



Securing the future... • *Improving services*
• *Enhancing quality of life* • *Making the best use of public resources*

Council Building
2 High Street
Perth
PH1 5PH

09/02/2023

A hybrid meeting of the **Kinross-shire Local Committee** will be held in **ICT Meeting Room, Loch Leven Community Campus** on **Thursday, 16 February 2023** at **17:00**.

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

THOMAS GLEN
Chief Executive

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

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

Voting Members

Councillor Dave Cuthbert, Perth and Kinross Council (Convener)
Councillor Willie Robertson, Perth and Kinross Council (Vice-Convener)
Councillor Neil Freshwater, Perth and Kinross Council
Councillor Richard Watters, Perth and Kinross Council

Non-Voting Members

Sarah Bruce-Jones, Fossoway Community Council
Douglas Fraser, Glenfarg Community Council
Dave Morris, Portmoak Community Council
Hannah Phillips, Kinross Community Council
Fran Principe-Gillespie, Cleish & Blairadam Community Council
Malcolm Thomson, Milnathort & Orwell Community Council

Kinross-shire Local Committee

Thursday, 16 February 2023

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 MINUTE OF MEETING OF KINROSS-SHIRE LOCAL COMMITTEE OF 24 NOVEMBER 2022 FOR APPROVAL** **5 - 8**
(copy herewith)
- 4 BRUNT FARM WINDFARM**
Verbal Update by Development Manager and Building Standards Service Manager
- 5 ROAD SAFETY UPDATE** **9 - 14**
(copy herewith)
- 6 FORMER BLAIRNGONE PRIMARY SCHOOL** **15 - 18**
Report by Head of Culture and Communities Services (copy herewith 23/56)
- 7 KING GEORGE V MANAGEMENT COMMITTEE** **19 - 26**
Report by Head of Culture and Communities Services (copy herewith 23/57)
- 8 INTERIM EVALUATION REPORT OF KINROSS-SHIRE LOCAL COMMITTEE** **27 - 42**
Report by Head of Culture and Communities Services (copy herewith 23/58)

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

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

All Council Services can offer a telephone translation facility.

KINROSS-SHIRE LOCAL COMMITTEE

Minute of meeting of the Kinross-shire Local Committee held virtually on Thursday 24 November 2022 at 5.00pm.

Present: Councillors W Robertson (Convener), D Cuthbert (Vice-Convener), and R Watters; S Bruce-Jones (Fossway Community Council); D Fraser (Glenfarg Community Council); F Principe-Gillespie (Cleish & Blairdam Community Council); and M Thomson (Milnathort and Orwell Community Council).

In Attendance: M Butterworth, K Farmer, L Haxton and B Wilson (Communities), L Simpson, K Molley, A Brown and M Pasternak (Corporate and Democratic Services); and I Clark, Iconic Consulting

Also in Attendance: D Cairns, CATCH

Apology: Councillor N Freshwater

Councillor W Robertson, Convener, Presiding.

The Convener led discussion on items 1-4, 6 and 8 and Vice-Convener on items 5 and 7.

1. WELCOME AND APOLOGIES

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

2. DECLARATIONS OF INTEREST

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

3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Kinross-shire Local Committee of 18 August 2022 was submitted and approved as a correct record.

4. MATTERS ARISING

(i) Road Safety

In the absence of D McKeown, Senior Technician, Communities, M Butterworth advised that a written update on road safety in Kinross shire would be provided to members of the committee following the meeting.

Post agenda note: Information regarding road safety schemes mentioned at committee was circulated to members from D McKeown –

The lowering of the speed limit at Carnbo, from 40mph to 30mph, was identified as a community priority at the Ward meeting with the Kinross-shire

Councillors. We are currently working on the creation of this Traffic Regulation Order. It is anticipated that this will come into effect from April 2023.

There are also three outstanding projects from the A977 Mitigation Measures programme in the vicinity of Crook of Devon/Drum. The two priority projects, agreed with the local Councillors and Fossoway Community Council, were the signalisation of the school Road junction and the realignment of the A977/B9097 junction. The traffic signals were installed at School Road but there is still work to be done to complete the footway links. The junction realignment project still must be designed and costed. To date, we have not had the staff resources to progress either of these schemes as resources have been directed to other priorities of work. It is hoped that these can be delivered in the next financial year.

Upon completion of these two projects, and provided funding was still available, the third project was to be undertaken. This involves the signalisation of the Drum crossroads, the removal of the Puffin crossing (as a pedestrian phase would be incorporated within the traffic signals) and a reduction of the speed limit from 40mph to 30mph.

(ii) Blairingone Primary School

L Haxton, Community Planning and Policy Team Leader, provided a verbal update on Blairingone Primary School. He advised that the Development Trust were given access to the former primary school building for a community development session on the 19 November 2022 which seemed to be a success. There was submitted a request by the Development Trust to register as a charity in October 2022 and by early 2023 the Development Trust should have the legal status that they require to submit a Community Asset Transfer. It was agreed at the first meeting of the Kinross-shire Local Committee that a review would be undertaken after 12 months. L Haxton confirmed that an update would be brought back to the February 2023 Committee.

5. THE PROPOSALS OF THE BOUNDARY COMMISSION FOR SCOTLAND

The approved emerging motion that was submitted to Council on 9 November 2022 regarding the Proposals of The Boundary Commission for Scotland be brought to Committee for noting.

Resolved:

- (i) The contents of the motion, be noted.
- (ii) The Convener of the Kinross-shire Local Committee write to the Boundary Commission regarding the proposals announced on 8 November 2022, expressing members objection to the Scotlandwell area of the Kinross-shire ward being included in the proposed Glenrothes constituency and that this area should instead be included in the Perth and Loch Leven constituency.

6. CATCH – LOCH LEVEN

There was slide based presentation by D Cairns, on CATCH – Loch Leven (Climate Change Through Community Heating) (Appendix 1).

Members questions were answered, and the Convener thanked D Cairns for his informative presentation.

Members suggested a combined approach from the local community and the PKC to look at future funding and resourcing to protect Loch Leven.

Committee noted the position.

7. SUPPLY AND DEMAND FOR SERVICED EMPLOYMENT LAND IN THE KINROSS WARD

There was submitted a report by Head of Cultural and Community Services (22/290) providing information to Committee on the current situation regarding the supply and demand of serviced employment land in the Kinross area; and (2) covering progress the Council is making in relation to developing its own existing employment land.

Resolved:

The contents of Report 22/290, be observed.

8. KINROSS COMMON GOOD FUND APPLICATIONS FOR FINANCE ASSISTANCE – NOVEMBER 2022

Members of the Kinross-shire Local Committee were contacted via email, and the following decisions were agreed:

- (1) A group of residents in the Broom Road/Broom Court area be awarded a grant of £100 to set up a Neighbourhood Watch Group.
- (2) Light Up Kinross be awarded a grant of £831 towards their Christmas Lights.

