

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

Council Building  
2 High Street  
Perth  
PH1 5PH

22/09/2022

Attached is a supplementary agenda for the hybrid meeting of **Perth and Kinross Council** being held in **the Council Chamber** on **Wednesday, 28 September 2022** at **11:00**.

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

**Members:**

Provost X McDade  
All Councillors



**Perth and Kinross Council**

**Wednesday, 28 September 2022**

**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.***

- |           |  |                 |
|-----------|--|-----------------|
| <b>7</b>  | <b>CORPORATE PLAN 2022/23 - 2027/28</b><br>Report by Executive Lead (Strategic Planning and Transformation)<br>(copy herewith 22/251)        | <b>5 - 48</b>   |
| <b>8</b>  | <b>TACKLING POVERTY AND THE COST OF LIVING</b><br>Report by Executive Lead (Strategic Planning and Transformation)<br>(copy herewith 22/252) | <b>49 - 92</b>  |
| <b>9</b>  | <b>REVISED SCHEME OF ADMINISTRATION</b><br>(copy herewith 22/253)  | <b>93 - 156</b> |
| <b>11</b> | <b>2023 COMMITTEE TIMETABLE</b><br>This item has now been withdrawn from the agenda.   |                 |

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**PERTH AND KINROSS COUNCIL**

**28 September 2022**

**Corporate Plan 2022/23 - 2027/28**

**Report by Executive Lead (Strategic Planning & Transformation)  
(Report No. 22/251)**

**1. PURPOSE**

- 1.1 This report presents the new draft Corporate Plan 2022 – 27 for Perth & Kinross Council. It sets out our vision, outcomes and priorities for the area as well as the intended actions and performance measures we will take to achieve these.
- 1.2 The draft Corporate Plan 2022 – 27 will be supported by an extensive communication and engagement plan (Appendix 2). Engagement will take place during October and November and a final Corporate Plan will be presented to Council for approval in December. This strengthens our commitment to work with and within our communities, involving them in shaping our priorities and developing and improving our work.

<b>2. RECOMMENDATIONS</b>	
2.1	<p>It is recommended that Council:</p> <ul style="list-style-type: none"> <li>I. approves the draft Corporate Plan 2022–27 (Appendix 1)</li> <li>II. Approves the Corporate Plan 2022-27 &amp; Budget 2023-24 Communications &amp; Engagement Plan (Appendix 2)</li> </ul>

**3. STRUCTURE OF REPORT**

- 3.1 This report is structured over the following sections:
  - Section 4: Background
  - Section 5: Proposals
  - Section 6: Conclusion
  - Appendices

**4. BACKGROUND / MAIN ISSUES**

- 4.1 The revised draft **Corporate Plan 2022 - 27** sets our vision and, corporate outcomes. It is aligned with our values and designed to address, or mitigate the impact of the many challenges our organisation and our communities are facing over the next five years. These are directly related to the commitments we have made within the Perth & Kinross Offer around better engaging our

people and communities to ensure that they are involved and can have their say on where we focus our time and resources.

- 4.2 The draft strategic outcomes are underpinned by 7 key priorities outlining the areas of greatest need that we can most directly influence. They will also act as a guide when making difficult decisions around where to invest funding and resources – making the best use of our assets at a time of decreasing budgets. The priorities include tackling poverty and climate change, growing our economy to be sustainable and inclusive, enabling our children and young people to achieve their full potential and protecting and caring for our most vulnerable people. These priorities will be underpinned by our continued commitment to placing communities, at the heart of how we work.
- 4.3 Like all councils, the pandemic of the recent years has only added to the increasingly complex challenges we face, against a backdrop of the most testing financial circumstances local government has ever experienced. Rising costs also impact on what we need to pay out, and with a reducing income we have a significant budget shortfall. This means that it will be impossible to continue doing the same things we have done in the past and we are rethinking how we work with, and within, our communities and all of our partners to achieve the best outcomes for the people of Perth & Kinross.
- 4.4 The Corporate Plan is not designed to stand alone but is supported and strengthened by a wider strategic framework which overarches several areas of work all designed to contribute to our vision and outcomes, from the Community Plan to individual team plans.
- 4.5 The main components of our Corporate Plan's wider strategic framework are as follows:
- The revised **Local Outcome Improvement Plan** - details new priorities with a focus on poverty in a number of key areas, setting out the actions that the Community Planning Partnership will take in the coming years to focus on inequalities which are stubborn and require continued collaborative approaches.
  - The **Perth and Kinross Offer Framework** - details the actions that we will take over the next 5 years to deliver and embed the Perth and Kinross Offer and the programme of cultural change that will transform how we work with colleagues, communities and our partners.
  - **The Transformation & Change Strategy** is a 5-year strategy which sets out our extensive transformation programme acting as enabler to deliver on our corporate priorities. Delivery of the Transformation & Change programme will be underpinned by our organisational wide cultural and behavioural change programme and a clear commitment to fully embed and demonstrate our values of **Ambition, Compassion, and Integrity**.
  - The **Financial Strategy** – details the financial challenges we face, the extent of the structural deficit and measures we must take now and over

the next 5 years to identify savings, reduce our budgets and support the Council to become financially sustainable.

## **5. PROPOSALS**

- 5.1 The Corporate Plan 2022 – 27 sets out our vision of “***A Perth and Kinross where everyone can live life well, free from poverty and inequality.***”
- 5.2 The Corporate Plan demonstrates our commitment to improving services, enhancing the quality of life for people in Perth & Kinross and making best use of our resources and funding. We will continue to deliver effective and efficient services, delivering best value by working collaboratively with our partners.
- 5.3 To achieve our vision, we have outlined clear outcomes, priorities, actions and measurements of performance which will ensure we are held accountable, can report consistently and remain focussed on the areas that matter to people in our communities when allocating resources and funding.
- 5.4 To ensure we meet our commitment to building relationships, connecting, supporting, involving, and communicating with our communities, staff and partners, we have developed a communications and engagement plan. This will ensure that as many people as possible have an opportunity to influence our actions, focus and priorities.
- 5.5 Combining engagement on the new Corporate Plan 2022 - 27 with our annual budget consultation will reduce duplication and enable communities to consider how we spend our money alongside the issues that matter most to them.
- 5.6 Consultation and engagement on the draft plan will take place between 1 October – 30 November 2022 and we will report back to full Council with a final draft on 21 December 2022 for approval and publication. As this is a 5 year plan, it will be reviewed and updated annually to ensure it reflects any changes to the national and local circumstances.
- 5.7 Through a range of methods and mechanisms we will measure and assess the impact and outcomes of the Corporate Plan using both qualitative and quantitative data. Our performance indicators will allow us to track progress across the five year period and remain consistent in terms of our reporting. We will report on progress at an organisational level through the Council’s Annual Performance Report with service specific updates being provided within individual service Annual Performance and Business Improvement Plans or against specific strategic action plans.

## **6. CONCLUSION**

- 6.1 The draft Corporate Plan 2022 – 27 sets the new vision, outcomes and priorities for the Council over the next five years. While we are confident that we have identified and focussed on areas of most need in our communities,

we want to engage with people and communities to ensure that we are listening to their feedback and using this to influence change in how we articulate and deliver our plans.

**Author**

<b>Name</b>	<b>Designation</b>	<b>Contact Details</b>
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**Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Clare Mailer	Executive Lead – Strategic Planning & Transformation	07 September 2022

**APPENDICES**

- Appendix 1 – Draft Corporate Plan
- Appendix 2 – Corporate Plan & Budget Communications & Engagement Plan

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan

1.1 This report supports all of the objectives within the Community Plan.

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

#### Corporate Plan

1.2 This report supports all of the objectives within the Community Plan:

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

## **2. Resource Implications**

### Financial

- 2.1 The Corporate Plan will overarch all of the Council's strategic documents including the Finance Strategy and medium term financial plan allowing us to meet our new outcomes and priorities. The Head of Finance has been consulted as part of our regular discussions with ELT (Executive Leadership Team). There will be no direct financial implications as a result of this report.

### Workforce

- 2.2 The Corporate Plan, its priorities and actions will be supported by the Council's Workforce Management Plan.

### Asset Management (land, property, IT (Information Technology))

- 2.3 Not applicable at the moment.

## **3. Assessments**

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 The Corporate Plan is our commitment to "A Perth and Kinross where everyone can live life well, free from poverty and inequality." It is supported by a number of strategic documents which where appropriate will have been subject to equality impact assessments.

### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 The Corporate Plan is our commitment to "A Perth and Kinross where everyone can live life well, free from poverty and inequality." It is supported by a number of strategic documents which where appropriate will have been subject to strategic environmental assessments.

### Sustainability

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

- in the way best calculated to delivery of the Act’s emissions reduction targets;
- in the way best calculated to deliver any statutory adaptation programmes; and
- in a way that it considers most sustainable.

3.6 The Corporate Plan is our commitment to “A Perth and Kinross where everyone can live life well, free from poverty and inequality.” It is supported by a number of strategic documents which where appropriate will have been tested around sustainability.

#### Legal and Governance

3.7 The Head of Legal and Governance has been consulted as part of the ELT and EELT (Extended Executive Leadership Team) discussions and feedback.

#### Risk

3.8 Our **Strategic Risk Register** is regularly updated to reflect the risks to the organisation. Many of the priority areas highlighted in the Corporate Plan are reflected in our risk register. This will be subject to regular review to ensure that any additional risks associated with the delivery of our priorities are identified and actions to mitigate these progressed.

### **4. Consultation**

#### Internal

4.1 There has been extensive internal consultation on the draft Corporate Plan with members of ELT, EELT, Joint Leaders and the wider leadership forum of officers across the Council. This will continue between October and December as we finalise the Plan.

#### External

4.2 An engagement and communications plan which details external consultation planned is attached as **Appendix 2** to this report.

### **5. Communication**

5.1 An engagement and communications plan which details all planned communication over the next few months is attached as **Appendix 2** to this report.

### **2. BACKGROUND PAPERS**

2.1 None.





# Perth & Kinross Council Draft Corporate Plan

2022-2027

**everyone** The Perth & Kinross Offer  
has something to offer

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# Introduction

Welcome to our draft Corporate Plan for 2022-2027, a plan which seeks to deliver for all our communities across Perth and Kinross, with a focus on those who are in greatest need.

This plan sets out our vision for a Perth and Kinross, **where everyone can live life well, free from poverty and inequality**. It proposes a number of key priorities for the next five years. It also reflects the principles of the **Perth and Kinross Offer** where we are looking to better engage with people and communities and ensure that you have your say and are involved at an earlier stage in our strategic planning discussions.

During October and November we want to hear from you, from local groups and communities. We would like to hear your views and feedback on this plan and priorities to ensure that you have an opportunity to influence its development. So please take the time to consider it, discuss it with others and provide us your feedback.

The draft priorities have been developed from our assessment of community needs including feedback we received through a range of mechanisms, meetings with community groups as well as our Council team and elected members.

As a Council we are committed to serving the people and communities of Perth and Kinross and delivering the best possible services that we can within the resources at our disposal. In doing this we recognise that our focus requires us to continually consider the services which make the biggest difference to those in greatest need.

The pandemic of recent years has only added to the significant and increasingly complex challenges we face. The equalities gap we were working to address has widened and our local economy, like others has been hard hit. Alongside this we are seeing increasing demands for services while facing reductions in the resources we have available to meet these demands. All of this will mean difficult decisions on where we commit our resources and will require reductions in some areas.

