING OF COUNCIL

Minute of Special Meeting of Perth and Kinross Council held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 22 November 2017 at 1.00pm.

Present: Provost D Melloy, Councillors C Ahern, H Anderson A Bailey, K Baird, B Band, M Barnacle, P Barrett, B Brawn, I Campbell, H Coates (from Art. 689 onwards), S Donaldson, D Doogan, E Drysdale, 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: B Malone, Chief Executive; J Fyffe, Senior Depute Chief Executive; J Valentine, Depute Chief Executive and Chief Operating Officer; B Renton, Interim Executive Director (Environment); G Taylor, L Simpson, S Hendry, G Fogg, C Elliott, C Flynn, K Molley, L Potter and S MacKenzie (all Corporate and Democratic Services); P Marshall, B Murray, N Brian, H Biro, K Briggs and A Finlayson (all The Environment Service); C Mailer and N Robson (both Housing and Community Safety).

Provost D Melloy, Presiding.

687. WELCOME AND APOLOGIES

Provost Melloy welcomed all those present to the meeting. No apologies were submitted.

688. DECLARATIONS OF INTEREST

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

689. PROPOSED LOCAL DEVELOPMENT PLAN 2

There was submitted a report by the Depute Chief Executive (Chief Operating Officer) (17/387) seeking (1) approval of the Proposed Perth and Kinross Local Development Plan 2 (LDP2) and supporting documents and (2) agreement to publication of the plan for representations from 1 December 2017 to 2 February 2018.

Prior to discussion, Provost Melloy highlighted a number of points:

- (i) As the Proposed Local Development Plan required to be consistent with the Strategic Development Plan (TAYplan), any amendments to the Proposed Local Development Plan would require to remain consistent with the TAYplan and take account of a range of documents produced by the Scottish Government and others.

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- (ii) Any proposed amendments to the Proposed Local Development Plan would be taken in the following order:
- Chapter 3 – Policies
 - Chapter 4 – Settlements Statements – starting alphabetically with A, B, C, D-G, H-O, then Perth, and finally Perth Airport – W
 - Any other amendments
- (iii) It was agreed that in terms of Standing Order 43, and in the event that any proposed amendments came forward all or parts of which were unrelated, the requirement of Standing Order 43 would be suspended. This would allow unrelated amendments to the Proposed Plan to be voted on their individual merits.

Thereafter, officers answered a number of questions from members on the Proposed Local Development Plan.

THERE FOLLOWED A 10 MINUTE RECESS AND THE MEETING RECONVENED AT 1.55PM

Motion (Councillors Campbell and Lyle)

The Council is asked to:

- (i) Note the contents of the Environmental Report Addendum.**
- (ii) Approve the amendments proposed to the Development Plan Scheme as outlined in Report 17/387.**
- (iii) Approve the Proposed Local Development Plan and agree to its publication on 1 December 2017, allowing a 9 week period for representations.**
- (iv) Authorise the Depute Chief Executive (Chief Operating Officer) to make changes to the format, appearance and technical details of the Proposed Plan and associated documents prior to its publication and also to correct any factual inaccuracies identified in the Proposed Plan.**
- (v) Agree the preparation and publication of a schedule of responses in line with the Council decision on the Proposed Plan.**
- (vi) Instruct the Depute Chief Executive (Chief Operating Officer) to report the representations received on the Proposed Plan back to the Council.**
- (vii) Approve the Draft Action Programme for consultation with stakeholders.**
- (viii) Instruct the Director (Environment) to submit to the Environment, Enterprise & Infrastructure Committee a report on the necessary steps to promote higher design standards in developments.**
- (ix) Instruct the Director (Environment) to submit to the Environment, Enterprise & Infrastructure Committee a report on a strategy for the delivery of employment land to meet emerging needs in Perth & Kinross.**

COUNCILLOR COATES ENTERED THE MEETING AT THIS POINT

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Amendments on Chapter 3 – Policies

Amendment 1 (Councillors X McDade and R Brock)

An amendment is sought to the Proposed LDP2 Policy 28A: New Development in Conservation Areas. It is requested that “and sympathetic” is added in to the second sentence of the first paragraph after the word appropriate.

The amended text of the policy is shown below with the additional wording in red.

Policy 28A: New Development

Development within a Conservation Area must preserve or enhance its character or appearance. The design, materials, scale and siting of new development within a conservation area, and development out with an area that will impact upon its special qualities should be appropriate **and sympathetic** to its appearance, character and setting.

Where a Conservation Area Appraisal has been undertaken for the area, the details contained in that appraisal should be used to guide the form and design of new development proposals.

Applications for Planning Permission in Principle in Conservation Areas will not be considered acceptable without detailed plans, including elevations, which show the development in its setting.

Amendment 2 (Councillors X McDade and A Bailey)

An amendment is sought to the Proposed LDP2 Policy 37: Landscape. It is requested that “including the creation of new hill tracks” is added in to the first sentence of the first paragraph after the word change.

The amended text of the policy is shown below with the additional wording in red as amendment above.

Policy 37: Landscape

All Landscapes

Development and land use change, **including the creation of new hill tracks**, should be compatible with the distinctive characteristics and features of Perth and Kinross’s landscapes; which requires reference to the Tayside Landscape Character Assessment. Accordingly, development proposals will be supported where they do not conflict with the aim of maintaining and enhancing the landscape qualities of Perth and Kinross. They will need to demonstrate that either in the case of individual developments, or when cumulatively considered alongside other existing or proposed developments:

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- (a) they do not erode local distinctiveness, diversity and quality of Perth and Kinross's landscape character areas, the historic and cultural dimension of the area's landscapes, visual and scenic qualities of the landscape, or the quality of landscape experience;
- (b) they safeguard views, viewpoints and landmarks from development that would detract from their visual integrity, identity or scenic quality;
- (c) they safeguard the tranquil qualities of the area's landscapes;
- (d) they safeguard the relative wildness of the area's landscapes including, in particular, the areas identified on the 2014 SNH Wild Land Areas map;
- (e) they provide high-quality standards in landscape design, including landscape enhancement and mitigation schemes when there is an associated impact on a landscape's qualities;
- (f) they incorporate measures for protecting and enhancing the ecological, geological, geomorphological, archaeological, historic, cultural and visual amenity elements of the landscape; and
- (g) they conserve the experience of the night sky in less developed areas of Perth and Kinross through design solutions with low light impact.

Development which would affect a Wild Land Area will only be permitted where the Council as Planning Authority is satisfied that:

- (a) the proposed development will not adversely affect the integrity of the area or the qualities for which it has been designated; or
- (b) any such adverse effects are clearly outweighed by social, environmental or economic benefits of national importance.

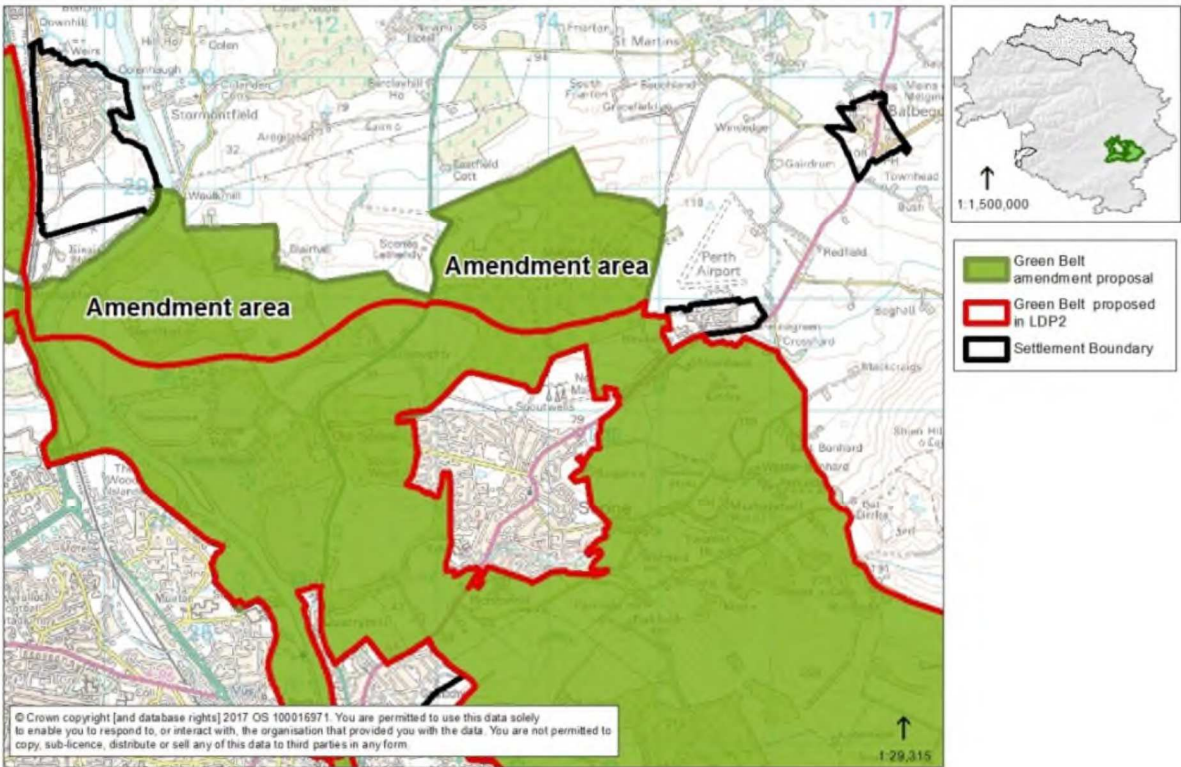
Amendment 3 (Councillors C Stewart and L Simpson)

An amendment is sought in relation to Policy 44: Perth Greenbelt Boundary, to amend the northern boundary of the Perth Greenbelt between the east bank of the Tay and the A94 to reflect the boundary as identified in the Adopted Local Development Plan 2014. Map A identifies the area to be included and Map B represents the Proposed Plan incorporating the proposed amendment.

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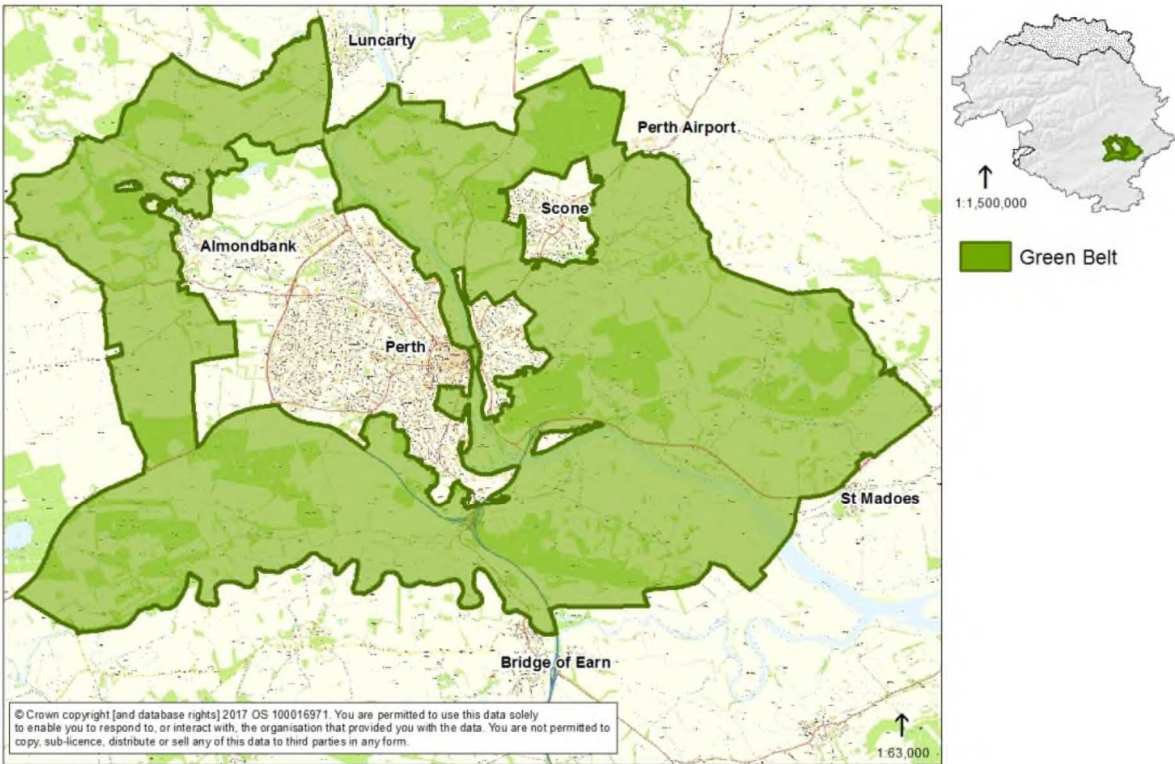
Map A

POLICY MAP E: GREEN BELT - Scone Extract



Map B

POLICY MAP F: GREEN BELT



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Amendments on Chapter 4 – Settlement Statements - Balado

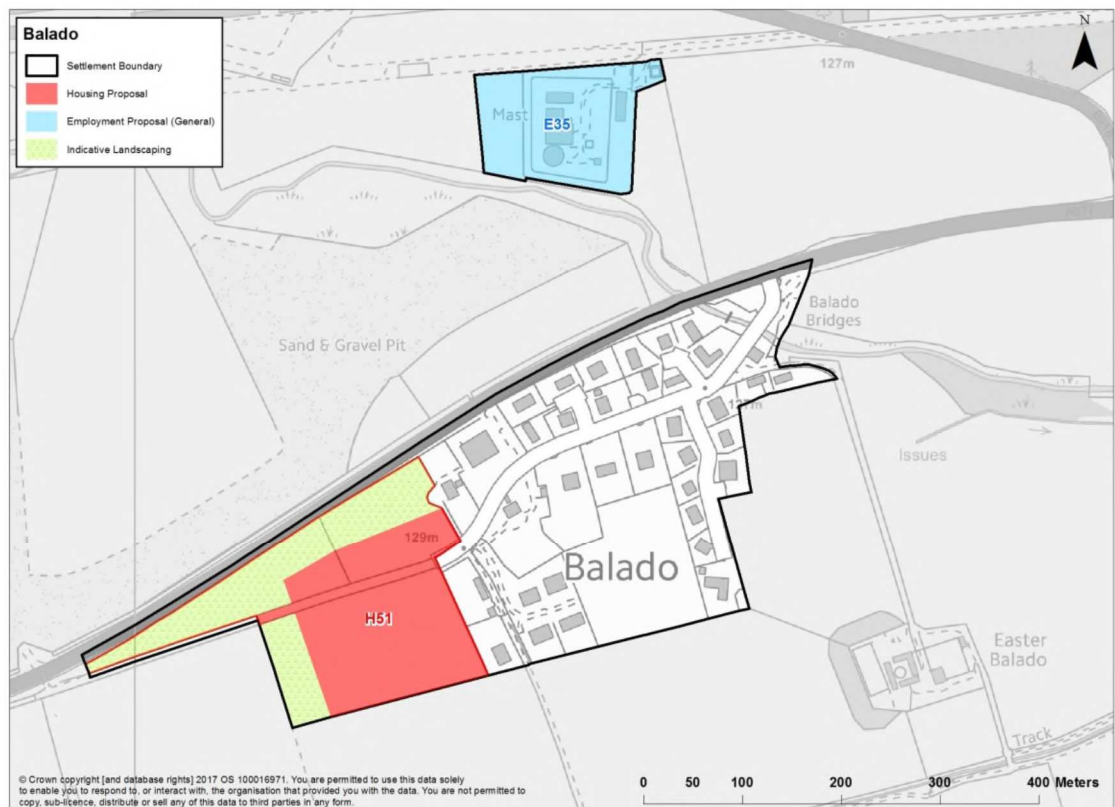
Amendment 4 (Councillors W Robertson and C Purves)

An amendment is sought to add “All new development should be connected to a publically maintained waste water treatment works”.

Amendment 5 (Councillors C Purves and W Robertson)

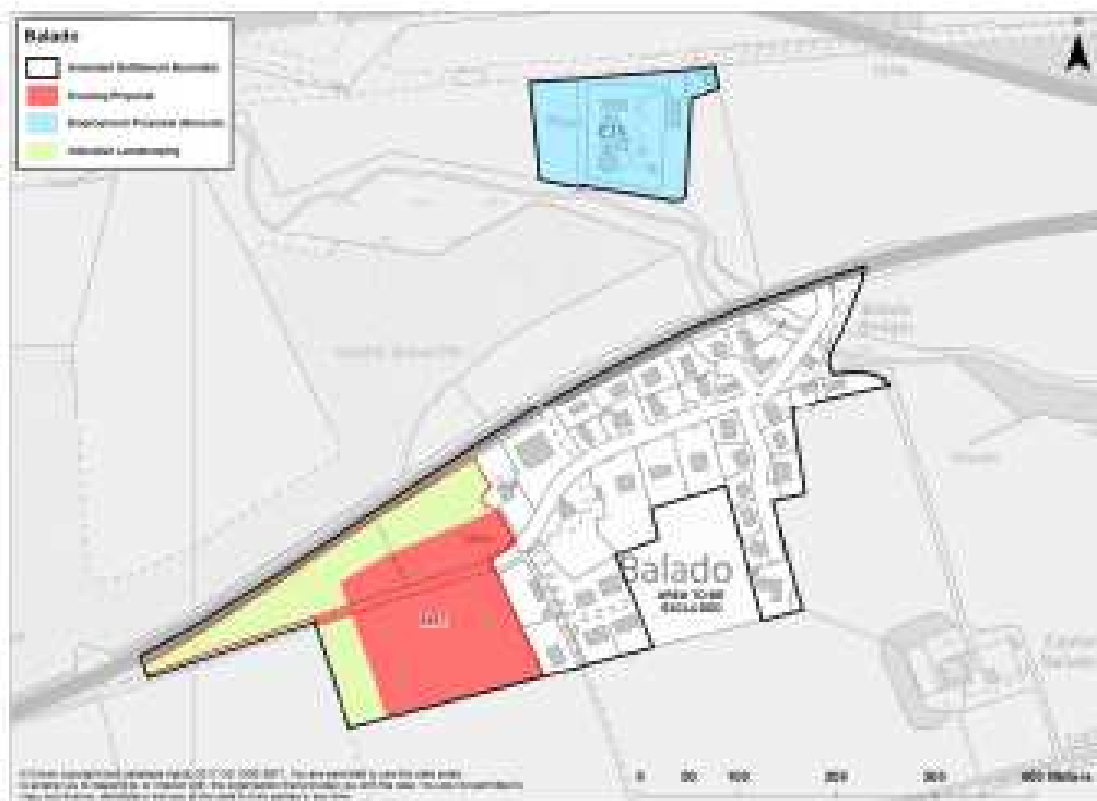
An amendment is sought to the Proposed LDP2 Balado settlement map to remove land at Beaufield from the settlement boundary. The proposed amendment is to replace as shown on the current settlement Map A with Map B below:

Map A



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Map B



The other consequential changes to Amendments 4 & 5 Amend the reference in the Settlement Statement to the settlement boundary identified for growth to reflect existing planning permissions, the first paragraph would read as follows:

“Balado is a small settlement that lies a mile to the west of Kinross on the A977. The village has been identified for growth to reflect existing planning permissions and is considered a sustainable location for limited small-scale development. All new development should be connected to a publically maintained waste water treatment works.

To the north of this small village is the former and decommissioned Balado Bridge NATO Communications facility, a recognisable feature of the area, known locally as the ‘Golf Ball’. The former NATO facility at Balado Bridge is identified for employment use to encourage the re-development of a brownfield site.”

Amendments on Chapter 4 – Settlement Statements – Crook of Devon and Drum

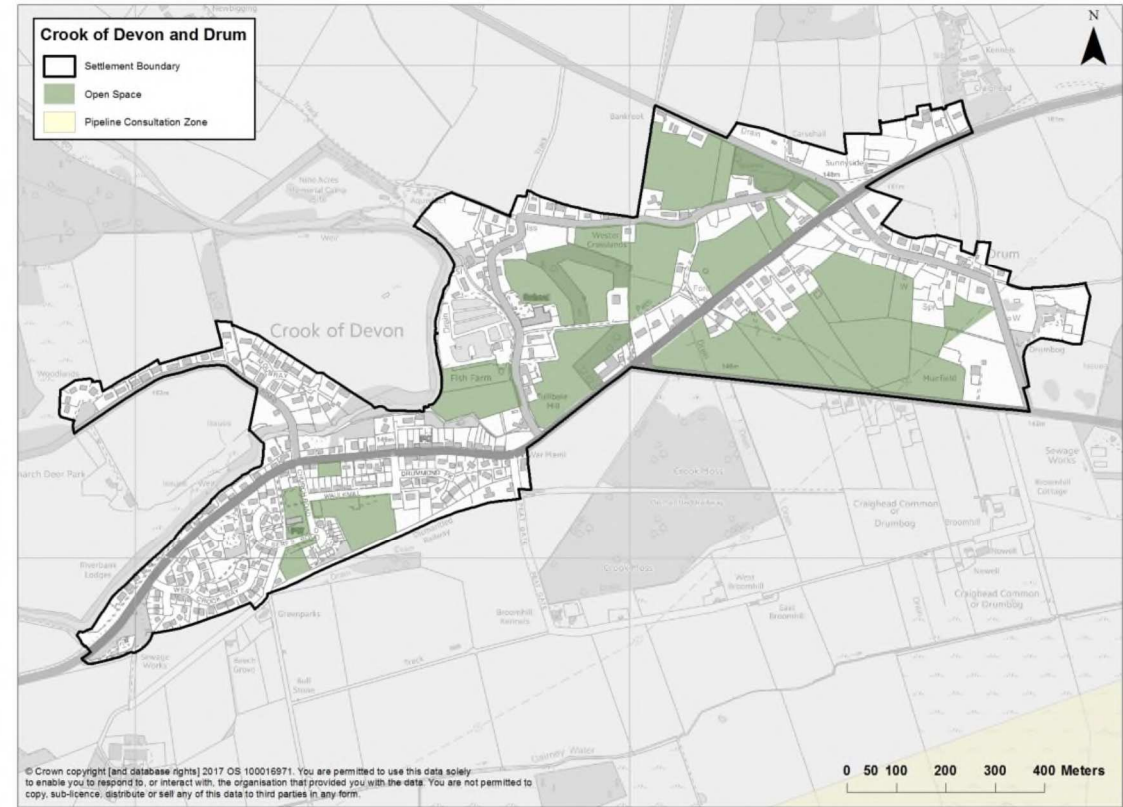
Amendment 6 (Councillors M Barnacle and R Watters)

An amendment is sought to the Proposed LDP2 Crook of Devon and Drum settlement summary to introduce a new proposal at Crook of Devon. Map A

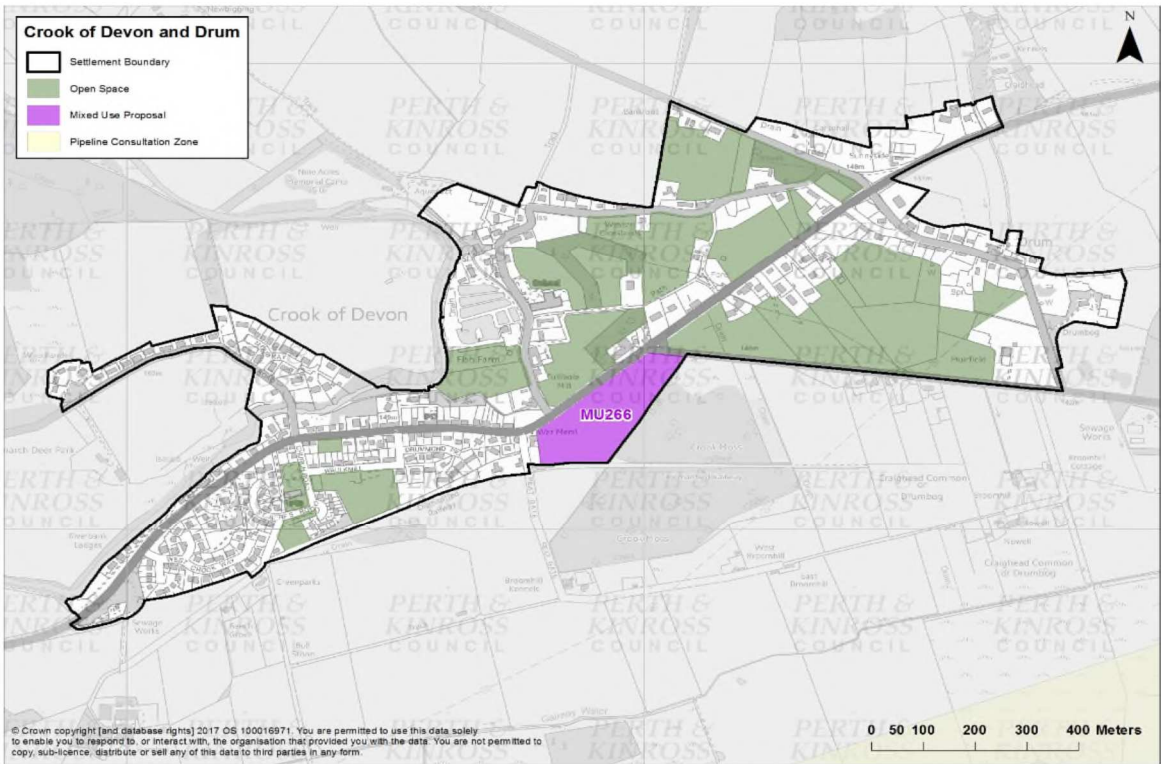
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should be replaced as shown below with Map B which includes a mixed use allocation:

Map A



Map B



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Ref	Location	Size	Number
MU266	Junction of A977 & B9097	3.1ha	Maximum of 30 homes, employment uses, farm shop/restaurant
<p>Site specific developer requirements</p> <p>Prepare a masterplan with a high quality design and layout which reflects its gateway position; and a landscape framework which retains some visual separation between Crook of Devon and Drum.</p> <p>The masterplan should be informed by:</p> <ul style="list-style-type: none"> • Landscape and Visual Impact Assessment • Transport Statement and review of pedestrian crossing facilities on the A977 and improved • provision where required • Market research into employment use, and farm shop viability (if there is not demand then provision of land for additional car parking and/or another agreed community use which would benefit the community) • an appropriate peat survey and management plan to minimise impact and implement suitable mitigation measures • Flood Risk Assessment • Drainage Impact Assessment to define area at risk and appropriate detailed layout and levels and SUDS. The SUDS for development proposals should include sufficient attenuation to protect those watercourses which flow into Loch Leven from erosion during periods of heavy rainfall. <p>The masterplan should provide:</p> <ul style="list-style-type: none"> • a significant landscape buffer along the A977 and the boundary with the village hall • bus shelter, additional car parking for the village hall, and contribution to A977 mitigation measures • an entrance feature • appropriate footpath provision along the frontage of the site, and with existing core path network. Also enhance footpaths between the site and school. • waymarked footpaths, disabled access and a woodland management plan for Crook Moss • 50% affordable housing • a Construction Method Statement where the development site will affect a watercourse. Methodology should provide measures to protect the watercourse from the impact of pollution and sediment so as to ensure no adverse effects on Loch Leven SPA. • financial contribution to education provision in line with the Supplementary Guidance 			

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This amendment also requires consequential amendments to the settlement summary, and the housing background paper.

Paragraph 1 in the settlement summary currently advises that these settlements have been identified as being able to accommodate some limited growth whilst the 2nd paragraph suggests that design workshops should be held to inform LDP3 to help examine and clarify the opportunities and get broad consensus and ownership of the possible solutions during preparation of LDP3. The paragraph referring to design workshops should be deleted since this allocation provides a long term opportunity for the villages, and the 1st paragraph should be amended paragraph to read:

“Crook of Devon contains a range of services and infrastructure including a shop, pub, primary school, recreation facilities and the Village Institute. The villages of Crook of Devon and Drum are considered capable of supporting further development. Identifying an allocation between Crook of Devon and Drum gives opportunity to support the village services without compromising the existing settlement pattern, in particular at Back Crook. Drainage will be required to connect to a publicly maintained waste water treatment works. Currently the treatment works at Drum and Crook of Devon are at or near capacity. It will be for Scottish Water to consider the most effective means of providing wastewater drainage.

The former fish farm is a brownfield site and its redevelopment will also be supported subject to an appropriate Flood Risk Assessment being carried out. Preference will be given to roadside development echoing the character of the original village.”

The housing background paper would add the 30 extra homes to the effective Housing Land Supply total and adjust the surplus to 26 homes in Table 4. Also the last sentence of the paragraph for Kinross Housing Market Area would need to be amended to saying the additional 40+ houses from review of site capacities would add to the small surplus which has been identified. Furthermore, a table should be added which assesses the capacity of the site.

Amendments on Chapter 4 – Settlement Statements – Perth – Burghmuir Reservoir

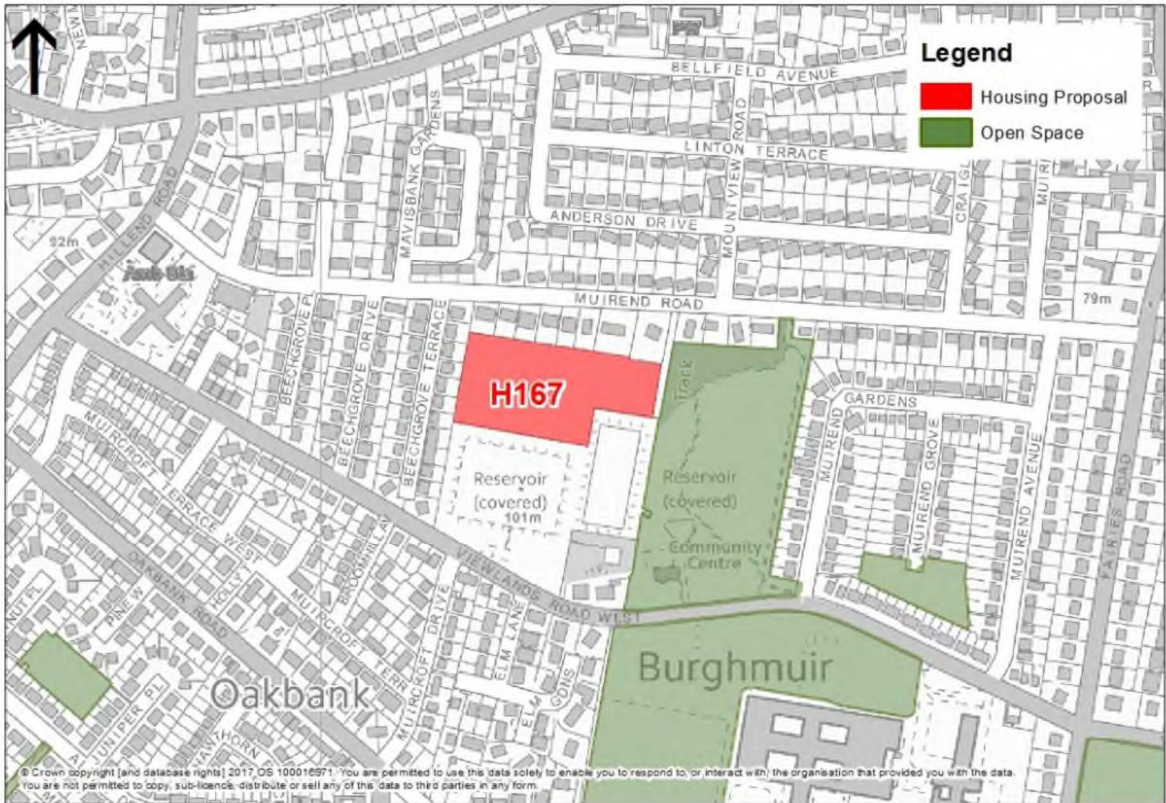
Amendment 7 (Councillors W Wilson and B Band)

An amendment is sought to the Proposed LDP2 Perth settlement maps to remove housing site H167 and replace it as white land within the settlement boundary. This area of land does not provide for a good housing site. It is surrounded by back gardens and the reservoir to the north and access to the site is poor.

Map A shows the current settlement map and Map B shows the proposed replacement:

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Map A



Map B



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Amendments on Chapter 4 – Settlement Statements – Perth – Murray Royal Hospital

Amendment 8 (Councillors P Barrett and C Ahern)

An amendment is sought to the Proposed LDP2 Perth settlement statement in respect of the developer requirements for MU336 Murray Royal Hospital site, to limit occupation of development on the site to the conversion of the Listed Buildings prior to the opening of the Cross Tay Link Road.

Table 1 shows the existing text and Table 2 the amended text with the amended wording in red.

Table 1

Ref	Location	Size	Number
MU336	Murray Royal Hospital	8.8ha	Residential and/or community uses*
<p>Site Specific Developer Requirements</p> <p>A Masterplan setting out the phasing, delivery strategy and the comprehensive development of the whole of this site is required at the time of any planning application.</p> <p>Informing the masterplan will be:</p> <ul style="list-style-type: none"> • Transport Assessment. There may be capacity issues prior to CTRL completion • requiring sensitive phasing • Flood Risk Assessment from unnamed watercourse and surface water flooding. • Biodiversity surveys. • An archaeological survey to be undertaken and impacts on the historic environment will be avoided wherever possible through sensitive layout and design. • A full condition survey of existing listed buildings. <p>Suitable numbers for this allocation will be determined by the master planning process. This masterplan should:</p> <ul style="list-style-type: none"> • Include early phasing of reuse of the listed buildings and a programme of repairs. • Consider appropriate use for the chapel investigating potential for community use. • Ensure sufficient pathway permeability throughout the former hospital site, connecting to and protecting the core path along the northern and eastern boundaries and providing connection to Gannochy Road. • Identify key features, that need to be retained as far as possible including the topography, woodland belts and avenues (some of which are covered 			

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- by Tree Preservation Orders) and the attractive stone walls, minimising earthworks by utilising current ground levels.
- Retain important parkland setting southeast of the main buildings as open space.
 - Propose a strong landscape framework of trees throughout the development but especially along the north and east boundaries of the site.
 - Be sensitive to density as whilst there is likely to be loss of some of the open aspect an appropriate landscape plan will be important to ensuring any development sympathetically integrates into its parkland setting.
 - Due to the topography and the significantly visible nature of the site, consideration should be given to use of natural materials and sympathetically coloured materials for external finishes, avoiding large areas of white render so as to reduce visual prominence and settle the buildings into the natural surroundings.
 - Ensure that where new build or replacement elements are deemed acceptable they are of high design quality so that they make an appropriate contribution to the significance of the site.
 - Include a Construction and Environment Management Plan which minimises site traffic movements, ensures on-site parking for construction workers during construction phases, routing of construction traffic and consequent wear and tear of local roads, ensuring road cleaning where required.
- * Note there is no estimate given on the numbers that will be appropriate as this will be a complicated proposal involving: flatted development; conversion of listed buildings; and retention of large areas of parkland setting

Table 2

Ref	Location	Size	Number
MU336	Murray Royal Hospital	8.8ha	Residential and/or community uses*
Site Specific Developer Requirements			
A Masterplan setting out the phasing, delivery strategy and the comprehensive development of the whole of this site is required at the time of any planning application.			
Informing the masterplan will be:			
<ul style="list-style-type: none"> • A Transport Assessment will be required including for the sensitive phasing of the site. To fully address this, the assessment should take account of other committed development feeding into the Bridgend area, both within Perth and the wider Perth area. • Only the conversion of the Listed Buildings will be allowed to be occupied prior to the opening of the CTRL. • Flood Risk Assessment from unnamed watercourse and surface water 			

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flooding.

- Biodiversity surveys.
- An archaeological survey to be undertaken and impacts on the historic environment will be avoided wherever possible through sensitive layout and design.
- A full condition survey of existing listed buildings.

Suitable numbers for this allocation will be determined by the master planning process. This masterplan should:

- Include early phasing of reuse of the listed buildings and a programme of repairs.
- Consider appropriate use for the chapel investigating potential for community use.
- Ensure sufficient pathway permeability throughout the former hospital site, connecting to and protecting the core path along the northern and eastern boundaries and providing connection to Gannochy Road.
- Identify key features, that need to be retained as far as possible including the topography, woodland belts and avenues (some of which are covered by Tree Preservation Orders) and the attractive stone walls, minimising earthworks by utilising current ground levels.
- Retain important parkland setting southeast of the main buildings as open space.
- Propose a strong landscape framework of trees throughout the development but especially along the north and east boundaries of the site.
- Be sensitive to density as whilst there is likely to be loss of some of the open aspect an appropriate landscape plan will be important to ensuring any development sympathetically integrates into its parkland setting.
- Due to the topography and the significantly visible nature of the site, consideration should be given to use of natural materials and sympathetically coloured materials for external finishes, avoiding large areas of white render so as to reduce visual prominence and settle the buildings into the natural surroundings.
- Ensure that where new build or replacement elements are deemed acceptable they are of high design quality so that they make an appropriate contribution to the significance of the site.
- Include a Construction and Environment Management Plan which minimises site traffic movements, ensures on-site parking for construction workers during construction phases, routing of construction traffic and consequent wear and tear of local roads, ensuring road cleaning where required.

* Note there is no estimate given on the numbers that will be appropriate as this will be a complicated proposal involving: flattened development; conversion of listed buildings; and retention of large areas of parkland setting

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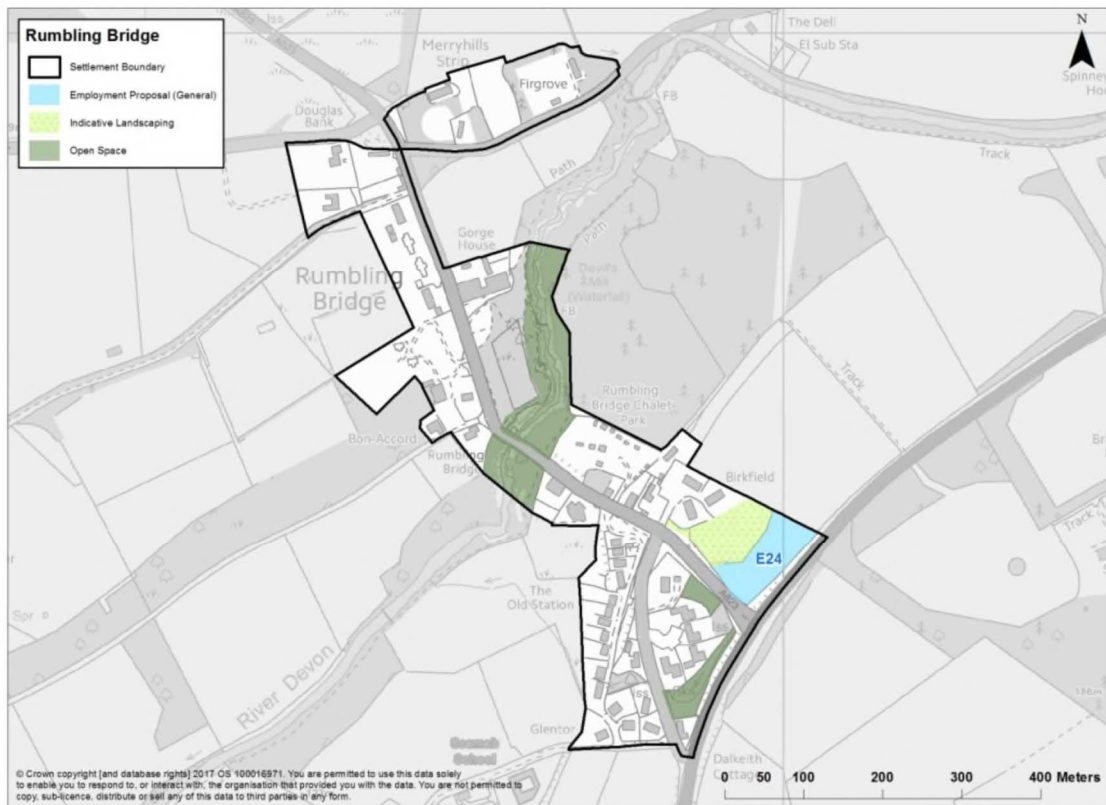
Amendments on Chapter 4 – Settlement Statements – Rumbling Bridge

Amendment 9 (Councillors W Robertson and M Barnacle)

An amendment is sought to the Proposed LDP2 Rumbling Bridge settlement map to include additional land at the gorge within the settlement boundary as part of the open space. This land provides landscape setting to the village and to the gorge and should be included within the settlement boundary as open space.

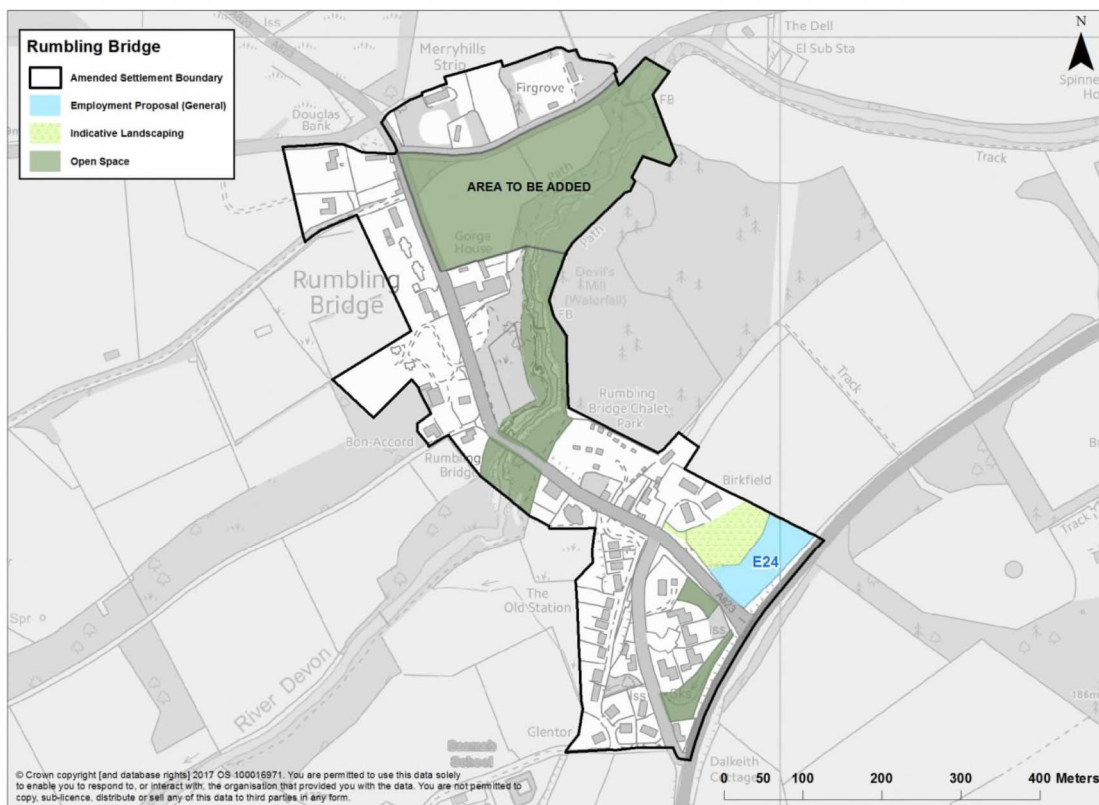
The Map A shows the current settlement map and Map B shows the proposed replacement:

Map A



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Map B



Amendments on Chapter 4 – Settlement Statements – Spittalfield

Amendment 10 (Councillors G Laing and I James)

An amendment is sought to the Proposed LDP2 Spittalfield settlement statement to remove the requirement for the employment land to be delivered in advance or in conjunction with residential development. It is considered that there is a real need for housing in the village and that this restriction is preventing it being delivered.

There is no requirement to amend the existing Map for Spittalfield. However the text in the table requires amended. Table 1 shows the existing text, and Table 2 the amended text.

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Table 1

Ref	Location	Size	Number
MU6	Spittalfield	2.13ha	Employment use and residential. Up to 20 houses on no more than 75% of site.
<p>To improve the quality and range of employment land appropriate residential development will be supported where employment uses are provided on the site.</p> <p>Site Specific Developer Requirements</p> <ul style="list-style-type: none"> • Comprehensive development of the site is required. Class 4-6 units or serviced land compatible with neighbouring residential uses. Employment land to be delivered in advance of or in conjunction with residential development. • Retention/protection and enhancement of woodland along the eastern boundary of site; green infrastructure on the site to link to this wider network. • Archaeological potential requires investigation with mitigation if necessary. • Enhancement of biodiversity. 			

Table 2

Ref	Location	Size	Number
MU6	Spittalfield	2.13ha	Employment use and residential. Up to 20 houses on no more than 75% of site.
<p>Site Specific Developer Requirements</p> <ul style="list-style-type: none"> • Class 4-6 units or serviced land compatible with neighbouring residential uses. • Retention/protection and enhancement of woodland along the eastern boundary of site; green infrastructure on the site to link to this wider network. • Archaeological potential requires investigation with mitigation if necessary. • Enhancement of biodiversity. 			

THERE FOLLOWED A 20 MINUTE RECESS AND THE MEETING RECONVENED AT 2.40PM

Note: The mover and seconder of the Motion agreed to incorporate Amendments 1-10 into the Motion.

Resolved:

In accordance with the revised Motion.

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## **COUNCIL MEETING**

Minute of meeting of Perth and Kinross Council held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 December 2017 at 11.00am.

Present: Provost D Melloy, Councillors C Ahern, H Anderson (from Art. 732 onwards), A Bailey, K Baird, B Band, M Barnacle, P Barrett, B Brawn, R Brock (with the exception of Art. 731(iii)), I Campbell, A Coates, H Coates, S Donaldson, D Doogan, E Drysdale, A Forbes, T Gray, D Illingworth, I James, A Jarvis, G Laing, M Lyle R McCall, S McCole (up until Art. 740), X McDade, T McEwan, A Parrott, B Pover, J Rebbeck, C Reid, W Robertson, F Sarwar, L Simpson, C Stewart, R Watters, M Williamson and W Wilson.

In Attendance: B Malone, Chief Executive; J Fyffe, Senior Depute Chief Executive; S Devlin, Executive Director (Education and Children's Services); B Renton, Executive Director (Environment); G Taylor, L Simpson, S Hendry, S MacKenzie, C Flynn, K Molley, L Potter, R Fry, K Donaldson, K Barron, D Stokoe and S Walker (all Corporate and Democratic Services); J Pepper, Chief Social Work Officer; P Henderson, Perth and Kinross Health and Social Care Partnership; and F Robertson, Head of Public Service Reform, Culture and Community Development.

Apologies for Absence: Councillors C Purves and C Shiers.

Provost D Melloy, Presiding.

### **727. TRIBUTE TO THE LATE BARBARA VAUGHAN**

Provost Melloy paid tribute to former Perth and Kinross Councillor Barbara Vaughan who tragically died earlier in December following a car accident. She had first been elected to the Council in 2007 and had retired prior to the local government elections in May 2017.

The following motion, proposed by Councillor D Doogan and seconded by Councillor K Baird, was agreed:

In recognition of the many years of dedicated service Barbara Vaughan gave in pursuit of higher educational outcomes for our young people and moreover, in a testament to the priority she placed on the welfare of young carers in our communities Council instructs officers in Education and Children's Services to establish an annual "Barbara Vaughan Memorial Award" which would record and celebrate educational success within our young carer community in Perth and Kinross, and that the establishment of the award be communicated to Barbara's family.



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**728. WELCOME AND APOLOGIES**

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

**729. DECLARATIONS OF INTEREST**

In terms of the Councillors' Code of Conduct, Councillor R Brock declared a financial interest in Art. 731(iii) on the agenda and Councillor R McCall declared a non-financial interest in Art. 731(iii) on the agenda.

**730. MINUTE OF MEETING OF 4 OCTOBER 2017**

The minute of the meeting of Perth and Kinross Council of 4 October 2017 (Arts. 575-590) was submitted and approved as a correct record and authorised for signature.

**731. NOTICES OF MOTIONS IN TERMS OF STANDING ORDER 26**

*IN TERMS OF STANDING ORDER 26, THE COUNCIL CONSIDERED THE FOLLOWING MOTIONS*

**(i) Royal Bank of Scotland**

Motion (Councillors X McDade and M Barnacle)

That the Council is disappointed to note the recent announcement by Royal Bank of Scotland that it intends to close five branches in Aberfeldy, Comrie, Kinross, Perth South Street and Pitlochry; recognises the great deal of anxiety that this has caused for both the customers and staff of the affected branches, which will leave many people unable to easily access a local branch, believes that these branch closures will disproportionately affect those older people who do not use on-line banking services, residents with poor-quality broadband and rural businesses who need to bank on a regular basis; further notes that the majority shareholder of RBS is the UK Government following its bailout in 2008 and that by closing these branches it will not be serving the UK taxpayers living in Perth & Kinross; and instructs the Leader of the Council to write to the Chairman and the Chief Executive of the Royal Bank of Scotland Group to inform them of the Council's opposition to these closures and to encourage them to consider alternative options to closure such as reduced hours of opening.

Amendment (Councillors M Williamson and S Donaldson)

Moreover, we call upon Perth & Kinross Council to approve a request that the Leader of the Council should also write to the Chancellor of the Exchequer to seek the reversal of the decision to close five Royal Bank of Scotland branches within Perth & Kinross. As the majority stakeholder in RBS the Government cannot avoid responsibility, and must take action.



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Perth and Kinross is a huge geographical area. The proposed closures by RBS will affect all sections of society who have come to rely upon the services provided by the bank.

All banks are pushing customers to do their banking business on line, but not everyone has access to broadband services or can use computers and the steady retreat of banking and other services is in danger of exacerbating the existing digital divide.

Businesses will be expected to take on additional insurance and also be faced with the option of travelling long distances or standing outside a mobile bank with large amounts of cash.

However it is not only businesses which will be affected. The proposed closures will also impact on individuals, including those on all forms of benefits, such as universal credit and Pensions.

These proposed branch closures are likely to see more vacant retail units in our main streets. This council recognises the need to maintain valuable banking services within our local communities.

In the event that RBS fails to reverse its decision to close branches in our communities, this Council instructs the Head of Finance to review current banking arrangements with RBS and report back to Council with alternative options.

Note: The Mover and Seconder of the Motion agreed to incorporate the terms of the Amendment into the Motion.

**Resolved:**

In accordance with the revised Motion.

**(ii) Shelter Scotland Campaign to Fix Homelessness**

Motion (Councillors P Barrett and I Campbell)

Perth and Kinross Council:

- Notes the significant and lasting improvements have been achieved across Perth and Kinross to improve the housing outcomes of households facing homelessness. Through a range of preventative measures, the increased supply of affordable housing and the introduction of Home First the duration, stigma and experience of homelessness has been reduced.
- Supports Shelter Scotland's call for national action on homelessness.
- Recognises that every 19 minutes a household in Scotland becomes homeless.
- Re-iterates its commitment to our strategic aim to prevent homelessness arising wherever possible and to ensure that all households within Perth and Kinross have access to good quality affordable accommodation with the necessary support and assistance to sustain people in their homes.



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Perth and Kinross Council agrees to support Shelter Scotland's campaign to fix homelessness.

**Resolved:**

In accordance with the Motion.

COUNCILLOR BROCK LEFT THE MEETING AT THIS POINT

**(iii) Barclay Review of Non-Domestic Rates**

Motion (Councillors C Stewart and K Baird)

That the Council notes the recent announcement by the Cabinet Secretary for Finance and the Constitution on the Barclay Review; understands that the Scottish Government will not be accepting the Review's recommendations to remove non-domestic rates relief from arms-length external organisations operated by local authorities; recognises the significant impact this move would have had on their ability to deliver cultural and leisure services in Perth and Kinross; welcomes the fact that Scottish ministers have listened to the concerns of opposition parties and the wider public on this particular matter; further notes that a decision has now been made by the Scottish Government to support the Review's recommendation to remove non-domestic rates relief from independent schools; welcomes the fact that relief will still be available to some smaller independent schools who offer very specialist help to children with additional support needs, including those referred to them by local authorities; believes however that this is the wrong overall approach and that it will hinder independent schools in their efforts to strive for social balance through the use of bursaries; recognises the considerable contribution made by independent schools to the local economy and to employment in Perth & Kinross; suggests instead that state schools should be awarded the same financial benefit as those in the independent sector; and asks the Leader of the Council to write to the Cabinet Secretary for Finance and the Constitution informing him of the Council's position.

First Amendment (Councillors D Doogan and A Parrott)

That the Council notes the recent announcement by the Cabinet Secretary for Finance and the Constitution on the Barclay Review; understands that the Scottish Government will not be accepting the Review's recommendations to remove non-domestic rates relief from arms-length external organisations operated by local authorities; recognises the significant impact this move would have had on their ability to deliver cultural and leisure services in Perth and Kinross; welcomes the fact that Scottish ministers have listened to concerns on this particular matter.

**Second Amendment (Councillors P Barrett and L Simpson)**

**That the Council notes the recent announcement by the Cabinet Secretary for Finance and the Constitution on the Barclay Review; understands that the Scottish Government will not be accepting the Review's recommendations to remove non-domestic rates relief from arms-length**



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**external organisations operated by local authorities; recognises the significant impact this move would have had on their ability to deliver cultural and leisure services in Perth and Kinross; welcomes the fact that Scottish ministers have listened to the concerns of opposition parties and the wider public on this particular matter; further notes that a decision has now been made by the Scottish Government to support the Review's recommendation to remove non-domestic rates relief from independent schools; welcomes the fact that relief will still be available to some smaller independent schools who offer very specialist help to children with additional support needs, including those referred to them by local authorities.**

In accordance with Standing Order 44, a roll call vote was taken:

15 members voted for the First Amendment as follows:

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

21 members voted for the Second Amendment as follows:

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

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

15 members voted for the Motion as follows:

Councillors C Ahern, K Baird, B Brawn, I Campbell, A Coates, H Coates, A Forbes, D Illingworth, I James, A Jarvis, M Lyle, R McCall, Provost Melloy, C Reid and C Stewart.

21 members voted for the Amendment as follows:

Councillors A Bailey, B Band, M Barnacle, P Barrett, S Donaldson, D Doogan, E Drysdale, T Gray, G Laing, S McCole, X McDade, T McEwan, A Parrott, B Pover, J Rebbeck, W Robertson, F Sarwar, L Simpson, R Watters, M Williamson and W Wilson.

**Resolved:**

In accordance with the Amendment.

COUNCILLOR R BROCK RETURNED TO THE MEETING AT THIS POINT.

COUNCILLOR H ANDERSON ENTERED THE MEETING AT THIS POINT.



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**732. MINUTES OF MEETINGS OF COMMITTEES FROM 20 SEPTEMBER 2017 TO 29 NOVEMBER 2017**

The decisions recorded in Arts. 508-574 and 591-686, copies of which had been circulated to all members of the Council, were submitted and noted/approved as necessary. It was noted that Councillor S McCole had not been present for the entirety of the meeting of the Scrutiny Committee of 29 November 2017.

**733. COMMUNITY PLANNING PARTNERSHIP UPDATE**

There was submitted a report by the Senior Depute Chief Executive (17/411) providing an update on the activities of the Community Planning Partnership since the last update to Council on 4 October 2017.

**Resolved:**

The progress made in relation to Community Planning in terms of the requirements under the Community Empowerment (Scotland) Act 2015 be noted.

**734. TREASURY ACTIVITY AND COMPLIANCE REPORT – 2017/18 QUARTER 2**

There was submitted a report by the Head of Finance (17/412) (1) providing a summary of Loans Fund transactions for the quarter ending 30 September 2017 and (2) reporting on compliance with the Council's Treasury Management Policy Statement, Treasury Management Practices, Investment Strategy and Prudential indicators for the same period.

**Resolved:**

The contents of Report 17/412 be noted.

**735. REVIEW OF TREASURY MANAGEMENT SYSTEMS DOCUMENT**

There was submitted a report by the Head of Finance (17/413) seeking approval of the revised Treasury Management Systems Document as required by the CIPFA Code of Practice for Treasury Management.

**Resolved:**

- (i) The revised Treasury Management Systems Document be noted.
- (ii) A more comprehensive review of the document be deferred until after CIPFA have published the new Prudential Code and Treasury Management Code of Practice.

**736. REVENUE BUDGET 2018/19, 2019/20 & 2020/21 – REPORT NO.1**

There was submitted a report by the Head of Finance (17/414) providing an update in relation to the Revenue Budget for 2018/19, 2019/20 and 2020/21 in light of the information contained in the UK Government's Autumn Budget Statement announced on 22 November 2017 and the Scottish Government's Budget Statement announced on 14 December 2017.



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**Resolved:**

The contents of Report 17/414 be noted.

**737. BEYOND THE FAIR CITY: DELIVERY PLAN**

Following a motion by Councillor I Campbell, the Provost ruled that Report 17/415 be deferred and a revised report be submitted to Council for consideration in 2018.

**738. GAELIC LANGUAGE PLAN 2018-2022**

There was submitted a report by the Senior Depute Chief Executive (17/416) (1) summarising the development process for the new Council Gaelic Language Plan 2018-2022; and (2) seeking approval of the Plan subject to final review by Bòrd na Gàidhlig which monitors Gaelic Language Plans on behalf of Scottish Ministers.

**Resolved:**

The new Gaelic Language Plan 2018-2022 be implemented, subject to any final review comments received from Bòrd na Gàidhlig after 20 December 2017.

**739. CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2016/17**

There was submitted a report by the Chief Social Work Officer (17/417) (1) providing the Chief Social Work Officer's overview of social work and social care in Perth and Kinross during financial year 2016/17; (2) setting out how social care and social work services are being delivered and the key challenges in planning and delivering improvement through service redesign and transformation; and (3) showing how well social care and social work services are responding to new responsibilities associated with major legislative and policy direction as well as managing increasing demand and associated budget pressures.

**Resolved:**

- (i) The Chief Social Work Officer Annual Report 2016/17, as set out in Appendix 1 to Report 17/417, be approved.
- (ii) The Chief Social Work Officer be instructed to arrange a workshop for elected members to examine in more detail the full range of social work services in Perth and Kinross.

THERE FOLLOWED A 10 MINUTE RECESS AND THE MEETING RECONVENED AT 1.20PM

**740. BUILDING AMBITION – A WORKFORCE FOR THE 21<sup>ST</sup> CENTURY**

There was submitted a report by the Chief Executive (17/418) detailing the key achievements in workforce planning and development since the last annual workforce report in December 2016.



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**Resolved:**

- (i) The continued emphasis on supporting Council staff as the essential element of the Council's ability to transform as an organisation be acknowledged and endorsed.
- (ii) The progress and achievements over the course of 2017, as detailed in Report 17/418, be noted.
- (iii) The Depute Chief Executive/Chief Operating Officer be instructed to bring forward a new Corporate Workforce Plan in early 2018.

COUNCILLOR S MCCOLE LEFT THE MEETING AT THIS POINT

**741. REVIEW OF POLITICAL DECISION MAKING STRUCTURES**

There was submitted a report by the Chief Executive (17/419) making recommendations following a review of political decision-making structures since the local government elections on 4 May 2017.