Resolved:

The grants awarded by the Kinross-shire Local Committee members in November 2022, be noted.

PERTH AND KINROSS COUNCIL

Kinross-shire Area Committee

16 February 2023

ROAD SAFETY UPDATE

(Report No 23/55)

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise members of progress on the various road safety concerns raised about the public road network in Ward 8 raised with officers prior to the meeting.

2. RECOMMENDATIONS

- 2.1 It is recommended that Committee:
- Debates the proposals set out at section 6 of this report.
 - Reaches a consensus on the actions to be taken, either through debate or by way of vote.
 - Asks officers to carry out the works agreed by committee.
 - Requests that an update be brought to a future committee meeting

3. STRUCTURE OF REPORT

- 3.1 This report is structured over the following sections:
- Section 4: Background/Main Issues
 - Section 5: Issues and Concerns
 - Section 6: Proposals
 - Section 7: Conclusion
 - Appendices

4. BACKGROUND

- 4.1 Perth and Kinross Council's road safety projects assessment criteria provides a procedure for prioritising traffic management and road safety projects. This was approved by the E&I Committee in March 2019 (E Report No. 19/83 refers). All potential schemes are assessed and, if considered appropriate, ranked against other projects to ensure those schemes that deliver the greatest benefit to local communities are delivered first. With each financial year, projects are assigned to the relevant programme of works and budget, then installed as resources permit.

- 4.2 Therefore, whilst one area may have a number of road safety priorities, these need to be assessed and considered alongside priorities identified in other areas.
- 4.3 The list of proposed projects is based on a technical assessment of the road usage and road environment. The assessment criteria does not take into account community concerns about perceived road safety. The Traffic & Network Team meets with the Ward Councillors every three months to review the list and identify community priorities. In some circumstances some of these preferred schemes that may have a lower ranking can be progressed first to address community concerns if there is elected member support.

5. ISSUES AND CONCERNS

20mph speed limits

- 5.1 Work is ongoing on the preparation of the full Traffic Regulation Orders to make the following temporary 20mph speed limits permanent, after consultation with the local elected members and community councils. The legal process will be undertaken this Spring and installation is scheduled for this Summer.

- Crook of Devon north
- Crook of Devon south
- Drum
- Glenfarg village centre
- Kinross town centre extension
- Maryburgh & Keltybridge
- Milnathort town centre extension
- Scotlandwell

30mph speed limits

- 5.2 Work is ongoing on the preparation of the full Traffic Regulation Orders to make the following temporary 30mph speed limits permanent, after consultation with the local elected members and community councils. The legal process will be undertaken this Spring and installation is scheduled for this Summer.

- Easter Balgedie
- Wester Balgedie

- 5.3 Work is ongoing on the preparation of the full Traffic Regulation Orders to create the following new 30mph speed limits, after consultation with the local elected members and community councils. The legal process will be undertaken this Spring and installation is scheduled for this Summer.

- Auchmuirbridge
- Carnbo
- Gallowhill Road, Kinross, extension
- Glenfarg south

40mph speed limits

- 5.4 Work is ongoing on the preparation of the full Traffic Regulation Order to make the following temporary 40mph speed limits permanent, after consultation with the local elected members and community councils. The legal process will be undertaken this Spring and installation is scheduled for this Summer.

- Maryburgh north

- 5.5 Work is ongoing on the preparation of the full Traffic Regulation Orders to create the following new 40mph speed limits, after consultation with the local elected members and community councils. The legal process will be undertaken this Spring and installation is scheduled for this Summer.

- Drum east extension
- Scotlandwell to Auchmuirbridge

School Keep Clear markings

- 5.6 Work is ongoing on the preparation of the full Traffic Regulation Order to create the following School Keep Clear parking restriction after consultation with the Head Teacher and local elected members. The legal process will be undertaken this Spring and installation is scheduled for this Summer.

- Station Road, Kinross at Kinross Primary School

Waiting restrictions

- 5.7 Work is ongoing on the preparation of the full Traffic Regulation Orders to create the following waiting restrictions for double yellow lines after consultation with the Head Teacher and local elected members. The legal process will be undertaken this Spring and installation is scheduled for this Summer.

- Kinross Primary School car park
- Muirs/The Sycamores junction

Kinross Town Centre Regeneration scheme

- 5.8 A site inspection was undertaken on 13 January 2023 with the local elected members and council officers from Business & Place Development,

Community Greenspace and Traffic & Network Services to assess community concerns about road safety and unauthorised parking.

- 5.9 **Give Way markings and road sign will be installed on Burns Begg Road, approaching the High Street junction, along with an advanced direction (map) sign informing drivers of the road layout ahead and showing High Street as the priority route. These will be installed as soon as practically possible.**
- 5.10 The adopted status of the area of ground in the restricted parking zone around the old town hall, between the carriageway and the building line, on both sides of the road, will be investigated. If adopted, there will be further discussion regarding enforcement. If unadopted, there will be further discussion regarding adoption and future use of these areas.
- 5.11 The possibility of planters on the widened footway on the east side of the High Street, outside the Salutation Hotel, will be investigated by Community Greenspace. Consideration will have to be given to cost of installation and on-going maintenance. Un-impeded pedestrian movement must be retained.
- 5.12 The possibility of planters being placed strategically within the shared space with a view to helping to define the pavement areas will be investigated by Community Greenspace. Consideration will have to be given to cost of installation and on-going maintenance. Un-impeded pedestrian movement must be retained.
- 5.13 The request for a second priority system on High Street will be investigated north of the Montgomery Street junction. If considered appropriate as a speed reduction measure, it will be assessed, ranked and added to the list of future road safety projects, then installed as resources permit.
- 5.14 Concern has been expressed about the volume and speed of traffic along the High Street. The Council currently has traffic survey data before and after the scheme was implemented (one before and two after) the scheme was implemented. This provides us with traffic volumes, vehicle speeds, direction of flow and categories of vehicles. Traffic volumes pre- and post-construction exceed 4,000 vehicles per day. Vehicle speeds are generally at, or close to, the maximum permitted speed limit; although the perception of speed by the local community is higher. The surveys do not provide information on the volume of traffic travelling along the High Street area without stopping in the town centre, some of which could be using the western relief road. The Traffic & Network team will get quotes for an Origin & Destination (OD) survey.
- 5.15 Additional traffic survey data would enable the Council to develop plans to reduce the volume of traffic going through the shared space. There is currently signage advising approaching drivers that Junction Road/Clashburn Way is the alternative route "avoiding town centre". The signs are located at the B918 Station Road/Junction Road junction for traffic coming from the west (M90 and A977), and at the B996 High Street/Clashburn Way junction for

traffic coming from the south (B996). The signs will be reviewed and, if necessary, upgraded to make the information more prominent.