Despite the challenges that our communities and the Council face, we have shown in our recent response to Covid that we are at our best when working together to provide much-needed support to vulnerable people hardest hit by the pandemic. We are committed to building on those positive relationships and the development of local support networks to change the way we work with and within our communities. Through the Perth and Kinross Offer, we are committed to strengthening the place of communities at the heart of all that we do.

This plan is not intended to simply sit on a shelf. It will be our guide to help us as we make decisions about where to prioritise our activity and resources in the coming months and years as we transform the Council as an organisation to deliver on our commitments to listen to communities and work in partnership to tackle poverty, reduce inequalities, improve wellbeing and support sustainable communities. It is also a document which allows you and communities to hold us to account on our delivery.

We will work with and within communities to deliver on these priorities in their areas in a way that recognises local needs and infrastructure. We recognise that there may be requests for investment and support from communities which we are unable to meet. In those cases, we will support communities to come together, connect with other relevant partners and identify alternative sources of funding and resources to help them make their local ambitions a reality.

While this is a five-year plan, we know that there will be things outwith our control that will change. At the time of writing we are recovering from two years of disruption from the pandemic and now face soaring inflation, the cost of living crisis and increasing pressure on budgets which are already tight, with many new and unplanned demands. All of this reinforces the need for us to focus on where there is real need

However, we also have the benefit of two years of learning and adapting in the face of overwhelming odds. We know that with the talents, strength of will and resilience of our local people, communities, partners and the staff of Perth & Kinross Council, there is nothing that we cannot do together.

That is why we want to hear from you now and throughout the lifetime of this plan.

Is our vision and are the priorities set out in this document the ones that will make a real impact on the lives of people living in our area? If not, what should we be focussing on instead?

We will listen carefully to your feedback and the final document presented to Councillors at the end of 2022 will reflect our considered position on all the information we have. Although we will publish a finalised Corporate Plan in December, we will regularly

monitor our performance against each of the key priorities, we will ask you how we are doing and each year check to ensure that they are still relevant and effectively contribute to our proposed vision for a Perth and Kinross where everyone can live life well, free from poverty and inequality.

Thank you for taking the time to get involved in shaping this plan for our area.



**Councillor Grant Laing**  
Council Leader



**Thomas Glen**  
Chief Executive

# Section 1: Vision and priorities

## Our draft vision and strategic outcomes

Our vision is for

*a Perth and Kinross where everyone can live life well, free from poverty and inequality.*

To achieve this we will work with and within our communities to ensure that:

- Children and young people grow up safe, respected, well-educated, and confident in their ability to realise their full potential.
- People and businesses thrive in an inclusive and sustainable local economy across Perth and Kinross.
- People can achieve their best physical and mental health and have access to quality care and support when they need it.
- Communities are resilient and physically, digitally and socially connected.
- Perth and Kinross is a sustainable and safe place for this and future generations

## Our draft priorities

These seven priority areas are those which we think the Council can directly influence and have the most impact on, and those which are most important to delivering our vision of Perth and Kinross as a place where everyone can live life well, free from poverty and inequality.

As Council resources are limited our priorities will also act as a guide when making difficult decisions about where to invest our funding and staff time and how to make best use of our other assets.

The listing of these priorities is not intended to indicate that any one is more important than the other. There are linkages and dependencies between each priority and only by taking action on all of them will we see the change needed to achieve our vision.

- Tackling poverty
- Tackling climate change and supporting sustainable places
- Growing a sustainable and inclusive local economy
- Enabling our children and young people to achieve their full potential
- Protecting and caring for our most vulnerable people
- Supporting and promoting physical and mental wellbeing
- Placing communities at the heart of how we work

**Section 2** contains details about each of these priorities and the activities which underpin each one.

## Our key principles

Delivery of these priorities will be underpinned by our key principles:

- Focusing on need informed by evidence and data, rather than demand
- Working with our communities and partners, and putting people first
- Being a visible and valued part of our communities, engaging with and being accessible and responsive to our residents
- Prevention and early intervention to help achieve the best long-term results for people
- Supporting our workforce to be the best, ensuring they are well-trained and empowered to make decisions
- Making best use of available assets including transferring or otherwise disposing of those which can best serve the community in a different way
- Remaining true to our organisational values of integrity, compassion and ambition

## Defining our performance indicators

Each of our draft priorities are supported by a series of performance indicators. We have classified each indicator as control, influence or inform.

This shows the distinction between indicators which the Council has direct control over, in terms of the services we provide and how we

deliver these, what we can influence but which is also impacted by external factors outwith our control, and those which we have no direct control or influence over, but which inform our decision making in terms of how we prioritise our activity or deliver improvements.

Wording for some of the draft performance indicators has still to be confirmed to ensure that we can consistently report on these. This will be addressed as we receive feedback on the draft document and before the final Corporate Plan is brought back to Council in December.

## Risks

Our **Strategic Risk Register** is regularly updated to reflect the risks to the organisation. Many of the priority areas highlighted in this draft corporate plan are already reflected in our risk register. On completion of the final 2022-2027 Corporate Plan we will review our risk register to ensure that any additional risks associated with the delivery of our priorities are identified and actions to mitigate these progressed.

## Linking our strategic approach

The Corporate Plan sets out our strategic approach - what we want to achieve and the high-level priorities and activities which we believe will help us get there. It is not designed to stand alone, but acts as an overarching guide under which all of our strategic documents sit, including the Perth and Kinross Offer Framework, the Transformation and Change Strategy, the Financial Strategy, and individual thematic strategies.

# Section 2: Priorities

## Draft priority: Tackling poverty

This priority contributes to delivering strategic outcomes:

- Children and young people grow up safe, respected, well-educated, and confident in their ability to realise their full potential.
- People and businesses thrive in an inclusive and sustainable local economy across Perth and Kinross.

### Key actions

- Prevent and mitigate the impacts of poverty for children living in Perth and Kinross
- Mitigate cost of living pressures for households experiencing or at risk of poverty
- Maximise income from benefit entitlement and concessions for households
- Promote and encourage local employers to follow the principles of the Scottish Government Fair Work Action Plan, including the real Living Wage and Scottish Business Pledge.

### Context

Perth and Kinross has a reputation as an affluent place to live with higher than average rates of employment. However, many children

and households experience the damaging effects of poverty and the covid pandemic and current cost of living crisis present significant challenges for many of our households.

Our mix of rural and urban areas means the experience of poverty may be different for people depending on where they live, with a rural poverty premium for people living outside our large settlements. Precarious employment, and costs and availability of affordable housing, transport, and childcare alongside additional costs for essential goods and services mean living in one of our rural areas can be particularly difficult.

Approximately one in four children in Perth and Kinross are living in poverty. That's more than 5,100 children. The causes and impacts of child poverty are complex. There is no single solution to poverty as each household's circumstances will differ, but the Council, with partners, will lead action to prevent and mitigate the impacts of poverty for children living in Perth and Kinross.

The cost of living crisis will impact on all households and many will struggle to meet essential household costs such as heating their homes, putting food on the table and paying for goods and services. The crisis has driven the need for greater focus and action to protect our most vulnerable residents.

The Community Planning Partnership has identified poverty, including food, fuel and transport poverty, as a key strategic priority in the draft Perth and Kinross Local Outcome Improvement Plan. Whilst no single service or agency has the power to end poverty by working in partnership with the Community Planning Partnership

and our communities there is much we can do to make the lives and life chances of those living in poverty better and brighter.

Given the linkages between the contributors to poverty and employment, housing and energy costs there are a number of

performance indicators which will tell us about our progress against our priority to tackle poverty which will also tell us about progress on our economy and climate change priorities.

Links to associated existing strategies can be found in [Appendix 1](#).

## Draft performance indicators

Key Actions	PI	Control / Influence
Prevent and mitigate the impacts of poverty for children living in Perth and Kinross	Percentage of children living in poverty after housing costs in P&K	Inform
	Cost of the school day	Control
	Number of families presenting as homeless	Influence
Reduce cost of living pressures for households in and at risk of poverty	Number and percentage of workless households	Inform
	Pay gap or living wage indicator	Inform
	Percentage of households in fuel poverty	Inform
	Percentage of adults reporting that, at some point in the previous 12 months, they were worried that they would run out of food	Inform
	Percentage of Council housing meeting the Energy Efficient Standard 2 for social housing (minimum EPC B) <sup>1</sup>	Control
	Number of P&K households provided with energy efficiency and/or low carbon heating advice (PKC funded) <sup>1</sup>	Control
	Number of affordable houses built	Influence
Mitigate cost of living pressures for households experiencing, or at risk of, poverty	Number of new publicly available social housing units including buybacks, conversions and empty homes conversions	Control
	Average (median) monthly rents private sector and local authority	Influence
	PKC gross arrears as a % of gross rent due for the reporting year	Influence
	Percentage of unemployed people assisted into work annually as a result of Council/Local Employability Funded Partnership funded employability and skills programmes <sup>2</sup>	Influence
	Number of people supported into positive destinations through employability and skills funded programme <sup>2</sup>	Influence

Key Actions	PI	Control / Influence
	Number of adult learners supported to improve their employability or digital skills <sup>2</sup>	Control
Maximise income from benefit entitlement and concessions for households	Scottish Welfare Fund Crisis Grant applications	Influence
	Best Start Grant applications	Influence
	Pupils registered and taking free school meals and clothing grants	Control
	Number of under 22s with free bus pass	Influence
Promote and encourage local employers to follow the principles of the Scottish Government Fair Work Action Plan, including the real Living Wage and Scottish Business Pledge	Number of employers signed up as Living Wage employers in Perth & Kinross	Influence
	Proportion of people earning less than the real Living Wage	Influence

<sup>1</sup> Indicators also contribute towards demonstrating progress against the key action to improve energy efficiency, under the climate change priority.

<sup>2</sup> Indicators also contribute towards demonstrating progress against the key action to support job-readiness and access to higher paid work, under the local economy priority.

DRAFT

# Draft priority: Tackling climate change and supporting sustainable places

This priority contributes to delivering strategic outcome:

- Perth and Kinross is a sustainable and safe place for this and future generations

## Key actions

- Support the prioritisation of sustainable, cleaner and greener transport in line with the National and Regional Transport Strategies
- Invest in innovative green power and smart technology solutions to reduce reliance on electricity from the national grid and create opportunities for business growth and regeneration
- Improve the energy efficiency of our Council housing stock and public buildings, and encourage our partners and private householders to consider where they can make improvements
- To conserve and enhance the biodiversity of our natural environment
- To adapt to and mitigate the impact of climate change on the way we operate

## Context

In June 2019, the Council declared support for the Scottish Government and UK Parliament's climate emergency statements. While climate change is a global problem, the impacts are felt locally, and we all need to work together if we are going to mitigate the impact of climate change and address the causes.

Councillors unanimously backed the **Perth and Kinross Climate Change Strategy and Action Plan** in December 2021. This sets out detailed actions for how the Perth and Kinross area will reach net zero carbon emissions by 2045. The Climate Action Perth & Kinross website provides the most up-to-date look at the progress of the action plan and information on community climate action projects and groups.

In setting our draft actions under this priority we have tried to focus on those which we can deliver either ourselves or by working closely with established partners. However, in this area more than any other it is important that we lead by example embedding a climate aware approach into every part of our work, minimising the impact we have and planning for a sustainable future.