**Motion (Councillors I Campbell and M Lyle)**

**That the Council agree that with effect from 1 January 2018 -**

- (i) the areas set out in Paragraph 2.5 of Report 17/419 be included in the remit of the Strategic Policy & Resources Committee
- (ii) the membership and remit of the Scrutiny Committee be amended as outlined in Paragraph 2.7.
- (iii) with the change to the remit of the Environment, Enterprise & Infrastructure Committee, the Committee be renamed the Environment and Infrastructure Committee.
- (iv) the aspects of Trading Standards; Environmental Health; Byelaws & Management Rules currently within the remit of the Housing & Communities Committee be included in the remit of the Licensing Committee.
- (v) the oversight of (i) the implementation of community planning policies and community empowerment legislation (ii) the development of the action plan to implement the Fairness Commission's recommendations be included within the remit of the Housing and Communities Committee as outlined in Paragraphs 2.12 and 2.13.
- (vi) 2 representatives of the Perth & Kinross Youth Forum be appointed to the Lifelong Learning Committee in a non-voting capacity to represent the interests of children and young people as outlined in Paragraph 2.17.
- (vii) the ten existing Common Good Fund Committees be retained.
- (viii) the Common Good Fund Committees have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as advisory non-voting members.
- (ix) the remit of the Modernising Governance Member / Officer Group be amended as set out in Paragraph 2.44.



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- (x) the Planning Policy and Practice Member / Officer Working Group be re-established as outlined in Paragraph 2.46.
- (xi) the timetable of meetings be as set out in Appendix 2 to Report 17/419.
- (xii) to proceed with the webcasting / broadcasting of public meetings by recording and broadcasting after the meeting in the first instance, with a review after 12 months of operation.

Amendment (Councillors X McDade and A Bailey)

Accept the recommendations in Report 17/419, with the following exceptions:

- (i) Further discussion to take place with the Convener of the Lifelong Learning Committee, in consultation with the Executive Director (Education and Children's Services), on the proposal to move the start time of the Lifelong Learning Committee to 4.00pm.
- (ii) The Head of Democratic Services be instructed to investigate the possibility of holding all meetings on Mondays and Wednesdays for future timetables.

Note: The Mover and Seconder of the Motion agreed to incorporate the terms of the amendment into the Motion.

**Resolved:**

In accordance with the revised Motion.

**742. BOUNDARY COMMISSION FOR SCOTLAND – 2018 REVIEW OF UK PARLIAMENT CONSTITUENCIES – REVISED PROPOSALS**

There was submitted a report by the Head of Democratic Services (17/420) advising that on 17 October 2017, the Boundary Commission for Scotland had published its revised proposals in respect of boundaries for constituencies for the UK Parliament and referring in particular to the proposals as they affected the Perth and Kinross Council area, in relation to the existing UK Parliament constituencies of Perth & North Perthshire and Ochil & South Perthshire.

**Motion (Councillors R Watters and A Parrott)**

**The Head of Democratic Services be instructed to respond to the Boundary Commission for Scotland immediately after the Council meeting advising that the Council is supportive of the revised proposals in respect of the 2018 review of the boundaries of the UK parliament constituencies in the Perth and Kinross Council area as outlined in Paragraph 2.2 of Report 17/420, but requesting that the proposed Stirlingshire and South Perthshire constituency be renamed the Stirlingshire, Kinross-shire and South Perthshire constituency.**

**Resolved:**

In accordance with the Motion.



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**743. APPOINTMENTS TO COMMITTEES/PARTNER ORGANISATIONS/  
OUTSIDE BODIES**

**(i) Lifelong Learning Committee**

It be agreed that Councillor A Coates replace Councillor A Jarvis on the Lifelong Learning Committee.

**(ii) Licensing Committee**

It be agreed that Councillor A Coates replace Councillor K Baird on the Licensing Committee.

**(iii) Audit Committee**

It be agreed that Councillor A Coates replace Councillor I James on the Audit Committee.

**(iv) Planning and Development Management Committee**

It be agreed that Councillor L Simpson replace Councillor H Coates on the Planning and Development Management Committee.

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

It be agreed that Councillor R McCall replace Councillor W Wilson on the Joint Negotiating Committee for Teaching Staff.

**(vi) Children, Young People and Families Partnership**

It be agreed that Councillor W Wilson replace Councillor R McCall on the Children, Young People and Families Partnership.

**(vii) The Tay Foundation**

It be agreed that Councillor A Coates replace Councillor A Forbes on The Tay Foundation.

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2018

Book 1

MINUTES OF MEETINGS FROM
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SPECIAL MEETING OF COUNCIL

Minute of Special Meeting of Perth and Kinross Council held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 22 November 2017 at 1.00pm.

Present: Provost D Melloy, Councillors C Ahern, H Anderson A Bailey, K Baird, B Band, M Barnacle, P Barrett, B Brawn, I Campbell, H Coates (from Art. 689 onwards), S Donaldson, D Doogan, E Drysdale, 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: B Malone, Chief Executive; J Fyffe, Senior Depute Chief Executive; J Valentine, Depute Chief Executive and Chief Operating Officer; B Renton, Interim Executive Director (Environment); G Taylor, L Simpson, S Hendry, G Fogg, C Elliott, C Flynn, K Molley, L Potter and S MacKenzie (all Corporate and Democratic Services); P Marshall, B Murray, N Brian, H Biro, K Briggs and A Finlayson (all The Environment Service); C Mailer and N Robson (both Housing and Community Safety).

Provost D Melloy, Presiding.

687. WELCOME AND APOLOGIES

Provost Melloy welcomed all those present to the meeting. No apologies were submitted.

688. DECLARATIONS OF INTEREST

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

689. PROPOSED LOCAL DEVELOPMENT PLAN 2

There was submitted a report by the Depute Chief Executive (Chief Operating Officer) (17/387) seeking (1) approval of the Proposed Perth and Kinross Local Development Plan 2 (LDP2) and supporting documents and (2) agreement to publication of the plan for representations from 1 December 2017 to 2 February 2018.

Prior to discussion, Provost Melloy highlighted a number of points:

- (i) As the Proposed Local Development Plan required to be consistent with the Strategic Development Plan (TAYplan), any amendments to the Proposed Local Development Plan would require to remain consistent with the TAYplan and take account of a range of documents produced by the Scottish Government and others.

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- (ii) Any proposed amendments to the Proposed Local Development Plan would be taken in the following order:
- Chapter 3 – Policies
 - Chapter 4 – Settlements Statements – starting alphabetically with A, B, C, D-G, H-O, then Perth, and finally Perth Airport – W
 - Any other amendments
- (iii) It was agreed that in terms of Standing Order 43, and in the event that any proposed amendments came forward all or parts of which were unrelated, the requirement of Standing Order 43 would be suspended. This would allow unrelated amendments to the Proposed Plan to be voted on their individual merits.

Thereafter, officers answered a number of questions from members on the Proposed Local Development Plan.

THERE FOLLOWED A 10 MINUTE RECESS AND THE MEETING RECONVENED AT 1.55PM

Motion (Councillors Campbell and Lyle)

The Council is asked to:

- (i) **Note the contents of the Environmental Report Addendum.**
- (ii) **Approve the amendments proposed to the Development Plan Scheme as outlined in Report 17/387.**
- (iii) **Approve the Proposed Local Development Plan and agree to its publication on 1 December 2017, allowing a 9 week period for representations.**
- (iv) **Authorise the Depute Chief Executive (Chief Operating Officer) to make changes to the format, appearance and technical details of the Proposed Plan and associated documents prior to its publication and also to correct any factual inaccuracies identified in the Proposed Plan.**
- (v) **Agree the preparation and publication of a schedule of responses in line with the Council decision on the Proposed Plan.**
- (vi) **Instruct the Depute Chief Executive (Chief Operating Officer) to report the representations received on the Proposed Plan back to the Council.**
- (vii) **Approve the Draft Action Programme for consultation with stakeholders.**
- (viii) **Instruct the Director (Environment) to submit to the Environment, Enterprise & Infrastructure Committee a report on the necessary steps to promote higher design standards in developments.**
- (ix) **Instruct the Director (Environment) to submit to the Environment, Enterprise & Infrastructure Committee a report on a strategy for the delivery of employment land to meet emerging needs in Perth & Kinross.**

COUNCILLOR COATES ENTERED THE MEETING AT THIS POINT

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Amendments on Chapter 3 – Policies

Amendment 1 (Councillors X McDade and R Brock)

An amendment is sought to the Proposed LDP2 Policy 28A: New Development in Conservation Areas. It is requested that “and sympathetic” is added in to the second sentence of the first paragraph after the word appropriate.

The amended text of the policy is shown below with the additional wording in red.

Policy 28A: New Development

Development within a Conservation Area must preserve or enhance its character or appearance. The design, materials, scale and siting of new development within a conservation area, and development out with an area that will impact upon its special qualities should be appropriate **and sympathetic** to its appearance, character and setting.

Where a Conservation Area Appraisal has been undertaken for the area, the details contained in that appraisal should be used to guide the form and design of new development proposals.

Applications for Planning Permission in Principle in Conservation Areas will not be considered acceptable without detailed plans, including elevations, which show the development in its setting.

Amendment 2 (Councillors X McDade and A Bailey)

An amendment is sought to the Proposed LDP2 Policy 37: Landscape. It is requested that “including the creation of new hill tracks” is added in to the first sentence of the first paragraph after the word change.

The amended text of the policy is shown below with the additional wording in red as amendment above.

Policy 37: Landscape

All Landscapes

Development and land use change, **including the creation of new hill tracks**, should be compatible with the distinctive characteristics and features of Perth and Kinross’s landscapes; which requires reference to the Tayside Landscape Character Assessment. Accordingly, development proposals will be supported where they do not conflict with the aim of maintaining and enhancing the landscape qualities of Perth and Kinross. They will need to demonstrate that either in the case of individual developments, or when cumulatively considered alongside other existing or proposed developments:

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- (a) they do not erode local distinctiveness, diversity and quality of Perth and Kinross's landscape character areas, the historic and cultural dimension of the area's landscapes, visual and scenic qualities of the landscape, or the quality of landscape experience;
- (b) they safeguard views, viewpoints and landmarks from development that would detract from their visual integrity, identity or scenic quality;
- (c) they safeguard the tranquil qualities of the area's landscapes;
- (d) they safeguard the relative wildness of the area's landscapes including, in particular, the areas identified on the 2014 SNH Wild Land Areas map;
- (e) they provide high-quality standards in landscape design, including landscape enhancement and mitigation schemes when there is an associated impact on a landscape's qualities;
- (f) they incorporate measures for protecting and enhancing the ecological, geological, geomorphological, archaeological, historic, cultural and visual amenity elements of the landscape; and
- (g) they conserve the experience of the night sky in less developed areas of Perth and Kinross through design solutions with low light impact.

Development which would affect a Wild Land Area will only be permitted where the Council as Planning Authority is satisfied that:

- (a) the proposed development will not adversely affect the integrity of the area or the qualities for which it has been designated; or
- (b) any such adverse effects are clearly outweighed by social, environmental or economic benefits of national importance.

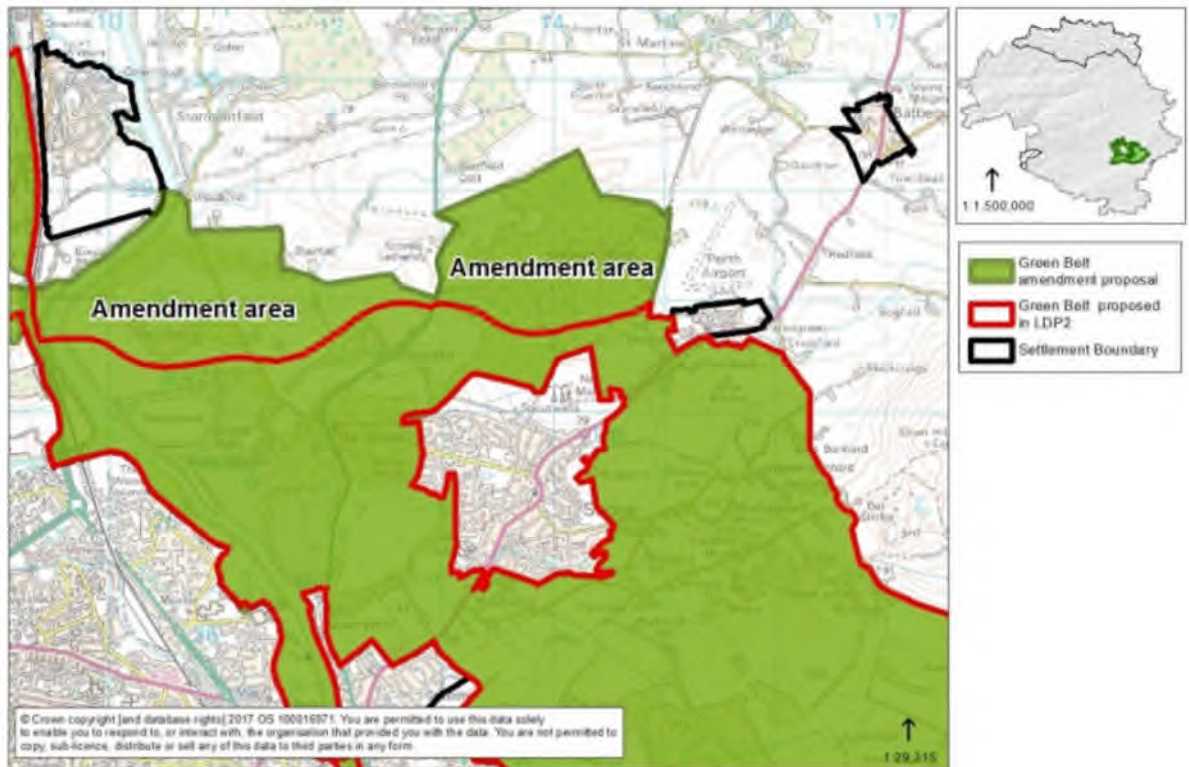
Amendment 3 (Councillors C Stewart and L Simpson)

An amendment is sought in relation to Policy 44: Perth Greenbelt Boundary, to amend the northern boundary of the Perth Greenbelt between the east bank of the Tay and the A94 to reflect the boundary as identified in the Adopted Local Development Plan 2014. Map A identifies the area to be included and Map B represents the Proposed Plan incorporating the proposed amendment.

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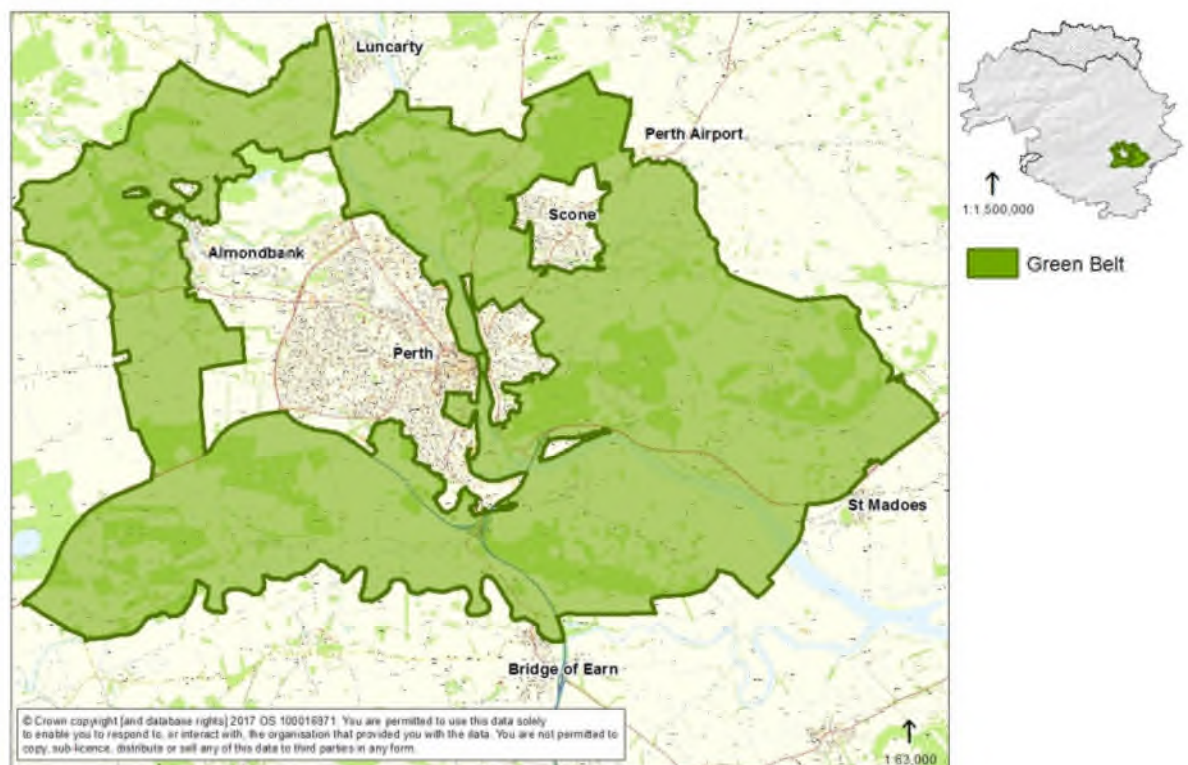
Map A

POLICY MAP E: GREEN BELT - Scone Extract



Map B

POLICY MAP F: GREEN BELT



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Amendments on Chapter 4 – Settlement Statements - Balado

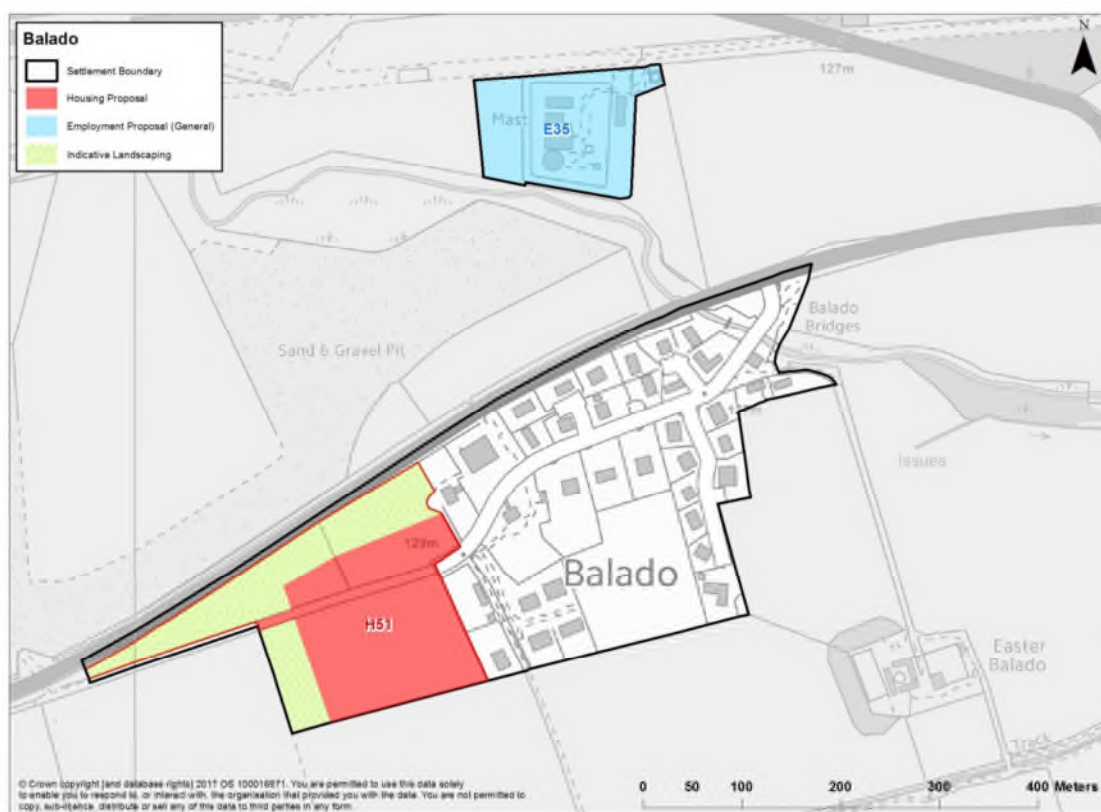
Amendment 4 (Councillors W Robertson and C Purves)

An amendment is sought to add “All new development should be connected to a publically maintained waste water treatment works”.

Amendment 5 (Councillors C Purves and W Robertson)

An amendment is sought to the Proposed LDP2 Balado settlement map to remove land at Beaufield from the settlement boundary. The proposed amendment is to replace as shown on the current settlement Map A with Map B below:

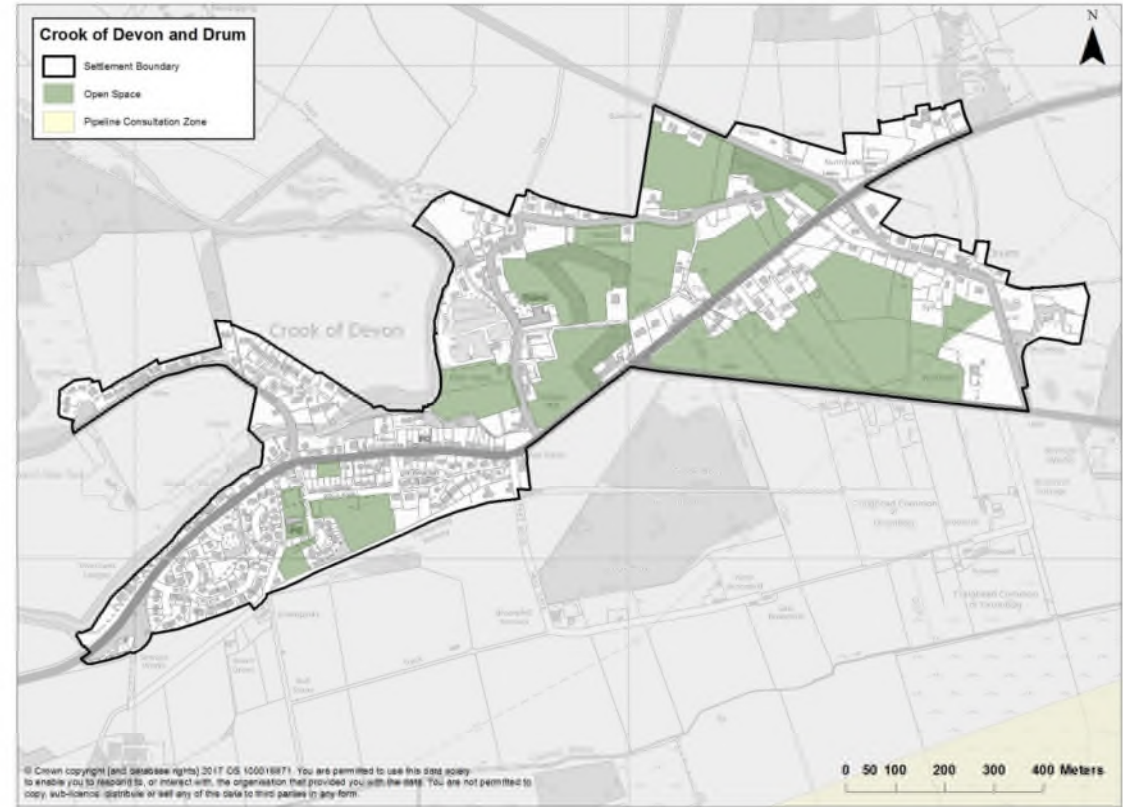
Map A



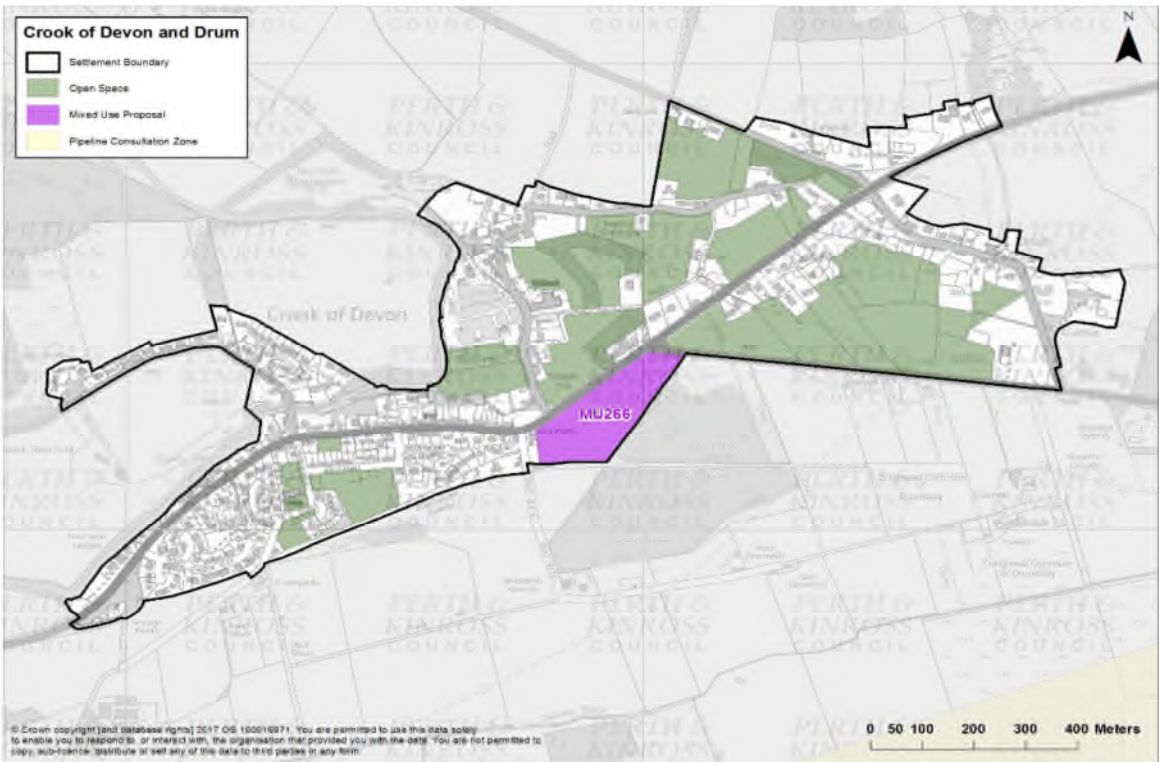
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should be replaced as shown below with Map B which includes a mixed use allocation:

Map A



Map B



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Ref	Location	Size	Number
MU266	Junction of A977 & B9097	3.1ha	Maximum of 30 homes, employment uses, farm shop/restaurant
<p>Site specific developer requirements</p> <p>Prepare a masterplan with a high quality design and layout which reflects its gateway position; and a landscape framework which retains some visual separation between Crook of Devon and Drum.</p> <p>The masterplan should be informed by:</p> <ul style="list-style-type: none"> • Landscape and Visual Impact Assessment • Transport Statement and review of pedestrian crossing facilities on the A977 and improved • provision where required • Market research into employment use, and farm shop viability (if there is not demand then provision of land for additional car parking and/or another agreed community use which would benefit the community) • an appropriate peat survey and management plan to minimise impact and implement suitable mitigation measures • Flood Risk Assessment • Drainage Impact Assessment to define area at risk and appropriate detailed layout and levels and SUDS. The SUDS for development proposals should include sufficient attenuation to protect those watercourses which flow into Loch Leven from erosion during periods of heavy rainfall. <p>The masterplan should provide:</p> <ul style="list-style-type: none"> • a significant landscape buffer along the A977 and the boundary with the village hall • bus shelter, additional car parking for the village hall, and contribution to A977 mitigation measures • an entrance feature • appropriate footpath provision along the frontage of the site, and with existing core path network. Also enhance footpaths between the site and school. • waymarked footpaths, disabled access and a woodland management plan for Crook Moss • 50% affordable housing • a Construction Method Statement where the development site will affect a watercourse. Methodology should provide measures to protect the watercourse from the impact of pollution and sediment so as to ensure no adverse effects on Loch Leven SPA. • financial contribution to education provision in line with the Supplementary Guidance 			

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This amendment also requires consequential amendments to the settlement summary, and the housing background paper.

Paragraph 1 in the settlement summary currently advises that these settlements have been identified as being able to accommodate some limited growth whilst the 2nd paragraph suggests that design workshops should be held to inform LDP3 to help examine and clarify the opportunities and get broad consensus and ownership of the possible solutions during preparation of LDP3. The paragraph referring to design workshops should be deleted since this allocation provides a long term opportunity for the villages, and the 1st paragraph should be amended paragraph to read:

“Crook of Devon contains a range of services and infrastructure including a shop, pub, primary school, recreation facilities and the Village Institute. The villages of Crook of Devon and Drum are considered capable of supporting further development. Identifying an allocation between Crook of Devon and Drum gives opportunity to support the village services without compromising the existing settlement pattern, in particular at Back Crook. Drainage will be required to connect to a publicly maintained waste water treatment works. Currently the treatment works at Drum and Crook of Devon are at or near capacity. It will be for Scottish Water to consider the most effective means of providing wastewater drainage.

The former fish farm is a brownfield site and its redevelopment will also be supported subject to an appropriate Flood Risk Assessment being carried out. Preference will be given to roadside development echoing the character of the original village.”

The housing background paper would add the 30 extra homes to the effective Housing Land Supply total and adjust the surplus to 26 homes in Table 4. Also the last sentence of the paragraph for Kinross Housing Market Area would need to be amended to saying the additional 40+ houses from review of site capacities would add to the small surplus which has been identified. Furthermore, a table should be added which assesses the capacity of the site.

Amendments on Chapter 4 – Settlement Statements – Perth – Burghmuir Reservoir

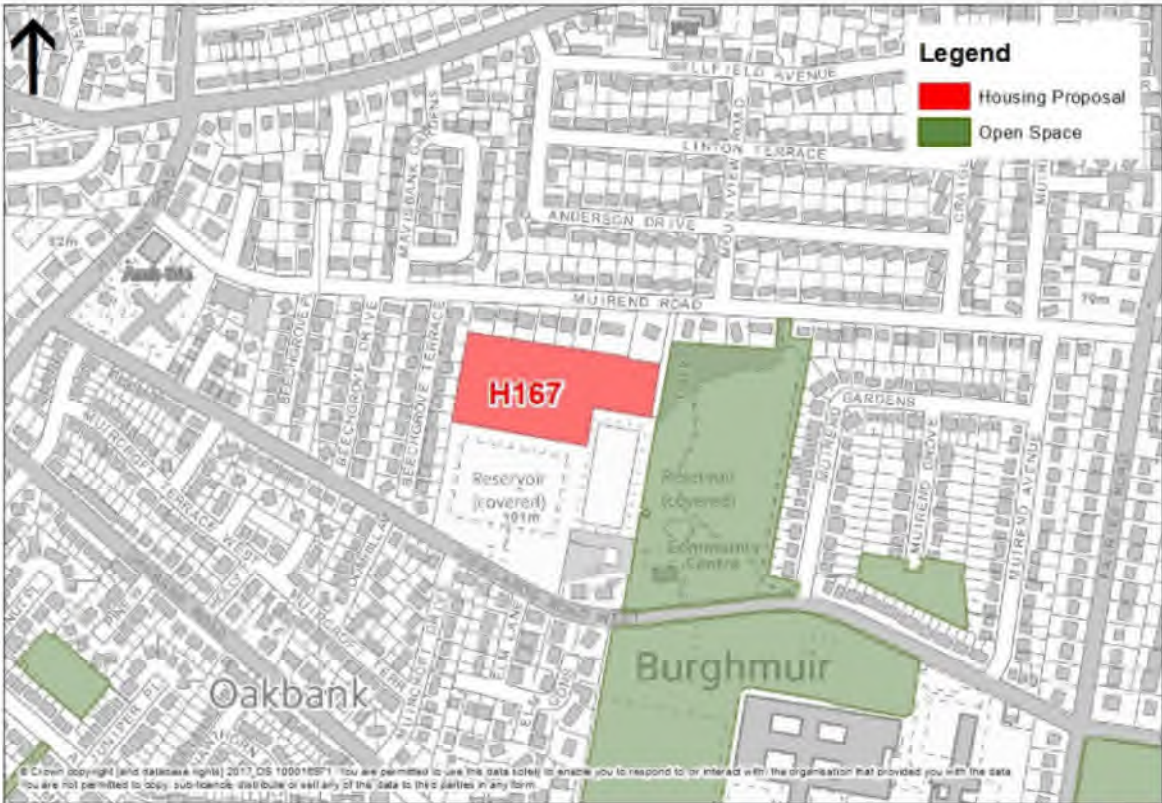
Amendment 7 (Councillors W Wilson and B Band)

An amendment is sought to the Proposed LDP2 Perth settlement maps to remove housing site H167 and replace it as white land within the settlement boundary. This area of land does not provide for a good housing site. It is surrounded by back gardens and the reservoir to the north and access to the site is poor.

Map A shows the current settlement map and Map B shows the proposed replacement:

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Map A



Map B



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Amendments on Chapter 4 – Settlement Statements – Perth – Murray Royal Hospital

Amendment 8 (Councillors P Barrett and C Ahern)

An amendment is sought to the Proposed LDP2 Perth settlement statement in respect of the developer requirements for MU336 Murray Royal Hospital site, to limit occupation of development on the site to the conversion of the Listed Buildings prior to the opening of the Cross Tay Link Road.

Table 1 shows the existing text and Table 2 the amended text with the amended wording in red.

Table 1

Ref	Location	Size	Number
MU336	Murray Royal Hospital	8.8ha	Residential and/or community uses*
<p>Site Specific Developer Requirements</p> <p>A Masterplan setting out the phasing, delivery strategy and the comprehensive development of the whole of this site is required at the time of any planning application.</p> <p>Informing the masterplan will be:</p> <ul style="list-style-type: none"> • Transport Assessment. There may be capacity issues prior to CTRLR completion • requiring sensitive phasing • Flood Risk Assessment from unnamed watercourse and surface water flooding. • Biodiversity surveys. • An archaeological survey to be undertaken and impacts on the historic environment will be avoided wherever possible through sensitive layout and design. • A full condition survey of existing listed buildings. <p>Suitable numbers for this allocation will be determined by the master planning process. This masterplan should:</p> <ul style="list-style-type: none"> • Include early phasing of reuse of the listed buildings and a programme of repairs. • Consider appropriate use for the chapel investigating potential for community use. • Ensure sufficient pathway permeability throughout the former hospital site, connecting to and protecting the core path along the northern and eastern boundaries and providing connection to Gannochy Road. • Identify key features, that need to be retained as far as possible including the topography, woodland belts and avenues (some of which are covered 			

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- by Tree Preservation Orders) and the attractive stone walls, minimising earthworks by utilising current ground levels.
- Retain important parkland setting southeast of the main buildings as open space.
 - Propose a strong landscape framework of trees throughout the development but especially along the north and east boundaries of the site.
 - Be sensitive to density as whilst there is likely to be loss of some of the open aspect an appropriate landscape plan will be important to ensuring any development sympathetically integrates into its parkland setting.
 - Due to the topography and the significantly visible nature of the site, consideration should be given to use of natural materials and sympathetically coloured materials for external finishes, avoiding large areas of white render so as to reduce visual prominence and settle the buildings into the natural surroundings.
 - Ensure that where new build or replacement elements are deemed acceptable they are of high design quality so that they make an appropriate contribution to the significance of the site.
 - Include a Construction and Environment Management Plan which minimises site traffic movements, ensures on-site parking for construction workers during construction phases, routing of construction traffic and consequent wear and tear of local roads, ensuring road cleaning where required.
- * Note there is no estimate given on the numbers that will be appropriate as this will be a complicated proposal involving: flattened development; conversion of listed buildings; and retention of large areas of parkland setting

Table 2

Ref	Location	Size	Number
MU336	Murray Royal Hospital	8.8ha	Residential and/or community uses*
Site Specific Developer Requirements			
A Masterplan setting out the phasing, delivery strategy and the comprehensive development of the whole of this site is required at the time of any planning application.			
Informing the masterplan will be:			
<ul style="list-style-type: none"> • A Transport Assessment will be required including for the sensitive phasing of the site. To fully address this, the assessment should take account of other committed development feeding into the Bridgend area, both within Perth and the wider Perth area. • Only the conversion of the Listed Buildings will be allowed to be occupied prior to the opening of the CTRL. • Flood Risk Assessment from unnamed watercourse and surface water 			

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flooding.

- Biodiversity surveys.
- An archaeological survey to be undertaken and impacts on the historic environment will be avoided wherever possible through sensitive layout and design.
- A full condition survey of existing listed buildings.

Suitable numbers for this allocation will be determined by the master planning process. This masterplan should:

- Include early phasing of reuse of the listed buildings and a programme of repairs.
- Consider appropriate use for the chapel investigating potential for community use.
- **Ensure sufficient pathway permeability throughout the former hospital site, connecting to and protecting the core path along the northern and eastern boundaries and providing connection to Gannochy Road.**
- Identify key features, that need to be retained as far as possible including the topography, woodland belts and avenues (some of which are covered by Tree Preservation Orders) and the attractive stone walls, **minimising earthworks by utilising current ground levels.**
- Retain important parkland setting southeast of the main buildings as open space.
- Propose a strong landscape framework of trees throughout the development but especially along the north and east boundaries of the site.
- Be sensitive to density as whilst there is likely to be loss of some of the open aspect an appropriate landscape plan will be important to ensuring any development sympathetically integrates into its parkland setting.
- Due to the topography and the significantly visible nature of the site, consideration should be given to use of natural materials and sympathetically coloured materials for external finishes, avoiding large areas of white render so as to reduce visual prominence and settle the buildings into the natural surroundings.
- Ensure that where new build or replacement elements are deemed acceptable they are of high design quality so that they make an appropriate contribution to the significance of the site.
- **Include a Construction and Environment Management Plan which minimises site traffic movements, ensures on-site parking for construction workers during construction phases, routing of construction traffic and consequent wear and tear of local roads, ensuring road cleaning where required.**

* Note there is no estimate given on the numbers that will be appropriate as this will be a complicated proposal involving: flattened development; conversion of listed buildings; and retention of large areas of parkland setting

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Amendments on Chapter 4 – Settlement Statements – Rumbling Bridge

Amendment 9 (Councillors W Robertson and M Barnacle)

An amendment is sought to the Proposed LDP2 Rumbling Bridge settlement map to include additional land at the gorge within the settlement boundary as part of the open space. This land provides landscape setting to the village and to the gorge and should be included within the settlement boundary as open space.

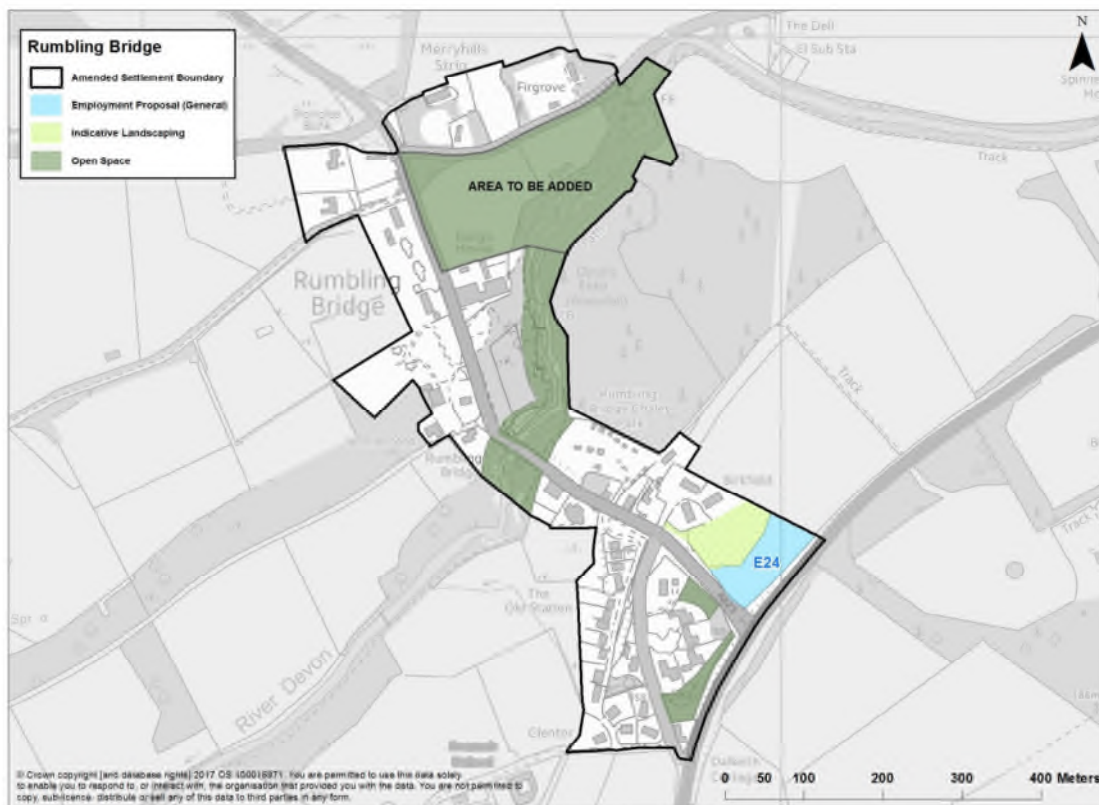
The Map A shows the current settlement map and Map B shows the proposed replacement:

Map A



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Map B



Amendments on Chapter 4 – Settlement Statements – Spittalfield

Amendment 10 (Councillors G Laing and I James)

An amendment is sought to the Proposed LDP2 Spittalfield settlement statement to remove the requirement for the employment land to be delivered in advance or in conjunction with residential development. It is considered that there is a real need for housing in the village and that this restriction is preventing it being delivered.

There is no requirement to amend the existing Map for Spittalfield. However the text in the table requires amended. Table 1 shows the existing text, and Table 2 the amended text.

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Table 1

Ref	Location	Size	Number
MU6	Spittalfield	2.13ha	Employment use and residential. Up to 20 houses on no more than 75% of site.
<p>To improve the quality and range of employment land appropriate residential development will be supported where employment uses are provided on the site.</p> <p>Site Specific Developer Requirements</p> <ul style="list-style-type: none"> • Comprehensive development of the site is required. Class 4-6 units or serviced land compatible with neighbouring residential uses. Employment land to be delivered in advance of or in conjunction with residential development. • Retention/protection and enhancement of woodland along the eastern boundary of site; green infrastructure on the site to link to this wider network. • Archaeological potential requires investigation with mitigation if necessary. • Enhancement of biodiversity. 			

Table 2

Ref	Location	Size	Number
MU6	Spittalfield	2.13ha	Employment use and residential. Up to 20 houses on no more than 75% of site.
<p>Site Specific Developer Requirements</p> <ul style="list-style-type: none"> • Class 4-6 units or serviced land compatible with neighbouring residential uses. • Retention/protection and enhancement of woodland along the eastern boundary of site; green infrastructure on the site to link to this wider network. • Archaeological potential requires investigation with mitigation if necessary. • Enhancement of biodiversity. 			

THERE FOLLOWED A 20 MINUTE RECESS AND THE MEETING RECONVENED AT 2.40PM

Note: The mover and seconder of the Motion agreed to incorporate Amendments 1-10 into the Motion.

Resolved:

In accordance with the revised Motion.

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## PERTH AND KINROSS LOCAL REVIEW BODY

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chambers, 2 High Street, Perth on Tuesday 5 December 2017 at 10.30am.

Present: Councillors W Wilson, H Anderson, R Watters.

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

Also Attending: D Niven (the Environment Service); members of the public, including agents and applicants.

Councillor W Wilson, Convener, Presiding.

### 690. DECLARATIONS OF INTEREST

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

### 691. MINUTE

The minute of meeting of the Local Review Body of 7 November 2017 was submitted and noted.

### 692. APPLICATIONS FOR REVIEW

- (i) **TCP/11/16(493) - Planning Application – 17/00972/FLL – Change of use and alterations to industrial unit (class 5) to form 2 flats at 32 Main Street, Almondbank, Perth, PH1 3NJ – Mr Martin Congalton**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse a change of use and alterations to industrial unit (class 5) to form 2 flats at 32 Main Street, Almondbank, Perth, PH1 3NJ.

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

**Decision:**

Resolved by unanimous decision that:

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



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Thereafter, resolved by unanimous decision that:

- (ii) the Review application for a change of use and alterations to industrial unit (class 5) to form 2 flats at 32 Main Street, Almondbank, Perth, PH1 3NJ, be refused for the following reasons:
  - 1. The proposal is contrary to Policy RD1: Residential Areas of the Perth and Kinross Local Development Plan 2014, which seeks to ensure that development is compatible with the character and amenity of the area are retained, as it has not been demonstrated that the two flatted dwellinghouse can be accommodated on the site, taking account of the design, massing and overlooking from the rear box dormer window located on the north elevation.
  - 2. The proposal is contrary to Policy PM1A: Placemaking of the Perth and Kinross Local Development Plan 2014, as the conversion of the building would not contribute positively to the quality of surrounding built environment and would not respect the character and amenity of place due to the scale and massing of the box dormer window on the north elevation of the building.

**Justification**

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

- (ii) **TCP/11/16(494) - Planning Application – 17/01352/IPL – Erection of a dwellinghouse (in principle), Hoodshill, Fossoway, Kinross, KY13 0PW – Mr Roger Buick**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of a dwellinghouse (in principle), Hoodshill, Fossoway, Kinross, KY13 0PW.

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

**Decision:**

Resolved by unanimous decision that:

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

Thereafter, resolved by majority decision that:

- (ii) the Review application for the erection of a dwellinghouse (in principle), Hoodshill, Fossoway, Kinross, KY13 0PW, be refused for the following reasons:



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1. The proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014 as it does not comply with any of the categories of the policy guidance or criterion where a dwellinghouse or dwellinghouses would be acceptable in this location.
2. The proposal is contrary to the Council's Housing in the Countryside Guide (SPG) 2014 as it does not comply with any of the categories of the policy guidance or criterion where a dwellinghouse or dwellinghouses would be acceptable in the location.
3. The proposal is contrary to Policy PM1A of the Perth and Kinross Local Development Plan 2014, as the proposed siting of the development does not respect the character and amenity of place as there will be a privacy issue between this proposal and the approved application 10/01244FLL that is still capable of implementation.
4. The proposal is contrary to Policy PM1B, criterion (b) of the Perth and Kinross Local Development Plan 2014, as the proposal fails to create a sense of identity and erodes the character of the countryside as there is no sufficient containment to the site.
5. The proposal is contrary to Policy ER6 of the Perth and Kinross Local Development Plan 2014 as the formation of a dwelling curtilage in this location would erode local distinctiveness, diversity and the quality of Perth and Kinross's landscape character.

**Justification**

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

**Note:** Councillor Watters dissented from the majority decision. . He considered that the Appointed Officer's decision should be overturned and that permission for the erection of a dwellinghouse should be granted, and that the proposed erection of a dwellinghouse would represent an improvement and would be reasonably enclosed so as to not impact upon the surrounding area, thereby meeting the criteria of the Housing in the Countryside Guide 2012.

**(iii) TCP/11/16(495) – Planning application - 17/01130/IPL – Erection of a dwellinghouse (in principle) at land 50 metres north of East Saucher House, Saucher, Kinrossie – Mr & Mrs Taylor**

Members considered a Notice of Review seeking an amendment of condition 5 (proportions and appearance) of the conditions imposed by the Appointed Officer for the erection of a dwellinghouse (in principle) at land 50 metres north of East Saucher House, Saucher, Kinrossie.



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

**Decision:**

Resolved by unanimous decision that:

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

Thereafter, resolved by unanimous decision that:

- (ii) the Review application seeking an amendment of condition 5 (proportions and appearance) of the conditions imposed by the Appointed Officer for the erection of a dwellinghouse (in principle) at land 50 metres north of East Saucher House, Saucher, Kinrossie, be granted subject to the following
  1. Condition 5 to now read as follows;
    - '5. The dwellinghouse shall be of single storey proportions and appearance.'
  2. In this context, the roof pitch shall not exceed 45 Degrees, the principle ridge shall run parallel to the existing dwellinghouse, and the eaves level shall not be greater than 3.3 metres above ground level and 3 metres above ground floor level.

**Justification**

The proposal to vary the terms of Condition 5 is sufficiently in accordance with the Development Plan, notably in relation to Local Development Plan policies PM1A and PM1B (c).

**(iv) TCP/11/16(496) – Planning application - 17/00899/IPL – Residential development (in principle), land 40 metres north west of Northbarns Farm, Bankfoot – Mr G F Collie**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for a residential development (in principle), land 40 metres north west of Northbarns Farm, Bankfoot.

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

**Decision:**

Resolved by unanimous decision that:

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



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Thereafter, resolved by unanimous decision that:

- (ii) the Review application for a residential development (in principle), land 40 metres north west of Northbarns Farm, Bankfoot, be refused for the following reasons:
  - 1. The proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014 and the Council's Housing in the Countryside Guide 2014 as it does not comply with any of the categories of the policy guidance where a dwellinghouse or dwellinghouses would be acceptable in principle at this location, due to the prominent nature on the landscape.
  - 2. The proposal is contrary to the Council's Housing in the Countryside Guide (SPG) 2014 as it does not comply with any of the categories of the policy guidance or criterion where a dwellinghouse or dwellinghouses would be acceptable in this location, in particular the absence of any landscape features and screening, and a defined site.
  - 3. The proposal is contrary to Policy ER6 of the Perth and Kinross Local Development Plan 2014 as it erodes local distinctiveness, diversity, and quality of Perth and Kinross's landscape character, visual, scenic qualities of the landscape and the quality of landscape experience through the siting of the development within this area of Perth and Kinross.
  - 4. The proposal is contrary to Policy PM1A of the Perth and Kinross Local Development Plan 2014, as the proposed siting of the development does not respect the character and amenity of this area of Perth and Kinross.
  - 5. The proposal is contrary to Policy PM1B, criterion (a) and (b) of the Perth and Kinross Local Development Plan 2014, as the proposal fails to create a sense of identity and erodes the character of the countryside.
  - 6. The proposal does not provide a satisfactory residential environment due to the proximity of the agricultural buildings to the north where there is the potential for future residents at this site to suffer annoyance from noise and odour, contrary to Policy EP8 of the Perth and Kinross Local Development Plan 2014.

**Justification**

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



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**(v) TCP/11/16(498) – Planning application - 17/00834/FLL – Formation of decking (in retrospect), Burnbane and Upper Delvine Fishing Hut, Kinclaven – Clayfield Investments Limited**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the formation of decking (in retrospect), Burnbane and Upper Delvine Fishing Hut, Kinclaven.

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

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning adviser and legal adviser, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) comment be received from the Interim Development Quality Manager on the potential discrepancy between the plans submitted and the decking;
- (iii) to allow for the applicant to comment on any comments made by the Interim Development Quality Manager;
- (iv) following receipt of all comments, the application be brought back to the Local Review Body.

**(vi) TCP/11/16(500) – Planning application - 17/01074/IPL – Erection of dwellinghouse (in principle), land 100 metres north west of West Kinnochtry House, Kinnochtry, Coupar Angus – L Watt & M Brown**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for erection of dwellinghouse (in principle), land 100 metres north west of West Kinnochtry House, Kinnochtry, Coupar Angus.

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

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning adviser, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) an unaccompanied site visit be carried out;
- (iii) following the site visit, the application be brought back to the Local Review Body.



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A TEN MINUTE RECESS FOLLOWED

**693. DEFERRED APPLICATION FOR REVIEW**

- (i) **TCP/11/16(468) – Planning application – 16/02074/FLL – Erection of 8 dwellinghouses and associated works, land 60 metres west of The Bothy, Newburgh – G & W Miller & Sons**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of 8 dwellinghouses and associated works, land 60 metres west of The Bothy, Newburgh.

It was noted that, at its meeting of 30 May 2017, the Local Review Body resolved by unanimous decision that insufficient information was before the Local Review Body to determine the matter without an unaccompanied site visit. An unaccompanied site visit having been carried out on 26 June 2017, the Local Review Body reconvened on 27 June 2017. At its meeting of 27 June 2017, the Local Review Body resolved by unanimous decision that insufficient information was before the Local Review Body to determine the matter without the applicant providing an ecological survey of the buildings in relation to European Protected Species. It was noted that the Local Review Body unanimously agreed that, following receipt of the requested information from the applicant, copies be sent to the Interim Development Quality Manager and Interest Parties for further comment. At its meeting of 7 November 2017, the Local Review Body resolved by unanimous decision that insufficient information was before the Local Review Body to determine the matter without all members considering the application comment from the Interim Development Quality Manager on the Ecological Survey, and subsequent comment from the applicant, and without all members of the Local Review Body considering and determining this review application having undertaken an unaccompanied site visit. The comments having been supplied, and a further unaccompanied site visit having been carried out on 29 November 2017, the Local Review Body reconvened.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, including the further information requested by the Local Review Body at its meetings of 27 June 2017 and 7 November 2017, and having carried out site visits on 26 June 2017 and 29 November 2017, sufficient information was before the Local Review Body to determine the matter without further procedure;



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Thereafter, resolved by majority decision that:

- (iii) the Review application for the erection of 8 dwellinghouses and associated works, land 60 metres west of The Bothy, Newburgh, be granted, subject to:
1. the resolution of a Section 75 or 69 Agreement prior to the release of any planning consent.
  2. to secure Affordable Housing, Education and Supplementary Transport Infrastructure contributions.
  3. the imposition of relevant terms, conditions and informatives including a bat protection plan, submission of samples of external finishing materials, assessment for land contamination and identification and provision for any necessary remediation, access road improvement details, to provide housing places at suitable intervals, structural planting landscaping details and the requirement of the provision of the proposed stone walls.

**Justification**

The proposed erection of 8 dwellinghouses was seen as an improvement to the surrounding area, and in that context, with the imposition of relevant conditions and informatives, was not assessed as being contrary to Local Development Plan Policy RD3. Furthermore, the submitted ecological survey and any subsequent bat protection plan was considered to have adequately addressed concerns regarding Local Development Plan Policy NE3.

**Note:** Councillor Wilson dissented from the majority decision. He considered that the Appointed Officer's decision should not be overturned and that permission for the erection of 8 dwellinghouse should be refused.

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PERTH AND KINROSS COUNCIL
PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE
6 DECEMBER 2017

PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 6 December 2017 at 10.00am.

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

In Attendance: Councillors I Campbell and L Simpson; N Brian, A Condliffe, D Niven, J Scott, L Akroyd, A Belford, L Reid, D Salman and R Stewart (all The Environment Service); C Elliott, K Molley and D Williams (all Corporate and Democratic Services).

Councillor M Lyle, Convener, Presiding.

694. WELCOME AND APOLOGIES

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

695. DECLARATIONS OF INTEREST

Councillor T Gray declared a non-financial interest in Art. 698(3)(i).

696. MINUTES

The minute of meeting of the Planning and Development Management Committee of 15 November 2017 (Arts. 653-657) was submitted, approved as a correct record and authorised for signature.

697. DEPUTATIONS

In terms of Standing Order 24, the Convenor decided that requested deputations would not be heard on Art. 698(i) with deputations having been heard at a previous meeting of the Committee and the item then deferred for the purpose of a site visit.

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

Planning Application No.
17/01563/FLL

Art. No.
698(3)(iii)

698. APPLICATIONS FOR DETERMINATION

(1) Applications Previously Considered

- (i) 17/00806/FLM – MILNATHORT – Erection of 77 dwellinghouses, formation of landscaping, open spaces and community woodland, and associated works on land north of Linden Park Road, Milnathort – Report 17/396 – Dundas Estates and Development Co. Ltd**

In terms of Standing Order 18, it was agreed that only Members who had both attended the first consideration of Art. 698(1)(i) and completed a site visit would be eligible to vote on Art. 698(1)(i). Councillors H Anderson, B Band, H Coates, A Jarvis and R McCall declared that they would not be eligible to vote on the item.

Anne Condliffe, Interim Development Quality Manager, advised that should the Committee be minded to grant the application, recommended condition 6(b) and (c) be revised to refer to the approved scheme being implemented to the satisfaction of the Planning Authority, and additional conditions be added for approval of boundary materials and enclosures on site.

Motion (Councillors M Barnacle and W Wilson) – Refuse the application for the following reason:

The proposal is contrary to Policy PM1A of the Perth and Kinross Local Development Plan 2014, on the basis that the proposed density does not reflect the character of the surrounding area.

Amendment (Councillors E Drysdale and T Gray) – Grant the application subject to the following terms, conditions and informatives contained within Report 17/340, including revised condition 6(b) and (c), and additional conditions for boundary materials and enclosures on the site.

Conditions

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
2. Prior to the commencement of any development hereby approved, pre-construction surveys to identify the presence of any otter holts within 200 metres both upstream and downstream from proposed Sustainable Urban Drainage System (SUDS) outfall in the Hatton/Burleigh Burn shall be submitted to the Planning Authority for approval. If otters are identified within this

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area the survey should be supported by a species protection plan. Thereafter works shall be undertaken in complete accordance with the approved surveys and any species protection plan.

3. Prior to the commencement of any construction works within 30 metres of trees TN6, TN7 and TN9, highlighted in Annex 2 of the Phase 1 Habitat and Protected Species Survey Report by MacArthur Green, date 2 May 2017 as having moderate bat roost potential, further surveys of these trees is required to assess the impact of the works on roosting bats are required. These surveys shall be submitted to the Planning Authority for approval no more than 6 weeks before any such works is to commence. If the surveys identify the presence of roost(s), Scottish Natural Heritage will be consulted in respect of any need and implications for any application for a licence.
4. In addition to the specific requirements of Conditions 2 and 3, should works not commence within 12 months of the approval further pre-construction ecological surveys shall be required to be submitted to the planning authority for approval not more than 6 weeks prior to commencement of approved works. Thereafter any works shall be carried in in complete accordance with any mitigation or exclusion measures identified.
5. In addition to the specific requirements of Conditions 2, 3 and 4, the conclusions and recommended action points within the supporting biodiversity survey submitted and hereby approved shall be fully adhered to, respected and undertaken as part of the construction phase of development.
6. Prior to the commencement of the development hereby approved, the following shall be submitted for the further written agreement of the Council as Planning Authority:
 - a) A 1:200 scale site plan which identifies the Construction Exclusion Zone (CEZ) and Root Protection Areas (RPA). The CEZ and RPAs as agreed shall be strictly adhered to during construction of the development and the protection measures, once in place, shall remain in place for the duration of construction;
 - b) A scheme that details protection methods for the CEZ and for all trees on site (other than those marked for felling on the approved plans) which have RPAs which fall within the site shall be retained and protected (including those subject of Milnathort Tree Preservation Order No 1 2017). The scheme shall provide that all fencing adheres to BS 5837 2012: Trees in Relation to Design, Demolition and Construction and incorporate

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- measures identified in the submitted 'Arboricultural Impact Assessment/Method Statement' prepared by Urban-Arb dated 5 May 2017. Thereafter the approved scheme shall be implemented to the satisfaction of the Council as Planning Authority.
- c) A scheme for the technical delivery of any development within the Root Protection Area (RPA) of the trees subject of the Milnathort Tree Preservation Order No 1 2017, such as pathways and underground drainage infrastructure. The pathway specifications shall comply with BS 5837 2012: Trees in Relation to Design, Demolition and Construction and the drainage infrastructure with The National Joint Utilities Group (NJUG) Guidelines Volume 4: NJUG Guidelines for the Planning, Installation and Maintenance of Utility Apparatus in Proximity to Trees and identify and incorporate appropriate mitigation measures for the protection of these trees. Thereafter the approved scheme shall be implemented to the satisfaction of the Council as Planning Authority
7. Prior to the commencement of development, a scheme outlining measures for the protection of animals from being trapped in open excavations and/or pipe and culverts which shall be implemented for the duration of the construction works of the development hereby approved shall be submitted for the approval of the Planning Authority. The measures may include creation of sloping escape ramps for animals, which may be achieved by edge profiling of trenches/excavations or by using planks placed into them at the end of each working day and open pipework greater than 150 mm outside diameter being blanked off at the end of each working day. The approved scheme as agreed shall be implemented during construction of the development.
8. No removal of vegetation, including trees and shrubs will be permitted between 1st March and 31 August inclusive, unless a competent ecologist has undertaken a careful and detailed check of vegetation for active birds' nests immediately before the vegetation is to be cleared and provided written confirmation that no birds will be harmed and/or that there are appropriate measures in place to protect nesting birds on site. Any such written confirmation must be submitted to the planning authority for approval prior to commencement of works.
9. Where it is intended to create semi-natural habitats, all species used in the planting proposals as detailed in drawing No. C1533.004 Rev: A shall be locally native

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species of local provenance unless otherwise agreed in writing with the local planning authority.