6. PROPOSALS

6.1 The Committee is recommended to endorse the following road safety measures are proposed:

- (i) 20mph speed limits will be installed at Crook of Devon, Drum, Glenfarg, Keltybridge, Kinross Maryburgh, Milnathort and Scotlandwell.
- (ii) 30mph speed limits will be installed at Auchmuirbridge, Carnbo, Easter Balgedie, Gallowhill Road, Glenfarg and Wester Balgedie.
- (iii) 40mph speed limits will be installed at Drum, Maryburgh and from Scotlandwell to Auchmuirbridge.
- (iv) School Keep Clear markings will be installed at Station Road for Kinross Primary School.
- (v) Waiting restrictions will be installed within the car park at Kinross Primary School and at Muirs/The Sycamores to discourage unauthorised parking and prevent obstruction.
- (vi) Give Way markings and road sign will be installed on Burns Begg Street at High Street junction.
- (vii) **The adopted status of the area of ground behind the footway in the restricted parking zone will be investigated before any decision about future use is taken.**
- (viii) The use of planters to define the pedestrian walkway at the Salutation Hotel and outside the old town hall will be investigated.
- (ix) The introduction of a traffic priority system on High Street, north of the Montgomery Street junction, will be investigated.
- (x) Travel patterns, traffic surveys and road signage will be reviewed to develop plans to reduce the volume of traffic going through the shared space.

7. CONCLUSION

7.1 The introduction of the various speed limits and signs contained within this report will inform drivers of potential hazards on the road layout ahead and enable them to adjust their speed and position accordingly. Greater awareness of the road environment, combined with improved speed management, will reduce the risk of conflict between the various road users.

Author

Name	Designation	Contact Details
Daryl McKeown	Traffic and Network	(01738) 475000 ComCommitteeReports@pkc.gov.uk

Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	26 January 2023

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

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

All Council Services can offer a telephone translation facility.

PERTH AND KINROSS COUNCIL

Kinross-shire Area Committee

16 February 2023

FORMER BLAIRINGONE PRIMARY SCHOOL

Report by the Head of Culture and Communities Services (Report No 23/56)

1. PURPOSE

- 1.1 This report provides an update to Committee on the proposed transfer of the former School building and Schoolhouse to the Fossoway Community Development Trust (FCDT). FCDT is awaiting confirmation of its application to become a registered charity and is developing a full proposal and business case to take over the management of the assets through Community Asset Transfer.

2. RECOMMENDATION

- 2.1 It is recommended that Committee:
- Note the progress made by the Trust to date
 - Agree that given a period up to 30 June is granted for the Trust to prepare and submit a full CAT Request and business case in line with disposal requirements. Thereafter the Council would seek to dispose of the asset on the open market.
 - Note that following an assessment of any CAT Request, a report with recommendations will be brought to a future meeting of the Kinross-shire Local Committee and Property Sub-Committee.

3. STRUCTURE OF THE REPORT

- 3.1 The report is structured over the following sections:
- Section 4: Background / Main Issues
 - Section 5: Progress to Date and Future Plans
 - Section 6: Conclusion

4. BACKGROUND / MAIN ISSUES

- 4.1 The former Blairingone Primary School site is located a few hundred yards east of Blairingone, along the A977 towards Powmill. Blairingone is a small settlement located in the western part of Kinross-shire, close to the boundary with Clackmannanshire.
- 4.2 Report 22/10 provided the detail of the assets and confirmed that they had been declared surplus to requirements by Perth and Kinross Council in June 2019. Since then, further deterioration of the assets has been experienced and an immediate cost of in excess of £30,000 was identified to bring them up to a suitable standard. Any CAT Request for the assets will need to demonstrate how this work can be completed as part of the proposals, as well as how ongoing maintenance, repair and upgrade can be sustained over a period of years.

5. PROGRESS TO DATE AND FUTURE PLANS

- 5.1 In mid-2022, community members came together to form Fossoway Community Development Trust (FCDT). Key points in the development of their proposals include:
- Initial community engagement from 2021 to 2022 which identified the desire for a community facility in Blairingone.
 - A public meeting on site in June 2022 attended by 25 members agreed to proceed with a community-led proposal for the assets.
 - FCDT submitted an Expression of Interest in Community Asset Transfer for the assets on 28 July 2022.
 - The Council's Community Asset Transfer (CAT) Team met with members of FCDT on 29 September, where the CAT Team confirmed that they were supportive of FCDT's interest and encouraged them to continue with a full CAT Request.
 - Volunteers were given access to the assets on 15 November to do a general review and tidy up and take delivery of some chairs which had been donated by the Crook of Devon Hall.
- 5.2 As of January 2023, FCDT is in the latter stages of formally registering with the Office of the Scottish Charity Regulator (OSCR), Companies House and the Development Trusts Association Scotland (DTAS). Once completed FCDT will be registered as a Company Limited by Guarantee with charitable status, making it eligible to apply for a Community Asset Transfer under the provisions of the Community Empowerment (Scotland) Act 2015.
- 5.3 As the assets remain in the ownership of the Council, deterioration and subsequent maintenance costs remain an issue for the Council's Property Maintenance Team. Given the progress to date by the Development Trust, balanced against current budget pressures and the desire to reduce this burden, it is recommended that the Development Trust be given the opportunity to submit a full CAT Request by Friday 30 June. This proposal will be assessed by the Council's Community Asset Transfer (CAT) Team who

can then prepare a report with recommendations for a future meeting of the Kinross-shire Local Committee and Property Sub Committee.

- 5.4 In order for the CAT Request to be valid, FCDT need to demonstrate:
- A clear need and end use for the assets
 - Strong evidence of community engagement and support
 - How their proposals will generate community benefit
 - That their proposals will help the Council meet its strategic priorities
 - A strong and sustainable business plan for their proposals, including the costs of upgrades and ongoing maintenance and repair, as well as running costs
 - Sufficient capacity within the group to deliver their plans
- 5.5 The Kinross-shire Area Committee pilot is due to end in July. Disposal of the asset would be for Property Sub-Committee to consider but a further update will be provided to any future local devolved Committee for Kinross-shire following consideration by Council of the pilot evaluation findings.

6. CONCLUSION

- 6.1 The former Blairingone Primary School and schoolhouse were declared surplus to requirements in June 2019 and have remained vacant since. The Fossoway Community Development Trust submitted an Expression of Interest in July 2022 and are working on achieving the requisite legal status to submit a full Community Asset Transfer Request and will set out their proposals for future use of the assets.

PERTH AND KINROSS COUNCIL

Kinross-shire Local Committee

16 February 2023

KING GEORGE V MANAGEMENT COMMITTEE

Report by the Head of Culture and Communities Services
(Report No 23/57)

1. PURPOSE

- 1.1 This report asks Committee to approve funding of £30,000 as a contribution towards an extension of the pavilion, changing facilities and car parking at the King George V playing field in Kinross. The funding would be conditionally awarded to the Management Committee as part of a £280,000 investment in this community asset and would be subject to the same conditions and monitoring requirements as a Community Investment Fund project.