Links to associated existing strategies can be found in **Appendix 1.**

## Draft performance indicators

Key Actions	PI	Control / Influence
Support the prioritisation of sustainable, cleaner, and greener transport, in line with the National and Regional Transport Strategies	Percentage of journeys to work by sustainable mode of transport <sup>1</sup>	Influence
	Percentage of journeys to school by active transport <sup>1</sup>	Influence
	Public EV charging devices per 100,000 population	Influence
	Percentage of Council fleet vehicles that are electric or other zero direct carbon fuel technologies	Control
Invest in innovative green power and smart technology solutions to reduce reliance on electricity from the national grid and create opportunities for business growth and regeneration	Renewable energy generated across the PKC estate, including from low carbon heat sources (MWh)	Control
	Number of registered businesses in energy (including renewables growth sector)	Influence
Improve the energy efficiency of our Council housing stock and public buildings, and encourage our partners and private householders to consider where they can make improvements	Heating oil consumption in PKC non-domestic estate (kWh)	Control
	Percentage of Council housing meeting the Energy Efficient Standard 2 for social housing (minimum EPC B) <sup>2</sup>	Control
	Scope 1 and 2 Emissions from Council Estate (tonnes CO <sub>2</sub> e)	Control
	Number of P&K households provided with energy efficiency and/or low carbon heating advice (PKC funded) <sup>2</sup>	Control
To conserve and enhance the biodiversity of our natural environment	Number of trees planted on Council land and maintained open space	Control
	Area grassland managed by PKC for biodiversity improvement objectives (ha)	Control
	Percentage of PKC's Tayside Local Biodiversity Action Plan actions delivered or on target	Control
To adapt to and mitigate the impact of climate changes on the way we operate	PKC Scope 1, 2 and 3 emissions (t CO <sub>2</sub> e)	Control
	Carbon Disclosure Project (City Score)	Influence
	Annual Scotland Adapts Capability Framework score	Control
	Total household waste recycled/composted as % of all household waste	Influence
	Climate Change Assessment Tool (CCAT) overall score	Control
	Number of schools with eco-schools green flag status	Control

<sup>1</sup> Indicators also contribute towards demonstrating progress against the key action to improve public transport and active travel networks, under the local economy priority.

<sup>2</sup> Indicators also contribute towards demonstrating progress against the key action to reduce cost of living pressures, under the tackling poverty priority.

DRAFT

# Draft priority: Growing a sustainable and inclusive local economy

This priority contributes to delivering strategic outcomes:

- People and businesses thrive in an inclusive and sustainable local economy across Perth and Kinross
- Communities are resilient and physically, digitally and socially connected

## Key actions

- Support and promote business growth, business and place innovation and investment in both our urban and rural areas
- Promote what our city and towns have to offer to businesses, investors and tourists by capitalising on built and natural heritage and assets such as the new City Hall Museum and Perth's status as UNESCO City of Craft and Folk Art
- Support job-readiness and encourage businesses to access initiatives to create new opportunities for those furthest from the employment market and those currently in low wage jobs
- Work with partners to improve public transport and active travel networks and to maintain local roads

## Context

Perth and Kinross has a diverse, broad-based economy. However, the area's acknowledged challenge is an over-dependence on jobs in tourism, agriculture and hospitality – sectors which were disrupted by the Covid-19 pandemic.

We have agreed a joint approach to economic recovery with local business leaders, and the Council's commitment to this work will contribute to our actions under this priority.

Over the lifetime of this Corporate Plan, our long-term investment in developing our cultural offer will come to fruition with the opening of the new museum, and new home to the Stone of Destiny, within the former Perth City Hall in 2024. In late 2021, Perth also became a UNESCO Creative City as a City of Crafts and Folk Art, creating another powerful asset with which to develop and promote the area as a cultural tourism destination.

## Community wealth building

In our contribution to developing the local economy we will take the principles of community wealth building into account. This is an approach to local economic development which re-directs wealth back into the local area. As a council we will seek to, wherever possible, positively use our commissioning and purchasing power and our facilities and land assets so that local businesses and communities benefit from financial and social gain. This is a new way of working and we will continue to develop our approach and learn from the experiences of our Tay Cities Region Deal partners and public sector groups across Scotland who are introducing this way of working.

Links to associated existing strategies can be found in [Appendix 1](#).

## Draft performance indicators

Key Actions	PI	Control / Influence
Support and promote business growth and investment in both our urban and rural areas	Number of new business start-ups with support	Influence
	% of procurement spend on local enterprises	Control
	Area of available Service Business Land (Ha)	Control
Promote what our city and towns have to offer to businesses, investors and tourists capitalising on assets such as the City Hall Museum and Perth's status as UNESCO City of Craft and Folk Art	Economic impact of events supported by the Council (£m)	Influence
	Investment in economic development and tourism (£ per 1,000 population)	Control
	Number of vacant residential/ commercial units brought back into use	Influence
	Gross Value Add from culture and leisure investment including city centre events	Control
Support job-readiness and encourage businesses to access initiatives to create new opportunities for those furthest from the employment market and those currently in low wage jobs	Percentage of people of working age claiming either jobseeker's allowance or universal credit as a percentage of the working age population	Inform
	Percentage of unemployed people assisted into work annually as a result of Council/Local Employability Funded Partnership funded employability and skills programmes <sup>1</sup>	Influence
	Number of people supported into positive destinations through employability and skills funded programme <sup>1</sup>	Influence
	Number of adult learners supported to improve their employability or digital skills <sup>1</sup>	Control
Work with partners to improve public transport and active travel networks and to maintain local roads	Percentage of journeys to work by sustainable mode of transport <sup>2</sup>	Influence
	Percentage of journeys to school by active transport <sup>2</sup>	Influence
	Population serviced by demand responsive transport schemes	Influence
	Measurement of road condition	Control

<sup>1</sup> Indicators also contribute towards demonstrating progress against the key action to mitigate cost of living pressures, under the tackling poverty priority.

<sup>2</sup> Indicators also contribute towards demonstrating progress against the key action to support the prioritisation of greener transport, under the climate change priority.

# Draft priority: Enabling our children and young people to achieve their full potential

This priority contributes to delivering strategic outcomes:

- Children and young people grow up safe, respected, well-educated, and confident in their ability to realise their full potential

## Key actions

- Ensure inclusive and quality education for all and promote lifelong learning
- Reduce the poverty-related attainment gap
- Ensure that Looked After Children and children and young people with additional support needs achieve health, wellbeing and education outcomes comparable with their peers

## Context

Just over 16% of residents of Perth and Kinross are aged under 16, which is in line with the 16.9% of the Scottish population in this age group.

All of the priority areas set out in this corporate plan impact on our children and young people. As set out **earlier in this document**, too many children in Perth and Kinross are living in poverty. Activity

to tackle the causes and mitigate the impact of poverty on households will also benefit young people who are part of these families. That will make an essential contribution towards enabling our children and young people to achieve their full potential.

While overall attainment and pupils meeting developmental and educational milestones is high across Perth and Kinross, when this is broken down to look at factors such as children living in poverty there is a clear gap between the outcomes for children from a deprived background and those from more affluent households. The gap has narrowed in recent years; however, this remains a priority focus area as we seek to further reduce the poverty-related attainment gap.

We remain committed to Getting It Right For Every Child (GIRFEC). We want children and young people in Perth and Kinross to be safe, healthy, achieving, nurtured, active, respected, responsible and included. We want to ensure that they and their families receive the help they need when they need it.

We have made good progress through our Corporate Parenting Plan to build the foundations to realise The Promise for local care experienced children. Our Promise to You (as set out in the corporate parenting plan) is that Perth and Kinross will be the best place for all our children and young people, especially those with care experience, to grow up. This activity will contribute towards achievement of the strategic outcome to ensure children grown up safe, respected, well-education and confident in their ability to realise their full potential.

Links to associated existing strategies can be found in **Appendix 1**.

## Draft performance indicators

Key Actions	PI	Control / Influence
Ensure inclusive and quality education for all and promote lifelong learning	Percentage of children meeting expected developmental milestones when entering primary school	Influence
	School attendance rates – primary and secondary	Influence
	Exclusion incidents per 1,000 pupils (primary and secondary)	Control
	Percentage of primary school pupils (P1, P4 & P7 combined) achieving expected levels in literacy	Control
	Percentage of primary school pupils (P1, P4 & P7 combined) achieving expected levels in numeracy	Control
	Percentage of S3 pupils achieving expected levels in literacy and numeracy combined	Control
	Percentage of school leavers attaining literacy and numeracy at SCQF Level 4	Control
	Overall average total tariff points for school leavers	Control
	Proportion of school leavers attaining 1 or more passes at SCQF Level 5	Control
	Proportion of school leavers attaining 1 or more passes at SCQF Level 6	Control
Reduce the poverty-related attainment gap	Participation measure for 16-19 year olds (per 100)	Influence
	Percentage gap between primary pupils achieving expected levels between ACORN 1 and ACORN 4/5 for literacy	Control
	Percentage gap between primary pupils achieving expected levels between ACORN 1 and ACORN 4/5 for numeracy	Control
	Average tariff point gap between school leavers in ACORN 1 and ACORN 4/5	Control
	Percentage gap between school leavers achieving expected levels between ACORN 1 and ACORN 4/5 for literacy	Control
Percentage gap between school leavers achieving expected levels between ACORN 1 and ACORN 4/5 for numeracy	Control	

Key Actions	PI	Control / Influence
Ensure that Looked After Children and children and young people with additional support needs achieve health, wellbeing and education outcomes comparable with their peers	Percentage of children being looked after in community placements rather than residential placements – balance of care	Control
	Total Tariff Points for Looked After School Leavers	Control
	Percentage of looked after primary school pupils (P1, P4 & P7 combined) achieving expected levels in literacy and numeracy	Control

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# Draft priority: Protecting and caring for our most vulnerable people

## This priority contributes to delivering strategic outcomes:

- Communities are resilient, physically, digitally and socially connected
- People can achieve their best physical and mental health and have access to quality care and support when they need it

## Key actions

- Ensure we quickly identify children, young people and adults at risk of harm and abuse and take the necessary actions to keep them safe.
- Ensure that people get the right care, accommodation and support where and when they need it.
- Prepare for the establishment of the National Care Service and continue to strive for excellent health and social care outcomes for the people of Perth and Kinross.
- Work with partners to reduce re-offending and support effective interventions for people in the justice system.

## Context

We have an older population compared to the rest of Scotland, with 17.1% of residents aged over 70 in 2018, compared to 13.6% of the national population, and this number is projected to continue to increase significantly.

While the majority of our population are fit and active until much later in life the needs of those who do need help are increasingly complex. This tied with our large and varied geography presents a challenge to ensuring that care and support is available where and when people need it.

Since its creation in 2016, Perth and Kinross Health and Social Care Partnership (PKHSCP) has been developing more integrated adult health and social care services across Perth and Kinross. While Children's and Families Services are not part of the PKHSCP, to ensure an effective approach to providing support at an early stage to prevent problems occurring, our services work closely with partners.

The Scottish Government has committed to establishing a National Care Service by 2026 which will replace the existing Health and Social Care Partnerships and may also, subject to further consultation, incorporate children and families services and criminal justice services within that. We will continue to monitor the progress of the National Care Service and work to ensure that service users, staff and partners are fully supported and vulnerable community members continue to receive the best service we can provide within available resources.