10. The developer shall incorporate swift bricks and bat roost bricks at eaves height in a minimum of 50 properties, which shall be usable prior to the occupation of each property where the bricks have been installed.
11. Prior to the commencement of development design details and a detailed phasing plan shall be submitted to the Planning Authority for written approval for the following matters:
 - a) the provision of site access;
 - b) roads and footpaths layout, design and specification (including arrangements for the disposal of surface water); and
 - c) car parking provision.All of the above shall be designed in accordance with the standards required by the Planning Authority in consultation with the Roads Authority. Once the design is approved, no dwellinghouse within the respective phase/area of the development as agreed in the phasing plan shall be occupied unless this infrastructure has been constructed and is operational to the reasonable satisfaction of the Planning Authority.
12. Prior to the occupation of any dwellinghouse in the development hereby approved all arrangements for the disposal of all surface water (including temporary arrangements during construction) through Sustainable Urban Drainage Systems (SUDS) from the site shall be constructed and fully operational to the satisfaction of the Planning Authority in consultation with the Flood Prevention Authority.
13. Prior to the commencement of the development hereby approved, details of the specification and colour of the proposed external finishing materials to be used shall be submitted to and agreed in writing by the Council as Planning Authority. The scheme as agreed shall be implemented prior to the completion or bringing into use of each dwellinghouse, whichever is the earlier.
14. Prior to the occupation of any dwellinghouse hereby approved, details of the specification including materials of all footpaths and cycleways shall be submitted to the Planning Authority for further approval. For paths in the areas identified in the 'Arboricultural Impact Assessment/Method Statement' prepared by Urban-Arb dated 5 May 2017, the specification shall include incorporation of specifications suitable within any Root Protection Areas. The agreed detail shall thereafter be implemented prior to the completion of the development.

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15. Prior to the commencement of the development hereby approved, a management plan indicating any temporary diversions and signage needed to facilitate the development and/or any works proposed to Core Path MTHT/133 as part of the development shall be submitted for the further agreement of the Council as Planning Authority. The plan as agreed shall be implemented in accordance with the timings identified in the plan.
16. Prior to the commencement of development, a scheme for an onsite signage strategy for the direction and route of Core Path MTHT/133 and other routes through the site, for the purposes of identifying public access routes, shall be submitted for further written approval prior to the Planning Authority. The strategy shall include details for the timing and delivery of the scheme following the completion of any temporary diversion agreed under Condition 14 and shall thereafter be provided in accordance with the approved details prior to the occupation of any dwellinghouse hereby approved.
17. Prior to the commencement of development, and notwithstanding the submitted detail, further landscaping specification and a landscape management plan shall be submitted to and agreed in writing by the Council as Planning Authority, which includes:
 - a) Identification of long-term design objectives (including location and specification of species for all areas), management responsibilities and maintenance schedules for all landscape areas (other than small privately-owned domestic gardens); and
 - b) a detailed delivery plan confirming the phased delivery of the site in respect of landscaping (including of public open spaces and pathways) and associated construction works. This plan shall specify that the phasing for delivery of the areas of open space, woodland and parkland indicated to the north, east and south of the site on the approved landscape and planting drawings shall be planted in accordance with the open space standards of the Planning Authority and completed in advance of the occupation of any phase of development.Thereafter the landscape management plan and scheme shall be fully implemented as agreed
18. Prior to the commencement of the development hereby approved, details of the proposed boundary treatments for the site shall be submitted for the further written agreement of the Council as Planning Authority. The scheme as subsequently agreed shall be implemented

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prior to the completion or occupation of last house, whichever is the earlier.

19. A form of enclosure shall be installed on the footway frontage of North Street opposite the pedestrian access between Plots 14 & 15. Details of the enclosure shall be submitted to and agreed in writing by the Council as Planning Authority and the enclosure as approved shall be formed prior to the occupation of any of the Plots 12-17.

Justification

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

Procedural Notes

Consent shall not to be issued until a Section 75 Agreement relating to planning contributions set out in Para 11 of Report 17/396 has been completed. The legal agreement should be concluded and completed within 4 months of the date of any Committee approval. Failure to conclude a legal agreement within 4 months may result in the planning application being re-assessed through failing to comply with the associated policy requirements and will be ultimately recommended for refusal under delegated powers.

Informatives

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period. (See section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
2. Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management

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Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 41 the notice must be:

- Displayed in a prominent place at or in the vicinity of the site of the development
 - Readily visible to the public
 - Printed on durable material
5. The applicant should be advised that in terms of Section 21 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
6. The applicant is advised that the detailed design of all SUDS shall conform to 'PKC Flooding and Flood Risk Guidance Document (June 2014)', or any subsequent update. Associated with this, it is recommended that the following information and design should be embedded within the final drainage details:
- In the event that the soakaway overtops due to a capacity issue or siltation over time, the surrounding ground should be contoured such to allow a volume of water to be retained before it can overland flow elsewhere. I.e. the land would be graded down to the soakaway (very gently). This would make it easier to identify a problem with the soakaway in the future because it would pond around it. This would provide additional protection to surrounding land/property.
 - A clear indication of the design standard of all the SUDS features on the design and As-Built drawings.
7. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD.
8. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
9. No work shall be commenced until an application for building warrant has been submitted and approved.

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10. The applicant is recommended to contact the Council Contamination Officer immediately if any ground contamination is found during construction of the development.
11. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
12. The applicant is recommended to incorporate a mini glass recycling point in strategic areas within the approved development to compliment the kerbside recycling services that will be provided. In order to comply with the 'Household Charter', each household should have access to 10 litres of recycling capacity per week, which would roughly equate to 3 mini glass points over the development. Further details of the requirements can be sought in discussion with the Council Waste Services Team.

Councillor R Watters moved a second amendment to alter the siting of the pedestrian crossing at the proposed site, were the application to be passed. Having failed to find a seconder, the second amendment fell.

THERE FOLLOWED A SEVEN MINUTE RECESS

In accordance with Standing Order 44, a roll call vote was taken.

3 Members voted for the Motion as follows:
Councillors M Barnacle, I James and W Wilson.

5 Members voted for the Amendment as follows:
Councillors M Lyle, B Brawn, E Drysdale, T Gray and R Watters.

Resolved:
In accordance with the Amendment.

(2) Major Applications

- (i) **17/00204/AMM – PERTH – Erection of 70 dwellinghouses (approval of matters specified in conditions 12/01692/IPM) on land to the west of Cherrybank Gardens, Perth – Report 17/397 – Bellway Homes Ltd**

David Niven, Team Leader advised that, should he Committee be minded to grant the application, the procedure note should

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be amended to may result in the application being reassessed, and informative 5 should refer to phase 4.

Resolved:

Grant, subject to the following terms including revised procedure note, conditions and informatives, including revised informative 5:

Conditions

1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed on the planning consent.
2. Prior to the occupation of any residential plot, all matters regarding access, car parking, road layout, design and specification, including the disposal of surface water, shall be in accordance with the standards required by the Council as Roads Authority and to the satisfaction of the Planning Authority.
3. Prior to the occupation of any residential plot, details of the specification including materials of all footpaths shall be submitted to the Planning Authority for further approval. The agreed detail shall thereafter be implemented prior to the completion of the development to the satisfaction of the Council as Planning Authority.
4. Permitted development rights associated with Classes 1A, 1B, 3A and 3B of The Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended), or any subsequent comparable classes in future legislation relating to development within the curtilage of a dwellinghouse, are hereby revoked in full for all terraced dwellings (4) (Plots 54, 55, 56, 57) as detailed on the approved Site Layout Plan (drawing number: PB/Site 2/01 Rev F).
5. Notwithstanding the submitted drawing, an updated detailed landscaping and planting scheme for the site shall be submitted for the further approval of this Planning Authority prior to the commencement of the development. The scheme shall include details of the height and slopes of any mounding or recontouring of the site, species, height, size and density of trees and shrubs to be planted and the scheme as subsequently approved shall be implemented fully within one calendar year of the commencement of development and thereafter maintained to the satisfaction of the Council as Planning Authority.
6. Any planting failing to become established within five years shall be replaced in the following planting season with others of similar sizes and species.

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7. The areas of public open space indicated on the approved landscape and planting drawings shall be planted in accordance with the open space standards of the Planning Authority and completed to phase with the adjacent dwellinghouses in accordance with a programme to be submitted to and agreed in writing with the Planning Authority prior to the commencement of the development. The scheme shall thereafter be maintained to the satisfaction of the Council as Planning Authority.
8. Prior to commencement of development, an updated and detailed Construction Environmental Management Plan (CEMP) detailing environmental mitigation measures and construction method statements, including specific measures for environmental monitoring during construction, shall be submitted to and approved in writing by the Planning Authority. Such details shall be submitted not less than two month prior to the agreed scheduled commencement date and shall incorporate detailed pollution avoidance and mitigation measures for all construction elements. Thereafter the approved CEMP shall thereafter be fully respected and adhered to through the construction phase of the development.
9. For the duration of all construction activities, where site boundaries affect trees, the development shall fully comply with, respect and remain in full accordance with BS5837 2012: *'Trees in relation to construction, demolition and construction. Recommendations'*.
10. Concurrent with the initiation of the development hereby approved and for the duration of construction, a temporary surface water treatment facility shall be implemented on site and maintained for the duration of the approved development works. The temporary surface water treatment facility shall remain in place until the permanent surface water drainage scheme is implemented unless otherwise agreed in writing by the Council as Planning Authority.

Justification

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

Procedural Notes

Consent shall not to be issued until a Section 75 Agreement relating to planning contributions has been completed and signed to reflect the current planning reference 17/00204/AMM. The legal agreement should be concluded and completed within 4 months of the date of any Committee approval. Failure to conclude a legal agreement within 4 months may result in the

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planning application being re-assessed through failing to comply with the associated developer contributions policy and may be ultimately recommended for refusal under delegated powers:

- Affordable housing contribution
- Education contribution
- Open Space provision and maintenance

Informatives

1. The development hereby permitted shall be commenced no later than the expiration of two years from the date of this consent or from the date of subsequent approval of matters specified in conditions, or three years from the date of planning permission in principle, whichever is the later.
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 41 the notice must be:
 - Displayed in a prominent place at or in the vicinity of the site of the development
 - Readily visible to the public
 - Printed on durable material.
5. The applicant is advised that this permission relates to just Residential Phase Four of the 12/01692/IPM planning approval for residential and employment uses of LDP site MU1. Further applications will be required to discharge the conditions for the remaining employment phases.
6. The applicant is advised that to enable any remaining negative suspensive conditions associated with the 12/01692/IPM planning approval to be fulfilled

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development may have to be undertaken outwith the application site. These works themselves may require the submission of a planning application.

7. The applicant is advised that in terms of Sections 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
8. The applicant is advised that in terms of Sections 21 of the Roads (Scotland) Act 1984 they must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
9. The applicants are advised that they must apply to the Roads Authority, for construction consent to form a new street. Please contact The Construction and Maintenance Manager, The Environment Service, Pullar House, 35 Kinnoull Street, Perth PH1 5GD.
10. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
11. The applicant is advised that the works are likely to need a license under the Water (Controlled Activities) Regulations 2005 (CAR). The applicant should contact SEPA's Perth Environmental Protection and Improvement Team (Tel: 01738 627989) in regard to this. The applicant should ensure that all works on site comply with the best practice guidelines laid out in SEPA's published Pollution Prevention Guidance, found at www.sepa.org.uk
12. The Council's Community Waste Adviser in the Environment Service should be contacted to clarify the bin storage and recycling requirements for the development.
13. No work shall be commenced until an application for building warrant has been submitted and approved.
14. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD.

(3) Local Applications

HAVING DECLARED AN INTEREST, COUNCILLOR T GRAY LEFT THE MEETING AT THIS POINT

(i) 17/00546/FLL – BLACKFORD – Extraction of sand and gravel on land south east of Milton of Panholes, Blackford – Report 17/398 – Blackford Estates

Anne Condliffe, Interim Development Quality Manager, advised that should the Committee be minded to grant the application, recommended condition 4 be revised to refer to approval of the restoration seed mix.

Resolved:

Grant, subject to the following terms, conditions, including revised condition 4, and informatives:

Conditions

1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this permission.
2. The borrow pit hereby approved shall only be exploited to serve planning application 15/01637/FLL for the Blackford Rail Sidings. The total volume of mineral extracted from the mine shall not exceed 19,300m³ of sand and gravel. No extraction is to occur within 20 metres of Network Rail's Boundary and all excavation/restoration shall be completed not more than 1 year from the date of commencement of the development (as indicated on the 'Notice of Initiation of Development').
3. Mineral extraction and processing shall only be carried out at the site between the hours of 0700-17:30 Monday to Thursday and 0700-15:30 on Friday only. No mineral extraction or processing will occur on Saturday or Sunday. No blasting shall take place on the site.
4. The working, restoration and aftercare of the site shall be carried out only in accordance with the working programme and plans that have been submitted to and approved in writing by the Planning Authority and thereafter implemented in accordance with the approved details to the satisfaction of the Planning Authority. Full details of the restoration seed mix shall be submitted and agreed in writing by the Council as Planning Authority prior to the commencement of extraction.
5. All external lighting to be installed shall be sufficiently screened and aligned so as to ensure that there is no direct illumination of neighbouring land and ecologically

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sensitive habitats and that light spillage beyond the boundaries of the site is minimised. No illumination of the site is permitted out with the operational hours outlined in condition 3 of this consent.

6. All vehicles, plant and machinery shall operate only during the permitted hours of mineral extraction and processing in condition 3 and shall at all times be silenced in accordance with the manufacturer's recommendations and so operated as to minimise noisy emissions. The Planning Authority reserves the right to insist on any reasonable additional measures to further minimise noise emissions, should it prove expedient to do so.
7. Only the plant machinery and equipment specified in the Noise Assessment submitted with this application (or similar plant which generates no greater sound power levels) shall be used on the mineral extraction site.
8. Should any aspect of the proposed operations result in justified nuisance complaints the applicant shall, if required by the Planning Authority, have qualified consultants carry out monitoring for noise or dust and provide reports to the Planning Authority. The applicant is required to take any reasonable remedial measures recommended in such reports. Noise levels measured at 3.5m from the façade of noise sensitive properties shall not exceed the following limit $L_{Aeq, 1 \text{ Hour}}$ 46 dB (free field).
9. Prior to the commencement of operations, a satisfactory Environmental Management Plan must be submitted to and approved by the Planning Authority. The EMP should include;-
 - (a) a Dust Management Plan covering all operational activities.
 - (b) a Noise Control Plan covering all operational activities.
 - (c) Measure to prevent contamination of the site or any watercourse from oils, fuels, hydraulic fluids and anti-freeze to be stored or used on the site.Thereafter the measures contained with the EMP shall be implemented during the construction programme and records kept for perusal of the Planning Authority.
10. Prior to the commencement of the development hereby approved, the applicant shall submit for the further written agreement of the Planning Authority, in consultation with the Roads Authority (Structures), a Construction Traffic Management Scheme (TMS) which shall include the following;
 - (a) restriction of construction traffic to approved routes and the measures to be put in place to avoid other routes being used;

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- (b) timing of construction traffic to minimise impact on local communities particularly at school start and finishing times, on days when refuse collection is undertaken, on Sundays and during local events;
 - (c) a code of conduct for HGV drivers to allow for queuing traffic to pass;
 - (d) arrangements for liaison with the Roads Authority regarding winter maintenance;
 - (e) emergency arrangements detailing communication and contingency arrangements in the event of vehicle breakdown;
 - (f) arrangements for the cleaning of wheels and chassis of vehicles to prevent material from construction sites associated with the development being deposited on the road;
 - (g) arrangements for cleaning of roads affected by material deposited from construction sites associated with the development;
 - (h) arrangements for signage at site accesses and crossovers and on roads to be used by construction traffic in order to provide safe access for pedestrians, cyclists and equestrians;
 - (i) details of information signs to inform other road users of construction traffic;
 - (j) arrangements to ensure that access for emergency service vehicles are not impeded;
 - (k) co-ordination with other significant developments known to use roads affected by construction traffic;
 - (l) all vehicles from the site transporting aggregate to the Blackford Rail Siding site shall be covered and measures shall be put in place to ensure no undue idling or waiting on the public road at extraction site and Rail Sidings sites occur.
 - (m) audible vehicle reversing alarms shall be operated on the method that they only emit the warning if necessary, e.g. on an infrared signal which detects persons to the rear of the vehicle.
 - (n) monitoring, reporting and implementation arrangements;
 - (o) arrangements for dealing with non-compliance; and
 - (p) details of HGV movements to and from the site.
- The TMS as approved shall be strictly adhered to during the entire site construction programme.

11. Prior to the commencement of the development an agreement dealing with liability for remedial work required as a result of damage to the local road network directly attributable to the construction of the development and allowing for pre- and post-construction surveys of the said

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local road network shall be submitted to and approved in writing by the planning authority, in consultation with the roads authority.

12. Prior to the commencement of any development on site a detailed plan and phasing proposal for the diversion works to the core path (BFLD/11) and signage needed to facilitate the development at the west and southern end of the site shall be submitted to and approved in writing by the Planning Authority. This plan shall fully detail the temporary arrangements, timescales and proposals for the diversion work to ensure that continued access along the core path and shall take account of any diversion works to (BLFD/3) and asserted Right of Way (29/3) associated with condition 20 of application 15/01637/FLL. The details, as approved in writing, shall be implemented as part of the development of the site and completed to the satisfaction of the Planning Authority prior to the site being brought into use.
13. No land raising shall occur within the medium likelihood (0.5% annual probability or 1 in 200 year) flood extent.
14. All surface water arising from the development must be collected and diverted away from Network Rail land. Water must not be caused to pond on or near railway land either during or after any mineral extraction.
15. All trenches and excavations on the site shall be fitted with measures to prevent animals from being trapped. This can include the creation of sloping escape ramps or by using planks within the excavations to allow animals to escape.
16. Prior to the commencement of operations a satisfactory mitigation plan must be submitted to and approved by the Planning Authority in writing to deal with the sand martin resource at the site and shall include the following:-
 - (a) Identification of non-operational areas where suitable vertical faces can be provided to encourage sand martin colonisation along with timescales for the formation of these vertical faces.
 - (b) Identification of long-term retention areas that will not be extracted that can be left for breeding birds in future years.
 - (c) Between mid - March and mid-May the appointment of a suitably qualified ecologist or clerk of works at the developers' expense with the details of appointment being subject to the prior written agreement of the Planning Authority, to ensure the checking of all operational faces for evidence of sand martin nests along with the demarcation of areas which should not be

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disturbed and routinely monitor activities, with the ability to stop operations, make changes to demarcated areas and working practices as necessary.

Thereafter the measures contained with the mitigation plan shall be implemented during the construction programme and records kept for perusal of the Planning Authority.

Justification

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

Informatives

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. The applicant should ensure that any existing wayleaves for maintenance or repair to existing private water supply or septic drainage infrastructure in the development area are honoured throughout and after completion of the development.
5. Details of all changes in ground levels, laying of foundations, and operation of mechanical plant in proximity to the rail line must be submitted to Network Rail's Asset Protection Engineer for approval prior to works commencing on site. Where any works cannot be carried out in a "fail-safe" manner, it will be necessary to restrict those works to periods when the railway is closed to rail traffic i.e. by a "possession" which must be booked via Network Rail's Asset Protection Engineer and are

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subject to a minimum prior notice period for booking of 20 weeks.

6. It is suggested that signing up to a maintenance agreement under Section 96 of the Roads (Scotland) Act 1984 could fulfil the aims of condition 11 in respect of the public roads used to transport the borrow pit material.

COUNCILLOR T GRAY RETURNED TO THE MEETING

(ii) 17/00992/FLL – DUNKELD – Siting of a mobile crusher and screener on land South of 1 Deans Park, Deans Park, Dunkeld – Report 17/399 – Mills Contractors Ltd

Resolved:

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

Conditions

1. Permission is hereby granted for a limited period until 1 December 2022. Prior to this date, the use of all plant and machinery associated with this development shall cease, and all associated equipment removed from the site.
2. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
3. Noise from any plant and machinery associated with this development shall be controlled so that noise levels do not exceed 55dB LAeq, 1 hour (free field) at any adjacent dwellinghouse.
4. Prior to the commencement of any development, confirmation of the model of both crusher and screener shall be submitted to the Council as Planning Authority for approval. Any change from the approved model(s) shall be agreed with the Council before being brought into site. All plant and equipment shall thereafter be operated and maintained according to the manufacturer's recommendations. This includes all necessary servicing and the provision of satisfactory exhaust systems to ensure that noise emissions are minimised. Records regarding all services and modifications made to all plant and equipment shall be kept on site and shall be available for inspection by the Council as Planning Authority.
5. The hours of operation of the plant and equipment hereby approved shall be limited to 0700 hours to 1900 hours Monday to Friday and 0800 to 1300 on Saturdays, with no operation on Sunday.
6. Prior to the development commencing, a Dust Management Plan must be submitted for the approval in

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writing by the Council as Planning Authority. The plan must include adequate precautions to ensure that all times and at all stages of the process (including reinstatement), dust generation on the site and outwith, is minimised by implementing agreed dust prevention measures e.g. wheel washing facilities. The plan shall also provide details of future monitoring and reporting on the successfulness of the plan. The approved plan shall thereafter be implemented in full to the satisfaction of the Council as Planning Authority.

Justification

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

Informatives

1. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
2. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
3. This development will require the 'Display of notice while development is carried out', under Section 27C(1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. In accordance with Regulation 41 the notice must be:
 - Displayed in a prominent place at or in the vicinity of the site of the development
 - Readily visible to the public
 - Printed on durable material.

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(iii) 17/01563/FLL – FEARNAN – Erection of a replacement dwellinghouse at site of former Bruaich Cottage, Fearnan – Report 17/400 – Professor and Mrs Paterson

Mr R Wagland, an objector to the application, followed by Mr J Denholm, Denholm Partnership LLP, agent for the applicants, addressed the Committee and, following their respective representations, withdrew to the public benches.

Resolved:

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

Conditions

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
2. Prior to the commencement of the development hereby approved, details of the specification and colour of the proposed external finishing materials to be used shall be submitted to and agreed in writing by the Council as Planning Authority. The scheme as agreed shall be implemented prior to the completion or bringing into use of the development, whichever is the earlier.
3. Prior to the commencement of the development hereby approved, a detailed landscaping and planting scheme for the site shall be submitted for the further written agreement of the Council as Planning Authority. The scheme shall include details of the height and slopes of any mounding or recontouring of the site, full details of all hard landscaping proposals including materials and installation methods and, species, height, size and density of trees and shrubs to be planted. The scheme as subsequently approved shall be carried out and completed within the first available planting season (October to March) after the completion or bringing into use of the development, whichever is the earlier, and the date of Practical Completion of the landscaping scheme shall be supplied in writing to the Council as Planning Authority within 7 days of that date. The scheme as agreed and implemented shall thereafter be maintained.
4. Prior to the commencement of any works on site, all trees on site (other than those marked for felling on the approved plans) and those which have Root Protection Areas which fall within the site shall be retained and protected. Protection methods shall be strictly in accordance with BS 5837 2012: Trees in Relation to Design, Demolition and Construction. Protection

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measures, once in place, shall remain in place for the duration of construction.

5. The stove shall only operate on fuel prescribed and stored in accordance with the manufacturer's instructions. The stove and flue and any constituent parts shall be maintained and serviced in accordance with the manufacturer's instructions. No changes to the biomass specifications shall take place.

Justification

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

Informatives

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period. (See section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
2. Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. An application for Building Warrant may be required.
5. Due to the nature of the proposed work it is important to keep in mind the possibility of finding bats when doing work on the existing roof. If bats are found during works, the work should stop immediately and you should contact SNH at Battleby immediately for advice. Building works should avoid the times of year when bats are most vulnerable to disturbance. The summer months, when bats are in maternity roosts, and the winter months when bats are hibernating, should be avoided. Typically early spring and autumn months are the best times to do work that may affect bats. If you suspect that bats are present you should consult SNH for advice. For further information visit the Bat Conservation Trust website <http://www.bats.org.uk/>.

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6. Existing buildings or structures may contain nesting birds between 1st March and 31st August inclusive. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended (section 1), it is an offence to remove, damage or destroy the nest of any wild bird while that nest is in use or being built. Planning permission for a development does not provide a defence against prosecution under this Act.
7. The presence of protected species, and the extent to which they could be affected by the proposed development, should be established before works commence. Should protected species be identified within the site the developer should ensure that all appropriate measures required to comply with the relevant legislation are carried out.

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PERTH AND KINROSS COUNCIL  
LICENSING COMMITTEE  
7 DECEMBER 2017

## LICENSING COMMITTEE

Minute of meeting of the Licensing Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Thursday 7 December 2017 at 11.30am.

Present: Councillors R Brock, I James, C Ahern, J Rebbeck and R Watters.

In Attendance: J Dixon, the Environment Service, L Cormack, S Michie, K Molley, M McLaren and L Brown (all Corporate & Democratic Services)

Also In Attendance: M Benn and C Longmead, representing Festival Republic.

Apologies for Absence: Councillors B Brawn, D Illingworth, A Jarvis, A Parrott, F Sarwar and L Simpson.

Councillor R Brock, Convener, Presiding.

### 699. WELCOME AND APOLOGIES

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

### 700. DECLARATIONS OF INTEREST

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

### 701. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Licensing Committee of 26 October 2017 was submitted and approved as a correct record.

### 702. PUBLIC ENTERTAINMENT LICENCE: SCONE PALACE EVENT

There was submitted a report by the Head of Legal and Governance Services (17/401) seeking approval for a Public Entertainment licence received from Festival Republic for a musical event to be held at Scone Palace on 25 and 26 May 2018.

Mr M Benn representing Festival Republic addressed the Committee and answered Members' questions. Mr J Dixon, on behalf of Perth and Kinross Council, also addressed the Committee and answered Members' questions.

#### **Resolved:**

- (i) Public Entertainment Licence PE340 for an event to be held at Scone Palace Perth on 25 and 26 May 2018 be granted for a period of one year along with the draft conditions detailed in Appendix 1 to Report 17/40.
- (ii) Authority be delegated to the Head of Legal and Governance Services in consultation with the Convener of the Licensing Committee, to finalise any necessary adjustment to the conditions of the licence prior to the event.

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PERTH AND KINROSS COUNCIL
PERTH COMMON GOOD FUND
20 DECEMBER 2017

PERTH COMMON GOOD FUND COMMITTEE

Minute of meeting of the Perth Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 December 2017 at 9.30am.

Present: Councillors B Band, C Ahern, P Barrett, I Campbell (from Art. 707), A Coates (from Art. 707(4)), H Coates (from Art. 707(4)), D Doogan (from Art. 705), E Drysdale, M Lyle (from Art. 707), A Parrott and W Wilson.

In Attendance: Councillors S Donaldson, T Gray and R Brock; T Flanagan and S Merone (both The Environment Service); G Motion (Education and Children's Services); D Coyne, J Salisbury, C Flynn, A Taylor, K Molley and S Richards (all Corporate and Democratic Services)

Apology for Absence: Councillors S McCole and J Rebbeck.

Councillor B Band, Convener, Presiding.

703. WELCOME AND APOLOGIES

Councillor B Band welcomed all present to the meeting and apologies were noted as above.

704. DECLARATIONS OF INTEREST

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

COUNCILLOR D DOOGAN ENTERED THE MEETING AT THIS POINT.

705. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Perth Common Good Fund Committee of 4 October 2017 (Arts. 536-546) was submitted, approved as a correct record and authorised for signature.

706. MATTERS ARISING

There were no matters arising.

COUNCILLORS I CAMPBELL AND M LYLE ENTERED THE MEETING AT THIS POINT.

707. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Interim Executive Director (Environment) (17/402), asking the Perth Common Good Fund Committee to consider 11 applications for financial assistance.

Resolved:

(1) People with a Mission Ministries

People with a Mission Ministries be awarded a grant of £1,500 towards the cost of their Perth Senior Citizens 2017 Christmas Appeal.

(2) Perth & District Badminton Association

Perth & District Badminton Association be awarded a grant of £3,000 towards the cost of staging the 2018 Scottish Badminton Championships.

(3) Young Person

A young person be awarded a grant of £250 towards the costs of participating in the volunteering programme in Myanmar.

COUNCILLORS A COATES AND H COATES ENTERED THE MEETING AT THIS POINT.

(4) Our Lady's Primary School Parent Council

Our Lady's Primary School Parent Council be awarded a grant of £700 towards the costs of a pantomime outing.

(5) Perth Academy

Perth Academy be awarded a grant of £700 (being £100 each for 7 pupils) towards the costs of a trip to WW1 battlefields in June 2018.

(6) Young Person

A young person be awarded a grant of £150 towards the costs of pursuing dance training at National level and at a local dance school.

(7) Friendly Group

The Friendly Group be awarded a grant of £196 towards the costs of their Christmas lunch on 12 December 2017 and £200 towards the costs of outings for 28 people.

(8) Headway Perth and Kinross

Headway Perth and Kinross be awarded a grant of £350 towards the costs of a Christmas lunch and outing to Perth Theatre on 9 December 2017 for 50 people.

(9) Perth and Kinross Association of Voluntary Services

Perth and Kinross Association of Voluntary Services be awarded a grant of £3,000 towards the cost of the Chinese New Year Celebrations on 10 and 11 February 2018 in Perth.

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(10) Bowerswell Social Tenants Group

Bowerswell Social Tenants Group be awarded a grant of £210 towards the cost of their Christmas Party for 30 people held on 15 December 2017.

(11) St John's Kirk of Perth

- (i) St John's Kirk of Perth be awarded a grant of £2,610 towards the cost of 16 carillon recitals between January and December 2018.
- (ii) An update be provided on the progress of training new Carilloners to the next meeting of the Committee.

708. 2017/18 FINANCIAL STATEMENT

There was submitted a joint report by the Head of Finance and the Interim Executive Director (Environment) (17/403), detailing the Income and Expenditure to 31 October 2017 and the projected outturn to 31 March 2018 for the Perth Common Good Fund.

Resolved:

The Income and Expenditure to 31 October 2017 and the projected outturn to 31 March 2018, be noted.

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## **AUCHTERARDER COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Auchterarder Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 December 2017 at 9.48am.

Present: Councillors T Gray, I Campbell and M Lyle.

In Attendance: Councillors S Donaldson and R Brock; T Flanagan and S Merone (both The Environment Service); G Motion (Education and Children's Services); D Coyne, J Salisbury, C Flynn, A Taylor, K Molley and S Richards (all Corporate and Democratic Services).

Apology for Absence: C Reid.

Councillor T Gray, Convener, Presiding.

### **709. WELCOME AND APOLOGIES**

Councillor Gray welcomed all present to the meeting, and an apology was noted as above.

### **710. DECLARATIONS OF INTEREST**

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

### **711. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Auchterarder Common Good Fund Committee of 4 October 2017 (Arts. 554-560) was submitted, approved as a correct record and authorised for signature.

### **712. MATTERS ARISING**

There were no matters arising.

### **713. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Interim Executive Director (Environment) (17/404) asking the Auchterarder Common Good Fund Committee to consider two applications for financial assistance.

#### **Resolved:**

#### **(1) Auchterarder Adult Education Association**

The Auchterarder Adult Education Association be awarded a grant of £1,400 towards the costs of a new annual programme of activities offering courses to adults.



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**(2) The Community School of Auchterarder**

The Community School of Auchterarder be awarded a grant of £2,000 towards the costs of a two week trip to Malawi for 15 pupils in June 2018.

**714. 2017/18 FINANCIAL STATEMENT**

There was submitted a joint report by the Head of Finance and the Interim Executive Director (Environment) (17/405), providing an update on Income and Expenditure to 31 October 2017 and the projected outturn to 31 March 2018 for the Auchterarder Common Good Fund.

**Resolved:**

- (i) The Auchterarder Common Good Fund Income and Expenditure to 31 October 2017 and the projected outturn to 31 March 2018 for Financial Year 2017/18, be noted.
- (ii) The proposed budget adjustments as detailed in Appendix 1 to Report 17/405, be approved.

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CRIEFF COMMON GOOD FUND COMMITTEE

Minute of meeting of the Crieff Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 December 2017 at 9.52am.

Present: Councillors S Donaldson, R Brock, I Campbell, R McCall and M Lyle.

In Attendance: Councillor W Robertson; T Flanagan and S Merone (both The Environment Service); G Motion (Education and Children's Services); D Coyne, J Salisbury, C Flynn, A Taylor, K Molley and S Richards (all Corporate and Democratic Services).

Councillor S Donaldson, Convener, Presiding.

715. WELCOME AND APOLOGIES

Councillor Donaldson welcomed all present to the meeting. There were no apologies for absence.

716. DECLARATIONS OF INTEREST

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

717. MINUTE OF PREVIOUS MEETING

The minute of meeting of 4 October 2017 (Arts. 568-574) was submitted, approved as a correct record and authorised for signature.

718. MATTERS ARISING

There were no matters arising.

719. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by Interim Executive Director (Environment) (17/406), asking the Crieff Common Good Fund to consider one application for financial assistance.

Resolved:

(1) Crieff Choral Group

The Crieff Choral Group be awarded a grant of £200 towards the costs of rehearsals and their Spring concert on 18 March 2018.

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720. 2017/18 FINANCIAL STATEMENTS

There was submitted a joint report by the Head of Finance and the Interim Executive Director (Environment) (17/407), providing an update on the Income and Expenditure to 31 October 2017 and the projected outturn to 31 March 2018 for the Crieff Common Good Fund.

Resolved:

The Crieff Common Good Fund Income and Expenditure to 31 October 2017 and the projected outturn to 31 March 2018 for Financial Year 2017/18, be noted.

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## **KINROSS COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Kinross Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 December 2017 at 9.58am.

Present: Councillors M Barnacle, I Campbell, M Lyle, W Robertson and R Watters.

In Attendance: Councillor S Donaldson; T Flanagan and S Merone (both The Environment Service); G Motion (Education and Children's Services); D Coyne, J Salisbury, C Flynn, A Taylor, K Molley and S Richards (all Corporate and Democratic Services).

Apologies: Councillors C Purves.

Councillor M Barnacle, Convener, Presiding.

### **721. WELCOME AND APOLOGIES**

Councillor Barnacle welcomed all present to the meeting and an apology for absence was noted as above.

### **722. DECLARATIONS OF INTEREST**

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

### **723. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Kinross Common Good Fund Committee of 28 June 2017 (Arts. 400-406) was submitted, approved as a correct record and authorised for signature.

### **724. MATTERS ARISING**

There were no matters arising.

### **725. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Interim Executive Director (Environment) (17/408), asking the Kinross Common Good Fund Committee to consider one application for financial assistance.

#### **Resolved:**

#### **(1) Kinross Curling Trust**

The Kinross Curling Trust be awarded a grant of £852 towards the costs of improving access to Kinross Curling facilities.



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**726. 2017/18 FINANCIAL STATEMENT**

There was submitted a joint report by the Head of Finance and the Interim Executive Director (Environment) (17/409), providing an update on the Income and Expenditure to 31 October 2017 and the projected outturn to 31 March 2018 for the Kinross Common Good Fund.

**Resolved:**

The Kinross Common Good Fund Income and Expenditure to 31 October 2017 and the projected outturn to 31 March 2018 for Financial Year 2017/18, be noted.

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PERTH AND KINROSS COUNCIL
COUNCIL MEETING
20 DECEMBER 2017

COUNCIL MEETING

Minute of meeting of Perth and Kinross Council held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 December 2017 at 11.00am.

Present: Provost D Melloy, Councillors C Ahern, H Anderson (from Art. 732 onwards), A Bailey, K Baird, B Band, M Barnacle, P Barrett, B Brawn, R Brock (with the exception of Art. 731(iii)), I Campbell, A Coates, H Coates, S Donaldson, D Doogan, E Drysdale, A Forbes, T Gray, D Illingworth, I James, A Jarvis, G Laing, M Lyle R McCall, S McCole (up until Art. 740), X McDade, T McEwan, A Parrott, B Pover, J Rebbeck, C Reid, W Robertson, F Sarwar, L Simpson, C Stewart, R Watters, M Williamson and W Wilson.

In Attendance: B Malone, Chief Executive; J Fyffe, Senior Depute Chief Executive; S Devlin, Executive Director (Education and Children's Services); B Renton, Executive Director (Environment); G Taylor, L Simpson, S Hendry, S MacKenzie, C Flynn, K Molley, L Potter, R Fry, K Donaldson, K Barron, D Stokoe and S Walker (all Corporate and Democratic Services); J Pepper, Chief Social Work Officer; P Henderson, Perth and Kinross Health and Social Care Partnership; and F Robertson, Head of Public Service Reform, Culture and Community Development.

Apologies for Absence: Councillors C Purves and C Shiers.

Provost D Melloy, Presiding.

727. TRIBUTE TO THE LATE BARBARA VAUGHAN

Provost Melloy paid tribute to former Perth and Kinross Councillor Barbara Vaughan who tragically died earlier in December following a car accident. She had first been elected to the Council in 2007 and had retired prior to the local government elections in May 2017.

The following motion, proposed by Councillor D Doogan and seconded by Councillor K Baird, was agreed:

In recognition of the many years of dedicated service Barbara Vaughan gave in pursuit of higher educational outcomes for our young people and moreover, in a testament to the priority she placed on the welfare of young carers in our communities Council instructs officers in Education and Children's Services to establish an annual "Barbara Vaughan Memorial Award" which would record and celebrate educational success within our young carer community in Perth and Kinross, and that the establishment of the award be communicated to Barbara's family.

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728. WELCOME AND APOLOGIES

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

729. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillor R Brock declared a financial interest in Art. 731(iii) on the agenda and Councillor R McCall declared a non-financial interest in Art. 731(iii) on the agenda.

730. MINUTE OF MEETING OF 4 OCTOBER 2017

The minute of the meeting of Perth and Kinross Council of 4 October 2017 (Arts. 575-590) was submitted and approved as a correct record and authorised for signature.

731. NOTICES OF MOTIONS IN TERMS OF STANDING ORDER 26

IN TERMS OF STANDING ORDER 26, THE COUNCIL CONSIDERED THE FOLLOWING MOTIONS

(i) Royal Bank of Scotland

Motion (Councillors X McDade and M Barnacle)

That the Council is disappointed to note the recent announcement by Royal Bank of Scotland that it intends to close five branches in Aberfeldy, Comrie, Kinross, Perth South Street and Pitlochry; recognises the great deal of anxiety that this has caused for both the customers and staff of the affected branches, which will leave many people unable to easily access a local branch, believes that these branch closures will disproportionately affect those older people who do not use on-line banking services, residents with poor-quality broadband and rural businesses who need to bank on a regular basis; further notes that the majority shareholder of RBS is the UK Government following its bailout in 2008 and that by closing these branches it will not be serving the UK taxpayers living in Perth & Kinross; and instructs the Leader of the Council to write to the Chairman and the Chief Executive of the Royal Bank of Scotland Group to inform them of the Council's opposition to these closures and to encourage them to consider alternative options to closure such as reduced hours of opening.

Amendment (Councillors M Williamson and S Donaldson)

Moreover, we call upon Perth & Kinross Council to approve a request that the Leader of the Council should also write to the Chancellor of the Exchequer to seek the reversal of the decision to close five Royal Bank of Scotland branches within Perth & Kinross. As the majority stakeholder in RBS the Government cannot avoid responsibility, and must take action.

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Perth and Kinross is a huge geographical area. The proposed closures by RBS will affect all sections of society who have come to rely upon the services provided by the bank.

All banks are pushing customers to do their banking business on line, but not everyone has access to broadband services or can use computers and the steady retreat of banking and other services is in danger of exacerbating the existing digital divide.

Businesses will be expected to take on additional insurance and also be faced with the option of travelling long distances or standing outside a mobile bank with large amounts of cash.

However it is not only businesses which will be affected. The proposed closures will also impact on individuals, including those on all forms of benefits, such as universal credit and Pensions.

These proposed branch closures are likely to see more vacant retail units in our main streets. This council recognises the need to maintain valuable banking services within our local communities.

In the event that RBS fails to reverse its decision to close branches in our communities, this Council instructs the Head of Finance to review current banking arrangements with RBS and report back to Council with alternative options.

Note: The Mover and Seconder of the Motion agreed to incorporate the terms of the Amendment into the Motion.

Resolved:

In accordance with the revised Motion.

(ii) Shelter Scotland Campaign to Fix Homelessness

Motion (Councillors P Barrett and I Campbell)

Perth and Kinross Council:

- Notes the significant and lasting improvements have been achieved across Perth and Kinross to improve the housing outcomes of households facing homelessness. Through a range of preventative measures, the increased supply of affordable housing and the introduction of Home First the duration, stigma and experience of homelessness has been reduced.
- Supports Shelter Scotland's call for national action on homelessness.
- Recognises that every 19 minutes a household in Scotland becomes homeless.
- Re-iterates its commitment to our strategic aim to prevent homelessness arising wherever possible and to ensure that all households within Perth and Kinross have access to good quality affordable accommodation with the necessary support and assistance to sustain people in their homes.

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Perth and Kinross Council agrees to support Shelter Scotland's campaign to fix homelessness.

Resolved:

In accordance with the Motion.

COUNCILLOR BROCK LEFT THE MEETING AT THIS POINT

(iii) Barclay Review of Non-Domestic Rates

Motion (Councillors C Stewart and K Baird)

That the Council notes the recent announcement by the Cabinet Secretary for Finance and the Constitution on the Barclay Review; understands that the Scottish Government will not be accepting the Review's recommendations to remove non-domestic rates relief from arms-length external organisations operated by local authorities; recognises the significant impact this move would have had on their ability to deliver cultural and leisure services in Perth and Kinross; welcomes the fact that Scottish ministers have listened to the concerns of opposition parties and the wider public on this particular matter; further notes that a decision has now been made by the Scottish Government to support the Review's recommendation to remove non-domestic rates relief from independent schools; welcomes the fact that relief will still be available to some smaller independent schools who offer very specialist help to children with additional support needs, including those referred to them by local authorities; believes however that this is the wrong overall approach and that it will hinder independent schools in their efforts to strive for social balance through the use of bursaries; recognises the considerable contribution made by independent schools to the local economy and to employment in Perth & Kinross; suggests instead that state schools should be awarded the same financial benefit as those in the independent sector; and asks the Leader of the Council to write to the Cabinet Secretary for Finance and the Constitution informing him of the Council's position.

First Amendment (Councillors D Doogan and A Parrott)

That the Council notes the recent announcement by the Cabinet Secretary for Finance and the Constitution on the Barclay Review; understands that the Scottish Government will not be accepting the Review's recommendations to remove non-domestic rates relief from arms-length external organisations operated by local authorities; recognises the significant impact this move would have had on their ability to deliver cultural and leisure services in Perth and Kinross; welcomes the fact that Scottish ministers have listened to concerns on this particular matter.

Second Amendment (Councillors P Barrett and L Simpson)

That the Council notes the recent announcement by the Cabinet Secretary for Finance and the Constitution on the Barclay Review; understands that the Scottish Government will not be accepting the Review's recommendations to remove non-domestic rates relief from arms-length

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external organisations operated by local authorities; recognises the significant impact this move would have had on their ability to deliver cultural and leisure services in Perth and Kinross; welcomes the fact that Scottish ministers have listened to the concerns of opposition parties and the wider public on this particular matter; further notes that a decision has now been made by the Scottish Government to support the Review's recommendation to remove non-domestic rates relief from independent schools; welcomes the fact that relief will still be available to some smaller independent schools who offer very specialist help to children with additional support needs, including those referred to them by local authorities.

In accordance with Standing Order 44, a roll call vote was taken:

15 members voted for the First Amendment as follows:

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

21 members voted for the Second Amendment as follows:

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

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

15 members voted for the Motion as follows:

Councillors C Ahern, K Baird, B Brawn, I Campbell, A Coates, H Coates, A Forbes, D Illingworth, I James, A Jarvis, M Lyle, R McCall, Provost Melloy, C Reid and C Stewart.

21 members voted for the Amendment as follows:

Councillors A Bailey, B Band, M Barnacle, P Barrett, S Donaldson, D Doogan, E Drysdale, T Gray, G Laing, S McCole, X McDade, T McEwan, A Parrott, B Pover, J Rebbeck, W Robertson, F Sarwar, L Simpson, R Watters, M Williamson and W Wilson.

Resolved:

In accordance with the Amendment.

COUNCILLOR R BROCK RETURNED TO THE MEETING AT THIS POINT.

COUNCILLOR H ANDERSON ENTERED THE MEETING AT THIS POINT.

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732. MINUTES OF MEETINGS OF COMMITTEES FROM 20 SEPTEMBER 2017 TO 29 NOVEMBER 2017

The decisions recorded in Arts. 508-574 and 591-686, copies of which had been circulated to all members of the Council, were submitted and noted/approved as necessary. It was noted that Councillor S McCole had not been present for the entirety of the meeting of the Scrutiny Committee of 29 November 2017.

733. COMMUNITY PLANNING PARTNERSHIP UPDATE

There was submitted a report by the Senior Depute Chief Executive (17/411) providing an update on the activities of the Community Planning Partnership since the last update to Council on 4 October 2017.

Resolved:

The progress made in relation to Community Planning in terms of the requirements under the Community Empowerment (Scotland) Act 2015 be noted.

734. TREASURY ACTIVITY AND COMPLIANCE REPORT – 2017/18 QUARTER 2

There was submitted a report by the Head of Finance (17/412) (1) providing a summary of Loans Fund transactions for the quarter ending 30 September 2017 and (2) reporting on compliance with the Council's Treasury Management Policy Statement, Treasury Management Practices, Investment Strategy and Prudential indicators for the same period.

Resolved:

The contents of Report 17/412 be noted.

735. REVIEW OF TREASURY MANAGEMENT SYSTEMS DOCUMENT

There was submitted a report by the Head of Finance (17/413) seeking approval of the revised Treasury Management Systems Document as required by the CIPFA Code of Practice for Treasury Management.

Resolved:

- (i) The revised Treasury Management Systems Document be noted.
- (ii) A more comprehensive review of the document be deferred until after CIPFA have published the new Prudential Code and Treasury Management Code of Practice.

736. REVENUE BUDGET 2018/19, 2019/20 & 2020/21 – REPORT NO.1

There was submitted a report by the Head of Finance (17/414) providing an update in relation to the Revenue Budget for 2018/19, 2019/20 and 2020/21 in light of the information contained in the UK Government's Autumn Budget Statement announced on 22 November 2017 and the Scottish Government's Budget Statement announced on 14 December 2017.

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Resolved:

The contents of Report 17/414 be noted.

737. BEYOND THE FAIR CITY: DELIVERY PLAN

Following a motion by Councillor I Campbell, the Provost ruled that Report 17/415 be deferred and a revised report be submitted to Council for consideration in 2018.

738. GAELIC LANGUAGE PLAN 2018-2022

There was submitted a report by the Senior Depute Chief Executive (17/416) (1) summarising the development process for the new Council Gaelic Language Plan 2018-2022; and (2) seeking approval of the Plan subject to final review by Bòrd na Gàidhlig which monitors Gaelic Language Plans on behalf of Scottish Ministers.

Resolved:

The new Gaelic Language Plan 2018-2022 be implemented, subject to any final review comments received from Bòrd na Gàidhlig after 20 December 2017.

739. CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2016/17

There was submitted a report by the Chief Social Work Officer (17/417) (1) providing the Chief Social Work Officer's overview of social work and social care in Perth and Kinross during financial year 2016/17; (2) setting out how social care and social work services are being delivered and the key challenges in planning and delivering improvement through service redesign and transformation; and (3) showing how well social care and social work services are responding to new responsibilities associated with major legislative and policy direction as well as managing increasing demand and associated budget pressures.

Resolved:

- (i) The Chief Social Work Officer Annual Report 2016/17, as set out in Appendix 1 to Report 17/417, be approved.
- (ii) The Chief Social Work Officer be instructed to arrange a workshop for elected members to examine in more detail the full range of social work services in Perth and Kinross.

THERE FOLLOWED A 10 MINUTE RECESS AND THE MEETING RECONVENED AT 1.20PM

740. BUILDING AMBITION – A WORKFORCE FOR THE 21ST CENTURY

There was submitted a report by the Chief Executive (17/418) detailing the key achievements in workforce planning and development since the last annual workforce report in December 2016.

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Resolved:

- (i) The continued emphasis on supporting Council staff as the essential element of the Council's ability to transform as an organisation be acknowledged and endorsed.
- (ii) The progress and achievements over the course of 2017, as detailed in Report 17/418, be noted.
- (iii) The Depute Chief Executive/Chief Operating Officer be instructed to bring forward a new Corporate Workforce Plan in early 2018.

COUNCILLOR S MCCOLE LEFT THE MEETING AT THIS POINT

741. REVIEW OF POLITICAL DECISION MAKING STRUCTURES

There was submitted a report by the Chief Executive (17/419) making recommendations following a review of political decision-making structures since the local government elections on 4 May 2017.

Motion (Councillors I Campbell and M Lyle)

That the Council agree that with effect from 1 January 2018 -

- (i) the areas set out in Paragraph 2.5 of Report 17/419 be included in the remit of the Strategic Policy & Resources Committee
- (ii) the membership and remit of the Scrutiny Committee be amended as outlined in Paragraph 2.7.
- (iii) with the change to the remit of the Environment, Enterprise & Infrastructure Committee, the Committee be renamed the Environment and Infrastructure Committee.
- (iv) the aspects of Trading Standards; Environmental Health; Byelaws & Management Rules currently within the remit of the Housing & Communities Committee be included in the remit of the Licensing Committee.
- (v) the oversight of (i) the implementation of community planning policies and community empowerment legislation (ii) the development of the action plan to implement the Fairness Commission's recommendations be included within the remit of the Housing and Communities Committee as outlined in Paragraphs 2.12 and 2.13.
- (vi) 2 representatives of the Perth & Kinross Youth Forum be appointed to the Lifelong Learning Committee in a non-voting capacity to represent the interests of children and young people as outlined in Paragraph 2.17.
- (vii) the ten existing Common Good Fund Committees be retained.
- (viii) the Common Good Fund Committees have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as advisory non-voting members.
- (ix) the remit of the Modernising Governance Member / Officer Group be amended as set out in Paragraph 2.44.

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- (x) the Planning Policy and Practice Member / Officer Working Group be re-established as outlined in Paragraph 2.46.
- (xi) the timetable of meetings be as set out in Appendix 2 to Report 17/419.
- (xii) to proceed with the webcasting / broadcasting of public meetings by recording and broadcasting after the meeting in the first instance, with a review after 12 months of operation.

Amendment (Councillors X McDade and A Bailey)

Accept the recommendations in Report 17/419, with the following exceptions:

- (i) Further discussion to take place with the Convener of the Lifelong Learning Committee, in consultation with the Executive Director (Education and Children's Services), on the proposal to move the start time of the Lifelong Learning Committee to 4.00pm.
- (ii) The Head of Democratic Services be instructed to investigate the possibility of holding all meetings on Mondays and Wednesdays for future timetables.

Note: The Mover and Seconder of the Motion agreed to incorporate the terms of the amendment into the Motion.

Resolved:

In accordance with the revised Motion.

742. BOUNDARY COMMISSION FOR SCOTLAND – 2018 REVIEW OF UK PARLIAMENT CONSTITUENCIES – REVISED PROPOSALS

There was submitted a report by the Head of Democratic Services (17/420) advising that on 17 October 2017, the Boundary Commission for Scotland had published its revised proposals in respect of boundaries for constituencies for the UK Parliament and referring in particular to the proposals as they affected the Perth and Kinross Council area, in relation to the existing UK Parliament constituencies of Perth & North Perthshire and Ochil & South Perthshire.

Motion (Councillors R Watters and A Parrott)

The Head of Democratic Services be instructed to respond to the Boundary Commission for Scotland immediately after the Council meeting advising that the Council is supportive of the revised proposals in respect of the 2018 review of the boundaries of the UK parliament constituencies in the Perth and Kinross Council area as outlined in Paragraph 2.2 of Report 17/420, but requesting that the proposed Stirlingshire and South Perthshire constituency be renamed the Stirlingshire, Kinross-shire and South Perthshire constituency.

Resolved:

In accordance with the Motion.

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**743. APPOINTMENTS TO COMMITTEES/PARTNER ORGANISATIONS/
OUTSIDE BODIES**

(i) Lifelong Learning Committee

It be agreed that Councillor A Coates replace Councillor A Jarvis on the Lifelong Learning Committee.

(ii) Licensing Committee

It be agreed that Councillor A Coates replace Councillor K Baird on the Licensing Committee.

(iii) Audit Committee

It be agreed that Councillor A Coates replace Councillor I James on the Audit Committee.

(iv) Planning and Development Management Committee

It be agreed that Councillor L Simpson replace Councillor H Coates on the Planning and Development Management Committee.

(v) Joint Negotiating Committee for Teaching Staff

It be agreed that Councillor R McCall replace Councillor W Wilson on the Joint Negotiating Committee for Teaching Staff.

(vi) Children, Young People and Families Partnership

It be agreed that Councillor W Wilson replace Councillor R McCall on the Children, Young People and Families Partnership.

(vii) The Tay Foundation

It be agreed that Councillor A Coates replace Councillor A Forbes on The Tay Foundation.

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## **PERTH AND KINROSS LOCAL REVIEW BODY**

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chambers, 2 High Street, Perth on Tuesday 9 January 2018 at 10.30am.

Present: Councillors W Wilson, H Anderson and R McCall.

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

Also Attending: Councillor L Simpson; C Brien (the Environment Service); members of the public, including agents and applicants.

Councillor W Wilson, Convener, Presiding.

### **1. DECLARATIONS OF INTEREST**

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

### **2. MINUTE**

The minute of meeting of the Local Review Body of 5 December 2017 was submitted and noted.

### **3. APPLICATIONS FOR REVIEW**

- (i) **TCP/11/16(497) - Planning Application – 17/00471/FLL – Change of use from 4 holiday accommodation units (numbers 1, 2, 4 and 5) to 4 dwellinghouses (class 9), Altamout Park, Coupar Angus Road, Blairgowrie – Target Properties Ltd.**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse a change of use from 4 holiday accommodation units (number 1, 2, 4 and 5) to 4 dwellinghouses (class 9), Altamout Park, Coupar Angus Road, Blairgowrie.

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

#### **Decision:**

Resolved by unanimous decision that:

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



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Thereafter, resolved by unanimous decision that:

- (ii) the Review application for a change of use from 4 holiday accommodation units (number 1, 2, 4 and 5) to 4 dwellinghouses (class 9), Altamout Park, Coupar Angus Road, Blairgowrie, be refused for the following reasons:
  - 1. Notwithstanding the proposed, and envisaged, amendments to the 'as built' layout, window openings and screening measures, the proposed development would still result in an environment which is not suitable for mainstream residential use and which would offer a low level of residential amenity and privacy for future occupiers of the dwellings as permanent living accommodation. Such revisions do not overcome the underlying limitations of the layout regarding the proximity of the sided elevations which also provide the main entrances and parking areas. To this end, the proposed use of the lodges as mainstream dwellings remains contrary to the aims and purposes of Policies RD1 and PM1A of the Perth and Kinross Local Development Plan 2014 which both seek to protect and secure a satisfactory standard of residential amenity.

**Justification**

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

**(ii) TCP/11/16(499) - Planning Application – 17/02152/FLL – Erection of a dwellinghouse, Nether Blelock Farm, Bankfoot – Mr and Mrs Chalmers**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of a dwellinghouse, Nether Blelock Farm, Bankfoot.

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

**Decision:**

Resolved by unanimous decision that:

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

Thereafter, resolved by majority decision that:

- (ii) the Review application for the erection of a dwellinghouse, Nether Blelock Farm, Bankfoot, be granted subject to:



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1. the securing of transport infrastructure contributions in advance of the decision notice being issued.
2. The imposition of relevant conditions and informatives including confirmation that planning permission is for one dwellinghouse only - the 'granny flat' being ancillary to the occupation of the house for friends and family and not used as independent or separate letting accommodation, a condition on the restriction of occupancy as required for a key worker associated with the management of the associated farmland or to convert to an agreed tenure of affordable housing when the employment use is no longer required, and an informative regarding the pipeline in the vicinity of the application site.

**Justification**

The proposed erection of a dwellinghouses was assessed as necessary to support the agricultural operations of the site and related farmland, and in that context, with the imposition of relevant conditions and informatives, was not assessed as being contrary to the Local Development Plan.

**(iii) TCP/11/16(501) – Planning application - 17/01337/FLL – Erection of a stable buildings (in retrospect) at Dollar Equestrian, Blairingone, Dollar, FK14 7ND – Dollar Equestrian**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of stable buildings (in retrospect) at Dollar Equestrian, Blairingone, Dollar, FK14 7ND.

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

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning adviser, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) the Development Quality Manager to comment on the Acoustic Consultant's e mail, the Manure Plan and revised Landscape Plan submitted in the Notice of Review, and subsequently allow for further comment on the Development Quality Manager's comments;
- (iii) following the receipt of further comment, an unaccompanied site visit be carried out the application be brought back to the Local Review Body.



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- (iv) following the unaccompanied site visit being carried out, the application be brought back to the Local Review Body.

THERE FOLLOWED A TEN MINUTE RECESS

**(iv) TCP/11/16(502) – Planning application - 17/01333/FLL – Installation of replacement windows at First Floor, 127 High Street, Kinross, KY13 8AQ – Mr N Donovan**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the installation of replacement windows at First Floor, 127 High Street, Kinross, KY13 8AQ.