2. RECOMMENDATION

- 2.1 It is recommended that Committee:
- notes the request for funding for improvements to the King George V Playing Fields and the views of the Local Action Partnership members
 - considers the conditional awarding of £30,000 to the King George V Playing Field Management Committee out of the Committee's discretionary budget, conditional upon the outstanding bids in Table 2 being secured
 - Agrees that the award is made on the same basis as Community Investment Fund funding

3. STRUCTURE OF THE REPORT

- 3.1 The report is structured over the following sections:
- Section 4: Application
 - Section 5: Assessment and Recommendation
 - Section 6: Conclusion

4. APPLICATION

- 4.1 King George V Playing Field Management Committee applied to the 2022/23 Community Investment Fund (CIF) for a £30,000 contribution towards an overall project cost of £280,000. The project will result in an extension and upgrade of the pavilion changing facilities and car parking at the playing field,

thereby allowing for greater capacity and improved facilities for players, spectators and volunteers. The aim of the project is to increase the number of people participating in sport, thereby improving health and wellbeing in Kinross-shire.

- 4.2 As part of the assessment process for the CIF, Ward Councillors felt that the project deserved support, but that the scale of the funding would make it difficult to fund through Kinross-shire's CIF allocation of £35,167. Ward Councillors agreed that alternative funding should be found, and Local Action Partnership members were supportive of this proposal.

5. ASSESSMENT AND RECOMMENDATION

- 5.1 The project aims to benefit approximately 1400 local people in Kinross and the Management Committee expects that the increase in lets and membership fees will cover the costs of ongoing maintenance, repair and future upgrade of the facilities.
- 5.2 The project has already attracted local investment of £40,000 from the Gannochy Trust and £60,000 from the Margaret Thompson Trust. Kinross Rugby Club, who are the main users of the pavilion, have also agreed to provide a significant in-kind contribution to the value of £50,000 to complete the works. Table 1 summarises the overall costs of the project and Table 2 summarises the funding raised to date.

Table 1 – Project Costs

Description	
Legal Fees and Charges – Planning Permission	£1,200
Alterations to Existing Buildings - Extension	£212,800
Extension to Car Park	£30,000
Architects and Other Professional Fees – drawings complete (@£800)	£6,000
Ground works, electrical, plumbing, labour, decorating	£30,000
	£280,000

Table 2 – Funding Position

Gannochy Trust	£40,000	Secured	Forms part of overall cost of improving facilities
Arthur & Margaret Thompson Trust	£60,000	Secured	Forms part of overall cost of improving facilities
Sport Scotland	£50,000	Applied	Forms part of overall cost of improving facilities
Scottish Rugby Union Sustainability Fund	£50,000	Applied	Forms part of overall cost of improving facilities
	£200,000		

- 5.3 As part of the budget process on 23 February 2022, £40,000 was made available to be used at the discretion of the Kinross-shire Local Committee to support priorities within the Ward. Committee is asked to consider the drawdown of £30,000 of this budget to support this project, leaving a balance of £10,000. The funding would be conditional upon the outstanding bids in Table 2 being secured. Committee is further asked to agree that the funding be awarded on the same basis as a Community Investment Fund grant, meaning that the same Terms and Conditions and monitoring requirements would apply.

6. CONCLUSION

- 6.1 The King George V Playing Field is a community asset in Kinross requiring investment and upgrade. This investment will allow for an extension project to increase capacity and improve facilities for all users. The project aims to benefit around 1400 people in the Kinross area and a conditional contribution of £30,000 will help to complete the funding package totalling £280,000.

Authors

Name	Designation	Contact Details
Lee Haxton	Community Planning Team Leader	comcommitteereports@pkc.gov.uk 01738 475000
Fiona Robertson	Head of Culture & Communities Services	comcommitteereports@pkc.gov.uk 01738 475000

Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	7 February 2023

APPENDICES – NONE

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

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

All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	Yes
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 *This proposal will help the CPP deliver priorities against:*

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

Corporate Plan

1.2 *This proposal will help the Council's deliver its Corporate Plan Priorities:*

- (i) *Giving every child the best start in life;*
- (ii) *Developing educated, responsible and informed citizens;*
- (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 This report recommends the commitment of £30,000 from the Kinross-shire Local Committee budget to a single capital project in Kinross.

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 This section should reflect that the proposals have been considered under the Act and:

Option 2 no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

Sustainability

- 3.3 None.

Legal and Governance

- 3.4 None.

Risk

- 3.4 None.

4. Consultation

Internal

- 4.1 None.

External

4.2 None.

5. Communication

5.1 None.

2. BACKGROUND PAPERS

2.1 None.

PERTH AND KINROSS COUNCIL

Kinross-shire Local Committee

16 February 2023

INTERIM EVALUATION REPORT OF KINROSS-SHIRE LOCAL COMMITTEE

Report by the Head of Culture and Communities Services

(Report No 23/58)

1. PURPOSE

- 1.1 This report summarises the interim findings of an independent evaluation report on the Kinross-shire Local Committee pilot and sets out next steps.

2. RECOMMENDATION

- 2.1 It is recommended that Committee:
- notes the recommendations of the interim report
 - notes that a report on the full findings will be brought to Committee on 25 May 2023 and thereafter will form part of the considerations for the ongoing Transformation Review of community engagement

3. STRUCTURE OF THE REPORT

- 3.1 The report is structured over the following sections:
- Section 4: Background
 - Section 5: Interim Report
 - Section 6: Conclusion

4. BACKGROUND

- 4.1 The Scheme of Administration for Kinross-shire Local Committee was approved by Council on 21 October 2021, with the first meeting taking place on 20 January 2022. An external consultant was appointed on 16 February 2022, with a remit to evaluate:
- How the Local Committee has discharged its powers during the pilot period
 - The impact on strengthened local decision making
 - The impact on local democracy through enhanced community empowerment
 - The wider resources and structural implications for the Council

5. INTERIM REPORT

- 5.1 An interim report was submitted in December 2022 and local elected members were briefed on the findings in early January 2023.
- 5.2 The interim report drew on a review of key documents, papers and reports; observation of Committee meetings and pre-agenda meetings; interviews with elected members and Community Councillors; discussions with key Council officers; and some benchmarking with local decision-making structures in other local authorities.
- 5.3 The interim findings and recommendations are as follows:

Meeting Arrangements

- Providing guidance for community representatives on how to contribute effectively to meetings
- Adopting a less formal meeting style
- Offering a hybrid of video-conferencing meeting option
- Timeous production of minutes to allow for community council circulation and discussion

Democracy and Representation

- Forward planning of meeting agendas
 - Allowing community councils to propose items for discussion in advance
 - Considering extension of membership from other community groups
 - Including an open Q&A item on each agenda
- 5.4 A final assessment and report from the consultant is expected in May 2023 and a further briefing will be provided for Committee at the meeting on 25 May 2023.