Links to associated existing strategies can be found in [\*\*Appendix 1\*\*](#).

## Draft performance indicators

Key Actions	PI	Control / Influence
Ensure we quickly identify children, young people and adults at risk of harm and abuse and take the necessary actions to keep them safe. <b>(Children and Young People)</b>	Percentage of children on child protection register over 12 months	Control
	Percentage of registrations to the Child Protection Register that are re-registrations within 18 months	Control
	Percentage of initial child protection case conferences (ICPCCs) within timescales	Control
	Percentage of Unborn Baby Initial Case Conferences held within timescales	Control
Ensure we quickly identify children, young people and adults at risk of harm and abuse and take the necessary actions to keep them safe. <b>(Adults)</b>	Number of Adult Support and Protection (ASP) Initial Referral Discussions held within timescale	Control
	Number of ASP inquiries and investigations completed within timescales	Control
	Number of ASP case Conferences conducted within timescales	Control
	Number of formal ASP Protection Orders used to protect adults at risk of harm	Control
Ensure that people get the right care and support where and when they need it.	Number of households presenting as homeless	Influence
	Percentage of allocations to homeless households in permanent settled accommodation	Control
	Number of PKC homes built for those with particular support requirements	Control
	Self Directed Support – percentage of total social work spend on adults 18+	Control
	Percentage of adults supported at home who agree that they are supported to live as independently as possible (bi-annual survey)	Influence
	Percentage of adults supported at home who agree that they had a say in how their help, care or support was provided (biennial survey)	Influence
	Percentage of adults receiving any care or support who rate it as excellent or good (biennial survey)	Influence
	Percentage of adults supported at home who agree that their services and support had an impact in improving or maintaining their quality of life (biennial survey)	Influence
Percentage of carers who feel supported to continue in their caring role (biennial survey)	Influence	

Key Actions	PI	Control / Influence
	Proportion of adult care and care services rated 'good' or better in Care Inspectorate inspections	Influence
Work with partners to reduce re-offending and support effective interventions for people in the justice system	Percentage of Criminal Justice Social Work Reports submitted to court on time	Control
	Number of parole board reports completed on time by prison location	Control
	Number of unpaid work hours completed	Control

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# Draft priority: Supporting and promoting physical and mental wellbeing

This priority contributes to delivering strategic outcomes:

- People can achieve their best physical and mental health and have access to quality care and support when they need it

## Key actions

- Work with partners to provide localised health and social care provision in areas of greatest need and in those most geographically distant from services.
- Improve health and wellbeing in Perth and Kinross by increasing overall participation in sport and physical activity and promoting the wellbeing benefits of time spent in our natural surroundings.

## Context

Perth and Kinross offers an incomparable setting for sport and physical activity with sports facilities within the city and our large towns of Aberfeldy, Auchterarder, Blairgowrie, Crieff, Kinross and Pitlochry. Alongside this, our natural environment offers a significant asset for encouraging people to live an active life, from our public golf course on the North Inch – one of the world’s oldest golfing venues – to the over 2,000 kilometres of core paths which traverse the area. There’s something for everyone.

Encouraging people to use our natural assets are just as important as increasing the use of built facilities and participation in sports and activity programmes if we are to give people access to ways to improve their health and wellbeing.

In early 2022 Councillors backed a multi-million pound investment in PH20, a major new sport and leisure facility to replace the existing Perth Leisure Pool and Dewars Centre in Perth. This facility will combine many of the priorities set out in this draft corporate plan. It will offer modern facilities to support health and wellbeing, provide a tourist attraction to develop the local economy, and by following energy efficient Passivhaus standards the building will contribute to reducing carbon emissions and running costs.

As well as Live Active Leisure and community planning partners in NHS Tayside and Perth College/UHI, there are also a number of voluntary sector and commercial organisations which operate in this area. We will continue to explore opportunities for signposting and partnership working in this area.

As part of our commitment to place communities at the heart of where we work, we also recognise our role as advocates for our area. We will work with partners through the Health and Social Care Partnership and beyond to make sure that the right services are available to those who need them where and when they are needed. Where we cannot directly contribute towards making services accessible, we will use our position of influence to advocate for communities who are remote from health and social care provision or otherwise disadvantaged to have improved access to services which can improve the health and wellbeing of residents most in need.

Links to associated existing strategies can be found in [\*\*Appendix 1.\*\*](#)

## Draft performance indicators

Key Actions	PI	Control / Influence
Improve health and wellbeing in Perth and Kinross by increasing overall participation in sport and physical activity and promoting the wellbeing benefits of time spent in our natural surroundings	Number of children and young people participating in Active Schools	Control
	Number of play areas upgraded	Control
	Percentage of residents satisfied with local leisure facilities (3 year rolling)	Control
	Number of attendances at pools, indoor and outdoor sports and leisure facilities and programmes (thousands)	Influence
	Number of usages of LAL health and wellbeing programmes	Control
	Number of local sports clubs supported	Control
	Percentage of adults satisfied with parks and open spaces (3 year rolling)	Control
	Reduction of people on waiting lists for Mental Health Services	Influence
	Reduction in the waiting times for people to access Mental Health Services	Influence
	Percentage increase in people who feel that their health and social care support was easily accessible and well communicated	Control

# Draft priority: Placing communities at the heart of how we work

This priority contributes to delivering strategic outcomes:

- Communities are resilient, physically, digitally and socially connected.

## Key actions

- Establish locality multidisciplinary teams working with our community planning partners and residents to identify and address local solutions to local needs
- Increase the supply and availability of rural housing
- Develop and expand our approach to working with communities to identify local actions and priorities and deliver on these together
- Deliver our internal cultural change programme ensuring all staff contribute to our commitment to engage with and be accessible and responsive to our residents and communities

## Context

The Perth & Kinross Offer Framework sets out our approach to putting people at the heart of everything we do and recognising that everyone has something to offer. It seeks to balance the relationship between people who design and deliver services and

people who ultimately use them, drawing on the strengths and assets of individuals and communities to improve outcomes.

We know that this is the right thing to do and we are working with our communities and people to listen and improve. This will help us to meet the vision of the Christie Commission which outlined the need for local government change around 10 years ago and aims to put people at the heart of public services by:

- empowering individuals and communities by involving them in the design and delivery of services
- working closely in partnership with other public service providers, integrating service provision to provide better outcomes for the people who use our services
- focusing efforts on services which prevent negative outcomes
- reducing duplication and sharing services across the public service system (public, third and private services) to become more efficient

However, we know that one size does not fit all, and communities have different challenges, demographics and priorities which need different solutions. What works in one place will not necessarily work in another. We also know that communities know their area best and that we need to listen to understand what matters within individual neighbourhoods, local areas, towns and villages. Key to this will be establishing locality teams made up of different services and professionals who will work with and within each community to better understand their needs and develop local solutions.

Our Local Housing Strategy, which is under review at the time of writing this draft, sets out our approach to the supply of affordable housing of the type people need in the places they want them. By

highlighting the supply and availability of rural housing within this draft priority we are intending to highlight the importance of housing as a factor in sustaining our rural communities.

Links to associated existing strategies can be found in [Appendix 1](#).

## Draft performance indicators

Key Actions	PI	Control / Influence
Increase the supply and availability of rural housing	Total number of houses built in Perth and Kinross	Influence
	Number of people on Common Housing Register waiting for housing in a rural area	Control
	Number of Community Development Trusts supported to increase the availability of rural housing	Control
Develop and expand our approach to working with communities to identify local actions and priorities and deliver on these together	Number of communities with local resilience plans	Influence
	Number of residents/tenants or projects supported through our Digital Inclusion Project	Control
	Number of community groups supported to increase their capacity	Control
	Number of community groups supported in the asset transfer process	Influence
	Number of groups receiving community investment funding	Control
	Number of participation requests	Influence
Deliver our cultural change programme to ensure all our staff contribute to our commitment to engage with and be accessible and responsive to our residents	Number of participants in Employee Offer Experience and impact	Control
	Percentage of staff who are satisfied in their role within the organisation	Control
	Customer service centre satisfaction rate	Control
	Percentage of tenants satisfied with opportunities given to them to participate in the landlord's decision making	Control

# Appendix 1

## Associated strategies

These local, regional and national strategies and plans set out the context in which we work. Individual strategies will be the avenue through which most of the activity which contributes to the delivery of these, the impact of which will be seen within the performance indicators. Many of the work undertaken through these strategies contribute to more than one of the draft priorities as indicated in this table.

Strategy/Plan	Poverty	Climate change	Economy	Children and young people	Vulnerable people	Physical & mental wellbeing	Communities at the heart
<b>PERTH &amp; KINROSS COUNCIL STRATEGIES/ PLANS</b>							
<b><u>Climate Change Strategy</u></b>		✓	✓				
<b><u>Community Learning and Development Plan</u></b>	✓		✓	✓	✓		
<b><u>Culture Strategy</u></b> (under review)			✓				
<b><u>Housing Contribution Statement</u></b>					✓		
<b><u>Local Development Plan</u></b>		✓	✓				✓
<b><u>Local Heat and Energy Efficiency Strategy</u></b> (in development)		✓					
<b><u>Local Housing Strategy</u></b> (under review)		✓			✓	✓	✓
<b><u>Mobility Strategy</u></b> (in development)		✓	✓				
<b><u>Perth and Kinross Corporate Parenting Plan</u></b>				✓			
<b><u>Perth &amp; Kinross Offer Framework</u></b>							✓
<b><u>Raising Attainment Strategy</u></b>				✓			
<b><u>Rapid Rehousing Transition Plan</u></b> (Home First)	✓				✓		✓
<b><u>Smart Perth Roadmap</u></b>		✓	✓				
<b><u>Strategic Investment Plan (SHIP)</u></b>							✓

Strategy/Plan	Poverty	Climate change	Economy	Children and young people	Vulnerable people	Physical & mental wellbeing	Communities at the heart
<u>Strategic Priorities for Sport</u> (under review)			✓			✓	
<b>PARTNERSHIP STRATEGIES/ PLANS</b>							
<u>Connected Tayside: An Emotional &amp; Wellbeing Strategy</u>				✓			
<u>Economic Wellbeing Plan</u>	✓						
<u>Integrated Children's Services Plan</u>				✓	✓		
<u>Local Child Poverty Action Report</u>	✓		✓				
Perth and Kinross Local Outcome Improvement Plan (in development)	✓						
<u>Perth City Plan</u>			✓				
<u>Perth and Kinross Community Mental Health and Wellbeing Strategy</u>					✓	✓	
<u>Tay Cities Economic Strategy</u>			✓				
<u>Tayside Adult Protection Protocol</u>					✓		
<u>Tayside Local Biodiversity Action Plan</u>		✓					
<u>Tayside Plan for Children, Young People and Families</u>				✓	✓		
<u>The Tay Cities Region Deal</u>	✓		✓				
<u>Trust and Respect recommendations</u> (Strang review)							
<b>NATIONAL STRATEGIES/PLANS</b>							
<u>Multi-Agency Public Protection Arrangements (MAPPA)</u>					✓		
<u>National Planning Framework 4</u>							✓
<u>National Transport Strategy</u>		✓					
<u>Scottish Attainment Challenge</u>				✓			

Strategy/Plan	Poverty	Climate change	Economy	Children and young people	Vulnerable people	Physical & mental wellbeing	Communities at the heart
<u>Scottish Government Fair Work Action Plan</u>	✓						
<u>Scottish Government's Place Principle</u>		✓					
<u>The Promise</u>				✓			
<u>UN Convention on the Rights of the Child (UNCRC)</u>				✓			

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# **Corporate Plan 2022-27 & Budget 2023-24 Communications & Engagement Plan (Sept – Dec 2022)**

## **Context/Purpose**

A draft 5-year Corporate Plan 2022-27 will be presented to full Council on 28 September 2022. Internal engagement is already underway with several key groups including Elected Members, Leaders, Executive Leadership Team and our Leadership Forum. All of these groups have been instrumental in influencing the draft Plan to date, however, there is still work to be done in fulfilling our P&K Offer commitment of engaging externally with our communities, partners and the people of Perth & Kinross.