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

**Decision:**

Resolved by unanimous decision that:

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

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for installation of replacement windows at First Floor, 127 High Street, Kinross, KY13 8AQ, be refused for the following reasons:
  1. The window specification detail, by virtue of the broad width of the sub-frame and window, uPVC framing, fixed top pane, tilt-opening lower pane and lack of credible profile cross section, would have an adverse impact on the visual amenity in a prominent and sensitive townscape location. Approval would therefore be contrary to Policies PM1A and PM1Bc of the Perth and Kinross Local Development Plan 2014 which seek to ensure that development contributes positively to the quality of the surrounding built environment in order to respect the character and amenity of the place.
  2. The window specification detail, by virtue of the broad width of the sub-frame and window, uPVC framing, fixed top pane, tilt-opening pane and lack of credible profile cross section, would have an adverse impact on the character and appearance of the Kinross Conservation Area and the setting of the adjacent civic core Listed Buildings. Approval would therefore be contrary to the Kinross Conservation Area Appraisal 2010, Scottish Planning Policy 2014 and Policies HE2 and HE3a of the Perth and Kinross Local Development Plan 2014, which



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seek to safeguard the historic built environment by ensuring that new development preserves or enhances the character and appearance of the Kinross Conservation Area and that it is sympathetic to the setting of Listed Buildings.

**Justification**

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

**(v) TCP/11/16(504) – Planning application - 17/01268/FLL – Formation of vehicular access at 36 Dunkeld Road, Perth, PH1 5AW – Miss K Griffin**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the formation of vehicular access at 36 Dunkeld Road, Perth, PH1 5AW.

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

**Decision:**

Resolved by unanimous decision that:

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

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the formation of vehicular access at 36 Dunkeld Road, Perth, PH1 5AW, be refused for the following reasons:
  - 1. The proposal would create an unsatisfactory vehicular access onto a public road which would i) interfere with the safe operation of a pedestrian crossing, ii) jeopardise road and pedestrian safety and iii) obstruct the free movement of pedestrians and other road users. In this context, the acute angle of the proposed access would result in vehicles entering the dual carriageway in a direction contrary to oncoming traffic in both daylight and hours of darkness. Additionally, the proposal does not include any facility to enable vehicles to turn within the site. To this end, the proposal is contrary to the overarching principles of Policy PM1B, criteria (e), of the Perth and Kinross Local Development Plan 2014 which seeks to ensure that all new proposals create safe, accessible, inclusive places for all people.



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**Justification**

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

**4. DEFERRED APPLICATION FOR REVIEW**

**(i) TCP/11/16(490) - Planning Application – 17/00875/FLL – Erection of a dwellinghouse on land 40 metres south west of Glencoe, Baird Terrace, Crieff – Mr & Mrs G McOmish**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of a dwellinghouse on land 40 metres south west of Glencoe, Baird Terrace, Crieff.

It was noted that, at its meeting of 7 November 2017, the Local Review Body resolved by unanimous decision that insufficient information was before the Local Review Body to determine the matter without comment from the Interim Development Quality Manager on the Ecological Survey, submitted as part of the Notice of Review. The comments having been supplied, the Local Review Body reconvened.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, including the further information requested by the Local Review Body at its meeting of 7 November 2017, sufficient information was before the Local Review Body to determine the matter without further procedure; Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of a dwellinghouse on land 40 metres south west of Glencoe, Baird Terrace, Crieff, be refused for the following reasons:
1. The proposed development is contrary to Policy RD1 of the Perth and Kinross Local Development Plan 2014, as the proposals will involve backland development to the rear of Baird Terrace which would have a significant impact on both neighbouring residential amenity of Numbers 8 and 10 and the character of the landscape. Its approval would also establish an unwelcome precedent for further similar developments which would have a serious detrimental impact on the amenity and character of the area.
  2. The proposal is contrary to Policy PM1A, PM1B (b) and PM1B (d) of the Perth and Kinross Local Development Plan 2014, as the proposed development would fail to contribute positively to the quality of the surrounding built and natural environment and would involve backland



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development which fails to respect the prevailing established building line of Baird Terrace and would not be compatible with the residential amenity and character of the surrounding area.

3. The proposal is contrary to Policy NE3 of the Perth and Kinross Local Development Plan 2014 as the felling of trees on the site is considered to potentially impact on the habitat of protected species including birds, bats and red squirrels, all of which have been identified as being present in the immediate area.

**Justification**

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

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LICENSING COMMITTEE

Minute of Meeting of the Licensing Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Thursday 11 January 2018 at 10.00am.

Present: Councillors R Brock (Convener), Ian James (Vice-Convener), C Ahern, B Brawn, D Illingworth, A Jarvis, A Parrott, L Simpson, and R Watters.

In Attendance: PC L Gregge (Police Scotland); M McLaren, S Michie and L Brown (all Corporate and Democratic Services).

Apologies for Absence: Councillors A Coates, B Pover, J Rebbeck, and F Sarwar.

Councillor R Brock (Convener), Presiding.

5. WELCOME AND APOLOGIES

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

6. DECLARATIONS OF INTEREST

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

7. MINUTES

The Minute of Meeting of the Licensing Committee of 7 December 2017 was submitted and approved as a correct record.

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

8. SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO TD1657

There was submitted a report by the Head of Legal and Governance Services (18/1) together with a letter of objection from Police Scotland dated 18 December 2017 in terms of Schedule 1, Paragraph 11 of the Civic Government (Scotland) Act 1982 regarding suspension of Taxi/Private Hire Car Driver's Licence (TD1657).

Resolved:

Consideration of suspension of Taxi/Private Hire Car Driver's Licence TD1657 be deferred to the meeting of the Licensing Committee to be held on 22 February 2018.

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9. GRANT OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO TD1704 – 3 YEARS

There was submitted a report by the Head of Legal and Governance Services (18/2) together with letter of objection from Police Scotland dated 6 December 2017 regarding application for grant of a Taxi/Private Hire Car Driver's Licence TD1704.

The applicant was in attendance.

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

FOLLOWING AN ADJOURNMENT THE COMMITTEE RECONVENED.

Motion (Councillors R Brock and C Ahern) – Application for grant of Taxi/Private Hire Car Driver's Licence TD1704 be refused on the grounds that the applicant is not a fit and proper person to hold a Licence.

Amendment (Councillors A Parrot and I James) – The application for grant of a Taxi/Private Hire Car Driver's Licence TD1704 be approved for a period of 1 year.

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

2 Members voted for the Amendment as follows:
Councillors I James and A Parrot.

7 Members voted for the Motion as follows:
Councillors C Ahern, B Brawn, C Brock, D Illingworth, A Jarvis, L Simpson and R Watters.

Resolved:

In accordance with the Motion.

10. GRANT OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE NO TD1711 – 1 YEAR

There was submitted a report by the Head of Legal and Governance Services 18/3 regarding applicant for grant of Taxi/Private Hire Car Driver's Licence (TD1711).

The Committee noted this item was withdrawn from the agenda.

11. GRANT OF A STREET TRADER'S LICENCE NO ST/0355

There was submitted a report by the Head of Legal and Governance Services (18/4) together with a letter of representation from Police Scotland dated 20 December 2017 regarding an application for grant of a Street Trader's licence - ST/0355.

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The representative of the Head of Legal and Governance Services, Perth and Kinross Council, informed the Committee that the applicant had requested consideration of the application be deferred to the next meeting of the Licensing Committee.

Resolved:

Consideration of application to grant a Street Trader's Licence (ST/0355) be deferred to the next meeting of the Licensing Committee to be held on 22 February 2018.

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**PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE**

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 17 January 2018 at 10.00am.

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

In Attendance: Councillor C Purves (up to and including Art. 16(3)(i)); N Brian, A Condliffe, C Brien, J Scott, M Barr, T Maric, L Reid and R Stewart (all The Environment Service); C Elliott and D Williams (all Corporate and Democratic Services).

Apologies: Councillors I James and M Lyle

Councillor B Brawn, Vice-Convener, Presiding.

**12. WELCOME AND APOLOGIES**

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

**13. DECLARATIONS OF INTEREST**

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

**14. MINUTES**

The minute of meeting of the Planning and Development Management Committee of 6 December 2017 (Arts. 694-698) was submitted, approved as a correct record and authorised for signature.

**15. DEPUTATIONS**

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

| <b>Planning Application No.</b> | <b>Art. No.</b> |
|---------------------------------|-----------------|
| 17/00644/AMM                    | 16(2)(i)        |
| 17/01227/FLL                    | 16(3)(i)        |
| 17/01694/FLL                    | 16(3)(iii)      |



**16. APPLICATIONS FOR DETERMINATION**

**(1) Applications Previously Considered**

- (i) 16/02156/AMM – BRIDGE OF EARN – Erection of 159 dwellinghouses with associated roads, drainage and landscaping at land to the north of A912 at Oudenarde, Bridge of Earn – Report 18/5 – Taylor Wimpey East Scotland and GS Brown Construction Ltd**

This item was withdrawn from consideration prior to the meeting due to being called in by the Scottish Government.

**(2) Major Applications**

- (i) 17/00644/AMM – ALYTH – Erection of 27 dwellinghouses, garages and associated works (approval of matters specified in conditions 15/01177/FLL) on land south west of Alyth Primary School, St Ninian's Road, Alyth – Report 18/6 – Guild Homes (Tayside) Ltd**

Mr M Wilson, applicant, addressed the Committee, and, following his representation, withdrew to the public benches.

**Resolved:**

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

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
2. Prior to the commencement of development an updated site plan shall be provided which shall include the road being installed hard up against the west application site boundary. Thereafter the road shall be installed in accordance with the approved plans prior to the completion of the last house associated with this application.
3. Concurrent with the initiation of the development hereby approved and for the duration of construction, a temporary surface water treatment facility which accords with SUDS principles shall be implemented on site and maintained for the duration of the approved development works. The temporary surface water treatment facility shall remain in place until the permanent surface water drainage scheme is implemented to the satisfaction of the Planning Authority.



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4. The drainage infrastructure approved under application 17/00784/FLL shall be constructed in accordance with the agreed scheme and be operational prior to the bringing into use of the development hereby approved.
5. The detailed landscaping and planting scheme which is hereby approved shall be implemented as part of the site development programme and thereafter maintained.
6. Any planting failing to become established within five years shall be replaced in the following planting season with others of similar size, species and number to the satisfaction of the Council as Planning Authority.

**Justification**

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

**Procedural Notes**

1. Consent shall not to be issued until a Section 75 Agreement relating to planning contributions has been completed and signed to reflect the current planning reference 17/00644/AMM. The legal agreement should be concluded and completed within 4 months of the date of any Committee approval. Failure to conclude a legal agreement within 4 months may result in the planning application being re-assessed through failing to comply with the associated developer contributions policy and will be ultimately recommended for refusal under delegated powers.
2. The legal agreement to cover the developer contributions for the site as detailed by the developer contributions officer along with the transfer of the open space and one off payment associated with the maintenance of the open space to the Council.

**Informatives**

1. The development hereby permitted shall be commenced no later than the expiration of two years from the date of this permission or from the date of subsequent approval of matters specified in conditions, or three years from the date of planning permission in principle, whichever is the later.
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section



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- 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
  4. For information, foul flows only will be allowed to discharge to the public system. The developer should arrange to dispose of surface water privately, to the satisfaction of the statutory drainage Authority.
  5. The applicant is advised that in terms of Sections 21 of the Roads (Scotland) Act 1984 he/she/they must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
  6. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD for a new postal address. The form is downloadable from [www.pkc.gov.uk](http://www.pkc.gov.uk) and should be returned to [snn@pkc.gov.uk](mailto:snn@pkc.gov.uk).
  7. The applicant is advised that the granting of planning permission does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
  8. The applicant should be aware of the requirements of the Council's Environment and Regulatory Services in relation to waste collection from the site and should ensure adequate measures are provided on site to allow for the collection of waste.
  9. No work shall be commenced until an application for building warrant has been submitted and approved.
  10. Recycling facilities should be incorporated into the second phase of the H60 site to ensure the sustainable disposal of waste.
  11. Play provision should be incorporated into the second phase of the H60 site to ensure the terms of the in-principle consent are met.
  12. This development will require the 'Display of notice while development is carried out', under Section 27C(1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the



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notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. In accordance with Regulation 41 the notice must be:

- Displayed in a prominent place at or in the vicinity of the site of the development
- Readily visible to the public
- Printed on durable material.

**(3) Local Applications**

**(i) 17/01227/FLL – BLAIRINGONE – Change of use of agricultural shed and yard to general storage and distribution (class 6) at Lambhill, Blairingone – Report 18/7 – Barnhill Estates**

Mr A Kinloch and Ms M Milne, objectors to the application, followed by Councillor C Purves, Local Member, addressed the Committee. Following their respective representations, Mr Kinloch, Mrs Milne and Councillor Purves withdrew to the public benches.

Motion (Councillors M Barnacle and R Watters) – Refuse the application for the following reasons:

- (1) The proposal is contrary to the Perth and Kinross Local Development Plan, Policy TA1B on the basis that (i) in terms of first criteria (a), the proposal has not been designed for the safety and convenience of all potential users due to the difficulties in HGV's accessing the site, and (ii) in terms of second criteria (b), a Transport Assessment has not been prepared assessing the impact of the development against mitigation proposals for the A977.
- (2) The proposal is contrary to the Perth and Kinross Local Development Plan, Policy PM1A in that the proposal does not contribute positively to the surrounding built and natural environment as it would intensify an industrial use in a rural location.
- (3) The proposal is contrary to the Perth and Kinross Local Development Plan, Policy ER6 as it does not reflect the rural characteristics of the area with an intensification of an industrial use.

Councillor W Wilson moved an amendment to defer the application for a site visit. Having failed to find a seconder, the amendment fell.

**Resolved:**

In accordance with the Motion.



- (ii) **17/01626/FLL – GLENLYON – Change of use from holiday accommodation unit to dwellinghouse and ancillary bothy to holiday accommodation unit, siting of yurt to form a holiday accommodation unit and erection of ancillary sauna and shed for holiday accommodation use (in retrospect) at West Cottage Stables, Glenlyon, Aberfeldy, PH15 2PL – Report 18/8 – Mr Tim Cracknell**

**Resolved:**

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

**Conditions**

1. All plant or equipment shall be so enclosed, attenuated and/or maintained such that any noise therefrom shall not exceed Noise Rating 35 between 0700 and 2300 hours daily, or Noise Rating 25 between 2300 and 0700 hours daily, within any neighbouring residential property, with all windows slightly open, when measured and/ or calculated and plotted on a rating curve chart.
2. The stove shall only operate on fuel prescribed and stored in accordance with the manufacturer's instructions. The stove and flue and any constituent parts shall be maintained and serviced in accordance with the manufacturer's instructions. No changes to the biomass specifications shall take place.
3. The holiday accommodation hereby approved (the yurt and the bothy) shall be used solely for holiday accommodation and shall not be occupied as the sole or main residence of any occupant.

**Justification**

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

**Informatives**

1. An application for Building Warrant may be required.
2. The applicant shall ensure the private water supply for the dwellinghouse/ development complies with the Water Scotland Act 1980 (Section 63), The Private Water Supplies (Scotland) Regulations 2006 and The Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017. Detailed information regarding the private water supply, including the nature, location and adequacy of the source, any storage tanks/ pipework and the filtration and disinfection treatment proposed to ensure provision of an adequate and consistently wholesome water supply shall be submitted



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to Perth and Kinross Council Environmental Health in line with the above Act and Regulations.

3. The presence of protected species, and the extent to which they could be affected by the proposed development, should be established before works commence. Should protected species be identified within the site the developer should ensure that all appropriate measures required to comply with the relevant legislation are carried out. Planning permission for a development does not provide a defence against prosecution under another Act.
4. Trees and scrub are likely to contain nesting birds between 1st March and 31st August inclusive. Trees and scrub are present on the application site and are to be assumed to contain nesting birds between the above dates. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended (section 1), it is an offence to remove, damage or destroy the nest of any wild bird while that nest is in use or being built. Planning permission for a development does not provide a defence against prosecution under this Act.
5. The applicant should be aware of the Perth & Kinross Council Flooding and Flood Risk Guidance Document (June 2014) for advice on construction within a flood risk area.

**(iii) 17/01694/FLL – MONEYDIE – Formation of a holiday park and siting of 20 accommodation units, erection of a reception/maintenance building, formation of car parking, landscaping and associated works on land north east of Kinvaid House, Moneydie – Report 18/9 – Mr Steven Mackie**

Ms T Strang and Ms K Blackwell, objectors to the application; Mr G Black, Luncarty, Redgorton and Moneydie Community Council; followed by Mr S Mackie, applicant, and Mr C Miles, agent to the applicant, addressed the Committee. Following their respective representations, Ms Strang, Ms Blackwell, Mr Black, Mr Mackie and Mr Miles withdrew to the public benches.

**Resolved:**

**Refuse**, on the grounds that:

1. The proposal is contrary to Perth and Kinross Local Development Plan 2014, Policy ED3 criteria (c) as the proposal would not meet a specific need by virtue of its quality or location, and criteria (e) as it has not been demonstrated that the local road network is capable of accommodating the nature and volume of the traffic generated.



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2. The proposal is contrary to Perth and Kinross Local Development Plan, Policy EP8 as there are inadequate proposals for out of hours management and control of noise pollution.
3. The proposal is contrary to Perth and Kinross Local Development Plan 2014, Policy TA1B on the basis that it is not easily accessible to all modes of transport, and will encourage reliance on private cars.

**(iv) 17/01862/FLL – PERTH – Change of use from retail unit to café/restaurant (class 3) and hot food takeaway at 19 County Place, Perth, PH2 8EE – Report 18/10 – Rhiannon Properties Limited**

**Resolved:**

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

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
2. All plant or equipment shall be so enclosed, attenuated and/or maintained such that any noise therefrom shall not exceed Noise Rating 35 between 0700 and 2300 hours daily, or Noise Rating 25 between 2300 and 0700 hours daily, within any neighbouring residential property, with all windows slightly open, when measured and/ or calculated and plotted on a rating curve chart.
3. Prior to the development hereby approved being completed or brought into use, an effective ventilation system commensurate with the nature and scale of cooking to be undertaken shall be installed and operated such that cooking odours are not exhausted into or escape into any neighbouring buildings. Thereafter the system shall be maintained.

**Justification**

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

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).



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2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C(1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. In accordance with Regulation 41 the notice must be:
  - Displayed in a prominent place at or in the vicinity of the site of the development
  - Readily visible to the public
  - Printed on durable material.
5. An application for Building Warrant may be required.
6. The applicant is advised that any proposed signage will require a further application to be submitted for advertisement consent unless it benefits from express consent as per the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984.
7. This application is for change of use only any external alterations for example shopfront alterations or the installation of a flue may require a further planning application.

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

- (i) 17/00009/PAN – AUCHTERARDER – Erection of residential development, formation of open space, landscaping and associated infrastructure works on land north east of Stewart Milne Homes, Hunter Street, Auchterarder – Report 18/11 – Stewart Milne Homes Central Scotland**

Councillor T Gray highlighted local concern regarding existing traffic congestion in Hunter Street, and suggested measures to ease congestion be addressed.



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Councillor W Wilson highlighted the potential for site management and condition regarding potential mud on the road.

Members also noted the issues identified by the Interim Head of Planning's report.

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PERTH AND KINROSS COUNCIL
HOUSING AND COMMUNITIES COMMITTEE
24 JANUARY 2018

HOUSING AND COMMUNITIES COMMITTEE

Meeting of the Minute of the Housing and Communities Committee held in the Council Chambers, 2 High Street, Perth on Wednesday 24 January 2018 at 10.00am.

Present: Councillors P Barrett, C Ahern, H Anderson (substituting for Councillor B Pover), A Bailey, K Baird, B Band (substituting for Councillor T Gray), B Brawn, E Drysdale, R McCall, S McCole and M Williamson (substituting for Councillor T McEwan).

In Attendance: J Fyffe Senior Depute Chief Executive; S Coyle, C Mailer, M Dow, J Cruickshank, S Burt, and J McColl (all Housing and Community Safety); S Johnston and S Johnstone (both Education and Children's Services); C Flynn and K Molley (Corporate and Democratic Services).

Also in Attendance: Chief Superintendent Graeme Murdoch and Inspector Kevin Chase (both Police Scotland); Group Manager B McLintock and G Pryde (both Scottish Fire and Rescue Service); and C Stewart (Tenants' Representative).

Apologies: Councillors H Coates, D Illingworth, T Gray, T McEwan and B Pover; Local Senior Officer C Grieve (Scottish Fire and Rescue Service) and Chief Inspector I Scott (Police Scotland).

Councillor Barrett, Convener, Presiding.

17. WELCOME AND APOLOGIES

The Convener welcomed everyone to the meeting and apologies were given.

18. DECLARATIONS OF INTEREST

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

19. MINUTE OF THE MEETING OF THE HOUSING AND COMMUNITIES COMMITTEE OF 1 NOVEMBER 2017 FOR APPROVAL AND SIGNATURE

The minute of the meeting of the Housing and Communities Committee of 1 of November 2017 was submitted and approved as a correct record and authorised for signature.

20. 2017 SCOTTISH PUBLIC SERVICE AWARDS - 'CHAMPIONING GENDER EQUALITY AWARD'

There was a presentation given by S Johnston, on the recent Scottish Public Services Award for Perth and Kinross Council's Men in Childcare' project. S Johnston highlighted that the childcare project aimed to encourage men into childcare and also tried to reduce the gender imbalance between men and women in this sector.

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Resolved:

The 2017 Scottish Public Service Awards – ‘Championing Gender Equality Award’, be noted.

S JOHNSTONE AND S JOHNSTON LEFT THE MEETING AT THIS POINT.

IN TERMS OF STANDING ORDER 19 THE COMMITTEE AGREED TO VARY THE ORDER OF BUSINESS TO CONSIDER ITEMS P1 & P2 AT THIS POINT AND TO RECOMMENCE THE PUBLIC SESSION WITH POLICE AND FIRE: LOCAL SCRUTINY AND ENGAGEMENT

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

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

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

22. POLICE SCOTLAND – OPERATIONAL UPDATE FROM PERTH AND KINROSS

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

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

23. POLICE AND FIRE REFORM: LOCAL SCRUTINY AND ENGAGEMENT

(i) Scottish Fire and Rescue Service – Perth and Kinross Interim Activity Report

There was submitted a report by Area Manager Colin Grieve, Scottish Fire & Rescue Service (18/17) providing an interim update on the activity within the Perth and Kinross area for the period 1 December 2017 to 3 January 2018.

In response to a question from Councillor Band on suppression systems in social housing, Group Manager B McLintock advised that he is in dialogue with the Council and suppression systems are high on the agenda of these discussions. C Mailer stressed that the Housing Service are working to include suppression systems into future new build housing projects. C Mailer advised that the Council would be responding to the Scottish Government Consultation paper and would factor in any outcomes.

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Councillor B Brawn commented on this report, raising the issue of false alarms and if there were actions that could be put in place to make sure that non domestic sites have their equipment maintained. Group Manager B McLintock advised that officers worked closely with the owners/managers of the premises concerned on reducing the number of false alarms and actively encouraged regular maintenance of systems.

Resolved:

The interim update on operational and community safety engagement activities of the Scottish Fire and Rescue Service in the Perth and Kinross area, as detailed in Report 18/17 be noted.

Valedictory – The Convener paid tribute to Area Manager Colin Grieve on his retirement from the Scottish Fire and Rescue Service. He thanked him for his contributions and dedicated service to Perth and Kinross community. On behalf of the Committee the Convener wished him well in his retirement.

(ii) Perth and Kinross Local Policing Area Performance Results - 1 October 2017 to 14 December 2017

There was submitted a report by Chief Superintendent Graeme Murdoch, Police Scotland “D” Division (Tayside) (18/21) providing an interim update on local policing activity in the Perth and Kinross area for the period 1 October 2017 to 14 December 2017.

In response to a question from the Convener regarding the Police Scotland announcement that 500 officers would be trained in the use of Tasers across Scotland, Chief Superintendent G Murdoch told the Committee that officers will have specific and extensive training including when they should be used. He mentioned that between 40 - 50 officers would be trained within the Division, with hubs in Dundee and Arbroath. The Convener asked for further updates to be provided to future Committees.

In a response to a query from Councillor Baird regarding cyclist safety on the road, Chief Superintendent G Murdoch advised that there are regular campaigns across Tayside to prevent road accidents from occurring, including influencing cyclists to wear reflective clothing.

Resolved:

The interim update on the Perth and Kinross Local Policing Area Performance Results as detailed in report 18/21, be noted.

THE REPRESENTATIVES FROM POLICE SCOTLAND AND THE SCOTTISH FIRE AND RESCUE SERVICE LEFT THE MEETING AT THIS POINT.

24. HOUSING REVENUE ACCOUNT (HRA) STRATEGIC FINANCIAL PLAN INCORPORATING THE 5 YEAR CAPITAL INVESTMENT PROGRAMME AND RENT STRATEGY TO 2022/23, RESERVES STRATEGY AND OTHER HOUSING CHARGES FOR 2018/19

There was a report submitted (18/16) by the Senior Depute Chief Executive and Head of Finance (18/16) (1) setting out the proposed Housing Revenue Account (HRA) Budget for five years from 2018/19 to 2022/23;(2) recommending increases to rents for houses and other HRA property, service charges and also recommending an appropriate level of reserves and (3) presenting the proposed budget for the next five years of the Capital Investment Programme totalling £70 million from 2018/19 to 2022/23.

Resolved:

- (i) The Housing Revenue Account Budget for 2018/19 and provisional budgets for financial years 2019/20 to 2022/23 as set out in Appendix 1 to Report 18/16, be approved.
- (ii) The proposed Housing Revenue Account Capital Investment Programme for 2018/19 to 2022/23 as set out in Appendix 4 to Report 18/16, be approved.
- (iii) The Rent Strategy for 2018/19 and a provisional Rent Strategy for the following 4 years to 2022/23 as detailed in Section 6 of Report 18/16, be approved.
- (iv) The 2.2 % rent increase for the year commencing 2 April 2018 for all Council houses be approved, meaning the average weekly rent would be £67.45 per week based on 52 weeks.
 - Council houses. This would mean an average weekly rent increase of £1.45 per week, giving an average weekly rent of £67.45 per week based on 52 weeks, all be approved.
- (v) The rent increase of 2.2% for the year commencing 2 April 2018 be approved for the following:
 - All lock-ups
 - All garage sites
 - Chalets and stances for travelling people at Double Dykes and Bobbin Mill
 - Dispersed tenancies owned by the HRA, all be approved.
- (vi) The revised rental charge of £57.69 per week for temporary accommodation units for Greyfriars as stated in section 9.2 of Report 18/16, be approved.
- (vii) The Housing Revenue Account Reserves Strategy proposed to increase the reserves position by the underspend level at financial year end as detailed in Section 7 of Report 18/16, be approved.
- (viii) The proposal to set Housing service charges from 2 April as stated in Section 10 of Report 18/16, be approved.
- (ix) The move of the annual cost of service charges being raised over 52 week period as stated in Section 10.2 of Report 18/16, be approved.
- (x) Notes and approves where necessary the revised level of all housing related charges as detailed in Appendix 6 to Report 18/16.
- (xi) The progress made to date in delivering and maintaining the SHQS for improving and managing the housing stock as set out in Section 4 of Report 18/16 and the related Business Cases, be noted.

25. PERTH AND KINROSS TENANT AND RESIDENT PARTICIPATION STRATEGY 2018 -21 AND SURE TEAM PROGRESS REPORT

There was a submitted a report by the Interim Executive Director (Housing and Community Safety) (18/18) seeking approval of the newly revised Perth and Kinross Council Tenant and Resident Participation Strategy and its implementation during 2018 – 21.

A video presentation on the success that the SURE team had achieved in increasing tenant and resident participation was shown to the Committee.

Resolved:

- (i) The process and the preparation of the development of the Perth and Kinross Council Tenant and Resident Participation Strategy 2018 – 21, be noted.
- (ii) The Perth and Kinross Council Tenant and Resident Participation Strategy 2018-21 and its implementation, be approved.

26. VALEDICTORIES

It was announced that it was S Burt's last meeting. Councillor Barrett thanked S Burt for all her work and contribution in the service over the years.

The Convener announced that Suzie Burt, Team Leader, Housing and Community Services was leaving the Council, On behalf of the Committee the Convener thanked Suzie for her contributions to the work with tenants and residents in the Council.

The Convener also took the opportunity to thank, John Fyffe, Senior Depute Chief Executive for his commitment and contributions to the work of the Committee and wished him well in his retirement.

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## **LIFELONG LEARNING COMMITTEE**

Minute of meeting of the Lifelong Learning Committee held in the Council Chamber, 2 High Street, Perth, PH1 5PH on Wednesday 24 January 2018 at 2.00pm.

Present: Councillors C Shiers, R McCall, W Wilson, C Ahern (substituting for Councillor A Coates), H Anderson, K Baird, S Donaldson (substituting for Councillor T McEwan), A Forbes, X McDade, A Parrott (substituting for Councillor F Sarwar), C Purves, J Rebbeck, M Williamson (substituting for Councillor B Pover); and Mrs M McFarlane.

In attendance: Councillors B Band, D Doogan and M Lyle; S Devlin Executive Director (Education & Children's Services), G Boland, R Hill, S Johnston, L Michele-Ross, K Robertson, and C Taylor (all Education & Children's Services); S Rodger, C Flynn and L Brown (all Corporate & Democratic Services).

Apologies for absence: Councillors A Coates, T McEwan, B Pover and F Sarwar; Mrs P Giles and Mrs A McAuley.

Councillor C Shiers, Convener, Presiding.

### **27. WELCOME AND APOLOGIES**

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

### **28. DECLARATIONS OF INTEREST**

In terms of the Councillors' Code of Conduct Councillors Forbes, Shiers, Williamson and Wilson declared a non-financial interest in Art. 31, the Update Report on Review of Community Campuses.

### **29. MINUTES**

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

The minute of meeting of the Lifelong Learning Committee of 1 November 2017 (Arts. 618-628) was submitted, approved as a correct record and authorised for signature.

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

The minute of meeting of the Joint Negotiating Committee for Teaching Staff of 19 September 2017 was submitted and noted. (*Appendix I*)



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**30. PERTH AND KINROSS COMMUNITY PLANNING PARTNERSHIP**

**(i) Minute of meeting of the Children, Young People and Families Partnership**

The minute of meeting of the Children, Young People and Families Partnership of 8 September 2017 was submitted and noted.

**(ii) Economy and Lifelong Learning Group**

The minute of meeting of the Economy and Lifelong Learning Group of 22 September 2017 was submitted and noted.

**31. UPDATE REPORT ON REVIEW OF COMMUNITY CAMPUSES**

There was submitted a report by the Executive Director (Education and Children's Services) (18/12) updating the Committee on the changes that have been implemented in respect of the Review of Community Campuses at Breadalbane, Loch Leven, North Inch and Strathearn.

**Resolved:**

- (i) The progress of the review be noted.
- (ii) The conclusion of the Review by April 2018, be agreed.
- (iii) The Executive Director (Education and Children's Services) be instructed to take forward marketing plans as part of the annual Campus Self-Evaluation process.
- (iv) The membership of a Community Campus Management Group be extended to include a Community Council representative should be there an established Community Council within the Campus area.

**32. OPTIONS APPRAISAL – ST NINIAN'S EPISCOPAL PRIMARY SCHOOL**

There was submitted a report by the Executive Director (Education and Children's Services) (18/13) seeking approval of the Options Appraisal undertaken in respect of St Ninian's Episcopal Primary School.

**Resolved:**

- (i) The Options Appraisal attached as Appendix A to Report 18/13, be approved.
- (ii) The Executive Director (Education and Children's Services) be instructed to progress with the establishment of a nursery class within St Ninian's Episcopal Primary School.
- (iii) The Executive Director (Education and Children's Services) be instructed to report back to the Committee on the revised capacity of St Ninian's Episcopal Primary School, once the nursery class has been established.



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**33. OPTIONS APPRAISAL – FORTEVIOT PRIMARY SCHOOL**

There was submitted a report by the Executive Director (Education and Children's Services) (18/14) seeking approval of the recommendation of the Options Appraisal which has been undertaken in respect of Forteviot Primary School.

**Resolved:**

- (i) The recommendation of the Options Appraisal, attached as Appendix A to Report 18/14, that a statutory consultation in relation to the closure of Forteviot Primary School should take place, be approved.
- (ii) The Executive Director (Education and Children's Services) be instructed to prepare and publish a proposal paper to close Forteviot Primary School, transfer pupils to Forgandenny Primary School and extend the delineated area of Forgandenny Primary School to subsume the whole catchment area of Forteviot Primary School.
- (iii) The Executive Director (Education and Children's Services) be instructed to formally consult the appropriate bodies and persons on the terms of the proposal paper, all in terms of the Schools (Consultation) (Scotland) Act 2010.
- (iv) Authority be delegated to the Executive Director (Education and Children's Services) to investigate and manage any alleged omissions or inaccuracies during the consultation process and to take appropriate action in accordance with the Schools (Consultation) (Scotland) Act 2010.
- (v) The Executive Director (Education and Children's Services) be instructed to prepare a report on the results of the consultation and report back to the Committee on the outcome of the consultation at a future meeting of the Lifelong Learning Committee.

**34. OPTIONS APPRAISAL – BALHOUSIE PRIMARY SCHOOL AND NORTH MUIRTON PRIMARY SCHOOL**

There was submitted a report by the Executive Director (Education and Children's Services) (18/15) seeking approval for (1) the replacement of North Muirton Primary School, and (2) the recommendation of the Options Appraisal which has been undertaken in respect of Balhousie Primary School and North Muirton Primary School, which is to close Balhousie Primary School and transfer pupils to the new North Muirton Primary School once it has been built.

**Motion (Councillors Shiers and McCall)**

- (i) **The replacement of North Muirton Primary School using the funding in the Composite Capital Programme 2017/23 for a replacement primary school in the North of Perth, be approved.**
- (ii) **The recommendation of the Options Appraisal, attached as Appendix A to Report 18/15, that a statutory consultation in relation to the closure of Balhousie Primary School should take place, be approved.**
- (iii) **The Executive Director (Education and Children's Services) be instructed to prepare and publish a proposal paper to close Balhousie Primary School, transfer pupils to a new North Muirton Primary School once it has been built and extend the delineated area of North Muirton**



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**Primary School to subsume the whole catchment area of Balhousie Primary School.**

- (iv) The Executive Director (Education and Children's Services) be instructed to formally consult the appropriate bodies and persons on the terms of the proposal paper, all in terms of the Schools (Consultation) (Scotland) Act 2010.**
  - (v) Authority be delegated to the Executive Director (Education and Children's Services) to investigate and manage any alleged omissions or inaccuracies during the consultation process and to take appropriate action in accordance with the Schools (Consultation) (Scotland) Act 2010.**
  - (vi) The Executive Director (Education and Children's Services) be instructed to prepare a report on the results of the consultation and report back to the Committee on the outcome of the consultation at a future meeting of the Lifelong Learning Committee.**
- Amendment – (Councillors Rebbeck and Parrott) –
- (i) Delete recommendations 4.1 and 4.2 of Report 18/15 and in view of the fact that the Options Appraisal makes neither a well argued nor well evidenced case for the closure of Balhousie Primary School and its integration into a new school at North Muirton, it is recommended that both sites remain in use with a new school being provided at North Muirton.**
  - (ii) Request that the Executive Director (Education and Children's Services) explore the possibility of additional funding as required to fully refurbish the school building at Balhousie Primary School.**

MRS McFARLANE LEFT THE MEETING AT THIS POINT.  
THE COMMITTEE ADJOURNED TO CONSIDER THE AMENDMENT.

THE COMMITTEE RECONVENED.

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

5 Members voted for the Amendment as follows:  
Councillors Anderson, Donaldson, Parrott, Rebbeck and Williamson.

8 Members voted for the Motion as follows:  
Councillor Ahern, Baird, Forbes, McCall, McDade, Purves, Shiers and Wilson.

**Resolved:**

In accordance with the Motion.

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PERTH AND KINROSS COUNCIL
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JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF

Minute of meeting of the Joint Negotiating Committee for Teaching Staff (JNCT) held in Room 410, Fourth Floor, Council Building, 2 High Street, Perth on Tuesday 19 September 2017 at 2.30pm.

Present:

Representing Perth and Kinross Council

Councillors F Sarwar, C Shiers and W Wilson; S Devlin, R Hill, S Johnston D MacLeod, T Pupillo and A Thomson, (all Education and Children's Services); P Steel (Corporate and Democratic Services).

Representing Teachers' Associations

E Campbell, E Connon, M Laurie, and C Weston (all EIS); A Johnston (SSTA); M Mackie (substituting for C McDonald (VOICE) and S Topen-Cooper (NASUWT).

In Attendance:

A McAuley (Joint Secretary for Teachers' Side); and C Flynn and L Brown (for Joint Secretary, Management Side).

Apologies:

B Berhane, J Cook and C Rose (all EIS) and C McDonald (VOICE)

E Campbell, Convener, Presiding.

1. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and noted as above.

2. DECLARATIONS OF INTEREST (ELECTED MEMBERS ONLY)

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

3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Joint Negotiating Committee for Teaching Staff of 20 June 2017 was submitted and approved as a correct record.

4. MATTERS ARISING

(i) Local Agreements and Physical Intervention – (Item 9 refers)

C Weston reported that representatives from the Teachers' side, Management and HR had met at the end of August to discuss which agreements on the LNCT site needed to be reviewed/updated/removed or added. A number of local agreements were prioritised as necessary for review this year. These included the Working Time Agreement,

Fixed Term/Temporary Contracts/Head Teacher Recruitment Process/Physical Intervention, Aggression and Violence and the Protocol for Classroom Visits. Timescales for implementation were agreed.

It was agreed that there was no requirement for a local agreement on Job Sizing as the National Guidance was followed and complied with. Guidance on this process would be published on eric and GLOW. No local agreement would be required for Leave of Absence and Cover Arrangements as the Council's corporate policy complied with SNCT handbook guidance. The corporate policy for flexible working also adhered to national guidance. Job profiles would continue to be submitted to the JNCT for approval and uploaded on to the LNCT site.

There had been some discussion on whether job profiles could be approved in between JNCT meetings to allow recruitment to be progressed. It was acknowledged that there was scope for this to be agreed but it would require a recognition agreement update within the Protocol for Consultation to allow decisions in between JNCT meetings to be made and then approved at the next meeting. The Protocol for Consultation, although dated, would require to remain as a local agreement. Request for this now to be reviewed.

No action was required on the Grievance Procedure which was updated in 2010 and no action was required on the Professional Update Procedures, including ERD Guidelines.

The Employee Health and Attendance Procedures were currently being reviewed. A further meeting between the Teachers' side representative and HR would be arranged once the draft was ready for discussion.

Concerns had been raised by the Teachers' side regarding some of the practices currently being undertaken when interviewing for teaching positions. It was agreed that there was a need to identify a range of tools which could be applied in teacher recruitment and HR were to develop this further. C Weston suggested that as Head Teacher Recruitment Procedures are a local agreement it would be good practice to have Teacher Recruitment Procedures as a local agreement too. The Teachers' side would also like to have the guidelines on Teacher Competence considered to become a local agreement. C Weston expressed the view that the procedures within these guidelines were not being adhered to and followed correctly. She suggested a short life working group be established to create a policy which complies with General Teaching Council (GTC) guidelines with a view to ratifying this as a local agreement which would hopefully prevent such issues arising in future.

P Steel advised that she did not recall a request being made to establish a short-life working group. It was her recollection that a request was made to the Teachers' side to provide examples of where procedures within the guidelines on Teacher Competence were not being adhered to. This would allow both sides to look again at specifics.

The Disciplinary Framework for Teachers was agreed to be reviewed after issues were raised around the phrase "informal counselling" and where this phrase sat within the framework. There were no guidelines or procedures to suggest what this phrase meant within the local agreement.

As a point of clarification P Steel advised there had been no agreement to review the Disciplinary Framework to Teachers, however, she noted C Weston's concerns regarding "informal counselling" and agreed to look at reviewing that particular aspect of the framework.

The Committee noted the position.

5. INCLUSION SERVICES REVIEW

R Hill, Head of Education, Secondary and Inclusion reported that the review of Inclusion Services had highlighted the need to identify a methodology to devolve resources to individual schools to support predictable needs; develop a new process for allocating support to individuals with exceptional needs, including the option for more locally-based decision making; develop plans to reshape existing provision to ensure greater coherence, equity and locality links, reducing reliance on out of Authority placements, and configure the central inclusion team and financial profiling to support outcomes of the other work streams.

Five work streams were being developed which will be supported by short life working groups. Each group will have an identified work stream lead. This will include members of the ECS management team, Head teachers and members of the Inclusion, Finance and Information and Research teams. The groups will be tasked with developing implementation plans.

A progress report on the review will be submitted to the next meeting of the Lifelong Learning Committee with an update report being submitted to the Teachers Joint Negotiating Committee in January 2018.

In response to an invitation from R Hill, C Weston advised that she welcomed the opportunity for representatives of the JNC to become involved in the progress and agreed to email R Hill with details of those nominated.

The Committee noted the position.

6. EXPANSION OF EARLY LEARNING AND CHILDCARE

S Johnston, Head of Education, Early Years and Primary reported that a special meeting of the Lifelong Learning Committee had been called to consider a report on the Expansion of Early Learning and Childcare in Perth and Kinross.

The implications for the service in Perth and Kinross of the expansion of ELCC were outlined along with workforce development plans and changes to structures/leadership roles going forward. Reports are to be brought back to the JNC and a commitment was given that full consultation would take place.

The Committee noted the position.

7. BERTHA PARK HIGH SCHOOL, PERTH

R Hill, Head of Education, Secondary and Inclusion reported that Bertha Park High School was on target to open in August 2019. Initially the first pupils would join Perth Grammar School in August 2018 moving in to the new school in two stages, commencing in August 2019. The Business Change Team is currently working on staffing and leadership of the new school, and, as the Head teacher will play a key role in developing the transitional arrangements for the new school it was planned to have someone in post by April 2018. R Hill confirmed that the team meet on a monthly basis to work on the transitional arrangements. He also confirmed that meetings are taking place with parents, carers and the young people who will be joining the new school.

C Weston welcomed the update and enquired if she would be involved in the discussion on the staffing of the new school. In response R Hill confirmed that she would be invited to join the Business Support Team when it reached that stage in the process.

The Committee noted the position.

8. NATIONAL POLICY LANDSCAPE AND EDUCATION GOVERNANCE

The Committee received and noted a verbal update from S Devlin, Executive Director (Education and Children's Services) on recent developments within the national policy landscape and education governance in relation to (1) investment in early years, (2) closing the attainment gap in schools, (3) strengthening transitional support for young people leaving school and (4) strengthening the rights of children and young people.

9. JOB PROFILE – SENIOR LEADER (NIF)

Having been advised by the Joint Secretary for the Teachers' side that the Senior Leader (NIF) post had not been job sized as yet the Committee agreed that this item be deferred to the next meeting.

10. EMPLOYEE SURVEY

S Devlin reported that the annual employee survey was now on Eric. She advised that everyone's views and opinions were valued and encouraged all to participate in the survey. The results, once collated and analysed, would be used to help improve the service. C Weston also encouraged all colleagues to participate in the survey.

The Committee noted the position.

11. PROVISIONAL TIMETABLE OF MEETINGS FOR 2018

Subject to final approval by the Council the provisional timetable of meetings of the Joint Negotiating Committee for Teaching Staff for 2018 was agreed as:

16 January;
20 March;
19 June (AGM);
18 September;
13 November

Post meeting note:

The date of the March meeting was subsequently moved to 27 March.

12. ANY OTHER COMPETENT BUSINESS

Joint Inspection of Children, Young People and Families Service

S Devlin advised that a joint inspection of the Children, Young People and Families Service was currently being undertaken by the Care Inspectorate. A feedback report would be submitted to the JNC at its meeting in January 2018.

16. DATE OF NEXT MEETING

Tuesday 14 November 2017.

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## **ENVIRONMENT AND INFRASTRUCTURE COMMITTEE**

Minute of meeting of the Environment and Infrastructure Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 31 January 2018 at 10.00am.

Present: Councillors C Stewart, C Purves, A Bailey, S Donaldson, D Doogan, A Forbes, D Illingworth (substituting for A Bailey), A Jarvis, G Laing, M Lyle, A Parrott, W Robertson, L Simpson (substituting for M Barnacle), R Watters and M Williamson.

In Attendance: B Renton, Executive Director (Environment); C Beattie, B Cargill, T Flanagan, P Marshall and W Young (all The Environment Service); C Flynn, L Potter and D Williams (all Corporate and Democratic Services).

Apology for Absence: Councillors A Bailey, M Barnacle and C Reid.

Councillor C Stewart, Convener, Presiding.

The Convener led discussion on Arts. 39, 42, 43, 44, 45, 46, 47 and 48 and Vice-Convener Purves led discussion on Arts. 38, 40 and 41.

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

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

### **36. DECLARATIONS OF INTEREST**

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

### **37. MINUTES OF PREVIOUS MEETINGS**

- (i) The minute of meeting of the Environment, Enterprise and Infrastructure Committee of 8 November 2017 (Arts. 635-652) was submitted, approved as a correct record and authorised for signature.
- (ii) The minute of meeting of the Executive Sub-Committee of the Environment, Enterprise and Infrastructure Committee of 25 October 2017 was submitted and noted.

### **38. AUCHTERARDER COMMUNITY FACILITIES FUND**

There was submitted a report by the Executive Director (Environment) (18/28) providing details of funding received and allocated in respect of the Auchterarder Community Facilities Fund from its inception to present date.



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**Resolved:**

- (i) The Executive Director (Environment) be requested to publish the annual report providing details of funding received and allocated.
- (ii) Any application for funding of more than £50,000 be brought forward to Committee for consideration.
- (iii) The Executive Director (Environment) be instructed to bring forward a second annual report on the operation of the fund in 12 months' time.

**39. PUBLIC SECTOR CLIMATE CHANGE DUTIES – PROGRESS UPDATE**

There was submitted a report by the Executive Director (Environment) (18/29) (1) highlighting progress made by the Council in accordance with the Scottish Government's public sector climate change reporting process; and (2) making recommendations for further action following submission of the second mandatory report in November 2017.

**Resolved:**

- (i) The key findings from the second Public Sector Climate Change Duties mandatory report be noted.
- (ii) The current position outlined in Sections 2.3 to 2.6 of Report 18/29, be noted.
- (iii) The Executive Director (Environment) be remitted to take forward the specific actions outlined in Sections 2.7 to 2.9 of Report 18/29, and:
  - instructs the Head of Planning to participate in developing a regional Sustainable Energy and Climate Action Plan (SECAP) with adjoining authorities, Sustainable Scotland Network and CoSLA as appropriate; and,
  - instruct the Head of Planning to develop an activity for Climate Action Week from 10 - 20 September 2018, to raise climate change awareness and promote the actions taken by the Council.
- (iv) The Executive Director (Environment) be requested to submit a further report to this Committee, following the mandatory climate change reporting deadline in November 2018.

**40. PROPOSED ADDITIONAL GREEN ROUTES**

There was submitted a report by the Executive Director (Environment) (18/30) (1) summarising an objection received on the proposal to introduce an additional four routes (Bridge of Earn/Glenfarg, Glenfarg/Milnathort, Rattray/Alyth and Kirkton Road/Old Mill Road to Ashgrove Road to West Mill Farm, Rattray) to be promoted as Green Routes; and (2) recommending the Committee set aside the objection and that the Order is made as advertised.

**Resolved:**

The objection received on the proposal to introduce an additional four routes to be promoted as Green Routes, as detailed in Appendices 2-5 of Report 18/30, be set aside, and the Traffic Regulation Order be made as advertised.



**41. DISABLED PERSON'S PARKING PLACES (VARIATIONS) ORDER**

There was submitted a report by the Executive Director (Environment) (18/31) considering all the requests during the last year for disabled parking bays which require to be added or removed from the Perth and Kinross Council (Disabled Persons' Parking Places) Order 2011.

**Resolved:**

The promotion of a variation to the Perth and Kinross Council (Disabled Persons' Parking Places) Order, as detailed in Appendix 1 to Report 18/31, be approved.

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

There was submitted a report by the Executive Director (Environment) (18/32) recommending that the List of Public Roads be updated to take account of the amendments detailed in this report.

**Resolved:**

The additions to the List of Public Roads, as detailed in Appendix 1 to Report 18/32, be approved.

**43. PROPOSED 30MPH SPEED LIMITS AT CAPUTH (B9099)**

There was submitted a report by the Executive Director (Environment) (18/33) (1) detailing a proposal to extend the 30mph speed limit at Caputh (B9099); and (2) recommending the start of varying the Traffic Regulation Order for the 30mph Speed Limits.

**Resolved:**

The promotion of a variation to the relevant Traffic Regulation Order to extend the 30mph speed limit, at the location shown in Appendix 1 to Report 18/33, be approved.

**44. PROPOSED 30MPH SPEED LIMITS AT INCHMAGRANNACHAN (B898)**

There was submitted a report by the Executive Director (Environment) (18/34) (1) detailing a proposal to introduce a 30mph speed limit at Inchmagrannachan (B898); and (2) recommending the start of varying the Traffic Regulation Order for the 30mph Speed Limits.

**Resolved:**

The promotion of a variation to the relevant Traffic Regulation Order to allow the introduction of a 30mph speed limit, at the location shown in Appendix 1 to Report 18/34, be approved.



**45. PROPOSED VARIATION TO WAITING RESTRICTIONS, WICKS O' BAIGLIE ROAD, BRIDGE OF EARN**

There was submitted a report by the Executive Director (Environment) (18/35) (1) outlining the problems experienced by local residents of Wicks O' Baiglie Road, Bridge of Earn due to indiscriminate parking; and (2) recommending a variation to the Bridge of Earn Traffic Management Order to vary the waiting restrictions on Wicks O' Baiglie Road and Kintillo Road, Bridge of Earn.

**Resolved:**

The promotion of a variation to the relevant Traffic Regulation Order to introduce No Waiting at Any Time waiting restrictions on Wicks O' Baiglie Road and Kintillo Road, as shown in Appendix 1 to Report 18/35, be approved.

**46. PROPOSED VARIATION TO WAITING RESTRICTIONS, TOM-NA-MOAN ROAD, PITLOCHRY**

There was submitted a report by the Executive Director (Environment) (18/36) (1) outlining concerns raised by local residents of Tom-Na-Moan Road, Pitlochry due to indiscriminate parking; and (2) recommending a variation to the Pitlochry Traffic Management Order to vary the waiting restrictions on Tom-Na-Moan Road, Pitlochry.

**Resolved:**

The promotion of a variation to the relevant Traffic Regulation Order to introduce No Waiting at Any Time waiting restrictions on Tom-Na-Moan Road, Pitlochry, as shown in Appendix 1 to Report 18/36, be approved.

**47. PROPOSED VARIATION TO WAITING RESTRICTIONS, ABBOT STREET, PERTH**

There was submitted a report by the Executive Director (Environment) (18/37) (1) outlining concerns raised by residents of Abbot Street, Perth due to indiscriminate parking; and (2) recommending a variation to the Perth Traffic Management Order to vary the waiting restrictions on Abbot Street, Wilson Street and Young Street, Perth.

**Resolved:**

The promotion of a variation to the relevant Traffic Regulation Order to introduce No Waiting at Any Time waiting restrictions on Abbot Street, Wilson Street and Young Street, as shown in Appendix 1 to Report 18/37, be approved.

**48. PROPOSED VARIATION TO WAITING RESTRICTIONS, RUTHVENFIELD PLACE, PERTH**

There was submitted a report by the Executive Director (Environment) (18/38) (1) outlining the problems experienced by businesses in Ruthvenfield Place, Perth due to indiscriminate parking; and (2) recommending a variation to the Perth Traffic Management Order to vary the waiting restrictions on Ruthvenfield Place, Perth.



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**Resolved:**

The promotion of a variation to the relevant Traffic Regulation Order to introduce No Waiting at Any Time waiting restrictions on Ruthvenfield Place, Perth, as shown in Appendix 1 to Report 18/38, be approved.

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AUDIT COMMITTEE

Minute of meeting of the Audit Committee held in the Council Chambers, 2 High Street, Perth on Wednesday 31 January 2018 at 2.00pm.

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

In Attendance: M Morrison, L Potter, L Simpson, G Taylor and C Irons (all Corporate and Democratic Services); J Cockburn (Education and Children's Services); H Hope (The Environment Service) and N Copland and V Riddell (Housing and Community Safety).

Councillor Drysdale, Convener, Presiding.

49. WELCOME AND APOLOGIES/SUBSTITUTIONS

The Convener welcomed everyone to the meeting and welcomed Councillor Audrey Coates to her first meeting of the Committee.

50. DECLARATIONS OF INTEREST

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

51. MINUTE

The minute of meeting of the Audit Committee of 22 November 2017 (Arts.658 -662) was submitted and approved as a correct record and authorised for signature.

52. INTERNAL AUDIT FOLLOW UP

There was submitted a report by the Chief Internal Auditor (18/22), presenting a current summary of Internal Audit's follow up work.

M Morrison highlighted that the report should have stated there were eighty-two agreed actions for follow-up instead of eighty-one and eight high risk actions instead of seven as was correctly recorded in Appendix A to report 18/22.

It was noted that the Internal Audit Team would shortly be utilising a new database which would enable information to be preserved in a more user-friendly format.

In relation to the summary of agreed actions contained in Appendix A to Report 18/22, Councillor Donaldson referred to the improving trend in completion of these actions and although there was a comparison to the previous report considered by the Committee in November 2017, he requested comparator

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information over a longer period. He also expressed concern at the capacity of the Internal Audit Team to deliver the volume of work in the Audit Plan.

Councillor McDade expressed concern at the apparent slow progress by Services on actions of high importance. It was noted that several of these related to arrangements on information sharing, and L Simpson confirmed that a protocol required some actions to be signed off by partners.

With regard to the action for Corporate and Democratic Services (17-05 Management of Contracts), Councillor Donaldson expressed concern at the time taken to progress this action which had been agreed at Committee on 27 September 2017; the sums involved in the contracts subject to audit; and the small sample size. M Morrison assured members that the Financial Controllers had highlighted the issues in each Service; however a new procedure had still to be finalised.

With regard to the action for Education and Children's Services (16-23 Personalisation), M Morrison advised that a workshop was to be arranged led by Education and Children's Services Finance Team. In response to a question from Councillor McDade, J Cockburn advised that in terms of the budget Education and Children's Services were at a lower risk than Housing and Community Safety.

With regard to the action for Housing and Community Safety, N Copland advised that March 2018 was the expected completion date for the mobile working project.

With regard to the action for Housing and Community Safety (14-16 Housing Repairs), Councillor Drysdale stated that services should agree completion dates achievable and he referred to 15-07 Reablement (Action Point 11) which had been to Committee in June 2015 and the action was not to be completed until June 2018. V Riddell advised that training was being carried out by the SQA and Perth College; there was a number of staff to train and the training had to be undertaken in accordance with the Scottish Social Services Council requirements.

With regard to the action for The Environment Service (16-27 – Events & Festivals) (Action Point 8), Councillor McDade asked if there had been progress clarifying delegated authority in relation to the Roads Network, and L Simpson advised she would check the current position and advise the Committee members.

With regard to the action for The Environment Service (16-27 – Events and Festivals) (Action Point 9), Councillor Drysdale & Councillor H Coates referred to the high profile events being held across the Perth and Kinross area and the need for there to be an integrated approach to promoting these events. Councillor McDade sought assurance on whether there was duplication of effort between the communications activity within Services and that undertaken by the Corporate Communications Team. G Taylor advised they were promoted in a number of ways and the Council's website was part of that activity but wherever possible there should be links on the Council's website to ensure people were directed to event information. G Taylor also reassured members that communications activity in

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Services and in the Corporate Communications Team was coordinated and that there was not duplication of effort.

Resolved:

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

53. INTERNAL AUDIT PRODUCT SHARING PROTOCOL

There was submitted a report by the Chief Internal Auditor (18/23) presenting the Product Sharing Protocol for outputs from the Internal Audit process relating to the Perth and Kinross Integrated Joint Board (IJB).

It was noted that the protocol had already been approved by NHS Tayside and by the IJB.

Councillor McDade queried the extent of impact on the capacity of the Internal Audit Team in relation to undertaking audit work in the IJB, and M Morrison confirmed the work was included within the Audit Plan.

G Taylor confirmed that the IJB was a decision-making body of the Perth and Kinross Health and Social Care Partnership, and accordingly there was a need to ensure the interests of the Council were being considered. Councillor S Donaldson queried if each of the Tayside IJB's had their own auditor rather than solely depending on the Internal Audit Teams within the three Councils.

G Taylor advised that each IJB does have an auditor who also carries out work for the NHS. L Simpson confirmed that IJB audit work was not an additional responsibility but part of the Council's audit responsibility and was also required by the integration scheme underpinning the IJB, with there being two responsibilities: audit and reassurance. L Simpson also confirmed there would be reporting back to this Committee, only if required by the Audit Plan.

Resolved:

- (i) The Product Sharing Protocol Appended to Report 18/23 be approved as the basis for an agreement between NHS Tayside; the three Tayside Council's and the three Tayside IJB's for the provision of internal audit services.
- (ii) That NHS Internal Auditors have the same rights of access as Perth and Kinross Council Internal Auditors to all relevant Council Officers and information while conducting approved IJB audit work.

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54. INTERNAL AUDIT UPDATE

There was submitted a report by the Chief Internal Auditor (18/24), presenting a summary of Internal Audit's work against the 2017/18 annual plan.

M Morrison advised that a report on the National Fraud Initiative would be submitted to the next Audit Committee on 28 March 2018.

It was noted that there had been a delay to some of the assignments which would now also be reported to the meeting on 28 March 2018.

In response to a question from Councillor H Coates, L Simpson advised that specialist IT audit staff in Highland Council were used by this authority and other authorities as the level of skills are higher than those held within the Internal Audit Team.

L Simpson reassured members that two members of the Internal Audit Team had recently moved on to new posts, and, following a review of current capacity, staff would be recruited to ensure that the Team was able to deliver the Audit Plan. However, given the current reduced capacity, there would be a risk-based approach to undertaking outstanding assignments.

Resolved:

The progress of work against the 2017/18 annual plan be noted.

The Committee considered the following final reports:-

(i) Corporate and Democratic Services

(a) 17-22 – Elected Members' Allowances

There was submitted a report by the Chief Internal Auditor (18/25) on an audit to ensure the adequacy of controls in respect of elected member remuneration and expenses.

Councillor McDade sought clarification on remuneration in respect of office bearers with Joint Boards. G Taylor confirmed that there was a legal requirement to remunerate the Convener and Vice-Convener of the Tayside Valuation Joint Board.

Following a query from Councillor McDade, G Taylor confirmed the position with regard to the completion of travel and subsistence forms.

Resolved:

Internal Audit's findings, as detailed in Report 18/25 be noted.

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(ii) **Housing and Community Safety**

(a) **17-01 – Generic Outcome Focussed Assessments**

There was submitted a report by the Chief Internal Auditor (18/26) on an audit to ensure (1) that assessments for social care identify individual outcomes and (2) the provision of the necessary services to achieve those outcomes, on a timely basis.

Resolved:

Internal Audit's findings, as detailed in Report 18/26 be noted.

(iii) **Environment Service**

(a) **17-28 – Corporate Health and Safety**

There was submitted a report by the Chief Internal Auditor (18/27) to provide assurance over the effectiveness of the model which ensures that the Council manages its health and safety responsibilities.

It was noted that while performance reports were not being considered by the Executive Officer Team (EOT) collectively, performance was regularly being considered by the Chief Executive and individual members of the EOT and also by the Corporate Management Group (CMG).