6. CONCLUSION

- 6.1 The Kinross-shire Local Committee is piloting a new local decision-making approach in Perth and Kinross. The final conclusions and recommendations of the independent evaluation will inform an ongoing Transformation review of community engagement across Perth and Kinross. The final report will be brought to this Committee on 25 May 2023.

Author

Name	Designation	Contact Details
Lee Haxton	Community Planning Team Leader	comcommitteereports@pkc.gov.uk 01738 475000

Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	8 February 2023

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

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

All Council Services can offer a telephone translation facility.

Kinross-shire Local Area Committee Evaluation

Interim Report

November 2022

1 Introduction

Iconic Consulting was commissioned by Perth and Kinross Council to evaluate the pilot year of the Kinross-shire Local Area Committee (LAC) which will run from January 2022. This short report briefly outlines progress to date in implementing the LAC and highlights the emerging findings from the evaluation.

In March 2021, Perth and Kinross Council agreed to pilot a LAC in Kinross-shire as a new approach to explore how decentralised decision-making and local democracy could be strengthened. Councillors and officers jointly developed a pilot [Scheme of Administration](#) over several months, and it was approved by Council in October 2021. The remit of the LAC was summarised by the Council as follows:

- **Decision-making powers** extend to placemaking policy (subject to wider Council policy and statutory duties and powers); funding allocations related to functions devolved to the LAC; capital funding devolved to the LAC; and grant funding for local community projects devolved to the LAC including the Community Investment Fund and Common Good.
- **Policy direction and priority-setting** on infrastructure, economic development, roads and environment services delivered by the Council in Kinross-shire.
- **Scrutiny and recommendatory powers** relating to wider Council policy and delivery as these affect Kinross-shire plus capital projects delivered by the Council in the ward.

LAC membership consists of the four Kinross-shire ward Councillors and representatives of the six Community Councils covered by the ward: Cleish & Blairadam, Fossoway, Glenfarg, Kinross, Milnathort & Orwell, and Portmoak. The ward Councillors are voting members of the LAC and the Community Council representatives are non-voting members. Ward Councillors fulfil the roles of Convenor and Vice Convenor.

The purpose of the evaluation is 'to assess initial impact on local decision-making and community empowerment, and identify wider potential democratic, resource and structural implications for the Council'. More specifically, Perth and Kinross Council require the evaluation to assess:

- How the LAC discharges its powers during the pilot period and any barriers/enablers to its effectiveness.
- The impact on strengthened local decision-making through the representative/voting structure of the LAC.
- Wider impact on local democracy through enhanced community empowerment, participation and community leadership.
- Wider resource and structural implications for the Council to consider, including the key relationship with Local Action Partnerships.

To date the evaluation has involved:

- A review of Council documents covering the development of the LAC, as well as agenda papers and minutes of the meetings undertaken so far.
- Observation of all LAC meetings and the November pre-agenda meeting between ward Councillors and officers.
- Interviews with six former and current ward Councillors, and four Community Council representatives.
- Ongoing discussion with several Perth and Kinross Council officers involved in developing and implementing the LAC.
- Review of local democracy and community engagement in other local authorities in Scotland including the area committees in Aberdeenshire, Argyll & Bute, Dumfries & Galloway, Fife, Highland, South Lanarkshire, and West Lothian.

This concise interim reports is structured as follow:

- Section 2 outlines the aspirations of key stakeholders at the outset of the LAC.
- Section 3 summarises progress in implementing the LAC setting out details of meetings and attendance to date.
- Sections 4 and 5 assess the LAC's emerging impact on community empowerment and local decision making – the main focus of the evaluation.
- Section 6 presents our conclusions with reference to the four evaluation aims.

2 Stakeholder aspirations

Our initial stakeholder consultation sought to identify their aspirations for the LAC as a way of assessing its subsequent impact at the end of the evaluation.

Ward Councillors and Community Council representatives expressed strong and unanimous support for the LAC during our initial consultation. The strength of their support was noteworthy. There was a collective desire to see the LAC work and a real hope that it could deliver on its aims to strengthen local democracy and empower local communities. These consultees highlighted that success, in their view, should be judged in terms of actions, whereby issues discussed at the LAC lead to tangible actions and change in Kinross-shire. They were adamant the LAC should not become a “talking shop” and should not continue if that was the case.

Council officers were, generally, supportive of the LAC. They emphasised, as officers, their role was to support the functioning of the LAC. They had a similar view to the other consultees regarding success being measured in terms of action. There were some concerns about the added workload Kinross-shire LAC could lead to for officers during the pilot year, how the LAC would fit into the existing Committee and decision-making structures, and the resource implications of replicating the LAC in other wards in the future.

3 Implementation: LAC meetings and attendance

Meetings

To date, four Kinross-shire LAC meetings have taken place on:

- Thursday 20th January at 5.30pm.
- Thursday 21st April at 5pm.

- Thursday 30th June at 5pm.
- Thursday 18th August at 5pm.

The Scheme of Administration states that LAC meetings “shall be held on an eight-weekly cycle”. There have therefore been fewer Kinross-shire LAC meetings than set out in the Scheme of Administration. During this period there have however been Council elections and the summer recess. The number of meetings also reflects the capacity of Perth and Kinross Council officers to support the LAC which several officers have reported is limited by staff vacancies and increasing workloads as the Council faces significant financial challenges. Further LAC meetings are planned during the pilot period for 24th November 2022 and 16th February 2023.

Attendance

All of the LACs held so far have been virtual, taking place on Microsoft Teams. The meetings have been well attended, as shown in the table below, although there have been some access issues which are discussed in this report.

	January	April	June	August
Ward Councillors present	4	4	4	4
Community Councils in attendance	6	4	0	5
PKC officers in attendance/observing	12	9	7	9

The table above shows the four ward Councillors have attended every LAC meeting so far. Two ward Councillors (both Scottish Conservatives) - the Convenor and Vice Convenor of the first two LAC meetings - did not stand in the Council elections in May 2022. The Convenor had played a significant role in establishing the LAC following many years of lobbying for a local committee for Kinross-shire. One of the newly elected ward Councillors (Independent) is now the Vice Convenor and will take over as the Convenor later in the year. In the interim, one of the original ward Councillors (Scottish Liberal Democrats) is fulfilling the role of Convenor. The other ward Councillor represents the Scottish National Party. The change in ward Councillors has had no notable impact on the LAC; the new Councillors are equally committed to the LAC and have participated fully so far. It has been noteworthy that at no point have the ward Councillors taken a political stance and have always represented the interests of Kinross-shire. We commend the Councillors for this approach. The ward Councillors also attend pre-agenda meetings with senior Council officers. We understand the Leader of Perth and Kinross Council observed the first LAC meeting in January.