This communications and engagement plan sets out the activity we will undertake between October - November 2022, to support the development of the new Corporate Plan 2022–27. It also dovetails with the work that is ongoing to engage with people through the annual budget consultation process, which is directly related to our corporate priorities in terms of where we, focus our resources to best meet the needs of our communities in Perth & Kinross.

## **Key messages and principles**

Within our draft Corporate Plan 2022 - 27, there are some key principles which set out how we will deliver our priorities. These are also relevant to how we will carry out our communication and engagement process:

- Collaborating with our communities and partners, and putting people first
- Being a visible and valued part of our communities, engaging with and being accessible and responsive to our residents
- Prevention and early intervention to help achieve the best long-term results for people
- Supporting our workforce to be the best, ensuring they are well-trained and empowered to make decisions
- Focussing on need informed by evidence and data, rather than demand
- Making best use of available assets including transferring or otherwise disposing of those which can best serve the community in a different way

- Remaining true to our organisational values of integrity, compassion and ambition
- Focussing on need informed by evidence and data, rather than demand

## **Target audiences/stakeholders**

For the purposes of communications and engagement, we have a number of audiences and stakeholder groups that we will seek to engage with:

Internally:

- Extended Executive Leadership Team
- Leadership Forum (Service Managers and Team Leaders)
- Wider staff group
- Administration
- Wider elected members

Externally:

- Communities of geography and interest (including communities that are seldom heard)
- Partner organisations
- MSPs/MPs

## **Aims and Objectives**

This communications and engagement plan is focused on the development of our Corporate Plan 2022-27 and will also encompass our budget planning consultation for 2023-24. It details a range of activities proposed to cover as many stakeholders as possible and to allow anyone who wants to get involved the opportunity to do so.

## **Methods of Communication/Engagement**

### **Communication**

Global communication methods are intended to inform people about what, why and how this is happening. They are a way of reaching our different audiences giving focussed information in particular areas as well as letting people know how to get involved if they choose to do so. In terms of the Corporate Plan and budget consultation, we have many current channels of communication that we will use depending on the audience being targeted. Current activities that will continue are as follows:

- Extended Executive Leadership Team email and Managers' Weekly Briefing updates following each Transformation Board
- Bi-monthly Chief Executive video message
- Milestone updates via Catch-up with Eric staff newsletter
- Articles submitted to monthly ECS newsletter
- Elected Members' Weekly Briefing and Elected Members Briefing Notes on specific project elements as required
- Social media information and promotional posts – allowing people to get to know the work of PKC (Perth & Kinross Council) better and giving links to further reading or more detailed information.

## Engagement

Engagement methods are intended to give people an opportunity to share views, provide feedback, contribute to and shape transformation and engagement. We have some set questions that we will be asking in all our engagement activity – allowing us to be consistent and clear – for the Corporate Plan and budget process:

- **What matters to you?**
- **What would make a difference in your area?**
- **How can we work together to achieve this?**
- **What are you seeing / hearing / experiencing in your area that works well?**
- **What can we do together to make a difference?**

We will also have some specific and focussed questions around our budget that allow participants to consider their own – and their wider communities' - priorities in relation to budget spend in their neighbourhoods, localities as well as wider in Perth & Kinross area. So, for example, we will be asking about specific areas of Council spend:

- **Are these the priorities and areas of spend that will make a real impact on the lives of people living in our area?**
- **Where should we be focussing?**
- **What, if anything, is missing from our priorities?**

This activity will be undertaken through:

- Workshop sessions designed to give teams the opportunity to give views and feedback based on their professional and personal experiences (especially as so many of our employees also live in Perth & Kinross)
- Local 'Town Hall' in person meetings for community groups and members of the public to ask questions on key priorities and give feedback on their views
- Extended Executive Leadership Team and Leadership Forum regular meetings

- Elected member briefing/engagement sessions
- Social media posts which link to our public online survey

## Engagement Activity Plan

### Internal activity

Date	Activity	Target audience	Purpose
12 Sept	Presentation & Discussion	Leaders	To finalise draft priorities and outcomes / budget implications and take feedback, suggestions for improvements.
13 Sept	Presentation & Discussion	Elected Members	Following on from previous discussion in June 2022 – an updated look at priorities and outcomes / budget implications
Oct – Nov	Staff communication: <ul style="list-style-type: none"> <li>• Teams chat</li> <li>• Culture Leads discussion</li> <li>• Managers Weekly Briefings for cascading</li> <li>• CEx discussion sessions (could be brought into ongoing Transformation Sessions)</li> </ul>	Staff	<p>To ensure that all staff can give feedback on the new Corporate Priorities and the direction of the organisation. How will this impact on their role and what can they do in these areas to improve services for the people they serve?</p> <p>There will also be an expectation that Managers discuss these areas with their teams, cascading information and encouraging attendance at sessions and events.</p>
18 Oct	Discussion on final draft, priorities and outcomes	EELT (Extended Executive Leadership Team)	Final discussion on CP priorities and budget implications – there have been previous discussions on 21 May, 26 July & 23 Aug so EELT is fully involved in this process

22 Nov	Workshop discussion on final draft	Leadership Forum	Follow on from previous workshop session on 12 May 22 to give update to our wider leadership group and ask for feedback on priorities and outcomes as well as consideration of budget implications next year.
<b>External activity</b>			
<b>Date</b>	<b>Activity</b>	<b>Target audience</b>	<b>Purpose</b>
8 Sept	Presentation & Discussion	Members of Chamber of Commerce and businesses across P&K	Update members of Chamber of Commerce on our Corporate Plan process and ask for feedback on draft plan and actions as well as discussion around where we should be focussing our spending over the next year. What are the areas that matter to them?
9 Sept	Presentation & Discussion	Community Planning Partners	To further update our partners on where we are with the Corporate Plan development and ask for feedback on the outcomes and priorities for the next 5 years considering areas of overlap.
10 Oct – 21 Nov	Social Media campaign and online public consultation survey	General public	To ensure we capture as wide an audience as possible, we will use our social media channels – Facebook being most frequented – to get messages out about our corporate priorities and ask questions on where people think we spend our money and if this is what matters to them? This will lead to a wider online survey that we can use for benchmarking purposes with previous years in terms of responses.

Dates TBC	In person / Virtual engagement session with members of LAP's and CC's.	Local Action Partnerships / Community Councils	LAP's and Community Councils are key to setting direction for our communities in terms of Action Plans. Engaging with them around our Corporate Plan and budget spend will give them a deeper understanding of the current financial climate as well as our ambitions / actions / priorities in terms of their specific areas.
October / November 2022	Corporate Plan and budget roadshows <ul style="list-style-type: none"> <li>• Perth city</li> <li>• Auchterarder</li> <li>• Pitlochry</li> <li>• Blairgowrie</li> <li>• Crieff</li> <li>• Kinross</li> </ul>	Community representatives / General Public	We will use the opportunity within the community to continue building constructive relationships with representative groups and individuals as well as giving an open invitation to any member of the public who is interested in hearing about our work and having their say on our new CP priorities and where they think we should be focussing our resources.
October / November 2022	Group and individual discussions	Equalities Groups / Seldom Heard Groups	Our equalities team will target specific groups to ensure we reach a wide group of people who identify with a particular protected characteristic and who may also be seldom heard within their communities. This will hopefully give a different perspective on our CP and budget spend.

<p>October / November 2022</p>	<p>Presence at other corporate engagement sessions (e.g., Culture Strategy)</p>	<p>General public / targeted groups</p>	<p>We will be collaborating with colleagues across the organisation to tap into other consultation and engagement exercises. This will avoid duplication of effort and consultation fatigue with particular groups who may be asked for feedback on several different areas. We will be providing resources which will ensure we capture consistent feedback from each area.</p>
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## PERTH AND KINROSS COUNCIL

28 September 2022

### TACKLING POVERTY AND THE COST OF LIVING

**Report by Executive Lead (Strategic Planning and Transformation)  
(Report No. 22/252)**

#### 1. PURPOSE

- 1.1 This report provides Council with an update on work underway by the Council and its partners to mitigate the impacts of poverty and the cost-of-living crisis on those within our communities who are most impacted. It seeks Council approval:
- a) To establish a Perth and Kinross Anti-Poverty Taskforce, to bring together the Council, local businesses, third sector organisations and communities to work collaboratively to help mitigate the impacts of poverty and the current cost-of- living crisis;
  - b) For the attached cost of living strategy; and
  - c) To allocate funding for a range of actions to assist in tackling the ongoing challenges for those most in need over the upcoming winter period

<b>2. RECOMMENDATIONS</b>	
2.1	It is recommended that the Council: <ol style="list-style-type: none"> <li>i. approve the proposal to establish an Anti-Poverty Taskforce</li> <li>ii. approve the Cost-of-Living Strategy</li> <li>iii. approve the additional allocation of £470,000 from ear marked reserves to support those most in need over the winter period</li> <li>iv. note the content and context within the attached appendices</li> </ol>



#### 3. STRUCTURE OF REPORT

- 3.1 This report is structured over the following sections:
- Section 4: Background/Context
  - Section 5: What has been done so far
  - Section 6: Proposals
  - Section 7: Conclusion
  - Appendices

#### 4. BACKGROUND/CONTEXT

- 4.1 Perth and Kinross has a reputation as an affluent place to live with low rates of unemployment in comparison to other areas. Whilst for many in our communities this may be the case and we do enjoy living in an incredibly

beautiful part of Scotland, closer examination paints a different picture for a large part of our local communities.