Resolved:

Internal Audit's findings, as detailed in Report 18/27 be noted.

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## PERTH AND KINROSS LOCAL REVIEW BODY

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chamber, 2 High Street, Perth on Tuesday 6 February 2018 at 10.30am.

Present: Councillors W Wilson, I James and L Simpson.

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

Also Attending: S Panton and G Peebles (the Environment Service); members of the public, including agents and applicants.

Councillor W Wilson, Convener, Presiding.

### 55. DECLARATIONS OF INTEREST

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

### 56. MINUTE

The minute of meeting of the Local Review Body of 9 January 2018 was submitted and noted.

### 57. APPLICATIONS FOR REVIEW

- (i) **TCP/11/16(503) - Planning Application – 17/01363/FLL – Alterations and extension to dwellinghouse, 16 Station Road, Invergowrie, Dundee, DD2 5DU – Mr & Mrs Paesano**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse alterations and extension to dwellinghouse, 16 Station Road, Invergowrie, Dundee, DD2 5DU.

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

**Decision:**

Resolved by unanimous decision that:

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

Thereafter, resolved by unanimous decision that:



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- (ii) the Review application for alterations and extension to dwellinghouse, 16 Station Road, Invergowrie, Dundee, DD2 5DU, be refused for the following reason:
1. The proposed extension, by virtue of its unsympathetic scale, design and massing, would have a detrimental impact on the character and external appearance of the Listed Building. Approval would therefore be contrary Paragraph 141 of Scottish Planning Policy 2014, Policies PM1A, PM1B(c) and HE2 of the Perth and Kinross Local Development Plan 2014, all of which seek to safeguard listed buildings from inappropriate development.

**Justification**

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

**(ii) TCP/11/16(505) - Planning Application – 17/01299/FLL – Erection of a dwellinghouse and garage on land 70 metres north east of Middlebank, Waterloo, Bankfoot, Perth – Mr M Guild**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of a dwellinghouse and garage on land 70 metres north east of Middlebank, Waterloo, Bankfoot, Perth.

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

**Decision:**

Resolved by unanimous decision that:

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

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of a dwellinghouse and garage on land 70 metres north east of Middlebank, Waterloo, Bankfoot, Perth, be refused for the following reasons:
1. The proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014 and the Council's Housing in the Countryside Guide 2012, as it does not comply with any of the categories of the policy guidance where a dwellinghouse or dwellinghouses would be acceptable in principle at this location.
  2. The proposal is contrary to Policy PM1B, criterion (a) of the Perth and Kinross Local Development Plan 2014, as the proposal for a dwellinghouse and garage on a



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- prominent piece of land fails to create a sense of identity and erodes the character of the surroundings.
3. The proposal is contrary to Policy PM1B, criterion (b) of the Perth and Kinross Local Development Plan 2014, as the siting of the dwellinghouse and garage on this prominent piece of land would erode and dilute the areas landscape character.
  4. The proposal is contrary to Policy PM1A of the Perth and Kinross Local Development Plan 2014, as the proposal for a dwellinghouse and garage on a prominent piece of land does not contribute positively to the surrounding area.
  5. The proposal is contrary to Policy ER6 (a) of the Perth and Kinross Local Development Plan 2014 as it erodes local distinctiveness, diversity and quality of Perth and Kinross's landscape character. This includes eroding the visual and scenic qualities and the quality of landscape experience through the siting of the dwellinghouse and garage on this prominent piece of land.

**Justification**

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

**(iii) TCP/11/16(507) – Planning application - 17/01628/FLL – Change of use from office (class 4) to barbers (class 1) (in retrospect), Suite 1, The Bungalow, Aberfeldy Business Park, Dunkeld Road, Aberfeldy – Miss H McAllister**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse a change of use from office (class 4) to barbers (class 1) (in retrospect), Suite 1, The Bungalow, Aberfeldy Business Park, Dunkeld Road, Aberfeldy.

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

**Decision:**

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

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for a change of use from office (class 4) to barbers (class 1) (in retrospect), Suite 1, The Bungalow, Aberfeldy Business Park, Dunkeld Road, Aberfeldy, be granted subject to suitable conditions, including a condition controlling



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noise from any plant, terms and informatives, including an informative regarding advertisement consent.

**Justification**

Whilst accepting that this change of use would represent a departure from the Development Plan, the Local Review Body considered that a combination of the small scale of the unit, the presence of other uses outwith Use Classes 4, 5 and 6 within the Aberfeldy Business Park, the employment provided by the proposal and the proximity to housing justified a departure from the Development Plan.

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

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

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

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) Defer for the Applicant to submit an updated report from SAC on the justification of need, reflective of the additional land referred to in the Notice of Review;
- (iii) following receipt of the updated report, the Interim Development Quality Manager be invited to comment on the report;
- (iv) following the receipt of all further information, the application be brought back to the Local Review Body.

THERE FOLLOWED A TWENTY MINUTE RECESS

**(v) TCP/11/16(509) – Planning application - 17/01524/FLL – Erection of dwellinghouse and outbuilding, land 150 metres north west of Upper Cloan telecommunications mast, Auchterarder – K Laver & D Malcolm**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of a dwellinghouse and outbuilding, land 150 metres north west of Upper Cloan telecommunications mast, Auchterarder.



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

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, insufficient information was before the Local Review Body to determine the matter without further procedure.
- (ii) an unaccompanied site visit be carried out;
- (iii) following the site visit, the application be brought back to the Local Review Body.

**58. DEFERRED APPLICATION FOR REVIEW**

- (i) **TCP/11/16(500) – Planning application - 17/01074/IPL – Erection of dwellinghouse (in principle), land 100 metres north west of West Kinnochtry House, Kinnochtry, Coupar Angus – L Watt & M Brown**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of a dwellinghouse (in principle), land 100 metres north west of West Kinnochtry House, Kinnochtry, Coupar Angus.

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

It was noted that, at its meeting of 5 December 2017, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without an unaccompanied site visit. An unaccompanied site visit having been carried out on 30 January 2018, the Local Review Body reconvened.

**Decision:**

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, and having carried out a site visit on 30 January 2018, sufficient information was before the Local Review Body to determine the matter without further procedure;

Thereafter, resolved by majority decision that:

- (ii) the Review application for the erection of a dwellinghouse (in principle), land 40 metres north west of Kinnochtry House, Kinnochtry, Coupar Angus, be refused for the following reasons:
  - 1. The proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014 and the Council's Housing in the Countryside Guide 2012, as it does not



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comply with any of the categories of the policy guidance where a dwellinghouse would be acceptable in principle at this location.

2. The proposal is contrary to the Council's Housing in the Countryside Guide (SPG) 2012, as it does not comply with any of the categories of the policy guidance or criterion where a dwellinghouse would be acceptable in the location.
3. The proposal is contrary to Policy ER6 of the Perth and Kinross Local Development Plan 2014 as it erodes local distinctiveness, diversity and quality of Perth and Kinross's landscape character, visual, scenic qualities of the landscape experience through the siting of the development within this area of Perth and Kinross by virtue of its location.
4. The proposal is contrary to Policy PM1A of the Perth and Kinross Local Development Plan 2014, as the proposed siting of the development does not respect the character and amenity of this area of Perth and Kinross.
5. The proposal is contrary to policy PM1B, criterion (a), of the Perth and Kinross Local Development Plan 2014 as the proposal, by virtue of its location, fails to create a sense of identity and erodes the character of the countryside.

**Justification**

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

**Note:** Councillor James dissented from the majority decision. He considered that the Appointed Officer's decision should be overturned and that permission for the erection of a dwellinghouse (in principle) should be granted. The proposed erection of a dwellinghouse would form part of a building group and create a sense of identity in the surrounding area, thereby meeting the criteria of the Perth and Kinross Local Development Plan 2014.

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STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Strategic Policy and Resources Committee held in the Council Chamber, Council Building, 2 High Street, Perth on Wednesday 7 February 2018 at 10.00am.

Present: Councillors M Lyle, P Barrett, B Band, B Brawn (following the death of Councillor I Campbell, Councillor M Lyle assumed the role of Convener – Councillor B Brawn substituted for Councillor Lyle as a member of the Committee), S Donaldson, D Doogan, G Laing, R McCall, S McCole, Provost D Melloy, A Parrott, C Purves, C Shiers, L Simpson and C Stewart.

In Attendance: B Malone, Chief Executive, J Fyffe, Senior Depute Chief Executive, J Valentine, Depute Chief Executive and Chief Operating Officer, K Donaldson, S MacKenzie, C Mackie (for Art. 65), K McNamara, L Simpson, G Taylor, S Walker and C Irons (all Corporate and Democratic Services); S Devlin (Education and Children's Services); B Renton, F Crofts, P Marshall and B Murray (Environment Service) and L Cameron (Housing and Community Safety).

Also in Attendance: R Packham, Chief Officer, Perth and Kinross Health and Social Care Partnership; L Chalmers, C Flynn, F O'Neill, L Simpson and M Whittet (all Corporate and Democratic Services – up to Art. 59)

Apologies for Absence: Councillor A Bailey

Councillor M Lyle, Vice-Convener, Presiding.

59. TRIBUTE TO COUNCILLOR IAN CAMPBELL

Prior to the commencement of business Councillor M Lyle paid tribute to Councillor Ian Campbell, who had died suddenly earlier in the week and expressed condolences to his family. Councillor Campbell had first been elected in 2007 and had become Leader of the Council in May 2017. Councillors D Doogan, P Barrett and Provost D Melloy also paid tribute and expressed condolences. Thereafter a one minute's silence was held.

60. WELCOME AND APOLOGIES

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

61. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillor A Parrott declared a non-financial interest in Art. 63 paragraph 2.3.4 (Perth and Kinross Credit Union).

62. MINUTES OF PREVIOUS MEETINGS

(i) Strategic Policy and Resources Committee

The minute of meeting of the Strategic Policy and Resources Committee of 29 November 2017 (Arts. 663-676) was submitted, approved as a correct record and authorised for signature.

(ii) Executive Sub-Committee

The minute of meeting of the Executive Sub-Committee of the Strategic Policy and Resources of 18 December 2017 was submitted and noted. *(Appendix I)*

(iii) Appeals Sub-Committee

The minute of meeting of the Appeals Sub-Committee of the Strategic Policy and Resources Committee of 8 November 2017 was submitted and noted. *(Appendix II)*

(iv) Corporate Health, Safety and Wellbeing Consultative Committee

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

(v) Employees Joint Consultative Committee

The minute of meeting of the Employees Joint Consultative Committee of 28 September 2017 was submitted and noted. *(Appendix IV)*

(vi) Perth City Development Board

The minute of meeting of the Perth City Development Board of 5 September 2017 was submitted and noted.

(vii) Economy and Lifelong Learning Group

The minute of meeting of the Economy and Lifelong Learning Group of 22 September 2017 was submitted and noted.

(viii) Perth and Kinross Integration Joint Board

The minute of meeting of the Perth and Kinross Integration Joint Board of 3 November 2017 was submitted and noted.

63. REVENUE BUDGET 2017/18 – MONITORING REPORT NUMBER 3

There was submitted a report by the Head of Finance (18/41), providing an update (1) on progress with the 2017/18 General Fund Revenue Budget based on the November 2017 ledger, updated for subsequent known material movements; and (2) on the projected financial position of the Housing Revenue Account.

Resolved:

- (i) The contents of Report 18/41 be noted.
- (ii) The adjustments to the 2017/18 Management Revenue Budget, as detailed in Sections 2 and 3 of and Appendix 1 to Report 18/41, be approved.
- (iii) The 2017/18 Service virements, as summarised in Appendices 2 and 4 to Report 18/41, be approved.

64. COMPOSITE CAPITAL BUDGET 2017/23 & HOUSING INVESTMENT PROGRAMME 2017/22 – MONITORING REPORT NUMBER 3

There was submitted a report by the Head of Finance (18/42), (1) providing a summary position to date for the Composite Capital Programme for 2017/18 to 2022/23 and the Housing Investment Programme 2017/18 to 2021/22 and (2) seeking approval for adjustments to the Programmes.

Resolved:

- (i) The contents of Report 18/42 be noted.
- (ii) The proposed budget adjustments to the six year Composite Capital Programme Budget 2017/18 to 2022/23, as set out in Sections 2 and 3 of and summarised at Appendices 1 and 2 to Report 18/42, be approved.
- (iii) The proposed budget and monitoring adjustments to the Housing Investment Programme Budget 2017/18 to 2021/22, as set out in Section 4 of and summarised at Appendix 3 to Report 18/42, be approved.

65. TRANSFORMATION PROGRAMME 2015-2020 PROGRESS UPDATE

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/43), providing an update on the Transformation Programme approved by Council on 1 July 2015.

Resolved:

- (i) The progress related to the Transformation Programme, as detailed in Appendices 1 and 2 to Report 18/43, be noted.
- (ii) A further report be submitted to the next meeting of this Committee on further proposals for the Transformation Programme.

66. UPDATE ON PROGRESS WITH THE PREPARATION OF SUPPLEMENTARY GUIDANCE TO SUPPORT THE LOCAL DEVELOPMENT PLAN

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/44), (1) seeking approval for the proposed programme and priorities for preparing supplementary guidance to support both the Adopted Local Development Plan and the Local Development Plan review process currently under way; and (2) providing an update in respect of progress made on the preparation of the statutory supplementary guidance and the non-statutory guidance work programme of the Local Development Plan Team.

Resolved:

- (i) The progress made on the programme for the planning policy framework be noted.
- (ii) The priorities for preparing the Local Development Plan Supplementary Guidance be agreed as set out in Report 18/44.
- (iii) The Executive Director (Environment) be requested to continue to prepare an annual update to the Strategic Policy and Resources Committee on progress with the preparation of Supplementary Guidance to support the Local Development Plan.

67. BUILDING AMBITION – A BLUEPRINT FOR A 21ST CENTURY COUNCIL

There was submitted a report by the Chief Executive (18/45), advising of changes to the senior management structure which would result in more streamlined and flexible arrangements, and deliver an annual recurring saving of £300,707, with a net reduction of Chief Officers.

Resolved:

- (i) The overall savings of £300,707 in a full financial year, be approved.
- (ii) The overall reduction in Chief Officers through the redesignation and deletion of posts to be effective from April 2018, as set out in Report 18/45, be noted.

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

68. REQUEST FOR A CONTRIBUTION TO A REPLACEMENT UNDERPASS ON B9097

There was submitted a report by the Executive Director (Environment) (18/46), (1) outlining a request to support the Royal Society for the Protection of Birds to build a new underpass at Vane Farm, near Loch Leven; and (2) seeking to use part of the funding previously allocated towards investment in the car park estate to support this development, while re-allocating the remaining balance to two car park related projects.

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Resolved:

- (i) The proposal by RSPB Scotland to build a new underpass under the B9097 new Vane Farm, Kinross be noted.
- (ii) The original proposal for the £250,000 allocated as part of the revenue budget process in February 2017 towards investment in the car park estate was no longer possible.
- (iii) The sum of £250,000 be re-allocated towards the following:
 - (a) £30,000 for improved parking in Millbridge, Kinross
 - (b) £70,000 for improved parking in Auchterarder
 - (c) £150,000 to support the underpass development being undertaken by RSPB, subject to the Council's standard governance arrangements.

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

Minute of meeting of the Executive Sub-Committee of the Strategic Policy and Resources Committee held in Room 410, Fourth Floor, Council Building, 2 High Street, Perth on Monday 18 December 2017 at 1.30 pm.

Present: Councillors P Barrett, I Campbell, D Doogan, G Laing and M Lyle

In Attendance: B Malone, Chief Executive, J Fyffe, Senior Depute Chief Executive, J Valentine Depute Chief Executive and Chief Operating Officer; K Donaldson, C Flynn, S Mackenzie and S Walker (all Corporate and Democratic Services).

Councillor I Campbell, Convener, Presiding.

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

The Convener welcomed all those present to the meeting.

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

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

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

### **3. SENIOR MANAGEMENT ARRANGEMENTS**

There was submitted a report by the Chief Executive (17/421) (1) seeking approval for a request for early retirement in the interests of efficiency of the Service from a chief officer and related adjustment to wider roles and responsibilities and (2) remitting the Chief Executive to carry out a further review of the leadership and management arrangements for the Council and report back in early 2018.

#### **Resolved:**

- (i) Gillian Taylor, Head of Democratic Services, be granted early retirement on grounds of efficiency of the service on 30 November 2018 on the terms outlined in Report 17/421.
- (ii) Gillian Taylor be awarded an additional award of 325 days on the terms outlined in Report 17/421.
- (iii) The post of Director (Environment) be re-designated as Executive Director (Environment) at a cost of £16,606, as detailed in Report 17/421.

COUNCILLOR M LYLE LEFT THE MEETING AT THIS POINT.



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- (iv) The additional net saving of £88,875 to be available for future Revenue Budgets, be noted.
- (v) It be remitted to the Chief Executive to carry out a further review of the leadership and management arrangements as part of the Council's transformation and cultural change programme and report back in early 2018.

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APPEALS SUB-COMMITTEE

Minute of meeting of the Appeals Sub-Committee held on Wednesday 8 November 2017 in Room 410, Fourth Floor, Council Building, 2 High Street, Perth.

Present: Councillors H Anderson, K Baird and J Rebbeck.

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

1. APPOINTMENT OF CONVENER

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

Councillor Baird took the Chair.

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

P1. APPEAL AGAINST DISMISSAL (C/HR/20/038)

The Appeals Sub-Committee was convened to consider an appeal against dismissal by a member of staff from Education and Children's Services (Teacher).

The Appeals Sub-Committee considered documentation lodged by both parties and heard evidence from both representatives and their witnesses. Thereafter the parties each summed up their case and withdrew.

Resolved:

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

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**PERTH AND KINROSS COUNCIL**  
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**CORPORATE HEALTH, SAFETY AND WELLBEING**  
**CONSULTATIVE COMMITTEE**

Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Monday 11 September 2017 at 10.00am.

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

**Trade Union Safety Representatives and Elected  
Representatives of Employee Safety Committees**  
M Blacklaws, SSTA  
T Todd, UCATT

**In attendance:**       S Crawford, Head of Property Services, The Environment Service  
J Handling, Health, Safety and Wellbeing Manager, The Environment Service  
C Irons, Committee Officer, Corporate and Democratic Service  
L McGeorge, Property Compliance Team Leader, Environment Service

**Apologies:**           Councillor P Barrett, S Garrett and C Flynn.

**1.     APPOINTMENT OF CONVENER AND VICE CONVENER**

Nominations were sought for the appointment of Convener and Vice-Convener.

Councillor D Illingworth nominated Councillor K Baird and Councillor E Drysdale nominated Councillor S McCole.

M Blacklaws expressed concern at the Trade Unions being put in the position of having to determine the appointment of Convener between two Councillors with only two Trade Union members present. He proposed deferring the decision until the next meeting when there would be more Trade Union members present. He further proposed that J Handling chair today's meeting.



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T Todd nominated L McLaren, seconded by M Blacklaws as Vice-Convener.

**Resolved:**

- (i) The appointment of Convener be deferred until the next meeting on 11 December 2017.
- (ii) L McLaren be appointed as Vice-Convener for 24 months to September 2019.

J Handling took the chair.

**2. DECLARATIONS OF INTEREST**

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

**3. PRESENTATION**

J Handling gave a presentation to members outlining the Council's health and safety management system and the role and remit of the Consultative Committee for the information of new members.

**4. MINUTES**

The Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 13 March 2017 was submitted and approved as a correct record.

**5. MATTERS ARISING**

There were no matters arising from the previous minute.

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

**(i) Quarter 4 of 2016/17**

There was submitted a report by the Transformation and Business Manager, the Environment Service (G/17/140) providing the Committee with the Health and Safety Key Performance Indicators for quarter 4 of 2016/17, 31 January – 31 March 2017.

It was noted that the violence and aggression figures included incidents in schools which were discussed in detail at the Joint Negotiating Committee for Teachers and training needs considered.

**Resolved:**

- (i) There were five reportable incidents in the quarter.
- (ii) The highest number of incidents in this quarter was violence and aggression followed by slips, trips and falls.



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- (iii) The total number of employee incidents was two hundred and thirty-four, which was a decrease compared to quarter 4 in 2015/16.
- (iv) The total number of non-employee incidents was twenty-four, which was an increase compared to quarter 4 in 2015/16.

**(ii) Quarter 1 of 2017/18**

There was submitted a report by the Transformation and Business Manager, the Environment Service (G/17/141) providing the Committee with the Health and Safety Key Performance Indicators for quarter 1 of 2017/18, 1 April - 30 June 2017.

J Handling referred to the new format of the report which included an overview of the Performance Reviews carried out by the Health, Safety and Wellbeing Team during the first quarter of 2017/18.

J Handling also advised that the Health, Safety and Wellbeing team were conducting a programme of reviews to check that service areas were compliant with the Council's Occupational Health and Safety Policy and topic specific management arrangements. Table 1 in Report G/17/141 summarised the reviews undertaken.

It was also noted that this Committee looked at trends rather than specific incidents which was the responsibility of the Service Committees attended by staff and Trade Union members.

**Resolved:**

- (i) There were two reportable incidents in the quarter.
- (ii) The highest number of incidents in this quarter was violence and aggression followed by slips, trips and falls.
- (iii) The total number of employee incidents was two hundred and eighteen, which was an increase compared to quarter 1 in 2015/16.
- (iv) The total number of non-employee incidents was thirty-four, which was an increase compared to quarter 1 in 2015/16.

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

**Quarterly Report**

There was submitted a report by the Transformation and Business Manager, the Environment Service (G/17/142) to (1) inform members of the Fire Safety key performance for quarter 1 of 2017/18 and (2) assist the Committee to monitor the Fire Safety performance across Perth and Kinross Council's Estate.

**Resolved**

- (i) Eighteen Council premises had their Fire Risk assessment reviewed during quarter 1 of 2017/18.



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- (ii) The Scottish Fire and Rescue Service carried out one audit at Council premises.
- (iii) There were no near misses during the quarter.
- (iv) There were three reported incidents of fire during the quarter.
- (v) Future reports to have RAG (Red, Amber Green) flag monitoring to indicate where the issues were in terms of a timeline to address prioritisation, be agreed.

**8. DATE OF NEXT MEETING**

It was noted that the next meeting will be held on Monday 11 December 2017 at 10.00am.

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PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE (Art. 62(v)) (Appendix IV)
7 FEBRUARY 2018

**PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE
EMPLOYEES JOINT CONSULTATIVE COMMITTEE**

Minute of meeting of the Employees Joint Consultative Committee, held in the Council Chamber, 2 High Street, Perth on Thursday 28 September 2017 at 10.00am.

Present: **Representing Perth and Kinross Council:**

Councillors C Ahern (on behalf of Councillor M Lyle),
H Anderson, and I Campbell; G Boland (on behalf of the
Executive Director (Education & Children's Services));
S Crawford (on behalf of the Depute Chief Executive) and
A Taylor (on behalf of the Senior Depute Chief Executive).

Present: **Representing Trade Unions:**

F Fraser and S Hope (UNISON); G Ramsay, S Robertson,
A Thomas and L McLaren and T Todd (Unite the Union).

In Attendance: K Donaldson (Corporate Human Resources Manager); C Baird,
C Jolly, M Mitchell, S Munro, J Somerville and P Steel (all
Corporate and Democratic Services); J Dixon (The Environment
Service); and L Harris (Housing & Community Safety).

Apologies: Councillor S McCole; T Maric and M Dickson (UNISON), and
H Meldrum (GMB).

1. WELCOME

K Donaldson, Corporate Human Resources Manager, opened the meeting and welcomed all members. She provided slide based overview on the Employees JCC which included the membership, meetings, business and context, headcount by service and professional teams. She added that the JCC was relevant to strategic not individual issues and highlighted its importance in terms of workforce planning and employee relations. She also acknowledged the strong tradition within Perth and Kinross of *working together*.

S Hope, Branch Secretary UNISON, provided the trade union perspective on the Employees JCC and agreed that while there was no requirement for such a forum, within Perth and Kinross the JCC was hugely beneficial in providing a platform for raising issues and the promotion of consultation within a culture of mutual respect.

2. DECLARATIONS OF INTEREST

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

3. APPOINTMENT OF CONVENER AND VICE CONVENER

S Hope was nominated and seconded as Convener of the Employees Joint Consultative Committee. In terms of Clause 3 of the Constitution, S Hope was unanimously elected as Convener of the Employees JCC.

S Hope took the Chair

Councillor I Campbell was nominated and seconded as Vice Convener of the Employees Joint Consultative Committee. In terms of Clause 3 of the Constitution, Councillor I Campbell was unanimously elected as Vice Convener of the Employees JCC.

4. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Employees Joint Consultative Committee of 16 February 2017 was submitted and approved.

5. MATTERS ARISING

There were no matters arising from the previous minute.

6. THE EMPLOYEES JCC CONSTITUTION

At the last meeting it was proposed that the Employees JCC be reviewed following the merger of UCATT and Unite the Union and to enable the membership to be updated in terms of the current Perth and Kinross Council management structure.

Resolved: -

The JCC agreed the proposed amendments as highlighted in the constitution submitted with tracked changes (G/17/151).

7. TRANSFORMATION PROGRAMME

Chris Jolly, Team Leader, provided a brief update to the JCC on the current transformation programme and referred to the significant challenges being faced by local authorities. He noted that transformation was not only about financial constraint but that it also centred on service redesign. He added that updates on the transformation programme were made regularly to the Council's Modernising Governance Member Officer Working Group and to each meeting of the Strategic Policy and Resources Committee and invited members to access previous reports for further information on the programme.

K Donaldson, Corporate Human Resources Manager, noted that questions to representatives from services with roles in the transformation programme could be taken at the meeting or followed-up outwith the meeting.

Resolved: -

The JCC noted the update.

8. FLEXIBLE AND MOBILE WORKING

Lynne Harris, IT Service Manager, reported on the Perth & Kinross Council Digital Strategy and noted that new technology underpinned business change and transformation in the Council. She noted the shift on citizen engagement and the increased choice on how and when communities could access services.

She referred to mobile working allowing field workers to become more efficient and noted that the area of housing repairs fed into wider transformation.

T Todd and A Thomas referred to issues relevant to training and to mobile working and the locality structure being two separate issues and agreed to further discussion outwith the JCC. L Harris noted that there were improvement champions within the service and S Hope agreed the significant importance of appropriate training for craft workers.

Resolved: -

The JCC noted the update.

9. COUNCIL CONSTRUCTION CHARTER

G Ramsay introduced the paper, Council Construction Charter (G/17/152), designed to promote local employment, fair wages and worker protection which had been submitted to the JCC at the request of Unite the Union. He referred to investigations following a wall collapse at an Edinburgh school and to the subsequent Professor John Cole Inquiry Report.

Stephen Crawford, Head of Property Services and Mary Mitchell, Corporate Procurement Manager, were introduced to the group and it was noted that Perth & Kinross Council already have procedures such as, Key Performance Indicators and fair work practices in place and that while the Council can encourage adoption of e.g. the living wage, it could not make it a mandatory requirement for contractors.

Councillor Campbell suggested that there was no reason why a set of relevant principles could not be adopted by the Council.

K Donaldson, Corporate Human Resources Manager agreed that there was scope for a meeting to allow for further discussion on this matter and that an update would be submitted back to the JCC in due course.

Resolved: -

The JCC noted the position.

10. HEALTH AND WELLBEING

Sheila Munro made a slide based presentation to the JCC and specifically referred to:-

- Health and Wellbeing Projects – Highlights October 2016 to August 2017
- Sickness Absence Performance 1 April 2016-31 March 2017
 - Sickness Absence Trends
 - Reason for Absence
- Future Plans
 - Improved Management Information
 - New Wellbeing Framework

Questions were asked regarding manager training and support and P Steel noted that dialogue between manager and employee can begin at as early a stage as possible. S Hope referred to the stigma that can be associated with mental health related absences and he added that this was also a significant issue for trade unions who could also offer support and help at work. K Donaldson reported that HR was happy to continue to work with trade unions in this regard. She added that it was the core business of the Council to adopt a holistic approach to health and wellbeing and therefore creating a culture of wellbeing and support within our workforce was even more important.

Resolved: -

The JCC noted the update.

11. JOB FAMILIES AND JOB MATCHING

There was submitted a report by the Corporate Human Resources Manager (G/17/153) providing an update on the progress of the Job Families Project and information on a Job Matching pilot being undertaken within the Council for a 6 month period. Both initiatives are enablers for the Council's transformation agenda and along with the guiding principles on organisational design, are designed to deliver increased flexibility and capacity across the workforce. There are benefits for employees too in terms of job security and more visible development paths. The trade unions have been involved since the outset and are supportive of this work.

Resolved: -

The JCC noted the progress made to date on Job Families and the Job Matching pilot and that consultation would be ongoing as job families are extended to other groups of jobs across the Council

12. VOLUNTARY SEVERANCE SCHEME (VSS)

K Donaldson reported that the 2017 Voluntary Severance Scheme (VSS) had launched on 8 September 2017 and that to date, approximately 110 requests had been submitted. She added that estimated voluntary severance figures were expected to be issued by 30 November and that final decisions would be made at the February 2018 Council meeting.

Resolved: -

The JCC noted the position.

13. ANY OTHER COMPETENT BUSINESS

(i) REVENUE BUDGET 2018/19

The Corporate Human Resources Manager confirmed that full-time trade union officials would be invited to meet with the Chief Executive or Senior Depute Chief Executive as had occurred in previous years.

S Robertson noted the number of invitations to trade union officials and the difficulties of attending meetings at short notice. K Donaldson said she would remind service managers and HR colleagues of the importance of giving as much notice as practicable.

(ii) UNISON INITIATIVE IN SCHOOLS

S Hope drew attention to a forthcoming UNISON initiative to take place in Perth and Kinross schools.

14. DATE OF NEXT MEETING

Thursday 23 November 2017 at 10.00am.

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PERTH AND KINROSS COUNCIL  
SCRUTINY COMMITTEE  
7 FEBRUARY 2018

## **SCRUTINY COMMITTEE**

Minute of meeting of the Scrutiny Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 7 February 2017 at 2.00pm.

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

In Attendance: B Renton (Executive Director, The Environment Service); S Devlin (Executive Director, Education and Children's Services); K McNamara, K Molley, F Robertson, L Simpson and G Taylor (all Corporate and Democratic Services).

Apologies: Councillor T McEwan

Councillor G Laing, Convener, Presiding.

### **69. TRIBUTE TO COUNCILLOR IAN CAMPBELL**

Prior to commencement of business, Councillor Laing paid tribute to Councillor Ian Campbell, who had died suddenly earlier in the week, and expressed condolences to his family. Councillor Coates also paid tribute and expressed condolences.

### **70. WELCOME AND APOLOGIES**

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

### **71. DECLARATIONS OF INTEREST**

- (i) Councillor G Laing declared a non-financial interest in Art. 73(i)
- (ii) Councillors C Ahern and A Parrott declared a non-financial interest in Art. 73(ii)
- (iii) Councillor H Coates declared a non-financial interest in Art. 73(iii)

### **72. MINUTE OF THE MEETING OF THE SCRUTINY COMMITTEE OF SEPTEMBER 2017**

The minute of meeting of the Scrutiny Committee of 29 November 2017 (Arts. 677-686) was submitted, approved as a correct record and authorised for signature.



PERTH AND KINROSS COUNCIL  
SCRUTINY COMMITTEE  
7 FEBRUARY 2018

**73. UPDATES BY ARMS' LENGTH EXTERNAL ORGANISATIONS**

**(i) Live Active Leisure**

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

J Moyes, Chief Executive and D Longmuir, Board Member, Live Active Leisure, gave a verbal update on their progress and answered members' questions. Members sought assurance on matters such as: attendance statistics of leisure facilities; the progress of PH2O; update of new contract and long term savings. The Convener thanked the representatives for their attendance and they left the meeting at this point.

COUNCILLOR LAING RESUMED THE CHAIR AT THIS POINT.

**(ii) Culture Perth and Kinross**

H Smout, Chief Executive and Lady G Bullough, Board Member, Culture Perth and Kinross, gave an update on progress and answered members' questions. Members sought assurance on matters such as: working with external organisations; charging fees; online orders and performance. The Convener thanked the representatives for their attendance and they left the meeting at this point.

**(iii) Horsecross Arts LTD**

G Gibbons, Chief Executive, C McKenzie, Finance Director and M Linklater, Chair, Horsecross Arts Ltd., gave an update on progress and answered members' questions. Members sought assurance on matters such as: the success of the Christmas pantomime production; budgets; external funding, membership schemes and the proposed activity across Perth Theatre & Perth Concert Hall. The Convener thanked the representatives for their attendance and they left the meeting at this point.

**74. COUNCIL COMPLAINTS PERFORMANCE REPORT**

There was submitted a report by the Head of Legal and Governance Services (18/39) providing assurance that the Council has an adequate and effective Complaints Handling Procedure in place. The report also satisfied public performance reporting requirements in accordance with the Scottish Public Services Ombudsman's (SPSO) performance measures for local authorities.

Councillor D Illingworth emphasised how important he felt it was for the public to have the opportunity to complain if they had a problem so the Council was able to rectify the situation as soon as possible.



PERTH AND KINROSS COUNCIL  
SCRUTINY COMMITTEE  
7 FEBRUARY 2018

In a response to a query from Councillor Anderson regarding complaints out with jurisdiction of the SPSO, L Simpson stated that in all cases there were alternative processes for the complaint to be dealt with by another body.

In response to a query from Councillor S McCole that whether, given the number of ways in which complaints could be submitted, there was information on all complaints captured. L Simpson advised that there were processes in place in each service. B Renton and S Devlin gave an assurance these measures ensured that complaints are notified and relevant data collected.

**Resolved:**

The performance of the Complaints Handling Procedure continue to be monitored.

**75. SUMMARY OF FINDINGS FROM AUDIT SCOTLAND BEST VALUE ASSURANCE REPORTS: INVERCLYDE COUNCIL AND RENFREWSHIRE COUNCIL**

There was submitted a report by the Depute Chief Executive & Chief Operating Officer (18/40) providing a summary of the key messages from Audit Scotland's Best Value Assurance Reports (BVARS) for Inverclyde Council (June 2017) and Renfrewshire Council (August 2017). The report also benchmarked this Council's position against the key messages from the BVARS and summarised areas of focus for the Council. The learning from the BVARS would help the Council to meet its statutory duty to deliver best value in all of its activities.

In response to a query from Councillor Coates regarding the purpose of these reports, K McNamara explained that Audit Scotland scrutinises the performance of councils and publishes BVARS with the expectation that all councils will act on the key messages, by benchmarking themselves against the findings in these reports and by using the learning from that benchmarking to improve their activity. He further explained that Audit Scotland had a programme of issues for local authorities recognising that some have higher risk but the intention is that they would visit all 32 Councils within 5 years. The purpose of these reports is to let the public know that the Council are meeting their best value duty.

In response to a query from the Convener regarding different areas of practice across the country, K McNamara highlighted the benefit of using BVARS as a positive benchmarking tool for the Council could improve in comparing themselves to other local authorities.

In response to a query from Councillors, K McNamara and L Simpson advised that the benchmarking information would also inform the forthcoming process to prepare the annual governance statement. Councillor McCole added that it will prevent the Council from becoming complacent.

**Resolved:**

The benchmarking of Perth and Kinross Council against the Best Value Assurance Reports for Inverclyde and Renfrewshire Councils be noted.



PERTH AND KINROSS COUNCIL  
SCRUTINY COMMITTEE  
7 FEBRUARY 2018

COUNCILLOR M WILLIAMSON LEFT THE MEETING AT THIS POINT.

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

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

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

**77. MINUTE OF MEETING OF SOCIAL WORK COMPLAINTS REVIEW COMMITTEE OF 3 AUGUST 2017**

There was submitted and noted the minute of the Social Work Complaints Review Committee of 3 August 2017.

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28 February 2018

COMMUNITY PLANNING PARTNERSHIP UPDATE**Report by Senior Depute Chief Executive****PURPOSE OF REPORT**

To provide an update on the activities of the Community Planning Partnership (CPP) since the last update to Council on 20 December 2017.

1. COMMUNITY PLAN 2017-2027

- 1.1 The Perth & Kinross Community Plan was approved at the Full Council meeting on 4 October 2017 and at the Community Planning Partnership Board meeting on 6 October 2017.
- 1.2 The [online version of the Community Plan](#) has been launched which allows communities, elected members, colleagues, and partners to quickly reference the key outcomes that the Council and our partnership will be delivering on over the next 10 years, and our approach to working together with communities. Communities have the option to comment directly on the online version of the Plan, to help reshape future editions of this Plan.
- 1.3 At its December meeting, the Community Planning Partnership Board approved a rolling review programme for the Community Plan. This will ensure the Plan remains current and relevant, and can be adapted to reflect feedback from engagement/ consultation activities with our communities, new public service reform legislation and performance data.

2. LOCAL ACTION PARTNERSHIPS AND PARTICIPATORY BUDGETING

- 2.1 After last year's successful participatory budgeting events when £100,000 funding was awarded by public vote to 96 community projects, Action Partnerships will be holding eight participatory budgeting events in February and March. Community groups across Perth and Kinross have had the opportunity to apply for funding to help tackle the inequalities which Action Partnerships have identified in their Local Action Plans. £180,000 funding is available through Scottish Government Community Choices Fund and Health & Social Care Partnership support. Elected Members will receive an update on this round of participatory budgeting in a future update.

3. REVIEW OF LOCAL DECISION MAKING

- 3.1 On 1 December 2017, the Community Planning Partnership Board agreed to a review of local decision making in Perth and Kinross, and this was reported to the Full Council meeting in December 2017 ([Report 17/419](#)). [What Works Scotland](#) the respected collaborative community research organisation, is working with officers on this review, and is hosting focus groups and interviews with elected members, Action Partnership community representatives, other community groups and Community Planning Partnership staff. This research, which is scheduled for conclusion by the end of March, should help strengthen community empowerment and local democracy in Perth and Kinross.

4. CONCLUSION AND RECOMMENDATION

- 4.1 It is recommended that Council notes the progress made in relation to Community Planning, and meeting our requirements under the Community Empowerment (Scotland) Act 2015.

Author

Name	Designation	Contact Details
Gill Motion	Community Planning & Policy Team Leader	01738 475000 CommunityPlanningPartnership@pkc.gov.uk

Approved

Name	Designation	Date
John Fyffe	Senior Depute Chief Executive (Equality, Community Planning and Public Service Reform)	6 February 2018

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PERTH AND KINROSS COUNCIL

28 February 2018

TREASURY ACTIVITY AND COMPLIANCE REPORT – 2017/18 QUARTER 3

Report by the Head of Finance

PURPOSE OF REPORT

The purpose of this report is to provide a summary of Loans Fund transactions for the quarter ending 31st December 2017 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 lending activities are reported quarterly to the Council. This report covers the third quarter of the financial year for the period from 1 October to 31 December 2017. TMP 6 also requires that compliance with the approved TMPs, Treasury Policies and Investment Strategy are reported quarterly and this report also covers compliance for the period. The Prudential Indicators are also monitored throughout the year and reported as part of the quarterly Treasury Activity and Compliance report.

2. ECONOMIC BACKGROUND

- 2.1 The Bank of England Monetary Policy Committee (MPC) increased the Bank Rate from 0.25% to 0.50% on 2nd November 2017, whilst there was no change to the quantitative easing (QE) programme at £435bn. This was the first increase in the Bank Rate since July 2007. The factors leading to the increase were inflation remaining above 2% for a prolonged period, the weak value of sterling and low unemployment. However, the MPC also forecast that the economy is unlikely to reach historical growth levels for several years and, therefore, any further increases in the Bank Rate will be small and gradual. There are also uncertainties associated with the implications of Brexit, and its effect on households, businesses and financial markets, which will impact on the economy.
- 2.2 The rate of inflation (Consumer Price Index) fell to 3.0% for the year to December 2017, from 3.1% in the year to November 2017 (which was the highest in 6 years). The increase in November was mainly attributed to increases in air fares and computer games. However, a fall in the price of toys and games contributed to December's reduction. During the quarter, the unemployment rate remained at 4.3%, the lowest level since 1975, however wage growth also remained low, and total earnings rose by only 2.3% and so still below the level of inflation. The real values of earnings, therefore, reduced by 0.4% over the past year. Gross Domestic Product (GDP) economic growth

in the UK was 0.4% for the 3 months to September, which was higher than the previous quarter growth of 0.3%. The increase was mainly attributed to growth in services and manufacturing over the quarter.

- 2.3 Internationally, Eurozone GDP growth remained at 0.6% in the quarter to September 2017 as a result of increased household consumption, fixed investment and exports. Inflation increased to 1.5% by September 2017 as a result of food prices rising. In addition, the EU unemployment rate for the whole economic area reduced to 7.3% by November 2017 from 7.5% in September 2017.
- 2.4 In the US, the Federal Fund Interest Rate was raised to between 1.25% and 1.50% in December 2017, due to the strengthening labour market and strong economic activity. The US unemployment rate fell to 4.1% in November 2017 and remained at that level in December 2017, which was the lowest rate since 2011. The US economy grew by 3.2% on an annual basis to December 2017.
- 2.5 The Public Works Loan Board's (PWLB) Standard fixed interest rates, which are based on yields on UK gilts, are shown in the graph at Appendix I. The rates only moved within a narrow range over the quarter, but were lower at the end of the quarter and remained at around historic lows.

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 There were two new fixed rate PWLB maturity loans borrowed in the quarter, totalling £10M. Each loan was borrowed when UK gilt yields fell to around recent low levels, and were required to fund ongoing expenditure on the Capital Programme. Consequently, there were two loans borrowed on the 14th December 2017, each for £5M, with one for a period of 9 years at a rate of 1.96%, and the second for 50 years at a rate of 2.38%.
- 3.3 The Council's total long-term debt increased from £322 million to £332 million over the quarter, whilst the average interest rate on the debt fell from 3.45% to 3.42%. This reduction in the average interest rate equates to savings in interest of £103,500 per annum.
- 3.4 In addition, there were 4 short term market loans borrowed in the quarter. The average amount was £3.6 million, with an average period of 33 days and at an average rate of 0.29%. These were required to cover the cashflow requirements over the Christmas closedown period.
- 3.5 The total amount of short term market borrowing outstanding at 31 December 2017 was £11M, at an average rate of 0.3%. Common Good and Charitable Funds held on fixed deposit within the Loans Fund remained at £2.2M, whilst the average interest rate paid on these funds increased from 0.50% to 0.51%. Funds held from associated bodies and organisations increased over the

quarter from £2.1M to £2.3M, in line with their own cash flow requirements. The average rate paid on these funds remained at 0.10%.

- 3.6 Short term cashflow surpluses were invested in fixed investments, whilst instant access, notice accounts and money market funds were also used for short-term liquidity. The average period for fixed term investments made in the quarter was 291 days, showing an increase from the previous quarter's average period of 134 days, however the level of deposits was lower than the previous period. The average rate achieved in the quarter for fixed investments increased to 0.77% compared to 0.51% in the previous quarter, which reflects the increase in the base rate and the longer lending duration of the deposits.
- 3.7 Most of the investment transactions in the quarter were through the Council's instant access, notice deposit accounts and money market funds, to meet short term daily cashflow liquidity requirements. The level of such investments decreased to an average of £2.9M in the quarter from £4.4M in the last quarter. The average interest rate achieved on these accounts over the quarter increased from 0.25% to 0.35%, reflecting the increase in Bank Rate from November. All of the above investment activities are consistent with the Council's current investment strategy and cashflow requirements.
- 3.8 The total amount of investments outstanding decreased over the quarter, closing at £40.3M compared with £44.8M at the end of the last quarter. This decrease can mostly be attributed to the Council's ongoing expenditure on the Capital programme as well as its expenditure profile over the Christmas period. The overall average rate of interest earned on the investments outstanding at the end of the quarter increased to 0.60% from 0.51%.

4. COMPLIANCE

- 4.1 For the quarter ending 31 December 2017, there were no breaches in compliance with the Council's approved Treasury Management Policy Statement, TMPs or lending limits as detailed in Treasury Management Practice 4 (TMP4) - Approved Instruments, Methods & Techniques.
- 4.2 TMP4 requires that a working list of specific approved counterparties (including lending limits) is maintained by the Head of Finance and continuously updated for any movements in credit ratings, Credit Default Swap (CDS) prices and other factors including press coverage of emerging issues. The Council's Treasury advisor's (Link Asset Services, previously known as Capita Asset Services) suggested maximum lending period for each counterparty is also included within the Council's approved lending policy. Appendix III shows the list of approved counterparties, based on the current lending policy, as at February 2018.
- 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 31 December 2017 the average closing cleared bank balance

was £13,124.42 (credit). This is within the set target range of £50,000 (debit or credit).

5. INVESTMENT STRATEGY COMPLIANCE AND PERFORMANCE

- 5.1 The Treasury Investment Strategy for 2017/18 approved by the Council at its meeting on 22 February 2017 (Report No. 17/81 refers) sought to ensure security over principal sums invested, whilst obtaining optimum returns consistent with this approach. Therefore, the only Permitted Investments are in low risk organisations. The limits for each Permitted Investment and individual counterparty ensure a spread of investments, thereby also spreading any risk. The Council also needs to ensure sufficient liquidity at all times to meet its obligations as they fall due and consequently investments must be made in accordance with cashflow requirements. The approved Strategy was based on the assumption that the level of investments would increase in the first half of the year, however, they were not expected to exceed £70,000,000 unless new borrowing was undertaken early in the year.
- 5.2 Following the £10M of PWLB borrowing in the quarter the level of investments peaked at £65.8M on 15 December 2017. By 31 December 2017, the level of investments had decreased to £40.3M. The average daily investment balance over the quarter was £49.4M, which has decreased from the average of £57.6M in the previous quarter, and also decreased from £68.8M in the same quarter of last year. These movements reflect the increase in the Council's expenditure in the current year, particularly within the capital programme, despite the new borrowing undertaken over the year.
- 5.3 The Investment Strategy was applied in full over the quarter with no breaches in compliance with treasury limits, whilst liquidity was maintained by the extensive use of instant access accounts, notice accounts and money market funds as detailed in Section 3 above.
- 5.4 There were no other risks identified nor borrowing in advance of need undertaken in the quarter.
- 5.5 The Investment Strategy also incorporates investments held by the Common Good Funds. All such investments during the quarter were in line with the approved Strategy. The only Council funds held by external fund managers relate to Council administered Charitable Trusts and which are, therefore, not covered by this Investment Strategy.
- 5.6 The Annual Property Investment Strategy for 2017/18 was also approved by the Council at its meeting on the 22 February 2017 (Report No. 17/81 refers) and has been complied with in full, with no breaches in compliance with Permitted Investment limits.
- 5.7 The budgeted income for 2017/18 for Commercial Property investments is £1,738,593, whilst the latest projection for 2017/18 is that actual income will be in line with the budget.

- 5.8 There were neither additional risks identified nor new property investments entered into in the quarter. The Strategy action plan for the rationalisation of the commercial property portfolio remains on programme.

6. PRUDENTIAL INDICATORS

- 6.1 The Council approved its Prudential Indicators for 2017/18 to 2022/23 within the Treasury & Investment Strategy at its meeting on 22 February 2017. These indicators were based on the approved Composite Capital Budget and the Housing Investment Programme.
- 6.2 The latest estimates of the Prudential Indicators are shown at Appendix IV. All indicators of Financing Costs, Capital Expenditure and Financing (borrowing) Requirements continue to increase each year in line with the Council's approved Capital Budget. However, the current estimates of Financing Costs have reduced from the last estimates reported to the Council at its meeting on 20 December 2017 (report 17/412 refers), reflecting the recent debt rescheduling, continued borrowing at low interest rates, and the review of the Loans Fund policies.
- 6.3 All Indicators remain within their current and projected estimates and limits, and accordingly all Prudential Limits were complied with throughout the period. Overall, the Council's plans remain affordable, prudent and sustainable over the medium term.

7. CONCLUSION AND RECOMMENDATIONS

- 7.1 UK GDP grew by 0.4% in the quarter to September 2017, whilst CPI inflation peaked at 3.1% in November 2017 before falling to 3.0% in December 2017. Although unemployment levels showed little change at 4.3%, average earnings still remained below inflation. The Bank of England increased the bank rate on 2nd November 2017 to 0.50%.
- 7.2 Activities during the quarter included new PWLB and short term borrowing, the investment of short term surplus cashflows, consisting of some fixed investments, whilst instant access, notice accounts and money market funds were used to meet short term liquidity requirements. The level of investments decreased over the quarter in line with expectations, despite the new long term borrowing undertaken in the quarter.
- 7.3 The Council adhered to its Investment Strategy and policies throughout the quarter, with no breaches in compliance.
- 7.4 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)

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Approved

Name	Designation	Date
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Jim Valentine	Depute Chief Executive and Chief Operating Officer	

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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

1.1 Corporate Plan

1.1.1 The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

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

1.1.2 This report relates to all of these objectives.

2. Resource Implications

2.1 Financial

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

2.2 Workforce

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

2.3 Asset Management (land, property, IT)

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

3. **Assessments**

3.1 Equality Impact Assessment

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

3.2 Strategic Environmental Assessment

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

3.3 Sustainability

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

4. **Consultation**

- 4.1 The Chief Executive, and the Council's Treasury advisors, 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 October to 31 December 2017.

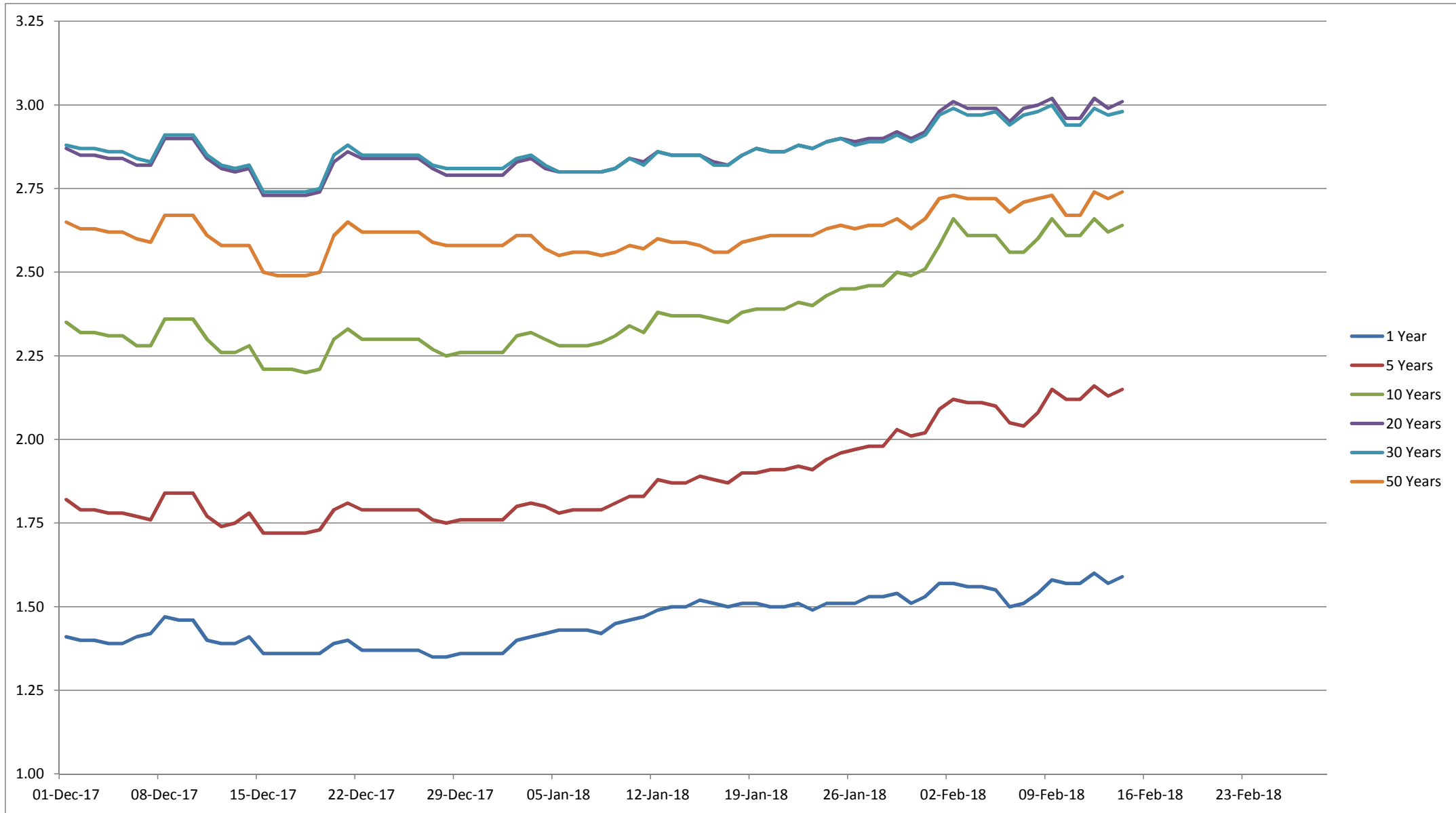
Appendix II – Summary of the Treasury Position and Transactions from 1 October to 31 December 2017.

Appendix III – Approved Investment Counterparty List.

Appendix IV – Monitoring of Prudential Indicators – Quarter-ending 31 December 2017.

CURRENT PWLB INTEREST RATES

APPENDIX I



**SUMMARY OF THE TREASURY POSITION AND TRANSACTIONS
FROM 1 OCTOBER TO 31 DECEMBER 2017**

APPENDIX II

1 LONG TERM BORROWING

(a) Long Term Borrowing 1st October to 31st December 2017

	<u>No.</u>	<u>Average Rate (%)</u>	<u>Average Life (years)</u>	<u>Amount (£)</u>
PWLB - Maturity Loans	2	2.17%	29.5	10,000,000
	<u>2</u>	<u>2.17%</u>	<u>29.5</u>	<u>10,000,000</u>

(b) Long Term Debt Repayments 1st October to 31st December 2017

	<u>No.</u>	<u>Average Rate (%)</u>	<u>Amount (£)</u>
None			
	<u>0</u>	<u>0.00%</u>	<u>0</u>

(c) Long Term Debt Outstanding

	<u>Outstanding 30-Sep-17 £</u>	<u>Average Rate</u>	<u>Outstanding 31-Dec-17 £</u>	<u>Average Rate</u>
Public Works Loan Board	278,109,677	3.28%	288,109,677	3.25%
Money Market Loans (LOBO's)	43,200,000	4.59%	43,200,000	4.59%
Other Long Term Debt	520,669	0.00%	520,669	0.00%
TOTAL	<u>321,830,346</u>	<u>3.45%</u>	<u>331,830,346</u>	<u>3.42%</u>

2 SHORT TERM BORROWING

(a) Short Term Market Borrowing - 1st Oct to 31st December 2017

	<u>No.</u>	<u>Average Amount (£)</u>	<u>Average Rate (%)</u>	<u>Average Term (Days)</u>	<u>Interest (£)</u>
Other Local Authorities	4	3,625,000	0.29%	33	3,793.15
	<u>4</u>	<u>3,625,000</u>	<u>0.29%</u>	<u>33</u>	<u>3,793.15</u>

(b) Short Term Borrowing Outstanding

	<u>Outstanding 30-Sep-17 £</u>	<u>Average Rate</u>	<u>Outstanding 31-Dec-17 £</u>	<u>Average Rate</u>
Market Borrowing	0	0.00%	11,000,000	0.30%
Common Good and Charitable Funds	2,235,841	0.50%	2,235,841	0.51%
Local Trusts & Investors	2,081,181	0.10%	2,325,564	0.10%
TOTAL	<u>4,317,022</u>	<u>0.31%</u>	<u>15,561,405</u>	<u>0.30%</u>

**SUMMARY OF THE TREASURY POSITION AND TRANSACTIONS
FROM 1 OCTOBER TO 31 DECEMBER 2017**

3 INVESTMENTS

(a) Investment Transactions - 1st October to 31st December 2017

<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>
Banks	2	3,750,000	0.86%	366	64,262.03
Other Local Authorities	2	1,000,000	0.45%	11	271.23
	<u>4</u>	<u>2,375,000</u>	<u>0.77%</u>	<u>291</u>	<u>64,533.26</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	2,752,295	0.36%	10,856.77
Money Market Funds	3,005,066	0.34%	2,754.54
	<u>2,882,979</u>	<u>0.35%</u>	<u>13,611.32</u>

(b) Investments Outstanding

	<u>Outstanding 30-Sep-17 £</u>	<u>Average Rate</u>	<u>Outstanding 31-Dec-17 £</u>	<u>Average Rate</u>
Banks	40,801,422	0.53%	35,317,520	0.63%
Foreign Banks and Institutions	3,000,000	0.31%	3,000,000	0.31%
Money Market Funds	975,000	0.22%	0	0.00%
Other Local Authorities	0	0.00%	2,000,000	0.45%
TOTAL	<u>44,776,422</u>	<u>0.51%</u>	<u>40,317,520</u>	<u>0.60%</u>

	<u>Country</u>	<u>Fitch Credit Rating</u>	<u>CDS Range</u>	<u>Maximum Lending</u>	<u>Note (2)</u>
<u>Category 1 - Principal UK Clearing Banks - max £20M per Counterparty</u>					
(Minimum rating required Fitch A, F1)					
Barclays Bank plc	UK	A, F1	In range	6 months	
Close Brothers	UK	A, F1	No data	6 months	
Goldman Sachs International Bank	UK	A, F1	In range	6 months	
HSBC Bank plc	UK	AA-, F1+	In range	12 months	
Lloyds Banking Group plc (incl Bank Of Scotland)	UK	A+, F1	In range	12 months	£30million Group limit
Royal Bank of Scotland plc (inc Nat West) (3) (4)	UK	BBB+, F2	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	UK	A, F1	In range	6 months	

Category 2 - Foreign Banks & Institutions - max £10M per Counterparty

(Minimum rating required Fitch A, F1)

Australia and New Zealand 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-
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	
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 Industriel et Commercial	France	A+, F1	No data	1 month	Sovereign Rating AA
Credit Agricole SA	France	A+, F1	In range	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-Thueringen 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	AA+, F1+	No data	24 months	
Cooperative Rabobank	Netherlands	AA-, F1+	In range	12 Months	
ING Bank	Netherlands	A+, F1	In range	12 Months	
Nederlandse Waterchapsbank NV (1)	Netherlands	AAA, A-1+	No data	24 Months	
DBS Bank Limited	Singapore	AA-, F1+	No data	12 months	
Oversea Chinese Banking Corp Ltd	Singapore	AA-, F1+	No data	12 months	
United Overseas Bank Ltd	Singapore	AA-, F1+	No data	12 months	
Nordea Bank AB	Sweden	AA-, F1+	No data	12 months	
Skandinaviska Enskilda Banken AB	Sweden	AA-, F1+	No data	12 months	
Swedbank AB	Sweden	AA-, F1+	No data	12 months	
Svenska Handelsbanken AB	Sweden	AA, F1+	No data	12 months	
Credit Suisse	Switzerland	A, F1	In range	6 months	
UBS AG	Switzerland	A+, F1	In range	12 months	
Bank of America, NA	USA	A+, F1	No data	12 months	
Bank of New York Mellon	USA	AA, F1+	In range	24 months	
Citibank, NA	USA	A+, F1	In range	12 months	
JP Morgan Chase Bank, NA	USA	AA-, F1+	In range	12 months	
Wells Fargo Bank, NA	USA	AA, F1+	In range	12 months	

Category 3 - Subsidiary Banks & Building Societies - max £5M per Counterparty

(Minimum rating required Fitch A, F1)

(parent bank shown in brackets)

Subsidiary Banks

Cater Allen plc (unconditionally guaranteed by Santander UK plc)	UK	A, F1	In range	6 months
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Building Societies

Coventry Building Society	UK	A, F1	No data	6 months
Nationwide Building Society	UK	A+, F1	No data	6 months

APPROVED INVESTMENT COUNTERPARTY LIST

<u>Country</u>	<u>Fitch Credit Rating</u>	<u>CDS Range</u>	<u>Maximum Lending</u>	<u>Note (2)</u>
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Category 4 - Other Local Authorities - max £10M per Counterparty

As arranged

Category 5 Money Market Funds - max £10M per Counterparty

(Minimum rating required Fitch AAA)

Aberdeen Asset Management	UK	AAA		
Federated Sterling Liquidity Fund (Class 3)	UK	AAA		
Insight Sterling Liquidity Fund (Class 5)	UK	AAA		
Standard Life Investments Liquidity Fund (formerly Ignis)	UK	AAA		
Deutsche Bank Sterling Fund	UK	AAA		
BNP Paribas	UK	AAA		

Note:

- (1) - Standard & Poor's credit ratings shown, as no Fitch credit rating available
- (2) - All Sovereign credit ratings for above Countries are AAA, unless stated otherwise.
- (3) - Banks are part/majority owned by the UK government
- (4) - UK Sovereign Rating is AA (Fitch and Standard & Poor's)

Last Updated: 14-Feb-18

ANALYSIS OF PRUDENTIAL INDICATORS
- Quarter Ending 31 December 2017

APPENDIX IV

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

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Prudential Limit - General Fund	18.00%	18.00%	18.00%	18.00%	18.00%	18.00%
Estimated Ratio of Financing Costs to Revenue	9.28%	9.91%	10.57%	10.93%	11.51%	11.87%
Prudential Limit - HRA	30.00%	30.00%	30.00%	30.00%	30.00%	30.00%
Estimated Ratio of Financing Costs to Revenue	23.31%	25.34%	24.68%	23.45%	23.44%	23.41%

2 Incremental Council Tax/Housing Rent from proposed capital and revenue plans

Estimated incremental Council Tax and Housing Rent resulting from the totality of the Council's capital and revenue plans are as follows:

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	£	£	£	£	£	£
Council Tax (Band D equivalent annual increase)	0.00	0.00	0.00	0.00	0.00	0.00
Housing Rent (average weekly increase)	0.00	0.66	0.67	0.69	0.70	0.72

Note: There are no significant variations beyond the 6 year period to be taken into account.