All six Kinross-shire Community Councils were represented at the first LAC in January; however this was the only time there has been a full complement of Community Council members. The April meeting was attended by four of the Community Councils and the August meeting by five. For the April meeting, one of the Community Councils sent their apologies and did not send a substitute, and another Community Council experienced technical problems which prevented them from attending. More significantly, a technical problem prevented any of the Community Councils attending the June LAC. We understand the link sent to the Community Council reps for this meeting did not work. As a result the meeting went ahead without any community representation. We also understand that the ward Councillors were unaware at the time that the Community Councils were not in attendance.

Several PKC officers have been in attendance at the LACs. The numbers range from 12 in January to 7 in June, with an average of 9. This includes the Head of Legal & Governance Services who has attended all the meetings to ensure members adhere to the Scheme of Administration and legal requirements. Officers from Committee Services have attended to facilitate meetings and take minutes. In addition, officers from various parts of the Council have prepared reports and been in attendance to answer questions from members. This includes an officer who has attended all meetings to report on a road safety and traffic issues. The Executive Director Communities has also observed LAC meetings. Officers have contributed to discussions where appropriate and have been professional and respectful at all times. Officer involvement in the LAC is significant and we will try to quantify this as the evaluation progresses as it will have implications for the continuation of the LAC beyond the pilot and any rollout of the approach to other wards in Perth and Kinross. Although the number of officers attending Kinross-shire LAC is similar to the numbers at area committees in other local authorities, the agendas in these other areas are far broader (as discussed below) which helps justify the time and resources involved in their attendance.

4 Emerging impact on community empowerment

It was noteworthy that West Lothian was the only other local authority we reviewed to have an area committee that formalised Community Council representation. We therefore suggest that Kinross-shire LAC is an example of good practice in terms of its area committee membership and promotion of community participation.

The table above in Section 3 demonstrated that community participation - purely in the sense of attendance - at LAC meetings had been reasonably strong. The exception to this was the June meeting where a one-off technical problem meant none of the community representatives could attend.

Although attendance has been reasonably strong, we have some concerns that the online meetings and the formality of the LAC may hinder its aims to engage and empower communities and strengthen local decision making. As well as the technical problem at the June meeting we are aware that one of the six community representatives has struggled with the technicalities of attending online meetings. More significantly, the online nature of the meetings and their formality has made it more difficult, in our view, for the Community Council representatives to engage effectively in the LAC. The online format requires Community Council representatives to have some understanding of Council Committee online meeting procedures and etiquette, as well as confidence to participate in the meeting. Our consultation with these reps showed they had not received any guidance or support before the first meeting, and most reported they lacked confidence/know-how in this setting, particularly at the outset. It has been clear from our observations that the Community Council reps have made limited contributions to the meetings, including some of the reps not contributing at all to some meetings (although this was compounded by the limited agenda items as discussed below). The current online format of the LAC meetings has been a barrier to community engagement, in our view, and we recommend action is taken to help the community reps participate more fully in online meetings in the future. We recommend this includes guidance on how Council Committees operate online (and in-person in the future if relevant) with an easy to follow explanation of procedures, decision making and etiquette.

Recommendation 1: Perth and Kinross Council produce short guidance for the community representatives on how the LAC operates online (and in-person in the future if required) including an easy to follow explanation of procedures, decision making and etiquette to help enhance their engagement in future meetings.

We would also encourage Perth and Kinross Council to adopt a less formal approach to the meetings to enhance community engagement, while still complying with their procedural requirements. The LAC meetings have been very formal, particularly those under the stewardship of the original Convenor, and operate with the same level of formality as other Council Committees. We appreciate this is how the original Convenor and Vice Convenor wanted the LAC to operate. However, some Community Council representatives have reported this is off-putting and suggested future LAC meetings should be less formal. There was some support for this among the current ward Councillors.

Recommendation 2: Future LAC meetings are less formal to encourage community engagement.

During our consultations, a majority of ward Councillors and Community Council representatives expressed a preference for hybrid meetings in the future where attendance could be in-person in Kinross or via video conferencing. Consultee noted that some other Council Committees have been hybrid meetings. Council officers reported that the Council does not have the audio visual technology to run a hybrid LAC in Kinross but planned to install the equipment in the future, when funding allowed. Officers also reported that proposed short-term, workaround solutions were not viable such as some LAC members or officers attending via Teams on a laptop in a venue in Kinross where other LAC members and officers were attending in-person. Officers have offered to hold hybrid LAC meetings from Perth but ward Councillors have declined the offer until a venue in Kinross can be found. We appreciate that officers have tried to find a solution to this issue. It is important in our view that a solution is found, even a temporary one, before the February meeting given the emerging finding that online meetings are hindering the LAC's aim to empower communities and strengthen local decision making as well as the commitment made by the Council in paragraph 1.8 of the Scheme of Administration that 'Meetings of the Committee shall be held in Kinross-shire'.

Recommendation 3: Future LAC meetings are hybrid allowing for attendance in-person in Kinross or via video-conferencing.

Some of the Community Council representatives highlighted an issue regarding distribution of the LAC meeting minutes which they felt was acting as a barrier to community engagement. To date the minutes have been produced approximately two weeks before each meeting. Some of the Community Council representatives reported this meant a number of weeks passed before they could share and discuss the minutes with their own Community Councils leaving no time to raise any issues at the next LAC. They added that this hampered their engagement with the LAC and suggested producing the minutes as soon as possible after each LAC would improve this situation. We recommend this suggestion is actioned by Perth and Kinross Council given the aim of the LAC to improve local decision making and community empowerment.

Recommendation 4: Perth and Kinross Council produce the LAC minutes as soon as possible after each meeting to enable the Community Councils to share and discuss the minutes, and if appropriate raise any issues at the next meeting.

5 Emerging impact on local decision making

Kinross-shire LAC has a fairly broad remit which was set out in the Scheme of Administration. The remit is similar to that of area committees we looked at in other local authorities in Scotland.

The agenda for the four Kinross-shire LAC meetings to date are shown below.