- 4.2 Whilst employment rates have been high, wages have been low resulting in many children and households experiencing the damaging effects of poverty.
- 4.3 In Perth & Kinross 13,000 people earn less than the living wage of £9.50 an hour and 24,000 are in lower paid work – the pay gap in average earnings with Scotland widened to £47.10 a week.
- 4.4 Income will often be the simplest but not the only measure of poverty and we are seeing this for those who are unable to work, and increasingly larger numbers of those in work. We have a low paid economy and a widening pay gap compared to the rest of Scotland with a significant gender pay gap. (£140 a week for full time workers and £228.50 a week for all workers).
- 4.5 Within Perth and Kinross the issue is further complicated by the fact that our area is a mix of urban and rural communities, with their own distinct and different challenges. The rural nature of our geography means that many households experience a rural poverty premium. 13% of the population of Perth and Kinross live in data zones which have less than 50% of premises with access to super-fast broadband, compared to 23.3% across Scotland. Superfast Broadband access from fixed broadband in Perth and Kinross ranks 25th out of all local authority areas in Scotland (2021/22). 78.9% of the geographical area of Perth and Kinross had 4G signal outdoors from at least one mobile network provider - this is one of the lowest levels of geographical coverage in Scotland. Precarious employment (agriculture, retail, hospitality, leisure), and costs and availability of affordable housing, transport and childcare alongside additional costs for essential goods and services mean living in one of our rural areas can be particularly difficult.
- 4.6 The experience of poverty for individuals, families and communities across Perth and Kinross will be very different and take many forms. For some it will be lack of income often linked to the availability of work, for others it will manifest in poverty of housing, both access and quality. Whilst for others poor health, limited transport, access to further education and training are all experiences that may be both manifestations of poverty and/ or symptoms of the experience and lack of opportunity facing people across our area.
- 4.7 The cost of living has been increasing across the UK since early 2021 and no one could have anticipated the current challenges; emerging from a global pandemic and now facing a cost-of-living crisis which will put heating homes to an acceptable standard beyond the budgets of large sections of the population. In recent weeks both Governments have intimated mitigating actions and further information is awaited.
- 4.8 The average household in Perth and Kinross will see their annual budget stretched by £2,958 – just for essentials like heating their home, putting food on the table, taking the bus to work, having the use of a mobile phone and broadband at home, and paying for household goods and services, clothing

and footwear. For many families who are currently struggling to make ends meet, this is an impossible hill to climb. An overview briefing on the cost-of-living crisis is detailed within Appendix 1.

- 4.9 Approximately one in four children in Perth and Kinross are living in poverty. That's more than 5,155 children. The causes and impacts of child poverty are complex. There is no single solution to poverty as each household's circumstances differ.
- 4.10 Addressing the impact of poverty on our children has been a policy priority for the Scottish Government for several years as has been seen through a range of initiatives, not least access to 1140 hours free childcare. The Child Poverty (Scotland) Act) 2017 requires Perth & Kinross Council and NHS Tayside, as in other areas of Scotland, to publish a Local Child Poverty Action Plan (LCPAR). This plan sets out the child poverty context here in Perth and Kinross and details planned actions to mitigate the impact of poverty on our children. The fourth report will be reported to Council in November 2022, and an executive summary is appended to this report. (Appendix 2)
- 4.11 The LCPAR includes a range of mitigating actions, in summary these include:
- Providing opportunities and support needed to enter, sustain and progress in work (employability and skills, connectivity and childcare, economic opportunity)
  - Maximising the support available to families to lead dignified lives and meet their basic needs (person-support, social security and income maximisation)
  - Supporting the next generation to survive and thrive (next generation)
- 4.13 The Council has identified poverty as one of its key strategic priorities within its draft corporate plan if it is to achieve its proposed vision of a **Perth and Kinross where everyone can live life well, free from poverty and inequality**. The plan sets out several actions designed to prevent households falling into poverty and to mitigate the impact of poverty on those children, families and individuals currently experiencing it. Tackling poverty is not something that the Council can do alone and is an issue that all sectors are looking to respond to across Perth and Kinross. The Council has, in its work with Community Planning Partners, also identified poverty, as one of its key strategic priorities in the draft Perth and Kinross Local Outcome Improvement Plan. This strategic plan is focussed on securing better medium to long term outcomes for our communities. In addition, the Council and its CPP partners, have through the LOIP set out its immediate focus and statement of intent in response to the current cost of living crisis, with priority actions including:
- Submitting a bid to pilot Cash First Partnership
  - Supporting the establishment and delivery of Cosy Spaces
  - Continuing to work with communities to support foodbanks and food larders to help tackle food insecurity

## 5. WHAT HAS BEEN DONE SO FAR

- 5.1 Mitigating the impact of poverty is, as has previously been set out, complex and requires a truly collaborative effort involving communities and many partners, strategically and operationally. For this reason, it is embedded in key functions across all Council services and the work we do with our partners, as evidenced from the range of activities which support the delivery of the aims of the LCPAR and the LOIP. However, the cost-of-living crisis means that we must focus on the immediate impact this will have on our most vulnerable households, particularly over the winter months.
- 5.2 We have taken urgent action to put in place mitigation measures for people affected by the cost-of-living crisis:
- establishing a Financial Insecurity Fund
  - increasing investment in welfare rights
  - money and debt advice
  - increasing funds available for energy efficiency advice; and
  - making additional funds available for the provision of community food.
- 5.3 For the financial year 2022/23, through a mix of funding from the Scottish Government and Council allocations, there has been an additional investment of £3.3m to mitigate the impact of poverty and the cost of living, with a further £4.5m on wider mitigating activity such as expansion of free school meals, meals during school holidays and home energy efficiency measures within PKC rented properties.
- 5.4 Senior officers and the Leader from the Council have met with several local business, community leaders and business ambassadors such as the Perth City Leadership Forum and the Chamber of Commerce to highlight the challenges our communities are facing. These very positive discussions have sought the support of local businesses, in the short term, over the upcoming winter months and in the longer term to work in collaboration with the Council and partners to mitigate the longer-term impacts of poverty.
- 5.5 The cost-of-living crisis has driven the need for greater focus and action in the short-term to protect the residents of Perth and Kinross. Services across the Council are currently developing and delivering a winter response plan which is detailed within the Cost of Living Strategy to enable a co-ordinated approach to provide people with the support they need. It is the intention to coordinate activity and actions at a ward / locality level involving all relevant parties including Elected Members, community and 3<sup>rd</sup> sector groups and officers. Actions within the response plan include:
- contact with community groups, 3<sup>rd</sup> sector organisations and partners to establish / map plans for support and cosy spaces and to identify any gaps and assistance needed
  - targeted campaign work – welfare benefits
  - School and warm clothing assistance
  - working with NHS Tayside to develop a fuel poverty app

- coordination of food and fuel activity
- incident response arrangements for severe weather
- work with local businesses and employers to ensure support for local communities and employees and seek support for communities with a view to longer term work with employer networks to consider specific supports for particular groups and communities, recognising the role of work in helping people out of poverty
- a communications and engagement plan to inform local residents of where they can go for help to:
  - maximise income
  - conserve energy
  - reduce fuel consumption
  - obtain access to free or low cost food and warm foodraise awareness with staff and key stakeholders

## 6. PROPOSALS

6.1 A significant amount of work is already underway to mitigate poverty and the impacts of the current cost of living crisis, however many individuals and families here in Perth and Kinross will face a very difficult winter. Furthermore, to meet our commitment to tackle poverty will require a longer-term collaborative effort involving leaders from across the area. Detailed below are 3 key proposals that will further strengthen the Councils response to this important agenda.

### **Anti-Poverty Taskforce**

6.2 Whilst no single service or agency has the power to end poverty, or fully mitigate the effects of the cost-of-living crisis, by working in partnership there is much we can do to make the lives and life chances of those living in poverty better and brighter. It is therefore proposed that the Council establish a **Anti-Poverty Taskforce** - bringing together Council, businesses, third sector organisations and communities to provide independent leadership and cross sector collaboration to work collaboratively to help mitigate the impacts of poverty as well as the current cost of living crisis.

6.3 The Task-Force will support the delivery of an increased and better co-ordinated response to the effects of Poverty within Perth & Kinross with a proposed remit to:

- listen and learn from the lived experience within our communities and stimulate and facilitate constructive public discussion to identify the key poverty related issues affecting them
- learn from, share and build on the knowledge and expertise of those working in the public, private and third sector to identify potential solutions to tackle the root causes of poverty and mitigate its impact on our communities
- actively encourage and engage our communities in shaping collaborative solutions to tackle poverty and address the immediate cost of living crisis

- provide a co-ordinating focal point for all the current activities aimed at reducing inequalities – child poverty, fuel poverty, food supply, rural poverty premium etc
- oversee the implementation of identified actions and assess and measure their impact through regular monitoring

6.4 **Membership** – It is proposed that the commission shall comprise of 18 members with membership being representative of the wider community providing geographic, sector and diversity representation with suitable expertise, knowledge, leadership and skills to contribute meaningfully to the Commission objectives.

6.5 It is proposed that membership shall be made up as follows:

- 5 representatives from Council (including the Leader of the Council)
- 4 representatives from other Public Sector Agencies
- 3 representatives from Third Sector
- 3 representatives from Private Sector /Business
- 3 representatives from our Communities including a young person

6.6 Due to the current crisis, it is proposed that the establishment of the commission is undertaken quickly with a straightforward process. It is therefore proposed that:

- a call for membership applications is issued in early October
- the Council Leader, Chief Executive and an expert representative sit on the selection panel
- the panel meets in mid to late October to appoint commissioners based on the terms of reference and suggested membership detailed above.

6.7 To ensure accountability and scrutiny of the work of the Commission and an opportunity to report progress the Anti-Poverty Taskforce will report progress on an annual basis to Perth and Kinross Council.

6.8 Further details of the draft Terms of Reference are detailed within Appendix 3.

### **Cost of Living Strategy**

6.9 To underline the Councils commitment to ensuring that residents across Perth and Kinross have access to the support they need to mitigate the impacts of the cost-of- living crisis it is proposed that Council support a Cost of Living Strategy (Appendix 4) which details 7 key commitments that the Council will take:

1. Target funding to support households in Perth and Kinross that need it most
2. Help residents to manage and pay their bills through the provision of information and advice and additional financial support to people who risk not being able to meet their basic needs

3. Support residents with energy efficiency measures
4. Help people to access emergency and community food so that they do not go hungry
5. Identify and support our most vulnerable residents to ensure they keep warm
6. Find out what local communities need and build their capacity to deliver local services and reach out to residents to ensure their basic needs are met
7. Coordinate with partner organisations across the private, public and third sector to maximise the impact of our collective efforts

6.10 These 7 key commitments will be the focus of our work in the coming weeks and months, through our Cost of Living Strategy to support households through the current cost of living crisis.

### **Additional Funding**

6.11 As detailed above the Council has made a significant investment to date in supporting communities to cope with the difficult impacts of poverty and the cost-of-living crisis. Teams across the Council continue to monitor need, demand and spend in these areas.

6.12 In addition to the previously committed fundings it is proposed that a further investment of **£470,000** (non-recurring reserves) is approved to support communities and community organisations over the winter period as detailed below:

- £150,000 to organisations who are opening their doors to provide warm spaces
- £170,000 to community groups/organisation to purchase and distribute warm home packs as well as the provision of community food
- £120,000 cost of living crisis payment to kinship and foster carers
- £5,000 to cover engagement payments for those with lived experience
- £25,000 of funding to local business networks to lever in support for businesses to tackle poverty

6.13 Furthermore, it is proposed that officers continue to monitor the ongoing impact, liaising with communities and third sector groups to identify emerging areas of pressure and seek additional funding through Finance and Resources Committee or Council as appropriate. More detailed information on spend and the impact of the funding will be reported to Finance and Resources Committee.

## **7. CONCLUSION**

7.1 No one could have anticipated the current financial challenges faced by a significant number of households across Perth and Kinross. For many families who struggle to make ends meet, this winter will be a hugely challenging period. The Council and its partners through a range of actions and funding

commitments have made clear our shared commitments and intention to tackling poverty as one of its key priorities.