3 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 31-Dec-17	Projected 31-Mar-18	Projected 31-Mar-19	Projected 31-Mar-20	Projected 31-Mar-21	Projected 31-Mar-22	Projected 31-Mar-23
Net External Borrowing*	421,816,000	434,626,000	470,195,000	483,289,000	519,122,000	561,683,000	597,103,000
Gross External Borrowing*	462,134,000	459,626,000	490,195,000	498,289,000	534,122,000	576,683,000	612,103,000
Capital Financing Requirement	516,630,000	521,533,000	558,902,000	581,966,000	623,603,000	681,985,000	732,099,000

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

ANALYSIS OF PRUDENTIAL INDICATORS
- Quarter Ending 31 December 2017

4 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	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Current estimate	98,641,000	73,989,000	61,715,000	91,898,000	106,377,000	71,361,000
Original Budget Estimate	90,903,000	80,537,000	100,139,000	97,837,000	90,102,000	43,771,000
Movement in Estimated Capital Expenditure	7,738,000	(6,548,000)	(38,424,000)	(5,939,000)	16,275,000	27,590,000

The Original Budget Estimates are those per the 2016/17 Strategic Policy & Resources Capital Monitoring Report No.4 on 19th April 2017.

The latest estimates for Capital Expenditure are based on 2017/18 SP&R Monitoring Report No.3 on 7th February 2018.

PPP Programme	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Original Budget and Current Estimate	0	0	0	0	0	0

HRA Programme	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Current estimate	24,323,000	12,418,000	9,020,000	10,085,000	9,389,000	28,677,000
Original Budget Estimate	20,309,000	11,732,000	10,523,000	10,530,000	25,478,000	11,500,000
Movement in Estimated Capital Expenditure	4,014,000	686,000	(1,503,000)	(445,000)	(16,089,000)	17,177,000

The Original Budget Estimates are those per the 2016/17 Strategic Policy & Resources Capital Monitoring Report No.4 on 19th April 2017.

The latest estimates for Capital Expenditure are based on 2017/18 SP&R Monitoring Report No.3 on 7th February 2018.

5 Estimate of Capital Financing Requirement

The estimate (as at December 2017) of the Capital Financing Requirement (ie new borrowing requirement for Capital Expenditure) for each year based on these plans is as follows:

Composite Programme	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Current Estimated Capital Financing Requirement	64,318,000	49,075,000	39,973,000	58,845,000	77,778,000	52,106,000
Original Budget Estimate	60,011,000	56,909,000	78,011,000	66,008,000	62,482,000	25,845,000
Movement in Estimated Capital Financing Requirement	4,307,000	(7,834,000)	(38,038,000)	(7,163,000)	15,296,000	26,261,000

The Original Budget Estimates are those per the 2016/17 Strategic Policy & Resources Capital Monitoring Report No.4 on 19th April 2017.

The latest estimates for Capital Expenditure are based on 2017/18 SP&R Monitoring Report No.3 on 7th February 2018.

ANALYSIS OF PRUDENTIAL INDICATORS
- Quarter Ending 31 December 2017

PPP Programme	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Original Budget and Current Estimate	0	0	0	0	0	0

HRA Programme	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Current Estimated Capital Financing Requirement	20,814,000	9,554,000	5,748,000	5,971,000	4,712,000	23,485,000
Original Budget Estimate	17,452,000	8,905,000	7,373,000	6,906,000	21,495,000	7,500,000
Movement in Estimated Capital Financing Requirement	3,362,000	649,000	(1,625,000)	(935,000)	(16,783,000)	15,985,000

The Original Budget Estimates are those per the 2016/17 Strategic Policy & Resources Capital Monitoring Report No.4 on 19th April 2017.
The latest estimates for Capital Expenditure are based on 2017/18 SP&R Monitoring Report No.3 on 7th February 2018.

6 External Debt (Gross and Net)

External Borrowing	As at 31-Dec-17	Projected 31-Mar-18	Projected 31-Mar-19	Projected 31-Mar-20	Projected 31-Mar-21	Projected 31-Mar-22	Projected 31-Mar-23
Public Works Loan Board	288,109,677	298,000,000	333,000,000	346,000,000	386,500,000	434,000,000	474,000,000
Market Bonds	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000	43,200,000
Special Loans	2,235,841	2,235,841	2,200,000	2,000,000	1,800,000	1,600,000	1,500,000
Project Borrowing	520,669	492,223	435,334	168,444	140,000	140,000	140,000
Temporary Loans/Other Borrowing	13,325,564	2,000,000	1,900,000	1,700,000	1,500,000	1,000,000	1,000,000
Other Long Term Liabilities	114,742,250	113,698,000	109,459,250	105,220,500	100,981,750	96,743,000	92,262,600
Total Gross External Debt	462,134,001	459,626,063	490,194,583	498,288,943	534,121,749	576,682,999	612,102,599
Short Term Investments	(40,317,520)	(25,000,000)	(20,000,000)	(15,000,000)	(15,000,000)	(15,000,000)	(15,000,000)
Long Term Investments	0	0	0	0	0	0	0
Total Net External Debt	421,816,481	434,626,064	470,194,584	483,288,944	519,121,750	561,683,000	597,102,600
Note:							
Operational Boundary	462,000,000	460,000,000	490,000,000	498,000,000	534,000,000	577,000,000	612,000,000
Authorised Limit	640,000,000	640,000,000	640,000,000	640,000,000	640,000,000	640,000,000	640,000,000

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

7 Adoption of the CIPFA code of practice for Treasury Management

Perth & Kinross Council fully complies with the requirements of the CIPFA Code of Practice for Treasury Management in the Public Services (as amended in 2013).

ANALYSIS OF PRUDENTIAL INDICATORS
- Quarter Ending 31 December 2017

8 Interest Rate Exposures

	Actual as at 31-Dec-17	Projected 31-Mar-18	Projected 31-Mar-19	Projected 31-Mar-20	Projected 31-Mar-21	Projected 31-Mar-22	Projected 31-Mar-23
Fixed Interest Rate Debt							
Total Fixed Rate Borrowing	403,372,596	412,190,223	442,894,584	451,388,944	487,621,750	530,883,000	566,402,600
Total Fixed Rate Investments	0	0	0	0	0	0	0
	403,372,596	412,190,223	442,894,584	451,388,944	487,621,750	530,883,000	566,402,600
Total Gross Borrowing	462,134,001	459,626,063	490,194,583	498,288,943	534,121,749	576,682,999	612,102,599
	87.3%	89.7%	90.4%	90.6%	91.3%	92.1%	92.5%
Upper limit on Fixed Interest Rate Debt	100%	100%	100%	100%	100%	100%	100%

	Actual as at 31-Dec-17	Projected 31-Mar-18	Projected 31-Mar-19	Projected 31-Mar-20	Projected 31-Mar-21	Projected 31-Mar-22	Projected 31-Mar-23
Variable Interest Rate Debt							
Total Variable Rate Borrowing	58,761,405	47,435,841	47,300,000	46,900,000	46,500,000	45,800,000	45,700,000
Total Variable Rate Investments	(40,317,520)	(25,000,000)	(20,000,000)	(15,000,000)	(15,000,000)	(15,000,000)	(15,000,000)
	18,443,885	22,435,841	27,300,000	31,900,000	31,500,000	30,800,000	30,700,000
Total Net Borrowing (including investments arising from short term cash balances)	421,816,481	434,626,064	470,194,584	483,288,944	519,121,750	561,683,000	597,102,600
	4.4%	5.2%	5.8%	6.6%	6.1%	5.5%	5.1%
Upper limit on Variable Interest Rate Debt	35%	35%	35%	35%	35%	35%	35%

9 Maturity Structure

The maturity structure for the Council's fixed rate debt, as at 31st December 2017, measured from the start of the financial year is as follows:

	< 12 mths	12<24 mths	2<5 years	5<10 years	Over 10 years	Total
Total Debt Maturing (£)	1,153,340	14,501,930	45,656,745	59,348,452	282,712,129	403,372,596
% of Total Fixed Debt	0.3%	3.6%	11.3%	14.7%	70.1%	100.0%
Lower Limit	0%	0%	0%	0%	10%	
Upper Limit	35%	35%	50%	75%	95%	

10 Principal Sums Invested Longer Than 365 Days

The Upper Limit for sums invested for over 1 year up to 3 years is £10million. There were no sums invested which were outstanding for such periods as at the end of the quarter.

PERTH AND KINROSS COUNCIL

28 February 2018

**TREASURY & INVESTMENT STRATEGY and PRUDENTIAL INDICATORS
2018/19 – 2022/23**

Report by the Head of Finance

PURPOSE OF REPORT

This report details the Council's proposed Treasury Strategy and activities for 2018/19 to 2022/23 and the Investment & Property Strategy for 2018/19.

1. BACKGROUND / MAIN ISSUES

- 1.1 The Treasury and Investment Strategy details the expected activities of the treasury function for the relevant financial years. Its submission to the Council is a requirement of the Council's approved TMP6 (*Reporting Requirements & Management Information Arrangements*), and is also a requirement under the CIPFA Code of Practice for Treasury Management. The Investment Strategy also details the Permitted Investments of the Council, and outlines the risks associated with the expected investment activities. The submission of an annual Investment Strategy is also a requirement of the Local Government Investments (Scotland) Regulations 2010.
- 1.2 In determining the Treasury Strategy, the Council also sets new Prudential Indicators. For this year, the Council has deferred setting a new 7-year Composite Capital Budget for the period to 2024/25 to its meeting on 20 June 2018. Therefore, this report proposes that new Prudential Indicators for the 7 years 2018/19 to 2024/25 are also deferred to June, and will be based on the proposed new Capital Budget.
- 1.3 The proposed strategy for the financial years 2018/19 to 2022/23 in respect of the treasury management function covers:
 - The current Treasury position
 - Prospects for interest rates
 - Capital requirements and the borrowing strategy 2018/19 to 2022/23
 - The Investment Strategy 2018/19
 - Investment properties 2018/19
 - Debt rescheduling opportunities
 - The Prudential Code

2. THE CURRENT TREASURY POSITION

- 2.1 In order to put the proposed treasury strategy into context, the Council's treasury position as at 31st January 2018 is shown below:

		<u>PRINCIPAL OUTSTANDING (£million)</u>	<u>AVERAGE RATE (%)</u>
Fixed Rate Funding	• Public Works Loan Board (PWLB)	288.1	3.25
	• Market Bonds	<u>0.5</u>	<u>0.00</u>
		<u>288.6</u>	<u>3.24</u>
Variable Rate	• Market Bonds	43.2	4.59
	• Local Loans	<u>12.6</u>	<u>0.32</u>
		<u>55.8</u>	<u>3.63</u>
TOTAL GROSS DEBT		344.4	3.30
TOTAL SHORT TERM MARKET INVESTMENTS		45.4	0.58
TOTAL NET DEBT		299.0	3.72

- 2.2 The projected Borrowing Requirement for each of the next five years, which is a significant determinant of treasury activity, is summarised below. This reflects the approved Capital Expenditure within the Council's Composite and Housing Investment Programme Capital Budgets to 2022/23 which is to be funded by new borrowing. The Borrowing Requirement also takes into account maturing debt requiring to be refinanced, less an annual amount amortised (charged) to the Revenue Account (to ensure the total debt on the ongoing programme matches the remaining useful life of the underlying assets).

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>Total</u>
Borrowing Requirement	£51.6m	£39.3m	£53.3m	£75.0m	£62.5m	£281.7m

- 2.3 The above figures are based on the latest Composite Capital Budget Monitoring Report for 2017/18 to 2022/23 approved by the Strategic Policy & Resources Committee on 7 February 2018 (report 18/42 refers), and the Housing Revenue Account Investment Programme for 2018/19 to 2022/23 approved by the Housing & Communities Committee on 24 January 2018 (report 18/16 refers). The above figures do not take account of the estimated annual borrowing requirement carried-forward between years in order to match cashflow requirements.

3. PROSPECTS FOR INTEREST RATES

- 3.1 The Council's treasury adviser, Link Asset Services Ltd, assists the Council in formulating a view on interest rates. Appendix I shows forecasts of the Bank Rate (or short-term/variable rates) and longer-term fixed interest rates, whilst Appendix II shows the forecast in graphical form.
- 3.2 The Monetary Policy Committee (MPC) increased the Bank Rate from 0.25% to 0.50% in November 2017 to counteract rising inflation. The MPC also indicated that further increases would be modest, and anticipated that there would only be 2 further rises of 0.25% over the following 2 year period. However, if inflation was to remain high over a prolonged period, then the timing of increases in Bank Rate could be brought forward. Against this, there remains uncertainty over future economic growth as the UK negotiates its "Brexit" terms, and therefore this could delay any further increases if these were to reduce the UK's economic growth. The forecast at Appendix I is based on the MPC's guidance that there will be 2 increases in the Bank Rate over the next 2 years.
- 3.3 Economic and interest rate forecasting remains difficult with so many external influences and uncertainties weighing on the UK. The above forecasts (and MPC decisions) will be liable to further amendment depending on how economic data and developments in financial markets transpire over the next year. Political developments, especially in the EU and US, could also have a major impact. Forecasts for interest rates beyond the three-year time horizon will, therefore, be heavily dependent on economic and political developments over the time period. The longer term forecast remains for gilt yields (and PWLB rates) to rise gently. Recent increases in US interest rates and the decision of the Federal Reserve to reduce its quantitative easing programme has had an upward influence on yields. However, this has been countered with economic growth prospects and economic political uncertainties in the UK and Europe.
- 3.4 Monetary policy in recent years has focused on providing stimulus to economic growth, however, future monetary policy will need to look at reducing this stimulus at some point. This therefore means that longer term interest rates will need to start increasing over the next few years, however the exact timing of this remains uncertain. Consequently, it is anticipated that there will remain some volatility in interest rates as they react to more immediate economic and political developments.
- 3.5 All of the above factors indicate that longer term rates will remain relatively low over the next year, and follow a rising trend in subsequent years. However, there are significant uncertainties in the coming years that could impact the timing and pace of future interest rate movements.

4. CAPITAL REQUIREMENTS AND BORROWING STRATEGY

- 4.1 The Council has deferred setting a new Composite Capital Budget for the 7 year period to 2024/25 to its meeting on 20 June 2018. Therefore, this Treasury Strategy is only concerned with the years to 2022/23 in line with the current approved Composite Capital Budget and Housing Investment Programme. Accordingly, interest rate forecasts throughout this period must be considered, particularly when determining the most appropriate timing and maturity structure of new borrowing and when comparing fixed rates and variable rates. The projected new Borrowing Requirement approved by the Council is larger than in recent years, therefore the timing and terms of the new borrowing must be considered carefully.
- 4.2 Following a period of deferring borrowing, the previous Treasury Strategy approved by the Council on 22 February 2017 (report 17/81 refers) was to continue to undertake borrowing in the current low interest rate environment. This included consideration of borrowing for future needs within the current 7 year programme, particularly given the large levels of new borrowing required and the amount of debt that reaches maturity and has to be repaid during this period. The previous interest rate forecasts indicated that interest rates were only expected to rise slowly over the next few years. However, there remained a significant amount of uncertainty, risk and volatility surrounding the global economic outlook. Therefore, it was anticipated that opportunities to borrow at low rates would continue, resulting in savings in interest charges in future years.
- 4.3 The interest rate forecast indicates that the current period of low interest rates and volatility is likely to continue throughout most of 2018, with only very gradual increases which are anticipated to continue in subsequent years. As a result of deferring borrowing in previous years to avoid increasing the risks and low interest returns associated with higher levels of investments, the Council's cashflow has required borrowing over the last year to be undertaken in order to meet its capital requirements. As the level of investments remain at a low level (subject to daily fluctuations), the need for new borrowing will continue in the coming year, together with consideration of future borrowing requirements in advance should rates start to rise faster than the current forecast.
- 4.4 The forecasts also show that short dated borrowing will continue to be cheaper than longer term borrowing. However, consideration must also be given to longer term borrowing to make longer term savings and reduce the refinancing risk in later years. Therefore, effective Treasury Management must consider the longer-term position in order to minimise costs and risks in the Council's portfolio. This strategy will be continuously reviewed, including accelerating further borrowing to meet future requirements within the 5 year period should rates start to increase rapidly. This additional flexibility to borrow in advance of need is permissible, where it can be shown to be cost-effective, but it must be considered in conjunction with the associated additional risks and low returns of the resultant increase in investments in the short term. Alternatively, current long term borrowing requirements may be delayed if

rates stay low, with short term borrowing used to meet immediate short term cashflow requirements, thus avoiding the low returns and additional risks of short term investments.

- 4.5 LOBOs (Lenders Option Borrowers Option) and other appropriate market instruments can offer favourable rates in comparison to the Public Works Loan Board (PWLB), and may be used where appropriate. These will be considered in conjunction with the additional risks associated with their less flexible terms, particularly where they include variable rate terms.
- 4.6 Given these risks, together with inherent uncertainties in interest rate projections, this strategy will be closely monitored and reviewed in light of future interest rate movements. This is particularly the case in the coming year, given the current low interest rate environment, the uncertainties within the forecasts and the Council's future requirements. Any changes in this approach will be reported to the Council at the next available meeting as part of the Quarterly Treasury Activities and Compliance report. It is generally the policy of the Council to be "risk-aware" and the Council will actively seek to manage its treasury risks.
- 4.7 As with any forecast, the above interest rate expectations are subject to variation, particularly during the current period of economic and political uncertainty and volatility. The main sensitivities of the above forecast are likely to be as follows:
- An unexpected further fall in long term rates which, for example, could occur if economic growth or inflation fell significantly from their current levels, or for a prolonged period, or increased political risks, particularly in Europe and America, impacting on the global economy materialised. In this scenario, long-term borrowing would be deferred until rates were anticipated to have troughed, with short term borrowing being used to meet immediate requirements.
 - An unexpected sharp rise in both long and short term rates which could occur if, for example, economic growth increased significantly, or if inflation continued to increase, thus bringing forward increases in the Bank Rate. A reduction in the quantitative easing programme would also cause a sharper rise in rates. In this scenario, fixed rate funding would be considered during the year whilst rates were still relatively low, including the consideration of borrowing to meet future requirements.
- 4.8 The Prudential Code requires authorities to detail the strategy on gross and net debt where there is a significant difference between them. This would arise where there is a significant level of both investments and borrowing. It is not possible or desirable to have no investments at all, due to the daily variations in the Council's cashflow (which tends to be more positive in the first half of the financial year), or following the borrowing of long term debt (which may be in advance of need due to favourable interest rates). In addition, the level of investments may also increase where there are significant levels of Reserves. The level of investments will be maintained at a

level consistent with an acceptable level of risk and subject to short-term variations.

5. INVESTMENT STRATEGY 2018/19

- 5.1 The requirement to set an annual Investment Strategy is determined by the Local Government Investments (Scotland) Regulations 2010. These requirements include specifying the Permitted Investments of the Council and setting an annual strategy, including identifying the risks associated with the strategy and the minimum reporting requirements.
- 5.2 The proposed Permitted Investments of the Council are shown at Appendix III. These reflect low risk investment products and, together with the application of the approved Lending & Investment Policy (*TMP4, Schedule 4.6 Approved Lending & Investment Policy*), ensure investments are only made with low risk counterparties.
- 5.3 Following the approval of Certificates of Deposit at the meeting on 26 April 2017 (report 17/174 refers), it is proposed that the Permitted Investments are further expanded to include other negotiable instruments, including Bonds and Floating Rate Notes. Whilst each of these instruments has very different characteristics, from a practical perspective they all operate in a similar manner to Certificates of Deposit and with the same level of risk. Further, as they are limited to existing counterparties within the approved organisations for investment, they do not add any additional risk to the Council. It should also be noted that Corporate Bonds are specifically excluded.
- 5.4 It is also proposed to continue the use of Money Market Funds (MMFs) for short term and instant access investment purposes. However, as a result of the European Directive which comes into force in 2018, new Money Market Fund Regulations have been published. These regulations introduce new categories of Funds, with tighter controls and restrictions over Funds in each category. Therefore, the definition of approved MMFs in the Council's Permitted Investments requires to be amended.
- 5.5 Accordingly, it is proposed to amend the definition of MMFs in the Permitted Investments to replicate the European Securities and Market Authority (ESMA) classification of Short Term and Standard Funds. The requirement for approved MMFs to be AAA rated still remains. It is further proposed that this amendment takes effect from 21 July 2018, ie the date that the Money Market Fund Regulations come into force. Short Term MMFs, such as Low Volatility Net Asset Value (LVNAV) MMFs, are closely aligned to the way the Council's current approved MMFs operate, and therefore this change does not increase the risks of using such funds.
- 5.6 It is not proposed to make any changes to the monetary limits for investments or counterparties. The limits ensure that the Council maintains sufficient liquidity and a spread of investments at all times, whilst the counterparty list is reviewed continuously in light of credit-rating changes and other market information.

- 5.7 Details of how investments are managed are contained in the Treasury Management Practices (TMPs), which include the levels of acceptable risk; the approach to the assessment of counterparties; reporting requirements and detailed treasury management practices. The TMPs also detail various control arrangements, including transactional controls, to ensure compliance with policies and procedures. The TMPs are reviewed at least annually, whilst the treasury policies are reviewed continuously in light of prevailing economic and market conditions. A copy of the Treasury Systems Document, which includes the TMPs, is available on the Councillor's CHIP Sharepoint site.
- 5.8 The Council generally only invests short-term cashflow surpluses. Such investments in total are unlimited, as they are determined by cashflow balances. However, investments are limited with each counterparty to ensure any risk is spread. Longer term investments may arise where the Council has significant cash-backed reserves, or following a decision to borrow in advance of need within the determined Capital Financing (borrowing) Requirement. Longer term investments carry greater counterparty risk, as well as a higher liquidity and market risk of adverse movements in interest rates. Therefore, such investments are limited to £10M and up to a maximum of 3 years, and would only be undertaken after consideration of cashflow and interest rate forecasts to determine the optimum duration. However, given current interest rate forecasts and counterparty limits, it is unlikely that any investments for more than one year will be made during 2018/19. This strategy will be reviewed continuously in light of economic forecasts and market developments.
- 5.9 Whilst the counterparty risk on investments has diminished in recent years, the current low returns are anticipated to continue throughout the next year. The level of investments held has generally fallen (subject to short term peaks) over the last year as a result of the Council undertaking only limited borrowing. It is anticipated that the level of investments may increase early in the financial year, before falling again in the second half of the year as a result of uneven cashflows over the year. The level of investments is not expected to exceed £70,000,000 during the year, unless further new borrowing is undertaken early in the year or if the profile of the Council's expenditure during the year is later than originally anticipated.
- 5.10 It is anticipated that the majority of investments will be with banks, building societies and MMFs on instant access or notice terms, or fixed investments for periods of up to one year. The amount invested in each type of investment cannot readily be predicted, but it is anticipated that, based on the total level of investments of £70,000,000, the totality of fixed investments will peak at around £50,000,000. It is anticipated that the level of investment in instant access or notice accounts and funds will vary in line with daily fluctuations in the Council's cashflow. The forecast amounts are dependent on several factors, such as changes in cashflow, any long term borrowing, and market opportunities which may arise. Actual investment activities undertaken will be included in the Quarterly Treasury Activities and Compliance reports submitted to the Council throughout the year.

- 5.11 The Permitted Investments also include loans to third parties, which may be given on preferential terms or interest rates. These may arise for operational reasons, where for example, a Service wishes to provide financial support to an organisation. It should also be noted that such loans are determined by Service requirements and will be constrained by virtue of the Service having to meet all costs related to the granting of such loans, including impairments to the recoverable value and any accounting adjustments relating to “soft loans” (ie, loans given on interest free or below market rate terms). All loans to third parties must be individually approved by the Council.
- 5.12 The Investment Strategy and Activities is approved and scrutinised by the Council, in line with current Treasury Management arrangements. This will be achieved by the submission of Quarterly Treasury Activity & Compliance reports, which include monitoring of the investment policies. In addition, the Annual Treasury Report to the Council includes retrospective details of the investment strategy adopted, and details compliance and performance against the strategy for that year.
- 5.13 The Common Good Funds operate with only relatively small cash balances and with no other financial investments. The Common Good Committees also have authority to grant loans to third parties, and these are included as Permitted Investments. However, the granting of such loans in practice is rare, with each individual proposed loan requiring specific approval of the Common Good Committee. It is proposed that investments with the Perth & Kinross Council Loans Fund, together with third party loans, remain the only Permitted Investments for the Common Good Funds. Accordingly, all Common Good cash and balances will be invested with the Council’s Loans Fund, either as an instant access deposit, fixed term deposit, or as revenue advances attracting Interest on Revenue Balances (IORB). It is not proposed to change the terms under which the Common Good funds place deposits with the Loans Fund.
- 5.14 In addition, the Common Good Funds hold various properties which generate rental income, and which are therefore deemed to be Investment Properties, and covered by the investment regulations. The Common Good’s Property Investment Strategy is included within the Council’s Property Investment Strategy (see Section 6 below).
- 5.15 Investments made by any charity or trust administered by the Council are not within the scope of the Investment Regulations and this Strategy. However, any other Council funds that are managed by external investment managers, are covered by this strategy, and the investment manager is therefore bound by this Investment Strategy in relation to those funds. However, it is not proposed to use any external investment manager during 2018/19, other than for the Council’s charitable funds.

6. INVESTMENT PROPERTIES 2018/19

- 6.1 Properties held solely to earn rental income and/or for capital appreciation, and not used by the Council for service delivery or administrative purposes, are also covered by the Investment Regulations. Accordingly, an additional permitted investment category of “Investment Property” has been included in the list of Permitted Investments. The Council’s initial limit was established as “unlimited”, and this remains unaltered.
- 6.2 Budgeted gross income of the portfolio in 2017/18 is £1,732,000, with the latest projection indicating that the final income will be £1,707,000 as a result of movement in tenancies and vacancies in the small business units. For 2018/19, the projected income is £1,707,000 which will continue to be closely managed in context of the prevailing economic and market conditions and any opportunities to grow income.
- 6.3 The Annual Property Investment Strategy 2018/19 is attached in Appendix IV and covers property purchased or managed for the following purposes:
- Socio Economic e.g. precinct shops and community facilities
 - Economic development e.g. Industrial Estates and workshop units.
 - Revenue generation e.g. St Johns Centre head lease
- 6.4 The overall aim of the attached Property Investment Strategy for Perth & Kinross Council is to support the objectives of the “2013/18 Corporate Plan – Securing the Future”, and in doing so, it meets the requirements of the Regulations.
- 6.5 In November 2017 the Strategic Policy and Resources Committee (report 17/390 refers) approved the updated Commercial Property Investment Programme (CPIP) approach to effective delivery of corporate property development and investment activities. The Committee approved a refreshed approach which could include future property investment and development activities, including potential joint venture and innovative funding arrangements for property projects working with the market as opportunities arise.
- 6.6 As part of this proposed approach the intention is to focus on strategic sites with development potential, partnering with the private sector via Memorandums of Understanding intended to explore and exploit development and incoming-producing opportunities. Further details of such opportunities that may arise will be reported to the Council as part of the Quarterly Treasury & Investment reports.

7. DEBT RESCHEDULING

- 7.1 The low current interest rate environment together with the current borrowing terms and conditions of the PWLB, where different interest rates are applicable for new borrowing and premature repayments, mean that any early redemption of PWLB loans are likely to be prohibitively expensive and unlikely

to generate opportunities for savings. Therefore, following the recent PWLB debt rescheduling exercises undertaken this year, it is unlikely that the maturity profile of the Council's remaining portfolio will offer any further significant opportunities. Savings may also be achieved using LOBOs, however, such loans offer less long-term flexibility.

7.2 The main benefits of undertaking rescheduling include:

- Interest savings, without exposing the Council to additional risk,
- Ensuring a better balanced maturity profile and volatility ratio in the portfolio,
- Assisting the achievement of the desired strategy of reducing the level of investments, as outlined above.

7.3 As outlined above, there is unlikely to be any significant debt rescheduling undertaken in 2018/19, however interest rates will continue to be monitored for opportunities that may arise within the profile of the Councils' portfolio.

8. THE PRUDENTIAL CODE

8.1 The Prudential Code requires the Council to set Prudential Indicators for at least the next three years to ensure that the Council's plans are affordable, sustainable and prudent. However, to improve longer term strategic and forward planning, the Council has operated a seven year Capital Budget in recent years.

8.2 The Council has a statutory duty (under the Local Government in Scotland Act 2003) to determine, and keep under review, how much it can afford to allocate to Capital expenditure. Consequently, the level of Capital Financing Costs strongly influences the size of the ongoing Capital programme. Effective and proactive Treasury Management aims to minimise these costs ("Loan Charges") and their impact on the overall finances of the Council, whilst not exposing the Council to undue risk in the longer term. Adverse movements in interest rates, for example, would directly impact on the level of Capital expenditure which is affordable and sustainable.

8.3 The average borrowing costs for all Scottish local authorities are published annually and in recent years the average interest rate payable by this Council (the Loans Fund pooled rate) has consistently been within the three lowest in Scotland. This reflects the Council's prudent and pro-active approach to its borrowing and investment strategy and to minimising its borrowing costs.

8.4 In December 2017, CIPFA published a revised Prudential Code and Treasury Management Code of Practice. The revised codes are effective from 1 April 2018, however CIPFA has advised that they may be implemented on a phased basis during 2018/19 as a result of the delays in their publication. The revised codes include some changes to the Prudential Indicators, as well as new requirements relating to "non treasury management" investments, and require Councils to set a Capital Strategy each year. In line with the Council setting a new Composite Capital Budget on 20 June 2018, it is therefore

proposed that implementation of the new codes by the Council are also deferred to that meeting.

9. PRUDENTIAL INDICATORS 2018/19 to 2024/25

- 9.1 The principal means of monitoring and controlling adherence to the Council's capital and treasury plans, and ensuring that they remain affordable, sustainable and prudent, is the determination and monitoring of Prudential Indicators. These Indicators must relate to, and be consistent with, the Council's approved Capital Budget and Treasury Management Strategy.
- 9.2 The Council has deferred setting a new Composite Capital Budget to its meeting on 20 June 2018. Therefore, notwithstanding the introduction of the new Prudential Code (see Section 8.4 above), it is proposed that the setting of new Prudential Indicators are also deferred to June 2018, in order that they reflect the most up-to-date position for the Council. In the meantime, it is also proposed that the currently approved Prudential Indicators, including the Authorised Limit, continue to apply until then. The Quarterly Treasury & Activity report submitted to this meeting of the Council includes the most recent monitoring of the current Indicators.

10. CONCLUSION AND RECOMMENDATIONS

- 10.1 Treasury operations are undertaken within a dynamic and volatile environment, which can significantly affect the cost of borrowing and returns from investing. Given that annual interest charges are currently in the region of £12M per annum and on a rising trend, the setting of an appropriate strategy is viewed as essential to ensure that the Council is not exposed to undue risks and costs. The strategy outlined in this report is, therefore, designed to ensure that the Council achieves the best possible rates on its borrowings and investments, and at the minimum level of risk in light of prevailing and forecast market conditions.
- 10.2 The Investment Strategy outlined in this report covers all matters required by the Investment Regulations, and lists the proposed Permitted Investments and the strategy for undertaking investments. These will be reviewed on an ongoing basis as the economic environment changes and/or new investment products are introduced in the financial markets. The proposed Permitted Investments include alternative investment products which would improve diversification, returns and liquidity, but without increasing counterparty risk. The definition of approved Money Market Funds has also been amended to reflect the new regulations which come into force this year. There are no proposed changes to investment limits, nor to the definition of approved counterparties.
- 10.3 The Investment Strategy, in conjunction with the Treasury Management Practices (TMPs), also includes references to the various risks associated with investments, how these will be controlled, and the considerations and procedures to be followed. Security and liquidity of sums invested remain the

primary objectives over yield. The proposed Permitted Investments carry a low level of risk.

10.4 The report also outlines the link between Treasury Management and the Capital Budget. Accordingly, it is proposed that no new Prudential Indicators, are set at this stage, and that these are considered when the Council sets a new Capital Budget in June 2018. It is also proposed that the revised Prudential Code and Code of Practice for Treasury Management are considered at that meeting.

10.5 It is recommended that the Council:

1. Approves the five year Treasury Strategy for 2018/19 to 2022/23, as detailed in this report, which is submitted in accordance with the Council's approved Treasury Management Practices (TMP).
2. Approves the Permitted Investments and Investment Strategy for 2018/19 outlined at Sections 5 and 6 and detailed at Appendices III and IV of this report, including expanding the Permitted Investments of the Council to include further negotiable instruments such as Bonds and Floating Rate Notes.
3. Agrees to defer the implementation of the revised Prudential Code and Code of Practice for Treasury Management by the Council to its meeting on 20 June 2018, as outlined in Section 8 of this report.
4. Confirms that the current approved Prudential Indicators for 2017/18 to 2022/23 will continue to apply until June 2018 when a new Capital Budget is set, as outlined in Section 9 of this report.

Author(s)

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Approved

Name	Designation	Date
Stewart MacKenzie	Head of Finance	15 February 2018
Jim Valentine	Depute Chief Executive and Chief Operating Officer	

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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

1.1 Corporate Plan

1.1.1 The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

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

1.1.2 This report relates to all of these objectives.

2. Resource Implications

2.1 Financial

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

2.2 Workforce

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

2.3 Asset Management (land, property, IT)

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

3. **Assessments**

3.1 Equality Impact Assessment

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

3.2 Strategic Environmental Assessment

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

3.3 Sustainability

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

4. **Consultation**

- 4.1 The Chief Executive, and the Council's Treasury advisors, 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 – Outlook for Interest Rates.

Appendix II – Forecast for Interest Rates (Link Asset Services Ltd).

Appendix III – Permitted Investments 2018/19.

Appendix IV – Property Investment Strategy 2018/19

Outlook for Interest Rates

The data below shows a variety of forecasts published by a number of institutions. The forecast within this strategy has been drawn from these diverse sources and Council officer's own views.

Capita Asset Services Forecast for Interest Rates

(%)	Current*	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Bank Rate	0.50	0.50	0.50	0.50	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.25	1.25	1.25
5 Yr PWLB	1.82	1.60	1.60	1.70	1.80	1.80	1.90	1.90	2.00	2.10	2.10	2.20	2.30	2.30
10 Yr PWLB	2.30	2.20	2.30	2.40	2.40	2.50	2.60	2.60	2.70	2.70	2.80	2.90	2.90	3.00
25 Yr PWLB	2.75	2.90	3.00	3.00	3.10	3.10	3.20	3.20	3.30	3.40	3.50	3.50	3.60	3.60
50 Yr PWLB	2.46	2.60	2.70	2.80	2.90	2.90	3.00	3.00	3.10	3.20	3.30	3.30	3.40	3.40

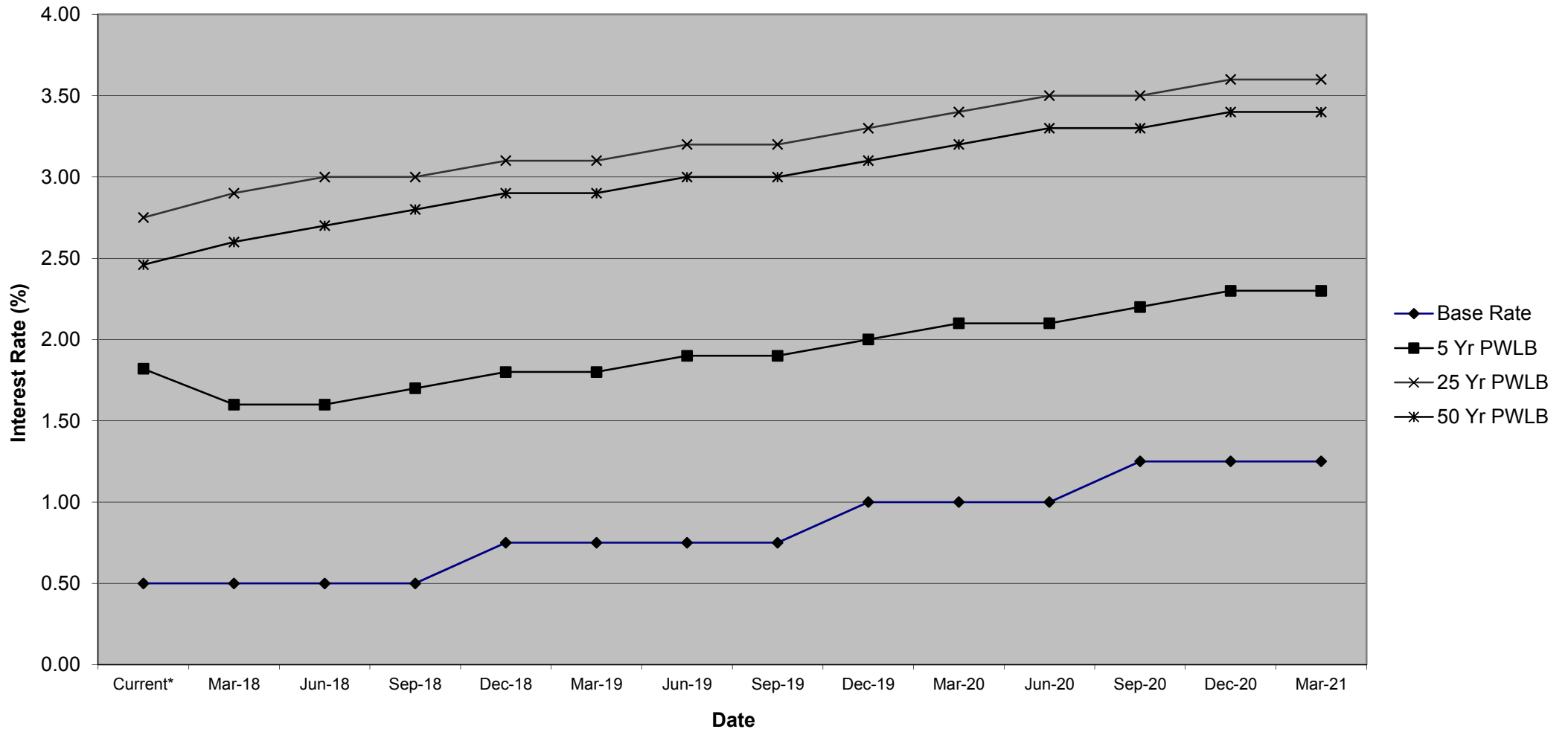
* current rates taken as at 31 January 2018.

Capital Economics forecast for interest rates

(%)	Current*	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20
Bank Rate	0.50	0.50	0.75	1.00	1.25	1.25	1.50	1.50	1.75	2.00	2.00	2.25	2.25
5 Yr PWLB	1.82	1.70	1.90	2.10	2.40	2.40	2.40	2.40	2.40	2.40	2.65	2.65	2.90
10 Yr PWLB	2.30	2.20	2.40	2.60	2.80	2.80	2.80	2.80	2.80	2.80	3.05	3.05	3.30
25 Yr PWLB	2.75	2.60	2.90	3.10	3.30	3.30	3.30	3.35	3.35	3.35	3.60	3.60	3.80
50 Yr PWLB	2.46	2.50	2.70	2.90	2.90	2.90	3.05	3.05	3.15	3.15	3.40	3.40	3.65

Forecast for Interest Rates

(Link Asset Services Ltd)



**PERTH AND KINROSS COUNCIL
PERMITTED INVESTMENTS 2018/19**

APPENDIX III

Treasury Management Investment Type	Total Limit	Individual Limit	Objectives	Risk Assessment		
				Counterparty	Market	Liquidity
Fixed Deposits with approved Banks and Building Societies up to 1 year	Unlimited	per policy	Guaranteed investment returns	Low risk applied in Treasury Policy	Risk of increase in interest rates	Low risk of tied-up funds
Instant Access Deposits with approved Banks and Building Societies	Unlimited	per policy	Maximise liquidity	Low risk applied in Treasury Policy	Risk of fall in interest rates	No risks
Variable Rate deposits with approved Banks and Building Societies up to 1 year	35%	per policy	Maximise returns	Low risk applied in Treasury Policy	Risk of fall in interest rates	Low risk of tied-up funds
Fixed Deposits with approved Banks and Building Societies over 1 year up to 3 Years	£10M	per policy	Guaranteed longer term investment returns	Increased risk applied in Treasury Policy	Risk of increase in interest rates	Higher risk of tied-up funds
Variable Rate deposits with approved Banks and Building Societies over 1 year up to 3 years	Lower of 35% or £5M	per policy	Maximise longer term investment returns	Increased risk applied in Treasury Policy	Risk of fall in interest rates	Higher risk of tied-up funds
Certificates of Deposit, Fixed Bonds and other fixed commercial paper issued by approved Banks and Building Societies, up to 1 Year	Unlimited	per policy	Maximise returns and counterparty diversification	Low risk applied in Treasury Policy	Risk of increase in interest rates	No risk as negotiable
Certificates of Deposit, Fixed Bonds and other fixed commercial paper issued by approved Banks and Building Societies, over 1 Year up to 3 Years	£10M	per policy	Longer term investment returns and counterparty diversification	Low risk applied in Treasury Policy	Risk of increase in interest rates	No risk as negotiable
Floating Rate Notes and other variable commercial paper issued by approved Banks and Building Societies, up to 1 Year	Unlimited	per policy	Maximise returns and counterparty diversification	Low risk applied in Treasury Policy	Risk of decrease in interest rates leading to loss in capital value	No risk as negotiable
Floating Rate Notes and other variable commercial paper issued by approved Banks and Building Societies, over 1 Year up to 3 Years	£10M	per policy	Longer term investment returns and counterparty diversification	Low risk applied in Treasury Policy	Risk of decrease in interest rates leading to loss in capital value	No risk as negotiable

PERTH AND KINROSS COUNCIL
PERMITTED INVESTMENTS 2018/19

Treasury Management Investment Type	Total Limit	Individual Limit	Objectives	Risk Assessment		
				Counterparty	Market	Liquidity
AAA rated Short Term and Standard Money Market Funds, including Low Volatility Net Asset Value (LVNAV) Funds.	Unlimited	per policy	Maximise returns on smaller deposits	Low risk applied in Treasury Policy	No risk as instant access	No risk
Fixed Rate deposits with Local Authorities	Unlimited	per policy	Maximise security on fixed returns	Low risk applied in Treasury Policy	Risk of increase in interest rates	Low risk of tied-up funds
Variable Rate deposits with Local Authorities	35%	per policy	Maximise security on variable returns	Low risk applied in Treasury Policy	Risk of fall in interest rates	Low risk of tied-up funds
Loans to third parties, including "soft loans"	To be reviewed upon each application	Subject to approval by the Council	For operational Service requirements	Higher risk	High risk, often given on interest-free terms, but met by Service.	Higher risk of tied-up funds
Investment Properties (controls and limits per Investment Property strategy document)						

Notes:

1. All investments to be made in sterling
2. The policy referred to above is defined in TMP4, Schedule 4.6 (Approved Lending & Investment Policy)
3. Individual limits apply to all investment types in aggregate
4. Variable rate limit (excluding instant access accounts) applies to all investment types in aggregate
5. The limit for amounts invested over 1 year refer to the remaining period to maturity of investments

Property Investment Strategy 2018/19

1. Introduction

The Local Government in Scotland Act 2003 included specific powers (Section 40) for local authorities to invest money in accordance with regulations approved by Scottish Ministers. Under these powers, the Local Government Investments (Scotland) Regulations 2010 were approved by Scottish Ministers on 1 April 2010, and came into effect from that date.

Each Council is granted the freedom to determine what types of investments they may make, and the level of risks acceptable to each Council in making investments must be explicitly stated. These must be approved by the Council in advance of each financial year.

The properties within the Council's commercial investment property estate which are held solely to earn rental income and/or capital appreciation fall within the scope of the regulations. The requirements outlined for financial investments therefore apply to these Council property investments. The Council is required to approve an Investment Strategy before the start of each financial year.

This paper is the Council's Property Investment Strategy for 2018/19, which forms part of the Council's requirement for an annual overall Investment Strategy.

2. Context

The Council does not normally acquire property solely for investment purposes.

New property acquisitions generally support one of the functions noted below and do not therefore fall within the scope of the Local Government Investments (Scotland) Regulations 2010;

- **direct service provision** e.g. new school sites and land for road junction improvements, or
- **Socio economic or economic development** e.g. land and buildings held on the Commercial Property Investment Programme (CPIP) to support a supply of land to businesses and industry.

The Regulations do, however, cover those parts of the commercial estate which are generally held to provide rental income. Predominantly these properties would have initially been acquired to meet a socio economic or economic development need, but having met that need at some time in the past, are now retained for the rental income they produce. The portfolio has therefore been developed over a long period and includes properties such as

shops, offices, small workshop units, industrial and commercial ground and land purchased to facilitate development etc.

3. Strategic Vision for the Property Investment Portfolio

To move from the historic legacy of a portfolio of properties acquired or developed over many years to a more balanced sustainable portfolio to meet the future financial and corporate objectives of the Council.

4. Corporate Aims and Objectives

The overall aim of the Property Investment Strategy is to support the objectives of the 2013/18 Corporate Plan.

The Property Investment Strategy supports corporate objectives by seeking to:

- Maximise and enhance socio economic and economic development opportunities to the benefit of local communities and businesses.
- Encourage new business take up, retain and enhance existing businesses and opportunities.
- Maximise community benefit through the provision of land and premises.
- Clearly identify the primary purpose for holding individual assets (and groups of assets) and apply appropriate management, retention and disposal policies, and procedures relevant to the asset categories by completing a review of the commercial property portfolio.
- Optimise financial return and best value.

5. Current Portfolio

Perth and Kinross Council's commercial portfolio currently consists of approximately 215 properties together with land held for future investment, infrastructure or disposal;

The properties currently held for income generation are managed through the use of lease agreements and the number of leases per asset type is approximately;

32 Shops
9 Offices
39 Industrial premises
120 Ground leases
15 Miscellaneous properties

The budgeted gross income for the financial year 2018/19 is £1,707,000 and regular appropriate monitoring and reporting of the current position will be carried out.

The Council holds a number of town and village halls, leisure facilities etc which are “let” to management committees, community groups and Live Active. As these assets are effectively managed to provide functions which would otherwise be provided by the Council, they are not classified as investment properties and, therefore, lie outwith the remit of the regulations.

6. Categorisation

In developing a strategy for managing the commercial investment property portfolio it is necessary to define the reasons for retaining non-operational properties, to categorise the individual properties, and to apply criteria to ensure that the appropriate return (financial, economic or community benefit) is achieved from each property.

The portfolio can be split into the following categories, with each requiring a different approach when deciding future management and retention policies.

The categories adopted are:

- Socio economic
- Economic development
- Operational occupation
- Revenue generation (Investment)
- Housing Revenue Account (non-Housing - includes investment)

7. General Strategic Principles

There will be a presumption against the acquisition of new heritable properties solely for financial investment purposes.

- Heritable property will only be acquired to support the Council’s strategic objectives, with the property’s investment potential being secondary to securing Council objectives.

Existing Council owned properties which become surplus to operational requirements will be disposed of in line with the Disposal of Land and Buildings Policy.

- There will be a presumption against the retention of surplus property assets for financial investment purposes unless the retention supports Council strategic objectives. As with new acquisitions, the assets investment potential is secondary to securing Council objectives

There are a number of general principles that will be applied to the management of the retained investment portfolio;

- Day to day decisions on the management of the portfolio should support the efficient & effective delivery of the Council's strategic and operational objectives.
- The portfolio should reflect strategic and operational objectives by clearly differentiating between those held for the benefit of the community (economic development and socio economic) and those retained purely as investment opportunities.
- "Added value" principles should apply – investment and expected returns should be on the basis of what is "best for communities" rather than concentrating on purely financial return.

8. Specific Strategic Principles

The Council will use the portfolio to support corporate objectives by adopting the following principles in the future management of the various categories of commercial properties:

- **Socio Economic Portfolio** – Held primarily for promotion or enhancement of the Council's 5 strategic objectives for securing the future. Revenue generation for this category, although important and justifiable, is secondary to supporting Council objectives.
- **Economic Development Portfolio** - Held primarily to support strategic objectives but with an emphasis on supporting Objective (iii) - a prosperous, sustainable and inclusive economy. The portfolio will be used to safeguard, control and promote the use of land for economic development and regeneration through;
 - **Business Opportunity enhancement** – Land and buildings acquired or provided to facilitate and encourage business opportunities in local communities where the private sector has failed to provide infrastructure due to market conditions. There is a general presumption that this provision will be made available at sustainable market levels but with an acceptance that provision may have to be subsidised to generate development in certain areas. As part of this proposed approach the intention is to focus on strategic sites with development potential partnering with the private sector via Memorandums of Understanding intended to explore and exploit development and incoming-producing opportunities
 - **Start-up Workshop Units** – units should be held to encourage new and expanding businesses locate and flourish. Such units, where available, should be on short term lets with flexible terms to assist firms become established.

- **Commercial Investment Property** – Properties will generally only be held for rental income generation whilst generating an adequate and competitive return. There will be a presumption in favour of disposal of poorly performing properties. Units which are difficult to let, expensive to manage or present a company growth opportunity for a sitting tenant will generally be positively considered for disposal unless these form part of a larger grouping where disposal of part would be detrimental to the value of the whole e.g. part of a row of workshop units.

In appropriate circumstances, consideration will be given to sales to sitting tenants if the disposal would not adversely affect the remaining portfolio; but only at full market value and at a price economically advantageous to the Council e.g. sales may be resisted at times of economic downturn when sale prices are unfavourable.

Poorly performing multi occupancy investments; industrial estates, rows of shops etc will be considered for disposal to either existing occupiers or as investments.

There is a presumption against properties held on the commercial estate being occupied by Council Services. Properties held for revenue generation may, however, be occupied by Council Services, with that service meeting the full cost of occupation, including payment of a market rent where appropriate.

Commercial Property Investment Programme

In September 2013 the Council approved a comprehensive 10 year programme of employment land acquisition, servicing and development to support the Council objectives of attracting investment and supporting businesses across Perth and Kinross. The programme (CPIP 2013-23) which is funded through sales receipts from sites and properties sold to developers and businesses has delivered 9.15ha of business land to support company growth since inception in 2013. The latest priorities and revised programme was approved by the SP&R Committee on 29 November 2017 (Report 17/390), which included a review of the approach to ensure effective delivery of corporate property development and investment activities. The CPIP is kept under regular review by the Estates & Commercial Investment Team and the Director (Environment) through the SP&R capital monitoring process and appropriate committee approval is sought regarding land and property disposals with an impact on the revenue budget.

Housing Revenue Account (non-housing) – There is no general presumption in favour of the disposal of investment properties held on the Housing Revenue Account (HRA) and the Interim Director (Housing & Community Safety) is consulted prior to the consideration of disposal of any HRA assets to allow consultation in accordance with current Housing Legislation to be carried out. The same principles as applied to the rental income-generating portfolio will generally be applied to the HRA portfolio.

9. Portfolio Management Principles

Socio Economic Portfolio:

- Clearly identify any “subsidy” level in leases to future socio economic and community lets.
- Only consider future lets on socio economic grounds where supported by a business case clearly identifying the community benefits and financial viability of the proposed let and having identified a sponsoring Service within the Council to provide support.

Economic Development Portfolio:

- The sale or lease of land and premises held for economic development purposes will be considered against the economic benefit to the local community and business needs.

Revenue generating portfolio:

- Always seek to maximise the return from the investment by applying market rents to all properties held in this category.
- Wherever practical, identify and allocate all running costs associated with the portfolio including “hidden” costs e.g. management costs.
- Monitor return on investment.
- Regularly review portfolio performance.
- Assess requests to sell from sitting tenants against the return on investment and the impact of sale on any remaining holdings in the immediate area.
- Manage the portfolio to maximise returns, balancing maintenance expenditure requirements against capital and rental growth potential.
- Support capital receipt generation (disposal of poorly performing assets) whilst seeking to achieve a balance between revenue and capital. Investigate options for investment to maximise and maintain revenue streams.

HRA (non-housing) Portfolio:

- Unless identified by the Interim Director (Housing & Community Safety) as a property held for socio economic or economic development purposes, manage the portfolio on terms consistent with the management of the general fund revenue generating portfolio.
- Consult with the Interim Director (Housing & Community Safety) prior to agreeing to the disposal of investment properties, providing advice on whether disposal represents a good return on the investment.

10. Risk Management

Risk of falling rental income

A substantial unforeseen decrease in projected rental income could present a risk to the Council's revenue planning. Rental forecasts are regularly reviewed and managed in consultation with the Head of Finance.

The major risks affecting income potential are;

- Changing market conditions and
- Reducing rental income through disposal of investment properties.

Changing market Conditions – Low to Medium Risk

The risk of a substantial unanticipated decrease in income resulting from changes in market conditions was previously considered to be "Low" as leases tend to terminate on set dates, with a relatively small proportion terminating within a single year. The risk element in the retail sector of the portfolio rose to "Low to Medium" for 2013/14 due to challenging economic conditions and currently sits at medium due to permanent changes in shopping habits i.e. internet shopping. Any likely reduction in income can however, generally be anticipated. As leases terminate, even if unanticipated, the Council retains the capital asset which can be made available for re-letting or disposal. The current economic climate however, continues to make re-letting challenging.

Disposal of investment properties – Low Risk

Disposal of investment properties will result in a capital receipt, but the consequence of this will be the loss of rental income from the asset. Decisions to dispose of major assets will therefore affect income. Disposal will be discussed with the Head of Finance and a programme agreed as appropriate to support the Council's revenue budget and capital programme needs.

Risk associated with new investment acquisitions

Procedures are in place to assess and manage the risk attached to any new investment proposal as the acquisition will be subject to a full business case analysis and risk assessment by the appropriate corporate group and will require subsequent Committee approval.

11. Strategy Action Plan

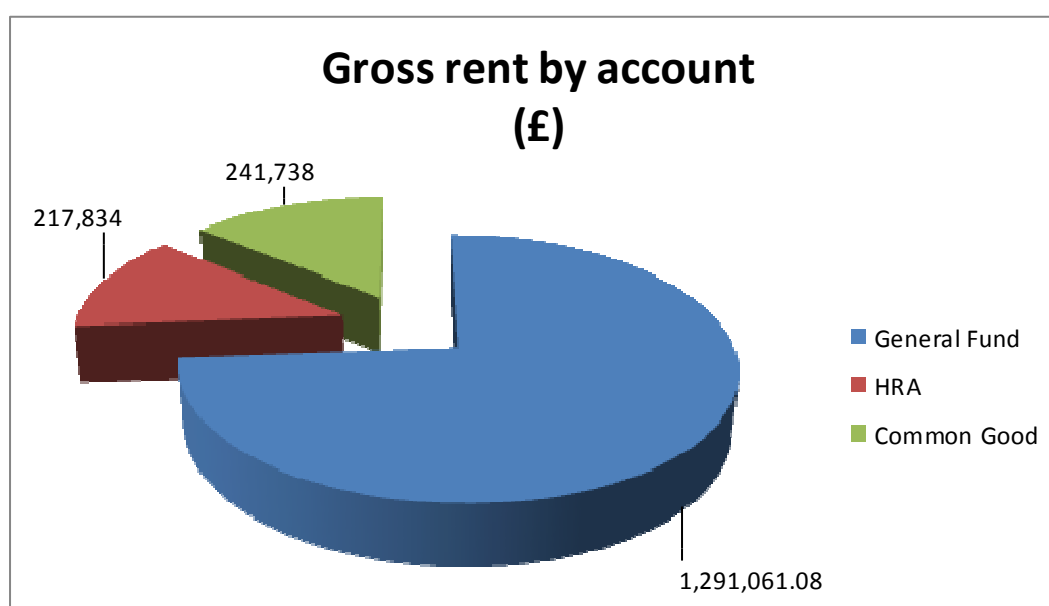
The portfolio is being transformed from the historic legacy to a more balanced sustainable portfolio to meet the Council's current strategic objectives and the future financial viability of the commercial portfolio will be maintained through;

- the assessment and classification of each property as either socio-economic, economic development, investment or HRA (investment),
- regular review of the commercial estate to determine each property's investment potential and viability, and

- by disposal of poorly performing investment properties and redevelopment/conversion of properties (e.g. conversion from retail to social housing).