January LAC	April LAC	June LAC	August LAC
1. Welcome and apologies			
2. Declarations of interest (elected members only)			
3. Kinross-shire Local Committee - pilot Scheme of Administration 4. 20mph speed limit trial Report by Head of Environmental and Consumer Services 5. A911 east of Scotlandwell Report by Head of Environmental and Consumer Services 6. Former Blairingone Primary School Report by Head of Culture and Communities Services 7. Co-ordination of planning and management in the Lomond and Ochil Hills Verbal update by Convener 8. Kinross town centre Report by Head of Planning and Development 9. Boundary Commission for Scotland - 2023 review of UK Parliament constituencies - initial proposals Report by Chief Executive 10. Kinross Common Good Fund - applications for financial assistance - December 2021 Note the position and homologate decisions taken by Voting Members of the Committee via email. 11. Committee forward planning Verbal update by Vice-Convener	3. Minutes of previous meeting 4. Matters arising 5. Road safety update Report by Environment and Consumer Services 6. Loch Leven Guidance Report by Head of Planning and Development 7. Kinross-shire Community Investment Fund	3. Minutes of previous meeting 4. Matters arising (i) Road safety Verbal Update by Traffic and Network Manager (Communities) (ii) Blairingone Primary School Verbal Update by Service Manager (Communities) P1. Sale of 82m² of land, private parking at [address withheld], Kinross Public and press excluded	3. Minutes of previous meeting 4. Matters arising (i) Road safety Verbal Update by Traffic and Network Manager (Communities) (ii) Blairingone Primary School Verbal Update by Service Manager (Communities) 5. Kinross Common Good Fund Financial applications Report by Head of Cultural and Community Services 6. Kinross Common Good Fund Financial Statements 2021/22 & 2022/23 Report by Head of Finance

It is clear that the number of agenda items and their scope have decreased over the course of the four LAC meetings. Excluding the welcome and apologies, and declarations of interest,

there were nine substantive items on the January agenda. In subsequent meetings, the main agenda item has consisted of matters arising which has mainly focused on road safety issues and the future of the former Blairingone Primary School. The only other agenda items have related to local funds (Kinross-shire Community Investment Fund and Kinross Common Good Fund), Loch Leven guidance and the sale of a plot of land (which was discussed in private at the June meeting that Community Council members were unable to access in any case).

As noted above, roads have been the main topic discussed at the LAC to date. Our consultation established that roads are an important issue to ward Councillors and Community Council reps who have welcomed the opportunity to raise local issues directly with the appropriate Council officer. At all LAC meetings, the officer has engaged well with members and welcomed the insight they provided. At this stage, we do not know what actions have subsequently been taken on the road issues discussed at the meetings, however, this will be assessed as the evaluation progresses given the emphasis consultees placed on action being taken to address issues raised at the LACs. We recommend a recap of progress is provided at a future LAC to keep the ward Councillors and Community Council reps informed.

Recommendation 5: Given the emphasis consultees placed on action being taken to address issues raised at the LACs, an update is provided at a future LAC meeting regarding the roads issues discussed previously.

Although roads are clearly an important issue, the LAC cannot just be a forum for ward Councillors and Community Council reps to discuss these issues with officers. There are more efficient ways this could be achieved and the LAC will need to cover a broader range of issues for it to be deemed a success.

The limited agendas have resulted in the LAC meetings reducing significantly in length. The first meeting in January lasted approximately 2 hours, the April meeting was shorter at 1.5 hours and the June and August meetings have been shorter still at approximately 30 minutes each. Although the length of a Committee meeting does not correlate with its quality or worth, there was a view among several consultees that the brevity of the most recent meetings reflects a lack of substance and purpose. Ward Councillors and Community Council reps reported they would like to see a broader range of topics addressed at LAC meetings.

The agenda has become a contentious issue which appeared to be in danger of undermining the LAC in the summer months. A meeting of ward Councillors identified a number of topics for inclusion on future LAC agendas. The topics included: Kinross town centre improvements, Perth and Kinross Offer, winter maintenance, economic development, Raingardens Project, Kinross-shire Core Paths, and the format of the Kinross-shire LAC. In early July, the Convenor forwarded the topics to Committee Services in accordance with the LAC protocol. Four weeks later Committee Services contacted the Convenor and Vice Convenor suggesting the August meeting was cancelled as there was no significant business. At the pre-agenda meeting in early August, we understand officers informed ward Councillors that agenda items had to be within the LAC remit and require a decision by members i.e. were competent business. Officers subsequently highlighted two other contributory factors: their limited capacity to produce papers for the LAC, especially at short notice and during the summer holiday period; and the Council's decision not to devolve a budget to the LAC impacted on the nature of the business the LAC can make recommendations and decisions on. The August LAC meeting went

ahead with the limited agenda shown in the table above. Ward Councillors have expressed their frustration with this situation. We have some sympathy for this view and note that some of the items on the January agenda were for discussion only and of a similar nature to some of those proposed more recently by Councillors. The decision by officers not to allow similar agenda items and discussions at LAC meetings was a barrier to the effectiveness of the LAC up to the August meeting, in our view. Officers do not appear to have been as flexible regarding the LAC agenda as we would have envisaged given that this is a new approach being piloted for a year before a decision is made on whether to continue it.

A meeting between ward Councillors and senior Council officers took place in early September to try to resolve the agenda issue. Officers reminded ward Councillors that agenda items had to be within the remit of the LAC and require a decision by members; the limited capacity of officers to prepare reports was also re-emphasised. We understand the meeting was constructive and it was agreed the LAC meeting planned for October would be delayed until November to allow officers more time to prepare papers on some of the issues raised by ward Councillors. Encouragingly, the November pre-agenda meeting we observed between some of the ward Councillors and officers was also constructive. We note that the proposed agenda for November's LAC is more substantial than any LAC meeting since the initial meeting in January and that other items raised by the ward Councillors are planned for the February 2023 agenda. The agenda includes a paper on the supply and demand for serviced employment land in Kinross ward which had been requested by ward Councillors. We will continue to monitor the agenda setting process closely as it will have an important bearing on the effectiveness of the LAC.

The November agenda also includes a presentation by a local community group about plans for a district heating system which could reduce the energy costs for the community of Kinross and Milnathort. This will be the first time an outside body has presented at the LAC and reflects a change in how the LAC will operate. Some of the current ward Councillors and Community Council representatives want the LAC to be a forum where Kinross-shire wide issues are discussed and subsequently inform members' input to other Committees and meetings. We understand this option was discussed when the Scheme of Administration was being developed but was not the way the initial Convenor and Vice Convenor wanted the LAC to operate and they pressed for the more formal Committee that was established. We very much welcome the recent developments in how the LAC operates and the widening of its agenda and recommend Perth and Kinross Council maintains this approach for the remainder of the pilot.

Recommendation 6: Perth and Kinross Council maintains recent developments in how the LAC operates and the widening of its agenda for the remainder of the pilot.

The September officer/Councillor meeting also discussed widening membership of the LAC which has some support among ward Councillors and Community representatives. This could see additional non-voting members join the LAC from the community, public or private sectors. There was some concern that this may lead to duplication with the Local Area Partnership. As far as we could tell, none of the area committees in the other local authorities have such membership although they do allow presentations such as the one proposed for the November LAC. Nonetheless, we would support the widening of the LAC membership as it would, in our view, fit with the broader vision of Kinross-shire LAC that now appears to be

shared by ward Councillors and officers. We would, however, urge members to consider how such a move might affect the Local Area Partnership before proceeding.

Recommendation 7: LAC members discuss widening the LAC membership including consideration of how this could affect the Local Area Partnership.