- 7.2 The proposals detailed within this report will cement the Council's commitment to work in partnership with local businesses, third sector organisations and communities to tackle and mitigate the impacts of poverty on the people and communities across Perth and Kinross.

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#### Approved

Name	Designation	Date
Clare Mailer	Executive Lead – Strategic Planning & Transformation	22 September 2022

#### APPENDICES

- Appendix 1 – Cost of Living Overview
- Appendix 2 – Executive Summary of the LCPAR 2022/23
- Appendix 3– Draft Terms of Reference for the Perth & Kinross Anti-Poverty Taskforce
- Appendix 4 – Proposed Cost of Living Strategy

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan/Single Outcome Agreement

1.1 The report supports the overall delivery of the Perth and Kinross Community Plan / Single Outcome Agreement:

- (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 report relates to the overall achievement of the Council's Corporate Plan Priorities:

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

## **2. Resource Implications**

### Financial

- 2.1 There are no significant costs anticipated from the creation of the Anti-Poverty Taskforce.

### Workforce

- 2.2 It is intended that any additional workload will be absorbed within existing resources.

### 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. Equality Impact Assessments will be carried out as required for specific initiatives and policies, as part of the evidence gathering process, and as the recommendations of the Commission emerge.

### 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.

### Sustainability

- 3.3 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- in the way best calculated to delivery of the Act's emissions reduction targets;
  - in the way best calculated to deliver any statutory adaptation programmes; and
  - in a way that it considers most sustainable.
- 3.4 There are no implications within this proposal

## Legal and Governance

- 3.5 The Head of Legal and Governance has been consulted.

## Risk

- 3.6 No risks have been identified within the context of the establishment of the Commission, as set out in this report

## **4. Consultation**

### Internal

- 4.1 The Executive Lead – Strategic Planning and Transformation has been consulted on the preparation of this report

### External

- 4.2 There is regular and ongoing dialogue with other Councils who have delivered / are establishing Fairness Commissions, to ensure learning from experience, and support the development of useful professional networks

## **5. Communication**

- 5.1 A full Communications Plan (with an internal and external focus) will be developed to support the work of the Commission

## **2. BACKGROUND PAPERS**

- 2.1 None.



## Appendix 1

### Local Child Poverty Action Report

#### Executive Summary

##### Overview

This is the 4th Child Poverty Action Report and with it come some changes.

- We have moved to a 4-year Delivery Plan to enable us to take a more strategic and ambitious approach to shifting the dial on child poverty than is possible with annual planning cycles.
- Our Child Poverty Deliver Plan 2022 – 2026 which is included in the report aligns with Best Start, Bright Futures, the Child Poverty Delivery Plan of the Scottish Government which covers the same period.
- We will issue an annual Children's Scorecard and update report which will report on our progress and lessons learned from implementing the delivery plan.

We have identified a number of issues particular to Perth and Kinross:

- It is a low paid economy with a significant and widening pay gap with the rest of Scotland; 16.5% of our workforce earn less than the Living Wage of £9.50 an hour and 24,000 are in low paid work
- The pay gap with the rest of Scotland widened to £47.10 a week – from £11.90 in 2019 and £24 in 2020
- It has a significant gender pay gap at £228.50 a week for all workers and £140 a week for full-time workers
- It tops the league table for the employment rate gap between men and women
- Fewer households have access to social housing and 1 in 3 private tenants experience extreme fuel poverty – twice the rate of those in social housing

##### Further Reading

[Lived experience of child poverty in Perth and Kinross \(Nov 2021\)](#)

[Children's Scorecard 2022-2026](#)

[Tackling Child Poverty action report 2019](#)

[All in to End Child poverty 2019/2020](#)

[All in to End Child Poverty Progress Report Nov 2020 – May 2021](#)

#### What have we done so far?

Since 2020 we have:

- Agreed indicators for the measurement of child poverty in Perth & Kinross
- Undertaken a mapping exercise around child poverty interventions in Perth and Kinross so that we know what is happening and where
- Commissioned qualitative research with people with lived experience to find out how poverty impacts on their lives and the lives of their children, how they experience our services and what they would like us to deliver to help them mitigate and move beyond poverty

- Used this information to develop a Children’s Scorecard measures the reach and effectiveness of our work with children and families affected by poverty.
- Developed and implemented 3 child poverty action plans spanning increasing income from employment, reducing the essential cost of living and increasing income from social security and other in-kind benefits

In the past year we under our current workstreams we have:

**Workstream 1 - Maximising Income from employment** – worked and provided funding to help young people into work through skills academies, Parental Employment support fund and other measures.

**Workstream 2 – Reducing the essential cost of living** – reduced the cost of the school day, run information campaigns to signpost help, established a food network, increased our tenancy sustainment fund

**Workstream 3 – Maximising Income from social security and other benefits** – adopted a one council approach to streamline applications, proactively contacted families for benefits checks, delivered Scottish Child Payment grants to 85% of those eligible

**Workstream 4 – Breaking the cycle of poverty** – developed a social needs screening project proposal, developed a Children’s scorecard, produced training materials for staff, run ‘Feeling the Pinch’ and Cost of Living Crisis’ campaigns

Full details of these activities along with case studies can be found in the full Local Child Poverty Action Report.

We have taken urgent action across the Council and with partners to put in place mitigation measures for those affected by the Cost-of-Living Crisis – establishing a Financial Insecurity Fund, ramping up investment in welfare rights, money and debt advice, increasing funds available for energy efficiency advice and making additional funds available for the provision of community food.

## Child Poverty Working Group

The Child Poverty Working Group is being refreshed with new members from a broader range of stakeholder groups including the Third Sector, and the Chair has passed from Perth and Kinross Council to NHS Tayside. The strategic aims of the Child Poverty Strategy remain the same, however the working groups have been re-shaped and align with Best Start, Bright Futures: -

- **Workstream 1** – Providing opportunities and support needed to enter, sustain and progress in work (employability and skills, connectivity and childcare, economic opportunity)
- **Workstream 2** – Maximising the support available to families to lead dignified lives and meet their basic needs (person-support, social security and income maximisation)
- **Workstream 3** – Supporting the next generation to survive and thrive (next generation)

## The Children’s Scorecard

The Children’s Scorecard reports on key areas where the Priority Parents in the Lived Experience research project identified need for change or improvements.

This information was discussed with the relevant services and performance indicators agreed.

The first Children's Scorecard reports on current and desired performance in each area.

The areas covered in the Children's Scorecard are

- Wellbeing
- Stigma and Dignity
- Crisis Support
- Housing
- Education
- Childcare
- Transport

## Using Local Data

We spent some time drilling down to develop our understanding of poverty at a more localised level and now have a PowerBI tool which is easy to use and provides standardised and reliable data on poverty at neighbourhood level.

## Delivery Plan 2022-2026

### Strategic Aims:

- **To raise awareness about the causes and consequences of child poverty**
- **To foster social cohesion and reduce the stigma surrounding poverty for children and families**
- **To reduce the negative effects of living in poverty for children and families**
- **To enable children and families to prepare themselves for a life free from poverty**

### Objectives:

1. **Provide opportunities and support needed to enter, sustain and progress in work (employability and skills, housing and economic opportunity, connectivity and childcare)**

#### Sharpening Focus:

- Supporting parents into employment which pays the Living Wage or more
- Taking action to close the gender employment and pay gaps
- Addressing challenges presented by rurality

2. **Maximise the support available to families to lead dignified lives and meet their basic needs (person-centred support, social security and income maximisation).**

#### Sharpening Focus:

- Addressing the rural poverty premium
- Addressing the needs of the gypsy traveller community and other minority ethnic communities
- Addressing stigma which prevents parents and families from seeking help and support

### 3. Supporting the next generation to survive and thrive (next generation)

#### Sharpening Focus:

- Closing the poverty-related attainment gap
- Addressing the challenges faced by disabled young people entering further and higher education and the jobs market
- Addressing mental health and wellbeing issues for parents and children affected by poverty

### 4. Deliver a one council, whole family, whole community approach to connecting children and families to the help and support they need to mitigate and move beyond poverty

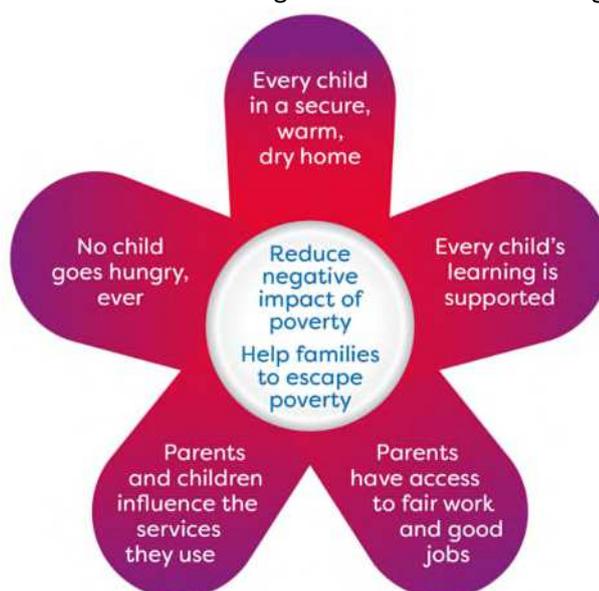
#### Sharpening Focus:

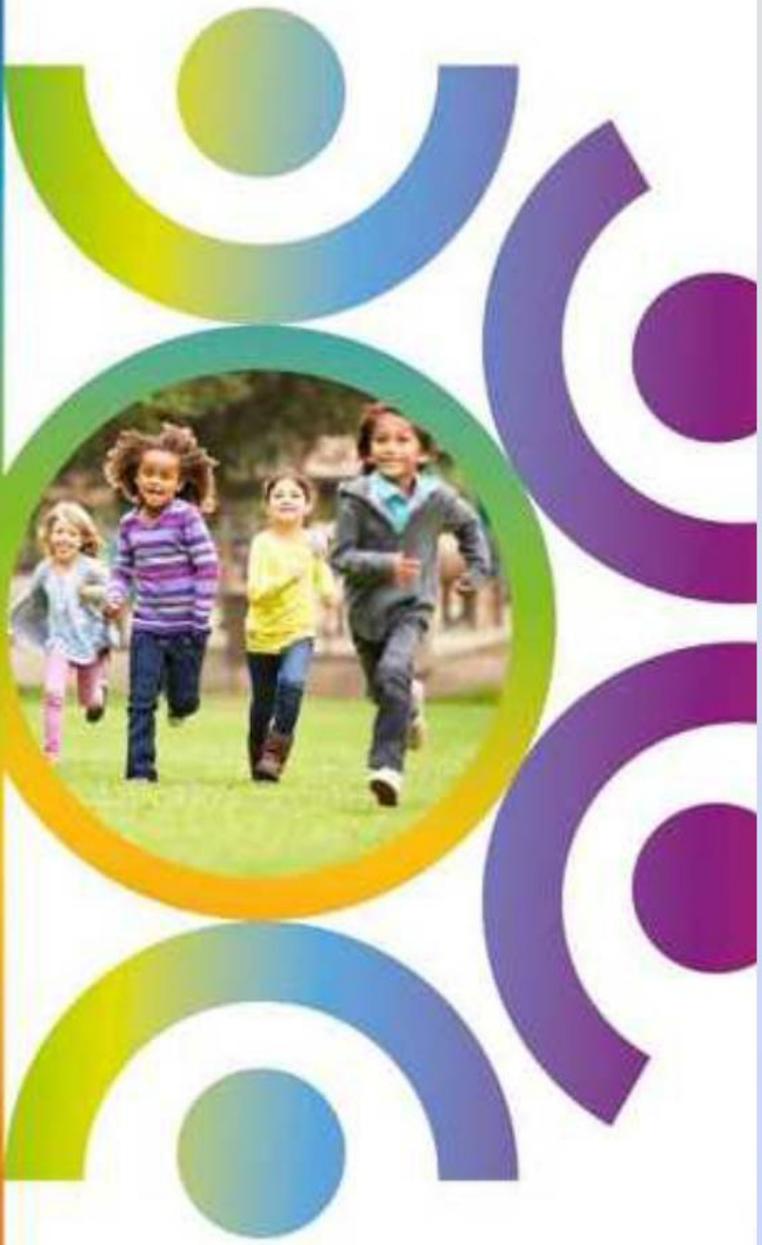
- Changing the way we work to use data driven approaches to identify and connect with families affected by poverty
- Offer no wrong door approaches to connecting families to the help and support they need and want
- Developing multi-disciplinary, cross organisational working in teams at locality level to build inclusive communities which strengthen the web of support on offer to families and children affected by poverty