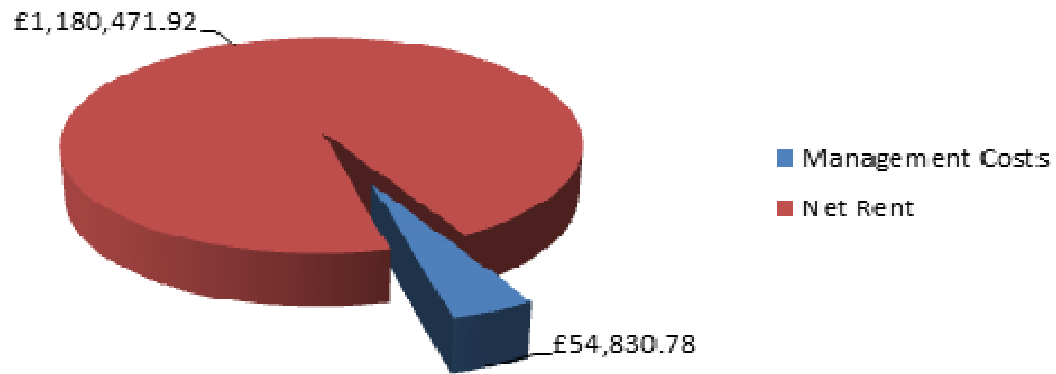
Commercial Investment Property Review 2016/17

The valuation, classification and review of the portfolio is periodically carried out by the Council's Estates and Commercial Investment Team and the 2016/17 review is shown in the following diagrams. It can clearly be seen that the vast majority of the rental income is received from ground leases which by their nature provide a low risk, low management, secure net rental income to the Council. The findings will inform the emerging framework for development and investment in the Perth and Kinross area and in Perth as part of the work being undertaken nationally to develop a consistent approach to investment in the Scottish cities and City Investment plans.

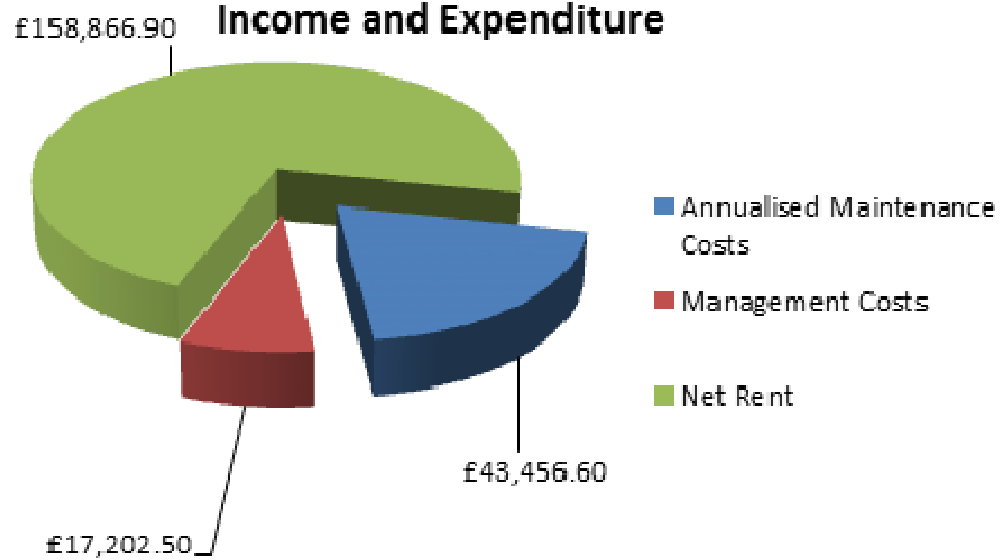


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Ground Leases - Income and Expenditure

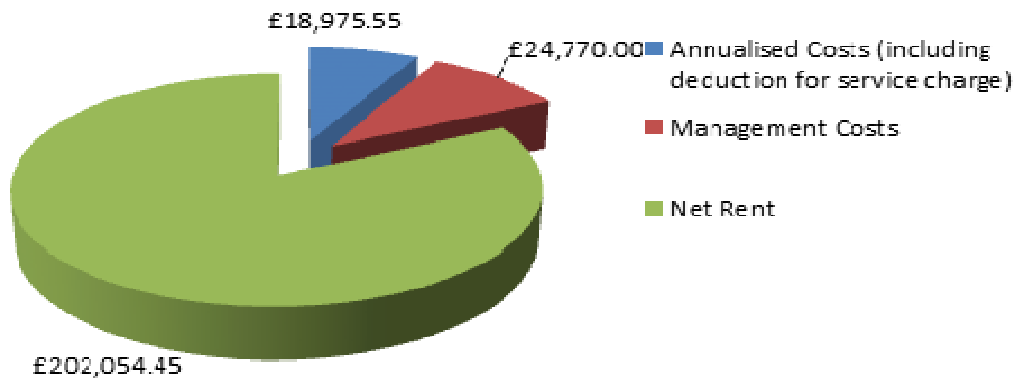


Shops - Income and Expenditure

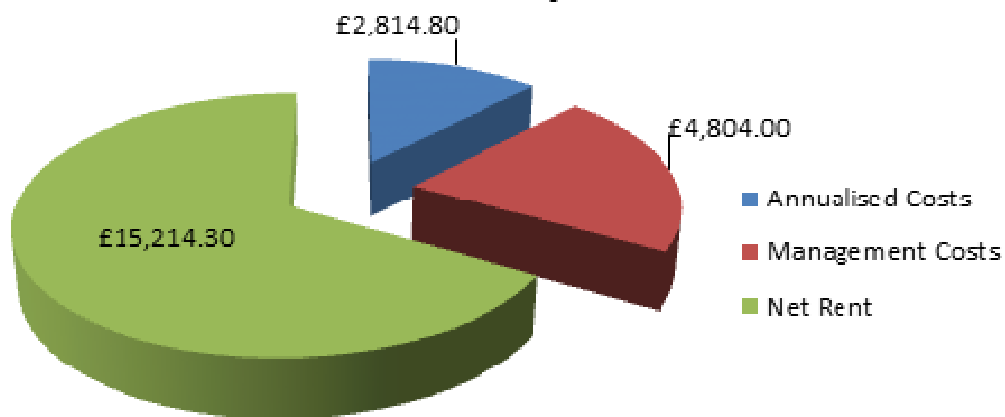


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Industrial Units - Income and Expenditure



Miscellaneous - Income and Expenditure



28 February 2018

PERTH & KINROSS COUNCIL CORPORATE PLAN 2018-2022**Report by Depute Chief Executive and Chief Operating Officer****PURPOSE OF REPORT**

This report presents the new Corporate Plan 2018-2022 for Perth and Kinross Council. It sets out the Council's vision for the area, and the type of organisation we need to be to fulfil that vision.

1. BACKGROUND / MAIN ISSUES

- 1.1 The Corporate Plan forms part of the Council's Strategic Planning and Improvement Framework. The framework ensures that all Council plans and strategies are driven by and focused towards the delivery of a single shared vision for the area. Everything we do is connected by a 'golden thread', leading from the Community Plan, to individual Service Business Management and Improvement Plans (BMIPs), through to day-to-day service delivery by our staff.
- 1.2 As part of the Council's continuous evaluation and improvement, it is important to review the strategic framework to ensure it is reflective of the policy environment in which we operate. The last Corporate Plan was developed in 2013. Since then, public service reform has accelerated rapidly and we continue to experience economic uncertainty. There has been integration of services in health & social care and community justice, and education reform is underway. The Community Empowerment (Scotland) Act 2015, is changing our relationships with communities. We are committed to empowering communities, to actively participate in making decisions about how resources are spent and how services are delivered to meet their needs.
- 1.3 In October 2017, the Council and the Community Planning Partnership approved the new [Community Plan / Local Outcomes Improvement Plan 2017-2027](#) for Perth and Kinross. It sets out the local outcomes which the Community Planning Partnership will prioritise for improvement, with a specific focus on tackling inequality, including the findings of the Fairness Commission. The Community Plan underwent extensive community engagement to ensure it reflected local needs and priorities.
- 1.4 Against this background of change, and at a time where the Council is moving from a position of control to a greater reliance on influencing and joint working, the Corporate Plan has been reviewed and this report sets out a revised Corporate Plan for the period 2018-2022.

2. PROPOSALS

- 2.1 The Corporate Plan provides strategic direction for the organisation. It informs decision making and facilitates prioritisation of activities and resources. A text version of the plan is provided as Appendix 1. An interactive version of the Plan is being developed (similar to the approach taken with the [Community Plan](#)) and a draft of this is available at [Corporate Plan](#).
- 2.2 The Corporate Plan demonstrates the Council's commitment to improving services, enhancing the quality of life for our citizens and making best use of public resources. It gives a commitment to deliver excellence through developing our people, transforming services, delivering best value and working collaboratively with our partners to provide high quality services.
- 2.3 In line with the Community Plan, our vision is of a confident and ambitious and fairer Perth and Kinross, for all who live and work here. The Corporate Plan is divided into the same five strategic objectives as the Community Plan. These are:
- Giving every child the best start in life;
 - Developing educated, responsible and informed citizens;
 - Promoting a prosperous, inclusive and sustainable economy;
 - Supporting people to lead independent, healthy and active lives; and
 - Creating a safe and sustainable place for future generations.
- 2.4 Each of these objectives is supported by a number of commitments which outline corporate actions to meet the vision. The 'Organised to Deliver' part of the Plan sets out how we are going to work together, to reshape the organisation, to ensure it is fit for purpose to face changes, challenges and opportunities over the next four years.
- 2.5 We will use the Corporate Plan as a basis to develop new Service Business Management and Improvement Plans, which will identify how Council Services will deliver the strategic objectives and make the step change required to achieve better outcomes. We will also develop our performance management framework, to measure and report on our progress with the commitments detailed in the Plan.

3. CONCLUSION AND RECOMMENDATIONS

- 3.1 It is recommended that Council:
- (i) Approves the new Corporate Plan 2018-2022.

Author(s)

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Approved

Name	Designation	Date
Jim Valentine	Depute Chief Executive (Chief Operating Officer)	19 February 2018

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

All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Community Plan / Corporate Plan

- 1.1 The proposals relate to the delivery of the new Perth and Kinross Corporate Plan 2018-2022, in support of the [Community Plan](#) .

2. Resource Implications

Financial

- 2.1 There are no financial implications directly associated with this report.

Workforce

- 2.2 No direct implications.

Asset Management (land, property, IT)

- 2.3 No direct implications.

3. Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 An equality Impact assessment has been carried out, with overall positive outcomes identified for tackling equality.

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 Screening on the Community Plan (which is the basis for this Plan) has determined that there is unlikely to be significant environmental effects and is therefore exempt and the Consultation Authorities have been notified. The reasons for concluding that the PPS is unlikely to have significant environmental effects is that the Plan sets out the positive measures we will be taking to ensure a sustainable economy, as well as creating a safe and sustainable place for future generations.

Sustainability (community, economic, environmental)

- 3.5 Proposals are contained within the Creating a Safe and Sustainable Place for Future Generations Strategic Outcome section of the plans.

Legal and Governance

- 3.6 The Head of Legal and Governance has been consulted on this paper.

Risk

- 3.7 The risks for delivery of the Corporate Plan will be held in Council's Corporate and/or Service Risk Register.

4. Consultation

Internal

- 4.1 All Executive Officers, Executive Directors and Heads of Service, Chief Officer for the Health & Social Care Partnership, and Policy and Governance Group have been consulted in the preparation of the Corporate Plan.

- 4.2 Engagement was carried out with Elected Members through two “drop in” sessions on 9th and 12th February 2018. Ten Elected Members attended these sessions. A [short video](#), explaining the Plan was prepared, and the draft Corporate Plan was placed on the Elected Members’ CHIP site, with an invitation to submit comments to Officers. Subsequent briefings were held with Elected Members on request. The comments raised by Elected Members have contributed to informing the draft Corporate Plan.

External

- 4.3 There has been no external consultation on the Corporate Plan, as the priorities and commitments are an extension of the Community Plan. Prior to the approval of the Community Plan, there was extensive engagement with communities and partners.

5. Communication

- 5.1 A Communication Plan will be prepared, to build engagement with the Plan amongst staff.

2. BACKGROUND PAPERS

[Perth and Kinross Community Plan \(Local Outcomes Improvement Plan\) 2017-2027.](#)

3. APPENDICES

Appendix 1 – Perth and Kinross Council Corporate Plan 2018-2022.



Draft Corporate Plan

2018-2022

Contents

Introduction		Our Objectives		Organised to Deliver	
Welcome	3	Giving Every Child the Best Start in Life	5	Organised to Deliver	11
Purpose of our Plan	4	Developing Educated, Responsible and Informed Citizens	6	Prevention and Early Intervention	12
		Promoting a Prosperous, Inclusive and Sustainable Economy	7	Place Based Partnerships	13
		Supporting People to Lead Independent, Healthy and Active Lives	8	People, Culture & Leadership	14
		Creating a Safe and Sustainable Place for Future Generations	9	Performance	15
				Making it Happen	16

Introduction

Welcome

Welcome to Perth and Kinross Council's Corporate Plan 2018-2022. This Plan sets out the Council's vision for the area, and the type of organisation we need to be to fulfil that vision. Since we published our last Corporate Plan in 2013 the landscape for local public services has transformed radically, and we continue to work within a climate of global economic uncertainty. Economic constraints means public finances continue to be tight and long term financial trends are hard to predict. We also face rising demand from an increasing population, with a higher proportion of elderly residents.

In the last five years the pace and scale of public service reform has accelerated rapidly, with new legislation driving integration of local services in health, social care and community justice. Education reform is underway with the dual aims of better collaboration at regional level, alongside devolved decision making to schools and Head Teachers, who can determine priorities at the most local level.

What binds all this legislative reform is the principle of community empowerment, embodied in the [Community Empowerment \(Scotland\) Act 2015](#). This is changing the relationship between public service organisations and the people we serve. Active participation by communities in designing, delivering and improving the impact of services is already underway and we will put more resources, responsibility, accountability and decision making under the control of communities, through initiatives like participatory budgeting.

Perth and Kinross is at the heart of Scotland's history and we have significant economic, environmental and social assets. We have a widely dispersed population of 150,000 people. But we also face major challenges. Dependency on tourism, agriculture and hospitality means low wages - our levels are 9% below the Scottish average. We are aware of significant in-work poverty and rural poverty across the area. Social isolation in rural areas means transport and digital connectivity are vital.

The 2017 [Fairness Commission](#) report is our compass for tackling inequality, with a set of key recommendations from the independent Commissioners. We will

prioritise preventive approaches and early intervention to give equality of services and opportunity for all.

With a focus on improvement, we are committed to listening to communities, understanding what is important, mobilising our strengths and working together to deliver what matters. Together, we will help people achieve the needs of our communities and support the most vulnerable in our society.

In an increasingly complex delivery landscape the Council is moving from a position of control, to a greater reliance on influencing and joint working, to achieve our ambitions for the area. Services may be directly delivered, commissioned or provided by local communities and social enterprises. We will demonstrate flexibility and strong leadership to respond with confidence to this changing approach, to ensure much needed public services continue to be delivered effectively.

Working with our partners and our communities, we jointly produced a [Community Plan](#) in 2017 which sets our course for working together. The Corporate Plan demonstrates the Council's intent for delivering on our part of the Community Plan, and reflects the priorities of the Council's political Administration.

In these changing times, we will be even more reliant on the talent and dedication of our people, to show their commitment, flexibility and adaptability to managing in complex circumstances, and making a positive difference to those who use and need our services.



Bernadette Malone
Chief Executive

Introduction

Purpose of our Plan

We share 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.

This Plan aims to translate our vision into an agenda to deliver positive outcomes for our citizens and communities, and achieve a sustainable balanced budget.

We have five strategic objectives which support the delivery of our vision:

Giving every child the best start in life

Developing educated, responsible and informed citizens

Promoting a prosperous, inclusive and sustainable economy

Supporting people to lead independent, healthy and active lives

Creating a safe and sustainable place for future generations

The following section of the Plan (pages 5 to 10) highlights our priority commitments for each of these strategic objectives.

The subsequent section (pages 11 to 16) sets out how we will reshape and redesign the way we deliver services, how we will work with our partners and communities, and how we will respond to the changing environment in which we operate. The Corporate Plan does not stand alone. Rather, it forms part of a robust strategic framework that connects the vision of the Council and its partners to the detailed plans that guide the delivery of our services.

This framework ensures that all [Council plans and strategies](#) are driven by and focused towards the delivery of a single shared vision for the area and our services connecting everything we do by a “golden thread” leading from the Community Plan, to individual Services’ Business Management and Improvement Plans, through to day to day service delivery by our people.



Strategic Planning Framework

Giving every child the best start in life

Children and young people aged fourteen and under account for 15% of our population. Our ambition is that *'children and young people have the best start in life and Perth and Kinross is the best place in Scotland to grow up'*. At the core of this ambition is the [Tayside Plan for Children, Young People and Families 2017-20](#). Along with our [Community Planning Partners](#), the challenges we face in Perth and Kinross are to: tackle inequalities and work to eradicate the consequences of poverty; strengthen families and build resilient communities; making sure early interventions have the biggest impact; and meet the needs of our most vulnerable children, young people and families through early identification and ensuring personalised support is available.

In recent years the number of child concern reports has been increasing which reflects the work the [Child Protection Committee](#) has been undertaking to ensure that everyone is aware that keeping children safe is everyone's responsibility. After housing costs, estimates of children in poverty vary across the area, from one in four in Perth City to one in eight across more rural areas. The majority of pupils in P1, P4 and P7 in 2016/17, made good progress in reading, writing, maths, listening and talking. However, the poverty related attainment gap widens as children progress through school. The number of looked after children has grown steadily over the last six years. Our commitment to ensuring our children and young people who are looked after or are care-experienced have the same outcomes as those who are not, is set out within the [Corporate Parenting Plan 2017-2020](#). The four priority themes and associated commitments below have been developed in collaboration, with our Community Planning Partners and are the basis of the [Tayside Plan](#).

Our children will be cared for and supported to learn in nurturing environments

- There will be an expansion of Early Learning and Childcare to deliver 1,140 hours of childcare per annum to preschool children;
- By 2020/2021, at least 85% of children within each SIMD quintile will be successfully achieving early level literacy, numeracy and progressing in health and wellbeing; and

- We will continue to be proactive in approaches to the recruitment and retention of teaching staff.

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

- We will fully implement the Tayside Mental Health Strategy for Children and Young People;
- We will increase the number of distinct participants involved in physical activity and competitive sports;
- There will be an increase in the number of young people being supported to develop their resilience and coping skills;
- More young people, parents/carers and practitioners will be empowered to support other young people to have positive wellbeing, and managing minor mental health issues; and
- We will improve information, services and targeted support for children and families through our [Parenting Strategy](#).

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

- There will be an increased number of care leavers aged 16-18 achieving equal outcomes to their peers, in educational attainment;
- There will be a reduced percentage of young carers being assessed at the highest level of support need; and
- We will reduce the number of young people requiring residential care.

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

- A lower percentage of children and young people will be re-registered on the Child Protection Register by 2020/21; and
- We will enhance our support through our GIRFEC pre-birth approach for vulnerable pregnant women.

Developing educated, responsible and informed citizens

The [Tayside Plan for Children, Young People and Families 2017-20](#), will help us support every child in Tayside to fulfil their potential. The [2018 National Improvement Framework for Scottish Education](#) is a driver for our work and focuses on raising attainment and addressing inequalities. The [Raising Attainment Strategy 2016-2019](#) sets out how we will achieve this and will also address the recommendations of the [Fairer Futures](#) report, including equal access to participation in a range of activities, including sport and culture. The [Career Education Scotland Standard 3-18](#) sets out a range of entitlements, designed to better prepare young people for the world of work. [Developing Scotland's Young Workforce](#) initiative sets out to reduce youth unemployment and provide learning which is directly relevant to getting a job. This benefits individuals and improves the economy through increased youth employment.

Attainment in our schools continues to build on high levels of performance. At Early to Third Phases of [Curriculum for Excellence](#) there are long term improvements in pupils making very good progress across the key areas of reading, writing, mathematics and numeracy and listening/talking. School attainment amongst looked after young people is lower than the wider pupil population, and there are a higher number of pupils identified as having additional support needs compared to the Scottish average. The numbers of 16-19 year olds in employment, education or training was 93.1% in 2017, which is higher than the Scottish average. People living in Perth and Kinross, on average, hold more qualifications than in Scotland as a whole. With our Partners, we need to further support people into work and ensure that learning for adults provides opportunities to help close the digital divide, and enhance confidence and skills for work and life. Across our area, we have growing levels of participation in local democracy including 7,000 people involved in [Participatory Budgeting](#) in 2017.

Provide high quality learning opportunities for all

- The gaps between the most and least deprived will reduce through a range of interventions including targeted use of Pupil Equity Funding to help deliver better outcomes;
- We will continue to improve attainment and attendance, and reduce exclusions;

- A virtual learning campus will be developed to support curricular choice;
- By 2018/19 we will have published our new Gaelic Language Plan with a target to increase the number of children and young people accessing Gaelic Medium Education by 15% by 2021/22;
- We will sustain and strengthen the partnership with schools and Skills Development Scotland to embed the Career Education Standard in the curriculum;
- We will create a Health and Wellbeing Strategy, contributed to by children, young people and families, leading to improved health and wellbeing;
- Inclusion Services will be reviewed to provide a more effective and efficient delivery model for all children and young people;
- The [Strengthening Families Programme](#) will be embedded in localities with an increase in the number of groups; and
- By 2020/21 at least 96% of young people will progress to a positive destination.

Support our citizens to find and sustain employment

- We will continue to deliver a range of accredited achievement awards to young people with a focus on those experiencing inequalities;
- We will work with employers to offer more work based activities, mentoring and work based learning to young people experiencing barriers to employment, or at risk of a negative destination; and
- We will re-design services at a local level, supporting more people into employment, education or training, particularly those adults experiencing significant inequalities.

Enable communities to participate

- We will increase community engagement, capacity and empowerment through devolving more decisions and powers to the control of communities;
- There will be greater amounts of funding delivered through Participatory Budgeting, where local people choose how resources are spent; and
- We will strengthen our work with communities to increase the number of community groups owning or leasing physical assets currently owned by public services.

Promoting a prosperous, inclusive and sustainable economy

We have developed, with our neighbouring councils, a comprehensive Tay Cities Regional Economic Strategy to address inequalities and deliver a more prosperous and fairer future for all. The Tay Cities Deal could see investment up to £1.83bn over the next ten years. Our Local Development Plan recognises that our area is an attractive place to live and identifies developments to make it a great place to do business. With our partners and the private sector, we are investing in infrastructure, digital, business and skills, cultural and sporting events and festivals to build a vibrant economy. We have made a capital investment of £0.5billion in infrastructure, to attract new business and employment and make Perth one of Europe's great small cities.

We have a low unemployment rate (1.3%) and a high self-employment rate (46%). Earnings however are around 9% less than the average, with almost 25% paid less than the voluntary higher Living Wage. One in nine working age households rely on some form of benefit and 14% are among the most socially and financially challenged. Residential property prices are above the Scottish average. We are home to some major employers including SSE, Stagecoach, Aviva and Highland Spring. Food and drink is a major employer making up 4.8% of the area's income. Tourism is also a major employer and visitor numbers have been increasing by 4% year on year. We need to enhance the resilience of the rural economy through enterprise growth support and develop innovative approaches through links with organisations and local universities. Superfast digital connectivity needs to be extended across our whole area.

Support businesses to grow and attract investment and higher value jobs

- We will continue to encourage and promote international, national and local events, maximising our outstanding natural assets, including the River Tay;
- By 2018/19, £170,000 of loan funding will be provided to small and medium sized enterprises through Business Loans Scotland to facilitate growth;
- [Business Gateway](#) will grow their existing programme to support 240 businesses to start up each year;
- The Creative Exchange Perth will open, providing workshops, support and growth services to drive economic benefits through creative enterprises; and
- We will facilitate high value skilled employment support and encourage upcoming businesses particularly in digital and professional services.

Improve the public realm and infrastructure, and transform our cultural offer

- The A9/A85 link road will be completed, to significantly reduce traffic congestion, and open up land for economic development;
- With partners, we will ensure Superfast Broadband is available to all premises across the area by 2020/21 along with free public Wi-Fi in Perth City;
- We will be part of the Creative Cities network across Scotland and Northern England, which will provide a strategic policy forum to develop new thinking and joint working on building flourishing rural economies;
- We will create vibrant centres in Perth City and our towns, including quality retail, attractive streetscapes, a range of food outlets, independent shops, selected 'High Street' stores and vibrant pop up shopping opportunities; and
- By 2020/21, we will deliver a capital programme to transform the cultural tourism offer of Perth City, including the transformation of City Hall and Perth Museum, to attract around 160,000 additional visitors to the city each year.

Deliver new investment to the Tay Cities Region

- By early summer 2018, Heads of Terms with Scottish and UK Government will be agreed;
- We will ensure our role in the Scottish Cities Alliance provides proactive contact and communication with other cities, to maximise opportunities for funding, joint marketing and contacts for growth; and
- By autumn 2018, business cases for all major projects will be approved and by 2020/21, there will be up to 50 individual projects in development, maximising the economic gain to Perth and Kinross through collaborative working.

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

- We will work with partners and the private sector to sustain high rates of employment, and maximise enterprise opportunities in our rural areas and increase wage rates to bring them closer to the Scottish average;
- There will be three sector skills academies delivered in Construction, Tourism and Care and there will be entry level employment opportunities for local young people in culture, heritage and tourism; and
- Over 600 individuals will access tailored employability support per annum, and 400 will move into work with more young people staying in the area.

Supporting people to lead independent, healthy and active lives

The Health and Social Care Partnership was established in 2016 and is overseen by the Integrated Joint Board, responsible for delivering [integrated health and social care](#). Priorities to 2019 are outlined in the [Partnership's Strategic Commissioning Plan](#), including the need for services and support to intervene early to prevent later, longer term issues, enabling people to manage their care and support by taking control and being empowered to manage their situation. Self-Directed Support continues to expand and enable people to choose and control how their care and support are provided. Technology Enabled Care is expanding, which helps people remain at home for longer. In our area, 8% are limited by a long-term health problem or disability. We have an ageing population particularly in rural areas (23% are 65+, 18% nationally). We must focus on health inequalities, including access and use of services, reducing isolation and loneliness. Around 11,000 people aged 65+ live alone. Our plans should enable a greater range of services to be available locally or through new technologies to save unnecessary travel. We have to improve support for carers, including flexible respite and encourage communities and the 3rd Sector to run initiatives themselves. We need to source land and opportunities for affordable mainstream housing as outlined in the [Local Housing Strategy 2016-21](#) and ensure supported housing is available and tackle homelessness.

Work with our communities to deliver person-centred healthcare and support

- We will identify individual needs to enhance community support, and support for carers, to enable people to remain in their own homes for longer. This will help avoid unnecessary admissions and longer stays in hospital or the need for permanent care home;
- There will be increased flexible and preventative support for unpaid carers, to help them cope with the challenges and enable their caring role;
- The number of people who use Self-Directed Support, to commission and control their own care will increase;
- There will be more support to local communities to build on their skills, knowledge and experience, fostering self-reliance and resilience through

supporting initiatives such as Care Co-operative Highland Perthshire, social care hubs and a 'street by street' social care approach; and

- Pathways and support for transition in relation to Autism, Mental Health, Learning Disability and Additional Support Needs will be increased.

Design our services around prevention and early intervention

- There will be locally-based integrated, multi-agency teams to facilitate opportunities for more personalised, joined up care and support; and
- We will work with all partners/service users/carers to enhance earlier support and redesign services to reduce the need for crisis support.

Reduce inequalities and unequal health and social outcomes

- People will be supported and prepared for Universal Credit, with local outreach services.

Provide opportunities and support people to live active and independent lives

- We will promote health and social care as a vocation, to ensure recruitment and retention of staff;
- There will be an increase in the use of Technology Enabled Care to complement support for carers and to reduce the need for care at home, enable safe independent living, social connection and digital inclusion; and
- We will work with our partners to deliver, signpost and make referrals to a variety of local health initiatives to encourage physical activity and reduce social isolation, such as facilitated walking buses and allotment use.

Reduce social isolation

- We will expand intergenerational work, build on projects between nurseries/schools and older people and further develop socially inclusive, intergenerational and cultural initiatives to reduce social isolation.

Ensure affordable quality housing is viable for all

- We will increase the quality and the number of affordable houses in both urban and rural areas through a range of provisions including new builds, refurbishments and bringing empty homes into use.

Creating a Safe and Sustainable Place for Future Generations

Our nature and landscapes play an important role in supporting economic growth, improving health and wellbeing, adapting to climate change and providing us with a strong sense of identity. Nine out of ten adults rate their neighbourhood as a very or fairly good place to live. We continue to work across communities to support them build resilience and confidence, including in emergency situations. There are over 27 local community resilience groups across the area and 109 community watch schemes registered. However, we need to ensure we support vulnerable people to receive the assistance they need, as everyone has a right to feel safe.

Responding to the climate change agenda is a key challenge for local authorities. We are developing plans to meet the Scottish Government's ambitious targets for emission reductions, and energy strategies. We will continue to work with our Community Planning partners to meet these targets, address climate change, tackle pollution, make sustainable energy choices, reduce and recycle waste, and promote transport options. In the past flooding has been a major issue for Perth and Kinross, and there are now four flood protection plans in place. Our recycling rate for household waste is over 55% which is 10% higher than the national average.

Two thirds of people live outside Perth City and the rural nature of our area presents challenges for accessible and affordable transport. One in five households do not have access to a car or van. Feedback from Local Action Partnerships and the recommendations of the Fairness Commission highlight public transport as a significant concern for many rural communities. Accessible transport is essential for people to stay mobile, connected and able to access services and activities.

By engaging with communities over land use (such as the Local Development Plan), communities have greater opportunities to raise awareness, influence the future of their areas, and help create a sustainable environment for future generations.

Work with communities to create safe, strong sustainable places

- More communities will be supported in developing and sustaining local resilience partnerships, giving local responses to emergency situations;
- We will increase the number of community transport schemes operating in Perth and Kinross, in particular within rural communities;

- There will be an increase in the number of adults giving time to volunteer; and
- In partnership we will produce a new road safety plan featuring the importance of community led road safety initiatives.

Reduce offending

- There will be better access to services for previous offenders, including welfare, health and wellbeing, housing, employability and volunteering; and
- Interventions will be fully evaluated to determine effectiveness when employed with different types of people, to sustain a reduction in offending.

Support communities to feel safe

- We will work with partners to ensure all agencies will be identifying and reporting any adult concerns as well as implementing additional measures to identify people in vulnerable circumstances, so people feel safer;
- We will reduce unintentional injury in the home and put measures in place to reduce the need for hospital admissions, particularly for over 65s; and
- To give people more confidence to report domestic abuse, a local network will be in place for identifying and notifying vulnerability. It will also increase third party reporting.

Protect our outstanding area

- Air Quality Action Plans for Perth and Crieff will be developed to reduce air pollution and support improved health and wellbeing;
- Local community groups will be established and engaged in addressing litter and environmental issues including fly tipping, while action plans to prevent and manage invasive non-native plant species will be developed;
- We will develop measures to reduce traffic and congestion related emissions, increase the number of electric charging stations across Perth and Kinross, and develop a low carbon hub at Broxden; and
- We will extend and improve cycle and walking routes as well as encourage a shift in transport from cars to active travel.

Creating a Safe and Sustainable Place for Future Generations

Building a sustainable future with smarter connections

- We will work with partners and communities to identify future risks and opportunities in relation to the sustainable use of resources, predicted climate change scenarios, the impacts of these and the action taken to adapt accordingly;
- Along with partners and communities, we will work to reduce the total domestic energy consumption across the area, and emissions from Council properties (tonnes CO₂) will be reduced by at least 56% by 2020/21;
- We will increase household recycling, contributing to the Scottish Government's target of 60% recycling by 2020;
- By 2018/19, we will deliver a Clean Technology, Renewables and Circular Economy action plan; and
- Through technology, we will be working smarter to provide intelligent street lighting, community safety messaging as well as integrating public spaces and CCTV with community alarms to keep people safe.

Organised to Deliver

This part of the Plan sets out how we are going to work together, and reshape the organisation, to ensure it is fit for purpose to face the changes, challenges and opportunities over the next four years. This will be the blueprint for taking the Council forward, continuing our confidence and ambition in supporting the delivery of the strategic objectives in the [Community Plan](#) and the commitments expressed in the previous section of this Plan.

This part of the Plan:

- Explains the journey of change and how the Council will continue to secure positive outcomes for people and communities, within the changing context of public service reform, increasing demand and reducing budgets;
- Addresses our approach to other influences on our business approach, including new models of service delivery, locality planning, collaborative working and strategic partnerships, such as the Tay Cities Deal and the Tayside Plan for Children, Young People and Families;
- Sets out our approach to the reshaped workforce, the Fair Work Agenda, future workforce planning, organisational development and transformation;
- Outlines our commitment to giving the people, communities and businesses which use our services more choice around how we engage, and how we act on that engagement, to meet their needs; and
- Demonstrates how we will continue to deliver Best Value in this changing environment, including our self-evaluation activities, and identification of areas for improvement.

We have set out our approach to this part of the plan via themes which reflect the priorities of public service reform, arising from the findings of the [Commission on the Future Delivery of Public Services](#).

The themes are:

- Prevention and Early Intervention
- Place Based Partnerships
- People, Culture and Leadership
- Performance

Organised to Deliver

Prevention and Early Intervention

Prioritise prevention, reduce inequalities and promote equality.

Many communities, individuals and families, across both our urban and rural communities, are affected by inequalities in income, health and employment opportunities which impact on their quality of life. Our large geography with a relatively low and widely dispersed population sometimes makes inequalities difficult to identify and address.

We recognise the growing body of evidence which demonstrates that effective preventative and early intervention approaches can help to reduce demand for very intensive and expensive services which often deal with the response - rather than tackling the cause of the impacts on individuals, families and communities. When our services focus on dealing with the symptoms of disadvantage and inequality towards tackling their root causes, we make a difference to our most vulnerable citizens and give people an equal chance in life, whilst making more sustainable use of public resources.

We can demonstrate many existing examples of preventative initiatives through our joint working (such as Evidence2Success, Fairness Commission), and we will extend this approach, to systematically embed preventive interventions across all our services. We will work together to address issues early, to ensure they do not lead to negative outcomes for individuals, families and communities - in doing so we can break the cycle of inequality. We will focus support to the first few years of life, where we know it can have the biggest impact in improving life chances for the most vulnerable in society.

Narrowing inequalities gaps, and building family and community capacity, are challenges which sit at the heart of our role as public servants. The importance of this approach is strengthened by the new socio-economic duty for public bodies - to show that we understand the key inequality gaps that exist, and that we are taking action to address these, across all our decisions.

Promoting equality requires all of us to work to eliminate discrimination, advance equality of opportunity, and foster good relations between communities through the delivery of our services. We will support staff at all levels to develop an understanding of equalities that celebrates and promotes diversity, supports all equality protected characteristics, and treats everyone with dignity and respect (including colleagues and customers).

By 2022, we will:

- Continue to focus on prevention and take a holistic approach to addressing inequalities;
- Have narrowed the inequality gaps, identified by the Fairness Commission and other measures of inequality;
- Demonstrate extensive work with communities of both geography and interest to identify their inequalities priorities, and, importantly, build their own capacity to address these inequalities;
- Ensure that our duties to promote equalities will be demonstrated not only through service delivery, but also through shared values, leadership, human resource practices and organisational culture; and
- Clearly demonstrate our socio- economic duty obligations by embedding how we address poverty and inequality in all our decisions across the organisation.

Organised to Deliver

Place Based Partnerships

Greater integration of service design and delivery at a local level, driven by better partnership, collaboration and effective local delivery with communities and other public service.

Partnership working - ranging from individual locality level to large scale regional and national partnerships - will drive public services in the coming years.

We will increasingly deliver public services through shared leadership of partnerships at all levels - including both statutory partnerships (such as arrangements for Child Protection, Health and Social Care and Community Justice), regional partnership (such as the Tayside Regional Improvement Collaborative and the Tay Cities Deal) and partnerships which engage communities of interest (e.g. local environmental partnerships and equality networks). Joint working at all levels of our organisations will be key to successful outcomes. We will ensure there is a mutual understanding across the Council, and with our partners, of the shared issues, challenges and solutions.

At the centre of our approach is the Perth and Kinross Community Planning Partnership (CPP) which provides strategic direction, agrees joint priorities and manages performance through the Community Plan, which was developed jointly with our community planning partners and communities.

An increased focus on collaborative working with other Councils will unlock efficiencies, share best practice, and allow us to offer services to our communities to an extent that would otherwise be unachievable in the current financial context.

Public Service Reform is moving us into an entirely new era, with the Community Empowerment (Scotland) Act focussing on the achievement of active participation of communities, and the requirements for public service agencies to work meaningfully with communities on a locality basis, in service design, delivery and improvement.

We will build on our positive work to date, by strengthening community empowerment at a local level. We will support the five Action Partnerships in the co-ordination and delivery of priority needs for local areas, through their Local Action Plans. These Action Plans set out specific measures to address stubborn inequalities, informed by the findings of the Fairness Commission. We will support this activity through our Stronger Communities teams, with a much greater shift to Council staff and partners working together as teams at locality level. Our review of local decision making in partnership with What Works Scotland will help shape the future relationship with our communities.

By 2022, we will:

- Have developed active, self-sustaining and resilient communities across Perth and Kinross working alongside public services to deliver a wide range of local projects and services which benefit individuals and the local community as a whole;
- Demonstrate that communities have greater control over the decisions that affect them, including financial decisions;
- Continue to ensure continuous improvement through increased collaborative service delivery with our partner local authorities and Community Planning Partners; and
- Evidence clearly how the results of community and customer engagement have been used to inform strategy and improve service delivery.

Organised to Deliver

People, Culture and Leadership

Investment in the people who deliver services through enhanced workforce development, and effective leadership.

People are at the heart of our transformation journey, and what sets us apart as a Council is our collective focus on the connection between leadership, organisational culture and employee engagement, to support the level and pace of change required.

We have a positive track record of planning for the future, no matter how challenging that future looks. We are a high performing organisation with a clear vision, and strong Elected Member and Officer leadership and relationships. We have excellent financial management, sound governance and a talented and committed workforce. We can demonstrate many outstanding achievements and these are confirmed through robust self-evaluation, as well as positive recognition by external scrutiny bodies. We continue to be recognised as sector leading in many areas.

The Council operates in an increasingly complex environment, and continues to evolve as an organisation. Traditional Council services are now being provided through a much wider range of delivery models, such as arm's length external organisations, commissioned services, jointly with Community Planning Partners, and strategic partnerships. At the same time, we are responding to greater demand for personalisation, new ways of working with our communities and the use of technology to deliver services more efficiently and effectively.

All of this has a major influence on how services are delivered and by whom – the world of work is changing, and we are experiencing significant cultural change, on many levels. As we work with what is emerging, everyone needs to continue pulling in the same direction – the right mind-set will be key, because 'how' we do things, is as important as 'what' we do. Our organisational development framework sets out our cultural vision, in a practical way, with three principles

reinforcing our ethos for cultural change and transformation; 'Learn, Innovate, Grow'.

We are committed to growing the conditions which support and maintain a high performing workforce, with the talent, capabilities and resilience to meet the changing demands of public services. We have a sustainable approach to workforce planning and development, seeking to build leadership at all levels, to encourage learning and development for the skills and roles we will require in future. We will support people moving around the organisation to take on new roles and positions as the nature of our work evolves.

There will be an increasing focus on developing our commercial and business skills, as well as working across organisational boundaries, as more services are delivered on a collaborative basis; developing new working relationships with our communities, promoting fairness, and supporting innovation at a strategic level. We will continue our work on organisation design, ensuring that job roles are flexible and responsive to the changing needs of the organisation. This will provide opportunities for personal and professional development. Importantly, we will continue to create opportunities for employees to fully participate in the evolving programme of renewal and improvement.

By 2022, we will:

- Demonstrate that we have sustained our ability at all levels of the organisation to lead in an increasingly complex environment;
- Be a smaller organisation, but still one of the largest employers in the area;
- Have an inclusive and diverse workforce, who are actively contributing to a sustainable, fairer and vibrant Perth and Kinross; and
- Continue to have committed employees with the right skills, capabilities and mind-set to work in new ways, with and for the communities of Perth and Kinross.

Organised to Deliver

Performance

A focus on improving performance, through greater transparency, innovation and continuous improvement.

As a Council, we face the ongoing challenge of meeting an ever increasing demand for high quality services, with decreasing resources both in terms of money and staff. As our services are publicly funded, we understand that we must gain maximum value from the money available, and be accountable to the public for the spending decisions that we make and the services that we deliver. It is important that the public understands what we are doing and why, what we are doing well and what we can be doing better.

The ongoing delivery and future sustainability of public services requires us all to be more innovative and open to change; we must be more entrepreneurial and less risk averse in our approach to service design and delivery in order to make the best use of the limited resources that we have. The Council needs to spend its budget wisely. The challenging financial environment, together with changing demographics and rising demands on services, means that effective medium-term and longer-term financial planning is critical for the sustainability of the Council's finances, as we need to plan for a range of possibilities. We need to make sure that we are doing the right things for the right people, at the right time and in the right way and support Elected Members in making informed, evidence based decisions on future expenditure priorities. Through meaningful engagement with our communities we can identify and focus on what matters and deliver services in a way that better meets their needs and represents value for money.

Good governance is integral to the success and sustainability of any organisation. Through our governance framework we encompasses the purpose, culture, structure, systems, resources and controls that are in place to ensure that we can achieve our objectives. To maintain high quality services and continuously improve, our objectives must be clear and there must be a positive, performance driven culture embedded within the Council. We must have the right systems,

processes, tools and technology in place to support service design, delivery and improvement. Our internal controls must be robust to ensure that the planning and management of our finances, assets, workforce, performance and risk is effective and aligned to the delivery of our objectives and the achievement of best value. Finally we must be open and transparent in respect of our decision-making and properly accountable for our performance.

Performance is actively managed and we can demonstrate progress against our objectives. The Council has a track record of delivering high quality services and through our transformation programme we are delivering efficiencies, savings and improvements. However, we recognise that simply making incremental savings to existing services are neither sufficient nor sustainable solutions, when set against the scale of financial challenges ahead. We will develop the next phase of initiatives under our [Transformation Strategy](#), which further develops our vision and ambition to transform the organisation through technology, partnerships, community empowerment, and tackling inequality.

By 2022, we will:

- Continue to be widely regarded as an efficient, ethical and high performing organisation, recognised for equality and fairness;
- Have sustained effective and consistent performance management, fully integrated with all of our activities, with the right balance of measures in place to provide an accurate picture of our performance;
- Have continued a strong track record of delivery and improvement in respect of our organisational and shared partnership objectives and our performance information will be readily accessible to the public;
- Have delivered the next phase of our transformation programme;
- Maintain a strong awareness of the medium term and longer term financial horizon, and be prepared to address the issues which arise; and
- Demonstrate the sustainable use of our assets by completing transformation reviews to rationalise our assets with our corporate asset management plans continuing to direct resources to areas of greatest priority.

Organised to Deliver

Making it Happen

Managing our Performance

Progress against the delivery of our strategic plans is tracked by a Council wide performance management framework. This provides citizens, Elected Members and Service Managers with insight into performance against our outcomes and commitments. The framework includes benchmarking and target setting that ensures we are continuously improving.

Measuring Progress

A key component of the framework is a suite of performance indicators which are used to measure success at each level. Performance indicators will be presented via a dashboard and will include financial, workforce and customer elements to give a balanced view of performance against outcomes and commitments. These indicators will be focused on outcomes rather than outputs and will be easy to access and understand.

Scrutiny and a timetable for performance reporting are also integral elements of the performance framework, involving regular monitoring and identification of areas of good practice and areas for improvement.

We will Continue to Develop our Practice

Elected Members will scrutinise and review performance against aims, outcomes and commitments through the Council's Committees. Individual Service performance is reported routinely to Committees on a six monthly basis. The Scrutiny and Audit Committees will play a key part in their challenge role, identifying key areas for further review.

Executive Officer Team and Corporate Management Group will scrutinise and review performance against aims, outcomes and commitments on a regular basis.

Senior Management Teams will be accountable and responsible for the delivery and review of Business Management and Improvement Plan outcomes and objectives, including the Council's commitments relevant to these Services.

The performance management framework will be reviewed annually and performance reporting against the Council's commitments and outcomes will form the basis of our annual report on progress. The Corporate Plan will also be reviewed annually to ensure it reflects the changing agenda, and key priorities.

Communications and Engagement

Many elements of the Plan emphasise the importance of developing a shared understanding of the context in which we are operating; the imperative for change and the need to work together to tackle challenges; increasing the pace of continuous improvement, and achieving the outcomes we want for our communities.

Engagement will take place across the organisation on the key points of the Plan to support the development of our shared understanding. Through our Communications Plan we will share information across the organisation and with our partners. This communication will also help engage Elected Members and staff in preparation for the next round of self-evaluation and service planning, which will, in turn, highlight further priorities and actions for future versions of this Plan and our other organisational plans.

For further information, please contact Louisa Dott, LJDott@pkc.gov.uk or Claire McCarthy CJMcCarthy@pkc.gov.uk.

28 February 2018

CORPORATE WORKFORCE PLAN 2018 – 2021**Report by the Chief Executive****PURPOSE OF REPORT**

This report presents the Council's Corporate Workforce Plan for the period 2018 – 2021. The report identifies key workforce planning challenges facing the Council over the next three years, with reference to particular occupational groups. It also provides an overview of the wider influences at a regional and national level. Priorities and measurable outcomes have been developed under a number of themes which reinforce our commitment to our people and underpin our approach to workforce planning in respect of continued public services reform, the Council's transformation agenda and modernisation of working practices.

1. BACKGROUND / MAIN ISSUES

- 1.1 Workforce planning is getting *“the right people with the right skills in the right place at the right time”*. This is critical at a time when public services are continually transforming, and people's expectations from both employee and customer perspectives are increasing. The pace and extent of change are so significant that there has never been a more important time to set out an ambitious workforce plan.
- 1.2 People are at the heart of our transformation journey. Our positive people practices have helped ensure we have a skilled and dedicated workforce who are committed to making a positive difference to people's lives. What sets Perth & Kinross Council apart as a Council is our collective focus on the connection between leadership, organisational culture and employee engagement to support the level and pace of change required.
- 1.3 The Corporate Plan (insert link for new plan) sets out the Council's vision for Perth and Kinross and the type of organisation we need to be as part of that vision. The Corporate Workforce Plan is part of our strategic framework that ensures we have the right skills and talent to deliver the strategic outcomes.
- 1.4 The Corporate Workforce Plan, alongside the Organisation Development Framework, Transformation Strategy and Medium Term Financial Plan, set out how we are going to reshape the organisation to ensure it is fit for purpose to face the changes, challenges and opportunities over the next three years. It sets out our approach to reshaping the workforce, the Fair Work Agenda, future workforce planning, organisational development and transformation.

- 1.5 The Audit Scotland's report on [Scotland's Public Service Workforce](#) (2013) examined how public sector bodies have changed their workforces since 2009. It also looked at how these organisations have made changes and/or savings and identified what they need to do in future. Audit Scotland concluded that public sector finances will be under pressure for the foreseeable future and that predicting future workforce numbers remains an ongoing challenge for Councils as workforce planning principles do not easily align with a people and partnership based organisation delivering public services.
- 1.6 In March 2014, Audit Scotland published their follow up report on [Scotland's Public Service Workforce: Good Practice Guide](#). The Council's arrangements for workforce planning and management and the proposed Corporate Workforce Plan have been influenced by this Good Practice Guide as well as the [Best Value Toolkit - People Management](#) (July 2010).
- 1.7 Each December, the Council has been presented with an Annual Workforce Report which tells the story of how we have reshaped our workforce as the organisation evolves and created the conditions which support and maintain a high performing workforce, with the talent, capabilities and resilience to meet the changing demands of public services.

2. CORPORATE WORKFORCE PLAN (2018 – 2021)

- 2.1 Over the last 8 years, the composition and size of our workforce has changed as the Council has rationalised its services, implemented new service delivery models, transformed services by prioritising early intervention and prevention and embraced digital opportunities. Our Corporate Workforce Plan describes the workforce development and culture change which has enabled this journey; and then sets out our plans for the next three years.
- 2.2 Future reductions in our workforce will continue to be linked to our future skills requirements, reflecting council priorities and the changing nature of how services are delivered, with particular emphasis on working together with our communities, collaboration and the impact of more online and digital transactions.
- 2.3 Recruiting and retaining people with the right behaviours, attitudes and skills and maintaining a focus on culture are fundamental to the Council's future success. Therefore, workforce planning will continue to link closely with transformation, financial planning and asset management planning.

- 2.4 The Council Workforce Plan identifies the key workforce planning issues facing the Council over the next three years, with reference to specific occupational groups. It outlines initiatives to address these challenges and opportunities and prioritises actions. The actions are categorised under the key themes of:
- Focus on Culture
 - Attract, retain and develop talent
 - Healthy Working Lives
 - Fair Work
- 2.5 We will take a strategic approach to workforce planning and view it as a dynamic process which evolves as new influences emerge and links are strengthened with service planning. Workforce planning is a core management responsibility, with professional support from human resources and organisational development teams. Managers utilise the tools available within our strategic planning framework, such as How Good Is Our Council, and the PPMA Business Dialogue Workforce Planning Toolkit to help them assess changes in their services and how this may influence their workforce requirements.
- 2.6 The Corporate Management Group will continue to have responsibility for the implementation, prioritisation, monitoring and review of the Corporate Workforce Plan. The Corporate Management Group is accountable to the Executive Officer Team for delivering the outcomes set out in the Plan with regular scrutiny of key performance measures.
- 2.7 Annual reports to Council will continue to ensure elected members are updated on the progress in developing our workforce – preparing our people for an emerging future, creating a learning ethos and a growth mind-set, developing leadership at all levels, creating a healthy and resilient workforce and reshaping the workforce.

3. CONCLUSION AND RECOMMENDATION

- 3.1 Workforce planning is an essential part of our strategic planning framework. Understanding our current workforce skills, abilities and strengths and our future requirements will help us develop a flexible and agile workforce and plan for addressing potential gaps. Our new Corporate Workforce Plan sets out what we need to do to attract and retain the best people in ever changing labour market conditions; and how to continue to create the right conditions for employees to learn, adapt and flourish in uncertain and complex times.
- 3.2 It is recommended that the Council approves the Corporate Workforce Plan 2018-2021.

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Approved

Name	Designation	Date
Bernadette Malone	Chief Executive	14 February 2018

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

All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Community Plan/Single Outcome Agreement

- 1.1 The Council Workforce Plan supports all of the Perth and Kinross Community Plan/Single Outcome Agreement priorities of:

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

Corporate Plan

- 1.2 The Corporate Plan relate to the achievement of all Council's Corporate Plan Priorities of:

- (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.

2. Resource Implications

Financial

- 2.1 There are no financial implications arising directly from this report.

Workforce

- 2.2 This report sets out our people priorities for a learning and agile council.

Asset Management (land, property, IT)

- 2.3 There are no land, IT or property implications arising from this report.

3. Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Our people priorities enable the council to fulfil its obligations in this regard. Equality Impact Assessments will be carried out for specific initiatives and policies, as required.

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

Legal and Governance

- 3.3 There are no legal issues arising directly from this report. The Executive Officer Team operates an annual programme of workforce governance to maintain strategic oversight of all workforce matters.

Risk

- 3.4 The people priorities and practices set out within this report are designed to ensure the council is resourced with a skilled, motivated and engaged workforce to enable it to modernise, transform and deliver its strategic objectives.

4. Consultation

Internal

- 4.1 In preparation of the Corporate Workforce Plan, the Human Resources Management Team, the Corporate Management Group, Executive Directors, Trade Unions, Employer Branding Group, employees and managers who volunteered to be part of a focus group on the plan have been consulted.

External

- 4.2 There is regular and ongoing dialogue with other Councils, partner employers and professional bodies on workforce matters in order to share and develop good practice, explore collaborative opportunities, seek efficiencies and influence the national agenda.

5. Communication

- 5.1 This will be undertaken on a planned approach as and when appropriate, in line with the actions contained within the action plan.

2. BACKGROUND PAPERS

Corporate Workforce Plan (2013-18)

Audit Scotland “Scotland’s Public Sector Workforce” 2013

Audit Scotland “Scotland’s Public Sector Workforce - Good Practice Guide”
March 2014

Audit Scotland Best Value Toolkit: People Management 2010

Transformation Strategy and Organisation Development Framework - 2015

3. APPENDICES

Appendix 1 – Corporate Workforce Plan (2018 – 2021)



Building Ambition - Developing Talent



A Workforce Plan for Perth & Kinross Council 2018-2021

Foreword

In Perth & Kinross Council, our people are at the heart of everything we do. The world of work is evolving; public services continue to transform; and people's expectations from both an employee and customer perspective are changing too. The pace and extent of these changes are so significant that there has never been a more important time to set out an ambitious workforce plan and invest in the people who deliver services through enhanced workforce development and effective leadership.

Perth & Kinross Council has a positive track record of planning for the future - preparing our people for an emerging future, creating a learning ethos and a growth mind-set, developing leadership at all levels, encouraging healthy and resilient employees and reshaping the workforce.

With a strong **Focus on Culture**, our workforce plan identifies priorities for:

**Attracting, Retaining and Developing Talent,
Healthy Working Lives and
Fair Work.**

We are recognised for our strengths in setting a clear and compelling vision, strong elected member and officer leadership, excellent financial management, sound governance and a talented and committed workforce. This is evident in our long term investment in preparing our people for change by investing in learning and leadership at all levels, encouraging creativity and innovation, and building an adaptable and resilient workforce.

Workforce planning is everyone's business. As we continue to prepare for the changing world of work, everyone needs to be pulling in the same direction - the right mind set is key, because '*how*' we do things, is as important as '*what*' we do.

Our [Organisational Development Framework](#) sets out an ethos for thinking, working and future growth around the existing three principles of '*Learn, Innovate, Grow*'. These principles help us to articulate *how* we will evolve our organisational culture, and also act as enablers for transformation and continued growth. We will continue to focus on organisation design to ensure that job roles are flexible and responsive to the changing needs of the organisation and importantly, continue to create opportunities for employees to fully participate in our evolving programme of renewal and improvement.

We recognise the importance of Fair Work in ensuring that our people can have a world-leading working life where fair work drives success, equality, wellbeing and prosperity for all.

I am exceptionally proud of the hard work and dedication shown by our employees in providing the best possible services to the people of Perth and Kinross – for rising to the challenges and helping to transform our organisation. This is a great platform to continue to build our ambition and develop talent.



Bernadette Malone
Chief Executive





Our Workforce Plan:

- *explains our journey of change and how we will continue to develop and support our employees within the changing context of public service reform, increasing demand and reducing budgets*
- *outlines the changes facing the Council, taking into account pressures, demands and opportunities*
- *addresses our approach to other influences on our business, including new models of service delivery, locality planning, collaborative working and strategic partnerships*
- *emphasises a focus on culture and our commitment to building a healthy and resilient workforce*
- *sets out our approach to attracting, retaining and developing talent for our future workforce, building on what is effective and putting in place new strategies and initiatives to reinforce Perth & Kinross Council as an employer of choice*
- *re-affirms our commitment to growing the conditions which encourage learning and development for the skills we will require in the future; supports people to move around the organisation and take on new roles as the nature of our work evolves; and builds leadership at all levels*

Workforce planning is an ongoing and iterative process because our workforce requirements will continue to evolve in our emerging future. The Corporate Management Group will have responsibility for oversight of the plan and ensuring we remain on track, anticipating changes so that we can be well prepared.

Our Changing Workforce Profile

We continue our journey on from our last [Corporate Workforce Plan](#) which set out our people priorities from 2013 until 2018. Annual workforce reports to Council have described changes in our workforce profile and achievements in [2013](#), [2014](#), [2015](#), [2016](#) and [2017](#).



The overall size of our workforce has reduced from

6281 to
5595



Fixed Term Contracts have increased from

8% to
13%



Annual paybill incl. employer costs has increased from

£178m
(2011/12) to
£184 m



The number of employees under 24 has increased from

164 to
295



Permanent turnover has increased from

6.4% to
9.2%



The number of employees aged 60+ has risen from

7% to
9%

Looking back to 2009, our workforce has reduced by approximately 11% in headcount over the period 2009 to 2017. Included within this figure is a 25% reduction in the number of chief officers and an 11% reduction in service managers. This reduction comes at a period of time when teacher numbers have been maintained through the Local Government Finance Settlement. In addition, specific work groups have increased because of Scottish Government initiatives, such as Primary School Support Assistants, Play Assistants and Early Childhood Practitioners. Strategic decisions to deliver services through Arms Length External Organisations or joint arrangements have influenced the shape and size of the workforce. Overall, there has been a long term trend of a reducing directly employed Council workforce.

Our Changing Role

The challenges facing public services are well documented:

- *New legislation, the Education (Scotland) Bill which includes the establishment of the Tayside Regional Improvement Collaborative for Education and the proposed Headteachers' Charter*
- *Implementation of the Children and Young People (Scotland) Act 2014*
- *Implementation of the Community Empowerment (Scotland) Act 2015 means more power and decisionmaking at community level*
- *Stronger focus on localities and working more closely with our partners and with communities*
- *Population growth pressures within Perth and Kinross alongside rising demands for Council Services.*
- *Reductions in public sector funding*
- *Continued development of the Health and Social Care Partnership and the Community Justice Authority.*
- *Regional collaborative working on a range of services.*
- *Climate Change Bill and the move to a low carbon society*
- *Advances in technology which drives digital and online approaches to service delivery*

These will all have significant influence on how our services are delivered in future, and by whom.

Perth & Kinross Council remains the largest single employer within the area. We also know that currently 84% of our employees live within the Perth and Kinross area. In a workforce planning context, we are well placed to reach out to schools, colleges and universities to promote jobs and careers within local government. We have the opportunity to influence personal values and attitudes which will challenge traditional stereotypes and encourage a more diverse and inclusive workplace culture. By offering a broad range of training and employment opportunities to staff, as well as career paths, good terms and conditions (including pension provision and an Accredited Living Wage Employer) and flexible working options, the Council makes a significant economic impact within Perth and Kinross which in turn helps tackle inequalities for our individuals, families and communities.

All of this comes at a time when we see greater demands for personalisation of Council services and localisation which in turn influences the skills and values expected in our employees. We also see opportunities for efficiencies and collaboration such as Education & Children's Services with the Tayside Regional Improvement Collaborative and with other public service partners.

Our customers are also becoming more digitally aware and expect more digital support; we have to equip our staff with digital skills, flexibility and mobility to deliver our services. Within Perth & Kinross Council, we have been planning this for a long time and have a [PKC Digital Strategy](#) in place.

The Council operates in an increasingly complex environment. The Council's role has been evolving for many years as a direct provider of services, a commissioner of services, a partner in collaborative working, as well as fulfilling a leadership role within a community planning context. These trends are set to continue which means an evolving skill set, new behaviours and new ways of working within our workforce.

Our Complex Environment

This diagram describes some of our services in terms of our complex environment.