The evaluation is assessing the relationship between the LAC and Local Area Partnership in Kinross-shire. To date it appears the LAC has been established without creating significant duplication or issues with the LAP. This is partly due to the limited agenda of the LAC. However, an issue has been highlighted recently about which body is responsible for decisions regarding the Community Investment Fund, despite section 3.0.4 of the LAC Scheme of Administration stating it will “allocate and monitor expenditure from agreed localized funds e.g. the Community Investment Fund and the Kinross Common Good Fund”. In addition, as discussed above there is potential for greater duplication and confusion between the two bodies given the broader vision for the LAC that is evolving. Officers have also reported that some members of the LAP are concerned about the purpose and role of the two bodies. It is important therefore that we assess the relationship between the two bodies in the remainder of this evaluation.

We also recommend that it is simpler for Community Council representatives to identify agenda items for future LAC meetings. At present, the Community Council reps have to make a request to the Convenor or Vice Convenor or rely on them to raise an issue that has been discussed at a Community Council meeting. There is a risk of gatekeeping by the Convenor or Vice Convenor with this arrangement, although we are not suggesting this has been the case so far. We suggest the Council implements a more pro-active and inclusive way of raising potential agenda items by specifically asking Community Councils whether they have any issues they would like to see added to the agenda; this could be undertaken by the Convenor/Vice Convenor or Committee Services and would need to happen some weeks in advance of a meeting to allow papers to be prepared, if necessary.

Recommendation 8: Perth and Kinross Council ensures Community Councils have the opportunity to propose agenda items prior to LAC meetings, allowing sufficient time for papers to be prepared, if necessary.

In addition, a number of consultees suggested LAC members, particularly the Community Council reps, should be able to raise any other competent business after the last agenda item. We would support such a move which would be similar to the Public Question Time which is part of the Area Committees in Argyll and Bute for example.

Recommendation 9: Future LAC agendas end with an open question time to allow members, particularly Community Council representatives, to raise any other competent business.

6 Conclusions and recommendations

This concise report has summarised the emerging findings from the ongoing evaluation of the Kinross-shire LAC pilot. It reported on the aspirations of the key stakeholders at the outset, summarised attendance at LAC meetings to date, and assessed the LAC’s impact to date on

community empowerment and local decision making. Below we summarise our emerging findings for each of the evaluation aims.

Assess how the LAC discharges its powers during the pilot period and any barriers/enablers to its effectiveness.

Perth and Kinross Council has successfully established Kinross-shire LAC and the Committee has met four times so far, considering issues within its powers and remit. Ward Councillors, Community Council representatives and Council officers have engaged and contributed positively and are highlighted as key enablers in the establishment and progress of the LAC so far. Limited agenda items have however hindered the effectiveness of the LAC to date. This issue was in danger of undermining the LAC although recent discussions between ward Councillors and officers appear to have improved prospects for the remainder of the pilot. The format of the meetings was also highlighted as a barrier to community engagement, specifically their formality and the online nature of the meetings. The timing of the production of LAC minutes was also reported as a barrier to community engagement. Officers highlighted limited capacity as a barrier as staff vacancies and heavy workloads restricted the time officers have to prepare papers for the Committee.

Assess the impact on strengthened local decision-making through the representative/voting structure of the LAC.

The creation of the LAC has added a new representative structure which has the potential to strengthen local decision-making as issues can be discussed and agreed at the Kinross-shire level rather than the Perth and Kinross level. However, the limited range of issues covered by the LAC to date leads us to conclude that it has not, yet, strengthened local decision-making. Recent, positive, discussions between ward Councillors and officers have resulted in a broader agenda for the November meeting and plans for other issues to be addressed in February 2023 which should strengthen the LAC's impact in terms of local decision making.

Assess wider impact on local democracy through enhanced community empowerment, participation and community leadership.

Kinross-shire LAC has created a forum for the six Community Councils to collectively engage with the ward Councillors and Perth and Kinross Council officers. It is additional to the existing process whereby ward Councillors attended Community Council meetings. There is a clearer and more direct connection between Kinross-shire's communities as a whole and the local authority which does, in our view, enhance community participation, leadership, and empowerment. The barriers to community engagement highlighted in this report have, however, restricted the LAC's impact on local democracy to date.

Assess wider resource and structural implications for the Council to consider, including the key relationship with Local Action Partnerships.

The LAC has added to the workload of Perth and Kinross Council officers who are working in very challenging times as the Council faces significant financial challenges. The LAC has resulted in additional officer commitments including: attendance at pre-agenda and LAC meetings, preparation of reports and follow-up actions, and the administration before, during and after the meetings. Officers reported that other tasks have had to be delayed or have not yet been undertaken. As a pilot, and as the only ward with a LAC, the additional demands on officers appear to have been absorbed with existing resources. However, replicating the

LAC in other wards would, in our view, be a significant ask for the local authority that would require additional resources. To date, there have been no structural implications, for example where questions have arisen about the Council's Committee structure and decision making powers. There have also been no significant issues with the LAP although a potential issue was highlighted recently about decisions regarding the Community Investment Fund. In addition, the broader vision of Kinross-shire LAC that now appears to be shared by ward Councillors and officers increases the potential for duplication and confusion between the LAC and the LAP and this issue will be considered more closely in the remainder of the evaluation.

Overall, we conclude the establishment of Kinross-shire LAC has the potential to enhance local decision-making and community empowerment. However, these ambitions have been hindered, to date, by very limited agendas and barriers to the engagement of the community representatives. We recommend Perth and Kinross Council addresses the issues highlighted in this interim report in the remaining months of the LAC. For ease of reference the recommendations are reproduced below.

- 1: Perth and Kinross Council produce short guidance for the community representatives on how the LAC operates online (and in-person in the future if required) including an easy to follow explanation of procedures, decision making and etiquette to help enhance their engagement in future meetings.
- 2: Future LAC meetings are less formal to encourage community engagement.
- 3: Future LAC meetings are hybrid allowing for attendance in-person in Kinross or via video-conferencing.
- 4: Perth and Kinross Council produce the LAC minutes as soon as possible after each meeting to enable the Community Councils to share and discuss the minutes, and if appropriate raise any issues at the next meeting.
- 5: Given the emphasis consultees placed on action being taken to address issues raised at the LACs, an update is provided at a future LAC meeting regarding the roads issues discussed previously.
- 6: Perth and Kinross Council maintains recent developments in how the LAC operates and the widening of its agenda for the remainder of the pilot.
- 7: LAC members discuss widening the LAC membership including consideration of how this could affect the Local Area Partnership.
- 8: Perth and Kinross Council ensures Community Councils have the opportunity to propose agenda items prior to LAC meetings, allowing sufficient time for papers to be prepared, if necessary.
- 9: Future LAC agendas end with an open question time to allow members, particularly Community Council representatives, to raise any other competent business.