Key Influences

We have always recognised the importance of recruiting, retaining and developing employees with the right talent, skills and experiences in the right place and at the right time. However, there are several prevailing factors which are influencing the workforce plans of many employers, especially in public services. These are:-

- *Competition for labour in Scotland is set to increase as the economy recovers and investment in capital and infrastructure increases. This will result in increased competition between public and private sectors as well as between public service employers. Our ability to attract and retain skilled and experienced staff is critical.*
- *With an ageing workforce profile and 22% of staff eligible to retire over the next 5 years, the departure of experienced employees will result in a loss of organisational knowledge. We will continue to use voluntary severance as a workforce management tool; however our focus will be increasingly on re-training and skills development.*
- *We recognise the importance of Fair Work for individuals and establishing the Council as an employer of choice. We aim to offer work that offers **effective voice, opportunity, security, fulfilment and respect.***
- *Technology more than any factor will drive the speed of change from both a customer and employee perspective. It is also a key driver in creating opportunities to optimise processes, improve accessibility of services as well as drive*

efficiency. Artificial intelligence, digitisation and automation will reshape roles and the skill sets required by our staff.

- *Valuing diversity and promoting an inclusive workplace culture makes good business sense – diversity stimulates debate and discussion which contributes to more informed decision making.*
- *As we encourage more young people into our workforce we need to address differences in expectations, behaviours and values in our multi-generational workforce. This includes the move towards more digitalisation and diverse talent in respect of workplace technology, communications and learning.*
- *The direct and indirect effects of Brexit may impact on the overall availability of labour.*
- *Higher turnover among younger generations who do not wish to remain with the same employer or in the same type of job. Creating opportunities to acquire portable skills which are valued in different settings increases the chances of retaining young people who can explore the diversity of employment offered in public services.*
- *Recognition of the significant social and economic benefits that come from the Council's role as a major employer in terms of the impact of higher skilled and better paid jobs.*

These influences require Perth & Kinross Council to be bold in its ambitions for recruiting, retaining and developing talent for our future workforce.

Developing Our Plan

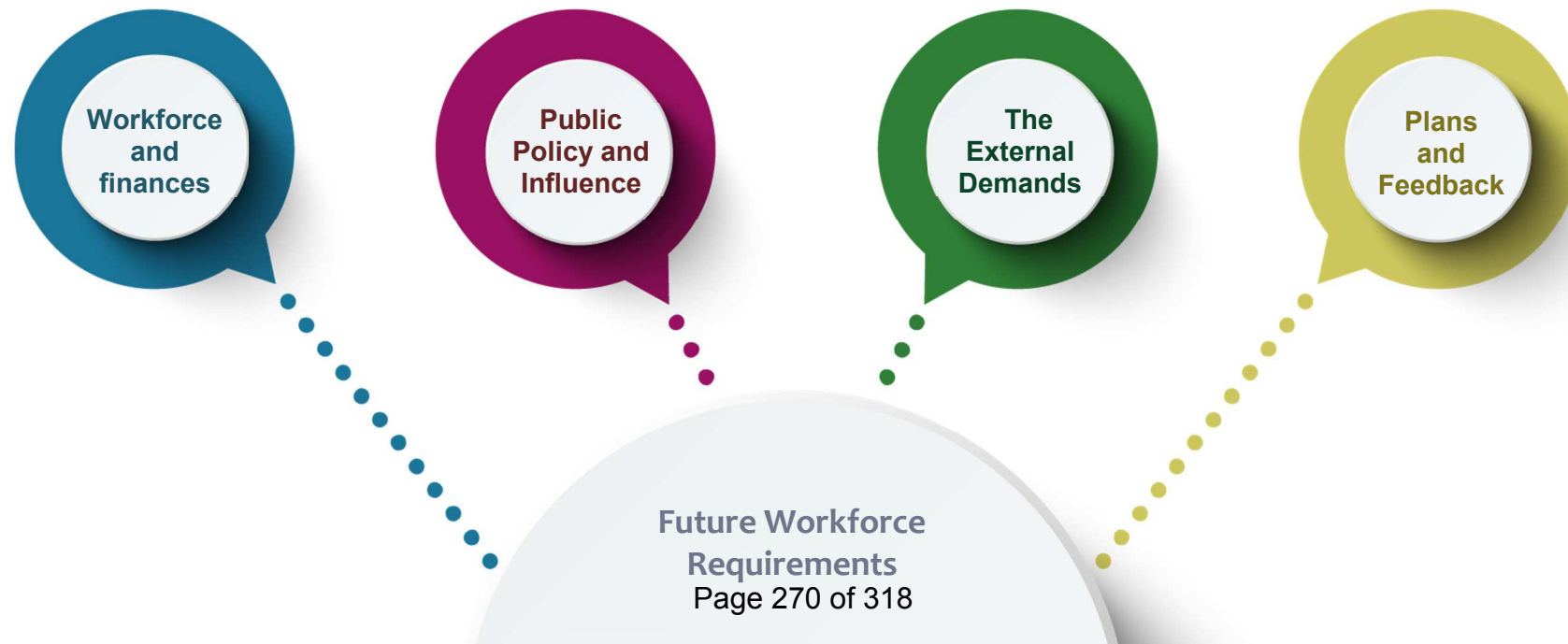
Our Workforce Plan is part of the Council's strategic planning framework. It has been shaped and developed around what we know about our environment, a deeper understanding of the challenges and opportunities we face, especially labour market conditions in our global economy, forecasting and scenario planning.

Headcount/FTE
Turnover
Age Profile
Grade Analysis
Equality Monitoring
Financial Plans
National Pay Awards
Living Wage

Social Trends
Fairness Commission
Growing Public Expectations –
*personalisation of services,
online access to services*
Programme for Government
New Legislation
Fair Work Convention

Local/Regional/National
Labour Markets
Impact of Brexit
Demographics - *increase in
older people and increase
in younger people affecting
service demands*
Technology

[Corporate Plan](#)
[Transformation Strategy](#)
[Community Plan](#)
Business Management &
Improvement Plans
Managers Feedback
Employee Feedback
Trade Union Feedback



Occupational Groups

Strategic workforce planning considers the future requirements of the whole council. As well as identifying corporate actions, we have highlighted the workforce challenges for specific occupational groups either because of their size and scale within the council workforce or their potential impact. Here are some specific groups:

Teaching



Context

28% of our workforce are teaching staff who work in 68 primary schools, six secondary schools and four all through schools

60% are over the age of 40 and we have a predominantly female workforce

Key Workforce Challenges

- *There are hard to fill posts in some rural areas, denominational schools, Home Economics, Gaelic, STEM subjects and promoted posts*
- *Engaging supply teachers*
- *Managing the demands of changing school rolls and planning for any outcome from the School Estate Review*
- *Opportunities for workforce planning via the Tayside Regional Improvement Collaborative*
- *Implications from the Headteachers' Charter*

What is Underway?

- *A Learn to Teach Programme to retrain existing employees as teachers is in its third year; and is one of the 11 new routes to teaching*
- *Collaboration with University of the Highlands & Islands (Perth College) and University of Dundee to create other new routes into teaching*
- *Scottish Government and local innovative ways to promote teaching as a profession - advertising campaigns, recruitment materials, including video clips and recruitment packs*
- *Active support for Headteachers and future school leaders to develop key skills and create future leadership capacity*
- *National project to optimise deployment of supply staff*

Early Years and Learning



Context

13% of our workforce work in Early Years and Learning and we have a predominately female workforce

73% are over the age of 40

Key Workforce Challenges

- *Biggest growth area within the workforce with the expansion of early years from 600 hour to 1140 hours for all entitled two, three and four year old children by August 2020*
- *Future assessment of After School Clubs and Holiday childcare to be undertaken by Scottish Government*

What is Underway?

- [Early Years and Learning Expansion Plan](#) submitted to the Scottish Government includes a workforce plan for this staff group
- *Increased collaboration with our partner providers and childminders to deliver on a commissioning basis*
- *Introducing new ways of working through trials of 1140 hours*
- *Building on our Men into Childcare initiatives*
- *New career pathways being explored*
- *Significant increase in Modern Apprentices in Learning and Childcare*
- *Learn to Work in Early Years Programme has been launched to retrain existing employees*

Adult Social Work and Social Care



Context

16% of our workforce works in social work and social care

12% of employees are over the age of 60 and we have a predominantly female workforce

Key Workforce Challenges

- *An integrated approach to the provision of health and social care services means greater collaboration with NHS and partners in the third and independent sector and community groups, including developing an integrated workforce plan*
- *Greater preference for being cared for at home, choosing locally based and community services, such as community hubs, day services, resulting in service provision moving towards a commissioning model*
- *Hard to fill posts across the whole social care workforce, in part due to rurality*
- *Retention of qualified Mental Health Officers*
- *Care not seen as a positive career option. Shift in culture and training options are required to encourage the next generation to view care as an attractive career choice*
- *We require a more commercial approach to these services*

What is Underway?

- *Working closely with NHS Tayside and partners in the third and independent sector as well as community groups means developing skills, knowledge and understanding across the sectors*
- *Developing a framework to clarify multi agency management responsibilities*
- *Opportunities for maximising recruitment and career pathways continue to be explored with independent providers*
- *Developments at national level for the health and social care workforce, including the Safer Staffing Bill*
- *Care and Learning Job Family to enable deployment and reskilling of employees to areas of demand*

Housing



Context

3% of our workforce are in Housing and are predominately female

7% of Housing employees are over the age of 60

4% are under the age of 24

Key Workforce Challenges

- *Ensure that all households within Perth and Kinross have access to good quality affordable accommodation, support and assistance*
- *Wide range of skillsets required by staff to support and sustain tenants in a changing financial climate both locally and nationally*
- *Dealing with more vulnerable, complex and challenging individuals*
- *Changes to legislation and increasing demand for services including the supply of affordable housing*
- *Hard to fill posts in Building Services posts due to local and national availability; potentially impacted upon by Brexit requiring an innovative approach to the supply of staff*

What is Underway?

- *Redesigned roles to promote responsive, local support through collaboration with all sectors and community empowerment*
- *Shift towards mobile working in Building Services and supporting staff to become more digitally aware*
- *The delivery of Frontline Future Sessions for staff across the service with a focus on key skills and competencies along with a Leadership and Management Programme blending leadership skills and more practical management approaches*
- *Training needs analysis and the development of a Housing Service Training Plan*
- *Introduction of multi-skilled job profiles at all levels has enabled a focus on early intervention*
- *Opportunities are being provided for career pathways into Building Services and improved recruitment methods are being explored*

Construction, Property and Engineers



Context

1.4% This group represents a small yet critical section of the overall workforce

82% of this workforce is male

32% of Engineers are chartered, of which 71% are over the age of 45

5% are progressing their career via the Professional Trainee route

Key Workforce Challenges

- Area of workforce growth with major investment in capital projects across Perth and Kinross over the next seven years
- The removal for the requirement of Engineers to have iEng means they may not be suitably qualified for promotion
- Hard to fill posts caused by salaries, lack of expertise/knowledge, competition with the private sector and complexity of projects
- UK wide shortage of Engineers

What is Underway?

- Developing relationships with our partners to share best practice and knowledge when gaps are identified, such as roads collaboration with Dundee City Council and Angus Council
- Shift from a client/contractor model for asset improvement and maintenance to service led initiatives which addresses skills gaps and reduces reliance on consultants and agency staff
- The Scottish Futures Trust (SFT) Construction Procurement Competency framework is used in recruitment and development discussions
- Defined career paths help attract young people to the public sector and retain talent
- New Graduate Apprenticeships with the University of Dundee and other graduate programmes are being developed
- Promoting the Council's work-life balance opportunities to attract suitably qualified candidates to live and work in the area
- Creative recruitment adverts using social media

HGV Drivers and HGV Mechanics



Context

1.1% of our workforce work as an HGV Driver or HGV Mechanic

98% of HGV Drivers are male, of which 55% are over the age of 50

100% of HGV Mechanics are male, including Apprentice Mechanics

57% of our mechanics, including management are over 50

The average salary for HGV jobs in Scotland is £27-£29k and higher than the Council rate

Key Workforce Challenges

- *There is a national shortage of HGV Drivers*
- *Perth & Kinross Council salaries are not competitive with the private sector within this sector, notwithstanding the work-life balance and pension benefits the Council can offer*
- *Difficulties in recruiting and retaining young people mainly because of the rate of pay being offered – this is a challenge as we have an ageing workforce*
- *Brexit may impact on attracting HGV workers from overseas*
- *Failure to attract and retain HGV workers will result in major disruption for the Council because of the effect it will have on our communities*

What is Underway?

- *In-house Driver training programme to develop our existing workforce*
- *An established Modern Apprenticeship programme to attract young people to be HGV Mechanics*
- *A public and private sector benchmarking exercise to review salaries in this area*

Economic Development



Context

0.5% This group represents a small yet critical section of the overall workforce

There is an equal balance of male/female

79% are over the age of 40

Key Workforce Challenges

- Exploration of a single Transport Planning and Public Transport Team will require collaboration and partnership skills
- Potential integration of Economic Development and strategic planning
- Brexit/European Social funding impacts on the long term nature of this workforce
- A commitment has been made by Tay Cities Deal to close the jobs gap and reduce unemployment

What is Underway?

- Working in partnership with the Scottish Government to identify the future workforce skills and resources needed to provide a partnership approach
- Collaborative working across Dundee, Angus and Fife, the Tay Cities Deal propose establishing an integrated approach across Tayside in the following key areas:
 - tourism destination development including events and conferences
 - inward investment and international trade development
 - employability
 - growth sector support
- Through the Tay Cities Deal, we are working with Skills Development Scotland and the Scottish Funding Council to flex and align resources around regional and local skills priorities. This will include the allocation of Modern Apprenticeship contracts across the economic region.

Customer and Business Support Services



Context

25% of the workforce work in Customer and Business Support of which 74.9% are female

68% are over the age of 40

Tomorrow's Customer and Business Support Services review will impact almost **20%** of the workforce

Key Workforce Challenges

- *The pace of digitalisation means that more and more customers expect the Council to provide services in ways which reflect our day to day lives and our staff need the skills, technology and confidence to provide this*
- *Many of these staff are on fixed term contracts due to the review of Customer Business Support Services Review which creates instability and uncertainty*
- *Some ways of working were historically designed around the needs of the organisation rather than the customer's needs*

What is Underway?

- *Exploring collaborative opportunities with our neighbouring local authorities*
- *Creating efficiencies through use of technology, automation, and mobile working which will impact on the number and type of roles in this area*
- *Offering individuals who may be affected by the review opportunities to consider alternative careers with the Council or support to start their own business*
- *Developing training programmes to upskill employees with the digital skills to become adaptive workers of the future*

Developing Our Plan

The ultimate aim of our workforce plan is to attract, retain and develop talent in order to meet current and future workforce requirements, so that we are best placed to meet the changing needs of our customers and communities. This will be achieved through maintaining a focus on culture as well as recruitment and retention strategies, fair work, healthy working lives, leadership and reward and recognition. This section of the plan sets out what we have achieved, what we will do and the outcomes we want.





Achievements:

- Created an organisational development framework which sets out an ethos for thinking, working and future growth, around three principles: 'Learn, Innovate, Grow' – these principles help us to articulate how we will evolve our organisational culture
- Developed a methodology to support teams transitioning through cultural change
- Established a set of cultural behaviours to support transformation and continued growth, at individual, team, service and organisational levels
- Embedded the Learn, Innovate, Grow ethos in our employee development discussion process
- Delivered a programme of learning opportunities which capitalises on the wide range of skills, knowledge and professional expertise within the Council
- Created a community of active learners across the Council

- Introduced opportunities to learn about and apply new methodologies for service design / improvement / innovation which recognise the need to work differently with our communities
- Developed and delivered a wide range of formal and informal Leadership Development opportunities
- Delivered a range of learning, information and networking sessions for senior leaders
- Developed a programme of corporate events to celebrate success: Securing the Future Awards, Service Recognition Awards, Modern Apprentice Graduation, and David White Award
- Encouraged and supported grassroots innovation, through the annual Angel's Share opportunity

Priorities:

- Increase use of the Learn, Innovate, Grow cultural change methodology, to support transformation and change
- Introduce a new, 360 feedback model which reinforces the behaviours set out in our Learn, Innovate, Grow framework, to support individual learning and development
- Reinforce cultural behaviours for thinking, working and future growth, through the introduction of the PKC Adaptive Worker framework. This digital resource will support self-directed learning on a range of topics, such as community empowerment, innovation, leadership and digital skills, etc
- Continue to evolve our approach to celebrating success, and recognising employee commitment and contribution
- Implement new leadership approaches which support the further development of the authorising environment, and new ways of working with our communities
- Step up our approach to innovation – through new partnerships, new opportunities for learning, and new methodologies which support new thinking and action
- Continue to grow digital leadership by supporting and empowering staff to use technology to re-shape services and processes

Outcomes:

1. A learning organisation, which offers equality of opportunity for all employees, through access to learning and career development which helps them grow personally and professionally
2. The impact of participation in learning and development opportunities is visible through improved or innovative practice
3. Our individual and collective leadership inspires, supports and values contributions from all
4. Employees feel valued, recognised and respected, and employee voice influences change



Achievements:

- Established successful Modern Apprenticeship (MA) and Graduate Programmes with exceptional levels of achievement, continuing employment and positive onward destinations
- Significant increase in young people across the Council workforce
- Expansion of MA frameworks to cover a broad range of occupations and higher skill levels at SVQ3 and above
- Achieved Investors in Young People Gold Award status
- Established mentoring, action learning and job shadowing to support learning for all

- Created a corporate induction programme to welcome new employees and foster a sense of belonging and commitment to the organisation as a whole
- Implemented retraining initiatives for hard to fill jobs, such as Learn to Teach and Learn to Work in Early Years
- Introduced a Job Families Framework across the Council to support employees' learning and career development opportunities
- Created a focus on Employer Branding to evolve the cultural conditions and drive a collective focus on improving employee experience across the employee lifecycle, from recruitment to exit

Priorities:

- Further develop and promote our Employer Brand to attract and retain the right people, and positively influence employee experience
- Introduce more innovative recruitment and retraining strategies, with a clear focus on hard to fill posts
- Modernise recruitment practices to engage the right candidates, internally and externally
- Develop our approach to career development and succession planning which identifies and nurtures talent, and is fair and robust
- Be creative in our approaches to secondments, transfers and access to opportunities for development, for those working within the Council and across the Community Planning Partnership
- Develop a Managers Induction Programme to offer support, along with learning and networking opportunities
- Continue to invest in young people to develop career paths, targeting occupational areas of growth and hard to fill posts
- Broaden the scope of Job Families across the Council to support potential sustained employment during periods of transformation and change

Outcomes:

5. Perth & Kinross Council is recognised as a 'great place to work' by employees across the employee lifecycle (from recruitment to exit)
6. We can evidence a positive recruitment experience for all candidates



- *Recognised the importance of connecting with colleagues to share knowledge and skills and develop a sense of community within the Council – developed a range of learning opportunities which promote physical and mental health and wellbeing*
- *Maintained Healthy Working Lives Bronze and Silver Awards.*
- *Continuing to offer employees a free Winter Flu vaccination, in partnership with NHS*
- *Reviewed mobile and flexible working to better support work / life balance*
- *Committed to supporting employees with caring responsibilities – achieved Carer Established status*
- *Developed a policy to encourage employees to volunteer within their communities*
- *Continuing our focus on equality and diversity; established a LGBTi+ staff network*

Priorities:

- *Continue developing our commitment to promoting employee health and wellbeing in the broadest sense (including mental and physical health, ways of working and resilience)*
- *Further developing the type of support on offer for those transitioning to new ways of working and new roles*
- *Continue to work with our trade unions to further support positive employee relations*

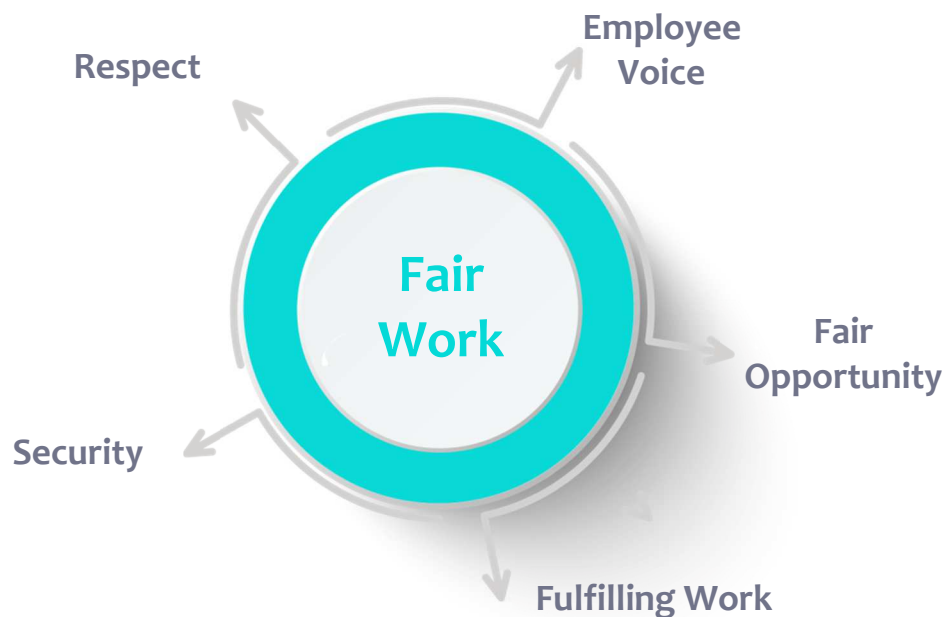
Healthy Working Lives

Achievements:

- *Delivered targeted resilience training to support individuals, teams and services*
- *Developed a range of approaches to ensure people feel supported and informed when experiencing change at work*
- *Continuing to provide occupational Health Services including physio and counselling, and also advice for managers*

Outcomes:

7. A healthy workforce: increased promotion / uptake across the range of health, wellbeing and resilience initiatives and opportunities available to support people to perform their best at work, and maintain a positive work / life balance
8. Engaged and motivated staff with the skills, behaviours and resilience to adapt positively to change



Achievements:

- Consulted with our employees and Trade Unions to gain insight into their experience of Fair Work within Perth & Kinross Council and used this information to shape our practices
- Conducted an annual employee survey (over a 10 year period) as a means of understanding what is working well for employees, and to drive improvements

- Piloted Pulse Surveys within Services to gather real-time feedback on key issues
- Added Futures Thinking conversations to the range of employee engagement mechanisms in place, enabling staff based centrally and in localities to meet directly with members of the Executive Officer Team, and share experiences and ideas
- Supported shadowing, mentoring and coaching across the organisation and with other local authorities, CPP organisations and Scottish Government
- Maintained a fair and robust pay and grading structure
- Demonstrated our long term commitment to paying and promoting the Living Wage
- Developed and promoted a comprehensive range of employee benefits

Priorities:

- Increase work and training opportunities for young people and adults with mental and physical disabilities, and those who are care experienced
- Review the use of temporary contracts to give greater certainty of earnings for staff and improve stability in Services
- Develop new ways of encouraging employee voice, which support engagement and feedback
- Expand learning opportunities across localities utilising technology and internal expertise across the Council and CPP organisations
- Continue to promote a positive culture of equality, diversity and fairness across our workforce
- Review HR policies and procedures (including pay and benefits) as part of a 3 yearly review programme

Outcomes:

9. Inclusive and progressive working environment which encourages and supports diversity and growth, and where people can be themselves at work
10. Employees experience a sense of purpose, community and fulfilment, both within their job role, and as part of the wider Council

Making It Happen

We are an ambitious Council with a clear vision, aims and aspirations for our workforce. Elected Members will scrutinise and review the performance of the People and Culture commitments within the Corporate Plan. An annual report to Council will continue to ensure elected members are updated on the progress in developing our workforce – preparing our people for an emerging future, creating a learning ethos and a growth mind-set, developing leadership at all levels, encouraging healthy and resilient employees and reshaping the workforce.

The **Executive Officer Team** has overall responsibility for all workforce and organisational development strategic and plans. It will determine priorities and recommendations to Elected Members for future developments.

The **Corporate Management Group** has responsibility for the implementation, monitoring and review of the Corporate Workforce Plan. It will scrutinise and review performance against outcomes on a regular basis, and provide progress reports to the Executive Officer Team.

Service Management Teams

Workforce planning is a core management responsibility, with professional support from human resources and organisational development teams. Managers utilise the tools available within our strategic planning framework, such as How Good Is Our Council, Business Management and Improvement Plans and the Business Dialogue Workforce Planning Toolkit to help them assess changes

in their services and how this may influence their workforce requirements. Workforce planning happens at different levels and is an ongoing and iterative process. For example, assessing the workforce implications is a key step in any service review or transformation project. Team plans and Business Management and Improvement Plans will identify workforce planning and development requirements which will in turn inform actions and initiatives to tackle them. At an organisational level, we will identify solutions and approaches which will be effective across a range of staff groups in order to demonstrate best value, offer the scale and momentum to make a positive difference.

Trades Unions and Professional Associations

We value the contribution and insight from trades unions and professional associations as employee representatives on workforce planning and development. The Employees Joint Consultative Committee and Joint Negotiating Committee for Teachers will be involved in reviewing progress and shaping developments in our workforce plans.

Employees

We will continue to offer opportunities for our employees to tell us what matters to them and what will help their development at work, influence how they feel about work – how they are managed, opportunities for learning and sharing with colleagues and encouraging staff to share their ideas for improvement and innovation.

Conclusion

We are an ambitious Council with a clear vision, aims and aspirations for our workforce. We are committed to investing in and developing our people to achieve their full potential and to make a positive difference to the lives of those within our communities. The Council will continue to modernise and transform and so its workforce requirements will change too. Therefore, building capacity for change by recruiting, retaining and developing people with the skills, attitudes and behaviours is our priority.

In future, our Council will be smaller, more agile, and will focus on delivering services which add the most value to our communities through further collaboration, partnership working and commissioning. Technology will also change the way we deliver our services, as we become smarter, flexible and more efficient.

Our talented and skilled workforce demonstrates their passion and dedication to public service on a daily basis. This provides a solid foundation upon which to transform the way the Council does business and to define a compelling offer to attract and retain staff who share our ambition, commitment and drive to enhance the lives of the people within Perth and Kinross.

12 February 2018

PERTH AND KINROSS COUNCIL

28 February 2018

**TRANSFORMING THE CULTURAL OFFER OF PERTH AND KINROSS:
UPDATE ON CITY HALL****Report by the Depute Chief Executive and Chief Operating Officer****PURPOSE OF REPORT**

This report updates Council on progress with the City Hall project following Council's decision in August 2017 to approve the appointment of Mecanoo by HubCo East Scotland as project architects.

1. BACKGROUND / MAIN ISSUES

- 1.1 [Report 17/261](#) updated Council on the process to select an architect for City Hall, the largest project in the Cultural Transformation Programme approved by Council in June 2016 within the wider capital programme. The other two projects in the Cultural Transformation Programme are the refurbishment of Perth Museum and Art Gallery (PMAG) and a new museums collections store. The total budget for all three projects is £30M, with £20M committed by the Council. The total budget for City Hall is £20M, with £10M of the Council's overall £20M investment allocated to the project and the remaining £10M sought from the Tay Cities Deal and the Heritage Lottery Fund.
- 1.2 [Report 16/278](#) to Council set out the rationale for this level of investment in culture, summarising the current under-performance of Perth as a cultural tourism destination in relation to other comparable parts of Eastern Scotland; and setting out the findings of detailed visitor market appraisal and total potential visitor market size for Perth if the quality of its cultural attractions was significantly improved.
- 1.3 City Hall will be a major new museum attraction in Perth, operating in tandem with PMAG and with the two venues providing complementary but contrasting visitor experiences. Visitor market appraisal established that no single attraction was capable of addressing the market opportunity which the visitor market appraisal had identified.
- 1.4 City Hall will showcase the story of Perth's Ancient Roots and its role in the birth of the Scottish nation. The Stone of Destiny, for which the Council has submitted a formal loan request, is viewed as central to the Ancient Roots story. City Hall will complement the focus at V&A Dundee on the story of Scotland as a design nation. It will also provide space for large scale touring exhibitions of UK and international significance. PMAG will showcase the story of Perth's Modern Scots and their role in shaping 20th and 21st century Scotland including figures like John Duncan Fergusson, Patrick Geddes, David Douglas, John Buchan and others.

- 1.5 Further analysis to develop the business case for City Hall as a Tay Cities Deal strategic project, and to support the UK City of Culture 2021 bid for Perth, set out expected impacts from this level of cultural investment including overall visitor number growth; increased Gross Value Add to the local economy; and more training and job opportunities for local young people from stimulating the local creative economy.
- 1.6 The creative economy remains the fastest growing UK sector with growth of just under 10% in the decade prior to 2015; accounting for over 5% of UK jobs and generating £171B in GVA for the UK economy.
- 1.7 Report 17/261 recommended that Council approve the appointment of Mecanoo by HubCo East Scotland as project architects following an international design competition for the project. A Programme Board, chaired by the Leader of the Council, is overseeing delivery of the Cultural Transformation Programme. Culture Perth and Kinross, the Council's key delivery partner, is represented on the Programme Board and is fully engaged with all aspects of programme development and delivery.
- 1.8 As part of the HubCo process a separate procurement exercise (within the £20M budget) to appoint exhibition designers for the internal displays at City Hall and PMAG was also carried out. Metaphor were appointed to design the internal displays, reported to the Programme Board in December 2017. Previous projects include gallery designs for National Museums of Scotland, V&A London and the new St Kilda Visitor Centre proposed for Lewis.
- 1.9 The remainder of this report summarises progress on City Hall, PMAG and the new collections store.

2. PROPOSALS

- 2.1 The delivery programme for City Hall is on track. Detailed design workshops are underway to develop the architectural design for City Hall and the exhibition designs. The designs were developed to RIBA Stage 1¹ (outline concept design) by December 2017 and submitted to the Programme Board. The next design milestone is May 2018 when the designs must be developed to HubCo Stage 1. This work is also on track.
- 2.2 The key project milestones for City Hall are summarised below:

Key Milestone	Estimated date
HLF Round 1 Submission	7 December 2017
Hubco Stage 1 approved – outline design	16 May 2018
HLF Round 2 submission	31 August 2018
HLF grant award	December 2018
Hubco Stage 2 approved – final design	13 February 2019
HLF Permission to Start	28 February 2019
Financial Close – construction contract	1 March 2019

¹ Royal Institution of British Architects

signed	
Construction Start	April 2019
Completion	January 2021
Building open	Summer 2021

- 2.3 An HLF Stage 1 application for £4.9M towards City Hall was submitted on 7 December 2017. The Council and Culture Perth and Kinross are joint applicants for the grant. This is now being assessed and we will be notified on Stage 1 in March 2018. A Stage 2 application will be required by 31 August 2018. Work is underway on this.
- 2.4 City Hall has remained a Tay Cities Deal strategic project since January 2017. Officers have continued to refine the Strategic Business Case and provide further information/clarification on expected project benefits to UK and Scottish Government over the past 12 months. The outcome of City Deal negotiations is expected later in 2018.
- 2.5 Dialogue continues via Scottish Government Protocol and Honours Unit on the Council's formal request for the Stone of Destiny to come to Perth. Scottish Government officials visited Perth in January 2018 to this end to view the City Hall site and the emerging designs. Further information will be provided to Scottish Government in mid-March 2018.
- 2.6 The total City Hall project budget is £21.18M, which includes £2.18M already allocated and approved for the wider programme of public realm improvements. The detailed cost plan is under development with HubCo and will include all fees, risk, overheads and HubCo fees.
- 2.7 Public engagement on the developing designs for the City Hall building, interior and surrounding public realm is being planned and will be , aligned with the wider planning consent process.
- 2.8 Alongside City Hall, work continues to develop the PMAG refurbishment project. The creation of a new museum collections store is the first priority because, once complete, this will enable decant of collections currently stored at PMAG enabling the building to close for refurbishment. Options appraisal on the design, specification and location of the store has been prepared and will be submitted to the Programme Board on 16 March 2018. The total budget for both projects remains £10M.

3. CONCLUSION AND RECOMMENDATION

- 3.1 It is recommended that the Council:
- (i) Notes progress with the City Hall project since the last update to Council in August 2017.
 - (ii) Notes the governance role of the Programme Board in overseeing project delivery

Author(s)

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Approved

Name	Designation	Date
Jim Valentine	Depute Chief Executive, Chief Operating Officer	20 January 2018

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

Community Plan / Single Outcome Agreement

- 1.1 The proposals relate to the delivery of the Perth and Kinross Community Plan/Single Outcome Agreement in terms of the following priorities:

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

- 1.2 This report relates to Objective No (ii) .

Corporate Plan

- 1.3 The Perth and Kinross Community Plan 2013-2023 and Perth and Kinross Council Corporate Plan 2013/2018 set out five strategic objectives:

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

- 1.4 This report relates to Objective No (ii)
- 1.5 The report also links to the Education & Children's Services Policy Framework in respect of the following key policy area: Learning: Developing Communities.

2. Resource Implications

Financial

- 2.1 There are no direct financial implications to this report.

Workforce

- 2.2 None.

Asset Management (land, property, IT)

- 2.3 None.

3. Assessments

Equality Impact Assessment

- 3.1 Assessed as **not relevant** for the purposes of EqIA

Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. However, no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

Legal and Governance

- 3.3 None.

Risk

- 3.4 None.

4. Consultation

- 4.1 The following have been consulted in the preparation of this report:

Internal

- Head of Property Services

External

- Scottish Government, Protocol and Honours Unit

2. BACKGROUND PAPERS

None.

3. APPENDICES

None.

PERTH AND KINROSS COUNCIL

28 February 2018

REVIEW OF THE SCHEME OF ESTABLISHMENT FOR COMMUNITY COUNCILS
IN PERTH AND KINROSS

Report by Head of Democratic Services

PURPOSE OF REPORT

This report seeks authority to undertake a review of the Scheme of Establishment of Community Councils in Perth and Kinross and sets out proposals on the context, process and timescale for the review.

1. BACKGROUND / MAIN ISSUES

- 1.1 The current [Scheme of Establishment for Community Councils](#) was adopted by the Council on 23 February 2011 (Report 11/72 and Article 110 refer) following public consultation. The Scheme provides a common minimum basic framework governing the creation and operation of community councils in Perth and Kinross. The Scheme allows a number of matters to be determined by local authorities, including community council areas and resourcing arrangements for community councils. The Council also approved [a model constitution](#) for a community council and [model standing orders for community council meetings. The Scheme, constitution and standing orders were](#) based on templates produced by Scottish Government but which in turn had been largely based on documents in wide use by Councils across Scotland.
- 1.2 The Council also agreed in February 2011 that community council elections should be held on a common day across Perth and Kinross and these have been held in November 2011 and November 2015. At the first meeting of a community council held after election day, it will agree to adopt a constitution and standing orders which will be based on the model documents.
- 1.3 It is now seven years since the Scheme and the model documents were adopted, and in addition to several issues which have been raised in relation to the language in the model documents (e.g. provisions re the co-option of members; the code of conduct for community councillors; procedures for handling complaints; funding arrangements), it is important to ensure that the arrangements for supporting the community councils meet their needs and those of the Council.
- 1.4 Historically, there have been anomalies between the boundaries of the community council areas and Ward boundaries. Whilst consideration has been given to aligning these boundaries previously, in some areas it has been recognised that the community council areas reflect local communities and the anomalies have been accepted. As a result of the [Fifth Statutory Review of Electoral Arrangements by the Local Government Boundary Commission for Scotland](#), which resulted in the introduction of revised boundaries for some Wards for the local government elections in May 2017, there are some

additional anomalies between the boundaries of community council areas and the new Ward boundaries. The existing overlaps and those resulting from the 2007 changes are set out in **Appendix 1** to this report.

- 1.5 The Council agreed in December 2015 ([Report 15/573](#) and [Article 755](#) refer) to establish 5 action partnerships under the auspices of community planning – namely Eastern Perthshire (Wards 1-3), Highland & Strathay (Wards 4-5), Strathearn & Strathallan (Wards 6-7), Kinross-shire, Almond & Earn (Wards 8-9) and Perth City (Wards 10-12). As the boundaries of the community council areas do not always match those of the Wards, consequently, community council areas do not always fit exactly into the action partnership areas. The community council areas within the action partnership areas are set out in **Appendix 2** to this report.
- 1.6 On 1 December 2017, the Perth and Kinross Community Planning Partnership Board agreed to a review of local decision-making in Perth and Kinross, and this was reported to Council on 20 December 2017 ([Report 17/419](#) refers). As members will be aware, [What Works Scotland](#) has begun work on this review, and it is hoped that the outputs from the review will help strengthen community empowerment and local democracy in Perth and Kinross. Community councils will continue to be part of the local democratic landscape and whilst they will be consulted as part of the research work by What Works Scotland, it is felt that the review proposed in this report will allow the community councils to have a dedicated opportunity to discuss their future role and support requirements.
- 1.7 On 7 December 2017, the Scottish Government and the Convention of Scottish Local Authorities (COSLA) announced a joint review of local governance (<http://www.cosla.gov.uk/news/2017/12/local-governance-review>), and this was reported to Council on 20 December 2017 ([Report 17/419](#) refers). It is understood that the first phase of this review will take place between April and June 2018, and again, whilst community councils are likely to be included in the joint review, it is felt that the review proposed in this report will provide an opportunity to inform community councils about the joint review.

2. PROPOSALS

- 2.1 As community empowerment continues to develop, the representative role of community councils will continue in that context and it is important that the Scheme and associated documents recognise and facilitate that role. In reviewing the Scheme and the documents, there will be a programme of consultation with elected members and community councils.
- 2.2 Initially, in order to clarify areas of concern with the adopted documentation and to seek views on the way forward for some of the issues identified in Paragraphs 1.4 and 1.5 above, it is proposed to hold a series of meetings during March 2018 with local elected members and representatives from each of the community councils, with the meetings based on each of the action partnership areas.

2.3 Following these meetings, there will be a further report to Council in June 2018 to advise on the consultation findings and suggested amendments to the Scheme and model documents.

2.4 Any amendments to the Scheme agreed by the Council will require further public consultation with a final report to Council in October 2018.

3. CONCLUSION AND RECOMMENDATIONS

3.1 This report seeks authority to undertake a review of the Scheme of Establishment for Community Councils for Perth and Kinross and proposes a way forward with the review.

3.2 It is recommended that the Council:-

- (i) authorises the Head of Democratic Services to undertake a review of the Scheme of Establishment for Community Councils for Perth and Kinross.
- (ii) notes the consultation process as outlined in paragraphs 2.1 to 2.4 and the timescales for reporting back to Council.

Author(s)

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Approved

Name	Designation	Date
Jim Valentine	Depute Chief Executive (Chief Operating Officer)	31 January 2018

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	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	Yes
Risk	None
Consultation	
Internal	None
External	None
Communication	
Communications Plan	None

1. Strategic Implications

Community Plan/Single Outcome Agreement

- 1.1 The proposals support the delivery of the priorities in the Perth and Kinross Community Plan/Single Outcome Agreement.

Corporate Plan

- 1.2 The proposals support the achievement of the priorities in the Council's Corporate Plan.

2. Resource Implications

Financial

- 2.1 There will be no additional financial implications arising directly from this report.

Workforce

- 2.2 N/A

Asset Management

2.3 N/A

3. Assessments

Equality Impact Assessment

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

The proposals in this report have been considered under the Corporate Equalities Impact Assessment process (EqIA) and assessed as not relevant for the purposes of EqIA.

Legal and Governance

3.2 The Scheme for the Establishment of Community Councils, Model Constitution and Standing Orders adopted by Perth and Kinross Council on 23 February 2011 (Article 110/11 Report 11/72) were taken into account in preparing this report.

Risk

3.3 It is still too early to identify if there are any long term risks.

4. Consultation

Internal

4.1 No direct consultation has been undertaken in the preparation of this report.

External

4.2 No direct consultation has been undertaken in the preparation of this report.

5. Communication

5.1 Elected members and community councils will be advised of the proposals.

2. BACKGROUND PAPERS

None

3. APPENDICES

Appendix 1 - Proposed amendments to community council boundaries

Appendix 2 - Community Councils within Local Action Partnership Areas

COMMUNITY COUNCIL BOUNDARY ANOMALIES

WARD	COMMUNITY COUNCIL	PROPOSED CHANGES	AFFECTED CCs	COMMENTS
1	Errol	None	-	
	West Carse	None	-	
	Inchture	None	-	
	Longforgan	None	Kettins	Existing - Small area in the north part of cc boundary known as Tullibaccart falls within Kettins CC area – historically proposal to move to Longforgan CC area was rejected.
	Invergowrie & Kingoodie	None	-	
2	Alyth	None	-	
	Meigle	None	-	
	Coupar Angus & Bendochy	None	Blairgowrie & Rattray	Existing - Sub-area of CC called Bendochy falls within Ward 3 – would not propose to change.
	Kettins	None	Longforgan	As above in Ward 1
	Burrelton	None	None	
	Scone	None	None	
3	Blairgowrie	None	Coupar Angus & Bendochy	As above in Ward 2
	Mount Blair	None	-	

WARD	COMMUNITY COUNCIL	PROPOSED CHANGES	AFFECTED CCs	COMMENTS
4	Blair Atholl	None	-	
	Killiecrankie & Fincastle	None	-	
	Rannoch & Tummel	None	-	
	Aberfeldy	None	Dunkeld & Birnam	Existing - Large part of CC area falls within Ward 5 – was part of previous review and CCs was not in favour of moving part of the area to Dunkeld & Birnam CC
	Dull & Weem	None	-	
	Glen Lyon & Loch Tay	None	-	
	Kenmore	None	-	
	Mid Atholl, Grandtully & Strathtay	None	Dunkeld & Birnam	Existing - Large part of CC area falls within Ward 5 – considered to be too big an area to add to Dunkeld & Birnam CC
	Pitlochry & Moulin	None	-	
5	Auchtergaven	None	-	
	Dunkeld	None	-	
	Stanley	None	-	
	Spittalfield	None	-	
	Luncarty, Redgorton & Moneydie	None	-	

WARD	COMMUNITY COUNCIL	PROPOSED CHANGES	AFFECTED CCs	COMMENTS
5	Methven & District	None	Luncarty, Redgorten & Moneydie, Dunkeld & Birnam, Auchtergaven, East Strathearn	Existing - Methven & District CC area falls over Ward 5 and Ward 9 – amending this would require a significant reshaping of the boundaries of all surrounding CCs
6	Crieff	None	-	
	Comrie	None	-	
	East Strathearn	None	Methven	As above in Ward 5
	St Fillans	None	-	
	Muthill & Tullibardine	None	East Strathearn Comrie	Existing - North area of Muthill & Tullibardine CC area falls into Ward 6 – Torlum Wood, Newbigging, Concraig, Dargill and part of Benny Beg – to amend this boundary to coincide with the Ward boundary would make East Strathearn CC area very large.
7	Auchterarder	None	-	
	Blackford	None	-	
	Muthill	None	Comrie East Strathearn	As above in Ward 6
	Braco	None	-	
	Dunning	None	-	

WARD	COMMUNITY COUNCIL	PROPOSED CHANGES	AFFECTED CCs	COMMENTS
8	Glenfarg	None	Abernethy Earn	Existing - Area known as Arngask falls into Ward 9 – no support previously for this to be moved to either Abernethy or Earn CC.
	Milnathort	None	-	
	Portmoak	None	-	
	Cleish & Blairadam	None	-	
	Fossoway	None	-	
	Kinross	None	-	
9	Abernethy	None	Earn Glenfarg	As above in Ward 8
	Earn	None	Abernethy Glenfarg	As above in Ward 8
	Methven	None	East Strathearn	
	East Strathearn	None	Methven	Existing - Large area covering Buchanty, Fowlis Wester, Madderty and St Davids fall into Ward 9 – as explained at Ward 5 to amend this would create a huge reshaping of numerous CC boundaries.
10	Central	Yes	City South	New - Boundary at bottom of Central CC area could be moved to boundary of Ward 12 to take in part of City South CC taking in Craigclowan School area and just over the Craigend interchange.
	City South	Yes	Central	As above at Central CC area.
	Letham	Yes	City South	New - Boundary at bottom part of Letham CC area that falls within top part of Ward 10 could be moved to City South CC area.

WARD	COMMUNITY COUNCIL	PROPOSED CHANGES	AFFECTED CCs	COMMENTS
11	Tulloch	Yes	North Muirton North Inch & Muirton	New – Boundary line on right hand side could be moved in to match ward boundary making both North Muirton CC and North Inch & Muirton CC areas larger.
	Letham	Yes	City South North Inch & Muirton	New - As above in Ward 10 for City South CC and boundary line on right hand side could be moved in to match the ward boundary making North Inch & Muirton CC areas larger.
12	Bridgend, Gannochy & Kinnoull	None	-	
	North Inch & Muirton	Yes	Tulloch Letham	As above in Ward 11
	North Muirton	Yes	Tulloch	As above in Ward 11
	Central	Yes	City South	As above in Ward 10

LAP Area	Community Councils		
	CC Area No	CC Name	Established
Eastern	17	Blairgowrie & Rattray	Yes
	18	Mount Blair	Yes
	19	Alyth	No
	20	Meigle & Ardler	No
	21	Coupar Angus & Bendochy	Yes
	22	Kettins	Yes
	37	Burrelton & District	Yes
	39	Scone & District	Yes
	43	Errol	Yes
	44	West Carse	Yes
	45	Inchtured	Yes
	52	Invergowrie & Kingoodie	No
	53	Longforgan	Yes
Highland & Strathay	9	Killiecrankie & Fincastle	Yes
	10	Blair Atholl & Struan	Yes
	11	Rannoch & Tummel	No
	12	Aberfeldy	Yes
	13	Dull & Weem	Yes
	14	Glenlyon & Loch Tay	Yes
	15	Kenmore & District	Yes
	16	Mid Atholl, Strathay & Grandtully	Yes
	32	Dunkeld & Birnam	Yes
	33	Spittalfield & District	Yes
	34	Methven & District	Yes
	35	Auchtergaven	Yes
	36	Luncarty, Redgorten & Moneydie	Yes
	38	Burrelton & District	Yes
	51	Pitlochry & Moulin	Yes
Kinross-shire, Almond & Earn	24	East Strathearn	Yes
	34	Methven & District	Yes
	40	Abernethy & District	Yes
	41	Glenfarg	Yes
	42	Earn	Yes
	46	Kinross	Yes
	47	Portmoak	Yes
	48	Cleish & Blairadam	Yes
	49	Milnathort	Yes
	50	Fossoway & District	Yes

	CC Area No	CC Name	Established
Perth	1	Central	No
	2	Tulloch	No
	3	City South	No
	4	North Inch & Muirton	Yes
	5	Bridgend, Gannochy & Kinnoull	Yes
	7	Letham	Yes
	8	North Muirton	Yes
Strathearn & Strathallan	23	Crieff	Yes
	24	East Strathearn	Yes
	25	Comrie & District	Yes
	26	St Fillans	Yes
	27	Auchterarder & District	Yes
	28	Dunning	Yes
	29	Blackford	Yes
	30	Muthill & Tullibardine	Yes
	31	Braco & Greenloaning	Yes

PERTH AND KINROSS COUNCIL

28 February 2018

ELECTORAL REFORM IN SCOTLAND – PUBLIC CONSULTATION

Report by the Depute Chief Executive and Chief Operating Officer

PURPOSE OF REPORT

This report proposes a response to the questions in the Scottish Government's consultation paper on electoral reform published in December 2017.

1. BACKGROUND

- 1.1 The Scottish Government's 2016-2017 Programme for Government included a commitment to take forward a consultation exercise to find out what electoral reform Scottish citizens would like to see taken forward in future legislation. On 19 December 2017, the Scottish Government launched a consultation paper to explore possible electoral reforms. The consultation paper is available at - <https://consult.gov.scot/elections/electoral-reform/>. Responses are to be submitted by 12 March 2018.
- 1.2 The consultation paper seeks to elicit views on a number of issues related to local government and Scottish Parliament elections including –
- how often these elections should be held;
 - who runs these and how they are run;
 - who can register and vote; and
 - who may stand for election.

2. PROPOSALS

- 2.1 There are 25 questions in the consultation paper and these are posed in such a way as to gain responses from different stakeholders in the electoral process e.g. voters; elected representatives; political parties; election practitioners.
- 2.2 Given the broad range of questions, the Council may consider that some are more relevant to the Council's interest and to local government elections. However, a proposed response to each of the questions is contained at **Appendix 1** to this report for consideration by the Council.

3. CONCLUSION AND RECOMMENDATIONS

- 3.1 The Scottish Government's current consultation exercise on electoral reform poses a number of questions in relation to the future of local government and Scottish Parliament elections.

3.2 It is recommended that the Council:-

- (a) consider the proposed response to questions in the Scottish Government consultation paper on electoral reform contained at Appendix 1 to this report; and
- (b) instruct the Head of Democratic Services to submit the Council's response to Scottish Government by 12 March 2018.

Author

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Approved

Name	Designation	Date
Jim Valentine	Depute Chief Executive (Chief Operating Officer)	16 February 2018

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

All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
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	None
External	None
Communication	
Communications Plan	None

1. Strategic Implications

Community Plan/Single Outcome Agreement

- 1.1 The proposals support the delivery of the priorities in the Perth and Kinross Community Plan/Single Outcome Agreement.

Corporate Plan

- 1.2 The proposals support the achievement of the priorities in the Council's Corporate Plan.

2. Resource Implications

Financial

- 2.1 N/A

Workforce

- 2.2 N/A

Asset Management

- 2.3 N/A

3. Assessments

Equality Impact Assessment

3.1 N/A

Strategic Environmental Assessment

3.2 N/A

Sustainability

3.3 N/A

Legal and Governance

3.4 N/A

Risk

3.5 N/A

4. Consultation

Internal

4.1 N/A

External

4.2 N/A

5. Communication

5.1 N/A

2. BACKGROUND PAPERS

N/A

3. APPENDICES

Appendix 1 – Proposed response to Scottish Government Consultation Paper on Electoral Reform

PERTH AND KINROSS COUNCIL

PROPOSED RESPONSES TO QUESTIONS IN SCOTTISH GOVERNMENT
CONSULTATION PAPER ON ELECTORAL REFORMTerm Lengths

- **QUESTION 1: Do you think the term length for the Scottish Parliament and local government should be:**
 - 4 years?
 - 5 years?
 - Other length (please specify)?
- Response – Whilst this is a policy issue for determination by Scottish Parliament / Scottish Government, the Council considers that the term lengths should be set so as to avoid clashes between elections to the UK Parliament, the Scottish Parliament or local councils. Whilst it might be seen that holding elections on the same day has the potential to increase voter turnout, equally there is the potential for voter confusion given the different voting systems.
- **QUESTION 2: Do you have any other comments or suggestions on term lengths?**
- Response – The Council has no further comment on this issue.

The Electoral Landscape

- **QUESTION 3: Do you agree that the Electoral Management Board for Scotland and the Board's Convener should be given the same functions in relation to Scottish Parliament elections as they already have for local government elections?**
- Response - The Council recognises that the Board already plays an essential role in ensuring that the voter is always at the heart of the electoral process by working with key stakeholders in the management and administration of **all** elections but has no other comment to make on the conferring additional functions on the Board.
- **QUESTION 4: Do you have any other views on the future role of the Electoral Management Board?**
- Response – The Council has no further comment on this issue.

Role of Returning Officers at Scottish Parliament Elections

- **QUESTION 5: Should the Returning Officer appointment for Scottish Parliament elections continue to be on an appointment on a personal basis, independent from Scottish Government and local authority control?**
- Response - The Council recognises that the Returning Officer (RO) is the person with the sole legal responsibility for conducting an election in their area and returning a result in which all stakeholders can have full confidence. The Council also recognises that both in law and in principle the duties of the RO must be separate from any of an individual's duties as a local government officer - hence the requirement that the RO is independent from political control and directly accountable only to the Courts as an independent statutory office holder.
- **QUESTION 6: Should the role of the Returning Officer become part of the job description of local authority Chief Executives? (This is not currently the case and would require renegotiation of terms and conditions.)**
- Response - The Council recognises that each Council requires to appoint an officer of the council to be the Returning Officer (RO) for the election of councillors to the council, and that legislation provides that the RO is responsible for the running of other statutory elections in their area. The Council also recognises that legislation provides that councils must make available to the RO the necessary resources to enable the RO to discharge their functions, but that these resources are not made available as a consequence of the RO being a Chief Executive of the council – reflecting the position both in law and in principle that the duties of the RO must be separate from any of an individual's duties as a local government officer.
- **QUESTION 7: Do you have any other comments or suggestions about who should have the role of Returning Officer or how Returning Officers should be paid?**
- Response - In recognising the position both in law and in principle that the duties of the RO must be separate from any of an individual's duties as a local government officer and that the role is undertaken at the personal risk of the RO, the Council believes that the scale of the remuneration for the role should be determined through an evaluation of the duties.

Local Government Election Ballot Papers: Candidates' Addresses

- **QUESTION 8: Do you agree that candidates' addresses should not be required to appear on ballot papers for local government elections?**
- Response – Whilst this is a policy issue for determination by Scottish Parliament / Scottish Government, the Council would comment that the whilst the rationale for the inclusion of a candidate's home address was a

demonstration of local connection, the current position is inconsistent with that of a candidate in a UK Parliament election who can choose whether or not to include their home address on the ballot paper.

- **QUESTION 9: Do you have any other comments to make on this issue?**

- Response – The Council has no further comment on this issue.

Local Government Election Ballot Papers: List Order of Candidates' Names

- **QUESTION 10: The Scottish Government would welcome views on this issue.**

- **Do you agree that, in order to counteract the list order effect, a change should be made to the way in which candidates are listed on election ballot papers?**
- **If so, what form of new system would you favour: rotation; randomisation; alphabetical-reverse alphabetical? Any other?**

- Response – Whilst this is a policy issue for determination by Scottish Parliament / Scottish Government, the Council believes that in the interest of the voter, any changes to ballot paper design should be thoroughly researched and tested before they are introduced.

- **QUESTION 11: Do you have any other comments to make on this issue?**

- Response – The Council has no further comment on this issue.

Electronic voting

- **QUESTION 12: Voting Machines**

- **Would you be happy to use an electronic voting machine in a polling place instead of a traditional ballot paper?**
- **Would you like voting to be possible on more than one day?**
- **Would you like to be able to vote at any polling place in Scotland?**
- **Do you have any other comments?**

- Response – Questions 12 and 13 are framed so that they are addressing the voter directly, and as such the Council has no comment to make on this issue.

- **QUESTION 13: Internet and Mobile Phone Voting**

- **If internet or mobile phone voting was available, would you choose to use that rather than vote at a polling place or by post?**
- **If internet or mobile phone voting was available, would you be more likely to vote?**
- **Would you like voting to be possible on more than one day?**
- **Do you have any other comments?**

- Response – Questions 12 and 13 are framed so that they are addressing the voter directly, and as such the Council has no comment to make on this issue.

Boundary Reviews

- **QUESTION 14: Do you think that we should move to a rolling programme of reviews of local government electoral arrangements?**
- Response – Whilst this is a policy issue for determination by Scottish Parliament / Scottish Government, the Council believes that local government electoral arrangements should reflect local demographics to ensure that electors are represented on an equitable basis – it is not clear how a rolling programme of reviews would achieve this if the timescale was longer than that of the current periodic reviews.
- **QUESTION 15: Independence of boundary reviews**
 - **Should Scottish Ministers be able to change the recommendations of the Local Government Boundary Commission for Scotland on Scottish Parliament constituencies and council wards?**
 - **Should the Scottish Parliament be able to challenge the recommendations of the Boundary Commission on Scottish Parliament constituencies and council wards?**
 - **Should the recommendations of the Commission be implemented without change?**
 - **Please comment on your answer.**
- Response - Whilst this is a policy issue for determination by Scottish Parliament / Scottish Government, the Council considers that, as with the appointment or Returning Officers, voters must have confidence in the process by which boundaries are determined and so would support the final decision being taken by an independent body.

How many councillors should wards have?

- **QUESTION 16: Should the Local Government Boundary Commission for Scotland be allowed the flexibility to recommend wards which have between 2 and 5 councillors, instead of 3 or 4 councillors as at present?**
- Response - Whilst this is a policy issue for determination by Scottish Parliament / Scottish Government, as stated at Question 14 above, the Council believes that local government electoral arrangements should reflect local demographics to ensure that electors are represented on an equitable basis, and would support a change in the number of councillors in a ward if that better reflected importance of local communities in determining boundaries.

Extending the Franchise

- **QUESTION 17: Do you agree that the franchise should be extended to include everyone legally resident in Scotland?**
- Response - Whilst this is a policy issue for determination by Scottish Parliament / Scottish Government, the Council recognises that the proposal would create practical issues in relation to electoral registration.

- **QUESTION 18: Do you have any views on how long should someone be resident in Scotland before they become eligible to vote?**
- Response - Whilst this is a policy issue for determination by Scottish Parliament / Scottish Government, the Council recognises that the proposal would create practical issues in relation to electoral registration.
- **QUESTION 19: Do you have any other comments to make on this issue?**
- Response - Whilst this is a policy issue for determination by Scottish Parliament / Scottish Government, the Council recognises that the proposal would create practical issues in relation to electoral registration.

Anonymous Registration

- **QUESTION 20: Do you think that we should make it easier for individuals who may be at risk from any form of abuse to register anonymously, whilst maintaining the integrity of the electoral register?**
- Response - Whilst this is a policy issue for determination by Scottish Parliament / Scottish Government, the Council recognises that the proposal would create practical issues in relation to electoral registration.

Should Electors be able to Vote More Than Once at Local Government Elections?

- **QUESTION 21: Should a voter be allowed to register in more than one local authority area?**
- Response - Whilst this is a policy issue for determination by Scottish Parliament / Scottish Government, the Council recognises that the proposal would create practical issues in relation to electoral registration.

Voting

- **QUESTION 22: Do you agree that a voter should only be allowed vote once in local government elections in Scotland?**
- Response - Whilst this is a policy issue for determination by Scottish Parliament / Scottish Government, the Council recognises that the proposal would create practical issues in relation to electoral registration.

Increasing the Representation of Under-Represented Groups and Making Voting More Accessible

- **QUESTION 23: What other action could the Scottish Government take to widen access to and remove barriers to voting and elected office?**
- Response – In relation to elected office, the Council notes the positive recent experience of the Access to Elected Office Fund. In relation to voting, the Council notes the points made in the Electoral Commission's report '*Elections for Everyone*' published in November 2017 and supports the recommendations for governments, political parties, electoral administrators and carers – including proposing -
 - changes to election forms so they can be easily understood;
 - considering different ways that people with disabilities can vote so they have greater flexibility and choice; and
 - changing the law so that people with disabilities have more choice about who they can take to the polling station with them.

Accessibility

- **QUESTION 24: As well as the above arrangements, is there anything else that could be done to increase the accessibility of elections?**
- Response – The Council has no further comment on this issue.

Improving Gender Balance in Elected Office

- **QUESTION 25: How can the Scottish Government best support gender balance in those elected as MSPs or local councillors?**
- Response – This is a policy issue for determination by Scottish Parliament / Scottish Government.