## The Offer

The Perth and Kinross Offer for Families Affected by Poverty:

- We want to work with our partners and communities to tackle inequality and provide better outcomes for individuals, building stronger more resilient communities.
- We will redesign services based around what we hear from communities. We will work more closely in communities and strive to deliver a one Council approach to Child Poverty.
- We will empower more decision making in communities with budgets and resources





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# Cost of Living Crisis Briefing

## September 2022

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# Background

The Cost of Living Crisis has been closely monitored by the ELT in terms of both presenting issues and service responses.

A Cost of Living Crisis presentation was made to Elected Members on Thursday 25th August and a further presentation will be made to Housing and Social Wellbeing Committee on 7th September.



Goldman Sachs forecast inflation rate at 22% if energy prices remain at current high levels.

*The information in this report was accurate at the time of publication - 1st September 2022. This is a daily changing situation and therefore the report may quickly go out of date.*

The cost of living has been increasing across the UK since early 2021.

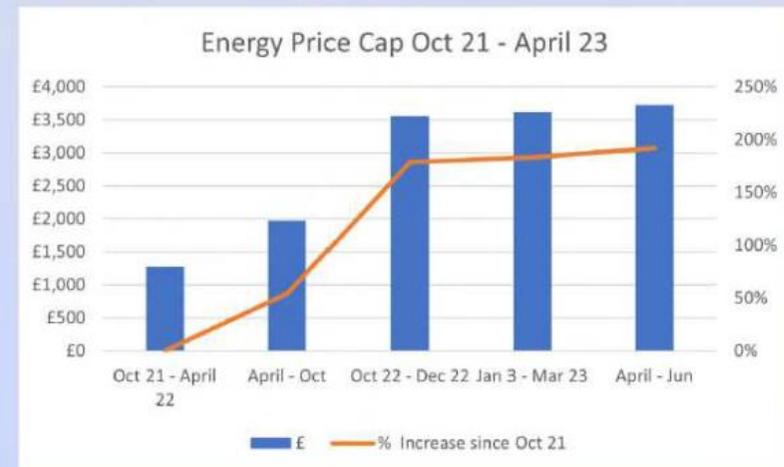
Consumer prices, as measured by the Consumer Prices Index (CPI) were 9.4% higher in June 2022 than a year before. Food inflation was 9.8% for the same period.

**Inflation has been driven by significant increases in the cost of food, fuel and domestic energy.**

The Bank of England's Monetary Policy Committee are predicting

- a 5 quarter recession starting in October 2022
- rising unemployment
- sharp fall in household incomes in 2022/23
- Inflation rate of 13%

The Bank of England's increased interest rates from 0.1% in 2021 to 1.75% in August 2022.



# Context

## In Perth and Kinross -

### Income/ Savings and Resilience

- 18% of families have no savings (latest available figure for PKC - 2019)
- 13,000 people earn less than the living wage of £9.50 an hour
- 24,000 are in lower paid work – the pay gap in average earnings with Scotland as a whole widened to £47.10 a week.
- The Gender Pay Gap is significant - £140 a week for full time workers and £228.50- a week for all workers

Children's Scorecard, Perth & Kinross Council

***Low income families have fewer savings, less resilience and will be more adversely affected by rising costs.***

Food prices have risen disproportionately for those who buy basic foods

(Jack Munroe/ ONS).

The Cost of Living Crisis is estimated to increase essential family spending by £56.89 a week across households in Perth and Kinross.

## Vulnerable People Include

- **Families without recourse to public funds** (asylum seekers who have had their claims rejected and are waiting to make a further application for refugee status)
- Lone parent families headed by a woman, families with a disabled family member, large families, BAME families, families with a mother under 25 and families with a child under 1 year of age.
- People on the cusp of qualifying for a passported/means tested benefit.
- People on Benefits and Pensioners with little additional income to the state pension
- Private renters who are on lower incomes, live in homes with poor energy efficiency ratings and who pay significantly higher rents than social tenants.
- People with less disposable income
- People on low incomes who need to run hospital equipment at home (dialysis machines, hydraulic beds etc)

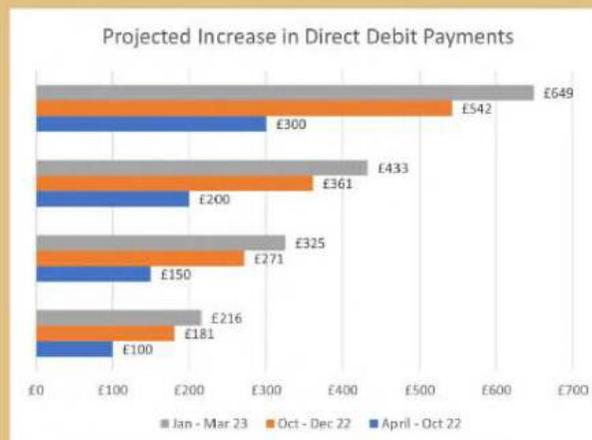
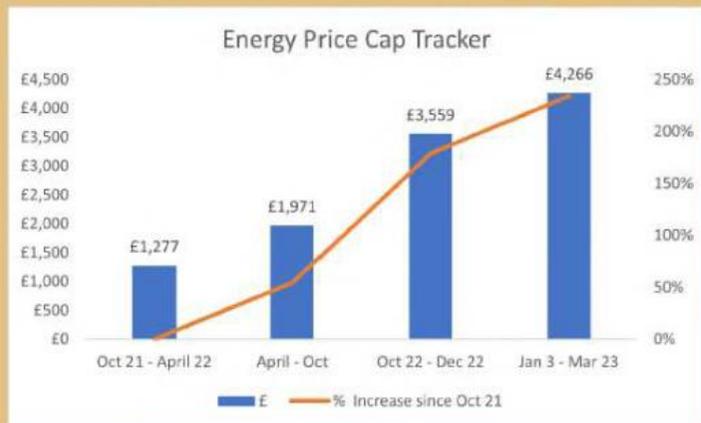


Single income households on low incomes are at greatest risk of being in deficit spending just to keep a roof over their head, warm in winter and to put food on the table.

Lone parents and pensioners without additional income to the state pension are particularly vulnerable.

The energy price cap is now £3459 per annum. Over 25 year olds on benefits receive £4004 per annum in income.

# Cost of Living Increases - Household Energy, Food and Fuel



(Martin Lewis estimates updated with August 9th Cornwall Insights prediction on price cap rises for October 22 and January 2023)



## Food Inflation

The cost of food in the UK increased by 9.8% in June of 2022 over the same month in the previous year.

Poverty campaigners have said that the way official inflation figures are calculated underestimate the impact of inflation on poorer households who spend more of their income on everyday essentials.

At £3549 per annum, the household energy price cap predicted equates to more than one third of the state pension.

The monthly household energy bill for the average household is set to increase from £106 to £311 (per month) by April 2023.

Single earner households on the median Perth and Kinross (£27,674) salary will spend 16% of their take-home pay on household energy costs.



## What is the Energy Price Cap?

Although it is called an energy price cap, in fact this operates as a price floor. It limits what you pay for each unit of gas and electricity and sets a maximum daily standing charge (what you pay to have your home connected to the grid). Households can and will pay more than £3729 (by April 2023) for gas and electricity if their household consumption exceeds the average, and will pay less if it does not.



## Fuel Inflation

The price of petrol saw its biggest daily jump in 17 years on 7th June 2022, with a petrol car now costing an average of £99.40 to fill up. In June 2020 it was £60.81 and £71.88 in June 2021.

The average price per litre for unleaded petrol is £1.79 and £1.90 for diesel. (August 5th).

# Mitigation and Monitoring Impact

## Impact on Households across the UK

According to the Office for National Statistics, 88% of adults reported an increase in their cost of living in May 2022.

The Office for Budget Responsibility expected household income after tax and adjusted for inflation to start falling in Q2 2022 and not to recover until Q3 in 2024.



## Government Mitigation Actions

The Government's measures to support households include

- £400 off energy bills for all households (not automatic for those on pre-payment meters)
- £650 payments for households receiving means-tested benefits with additional payments of £300 for pensioners and £150 for people receiving disability payments
- A 5p cut in fuel duty
- An increase in the threshold at which NICs begin to be charged on earnings
  
- £150 to every household in receipt of Council Tax reduction and £150 for all other occupied households in Bands A to D.
- £10m in 22/23 to continue the Fuel Insecurity Fund
- Although not a Cost of Living Crisis measure, the SG increased the Scottish Child Payment to £20 in April; this will be extended to £25 a week and all under 16 by the end of 2022.

*There have been further recent announcements and we are awaiting clarity on what this means for households*

## Monitoring Statistics and Data

We are currently attempting to identify a range of monitoring statistics which can be measured over time and used to gauge the level of pressure/stress being experienced by families as a result of the cost of living crisis and these include

Money owed to Perth and Kinross Council

- School breakfast clubs and school meals
- Rent
- Council Tax

Requests for Financial/ Other Help

- Referrals to Welfare Rights Team
- Referrals to Perth CAB
- Referrals to Perth Foodbank
- Free School Meals applications
- School Clothing Grant applications
- Education Maintenance Allowance applications
- Scottish Welfare Fund Crisis Grant applications
- Tenancy Sustainment Fund applications
- Financial Inclusion Fund applications
- Home Heat Fund applications

We shall also gather case studies and Feedback from Third Sector Partners who are involved in direct delivery to families who are likely to be experiencing poverty

This information is currently being compiled and the information we have available to date is included in this briefing.

# Monitoring Statistics and Data - Perth and Kinross

## Money owed to Perth & Kinross Council



### School Meals Debt

In Perth and Kinross There has been a 10% reduction in school meals debt in year since May 2021 for current pupil related debt.

As a result of concerns surrounding school meals debt, the Welfare Rights Team and ECS colleagues worked closely to proactively contact all households with child-related debts (school meals, breakfast clubs and after school clubs) to offer financial insecurity assistance.

119 households with school dinner debts were assisted. The Team found that almost all households qualified for free school meals. They also broadened out financial assistance beyond school meals debt to cover rent arrears, council tax arrears, broadband and fuel debt.

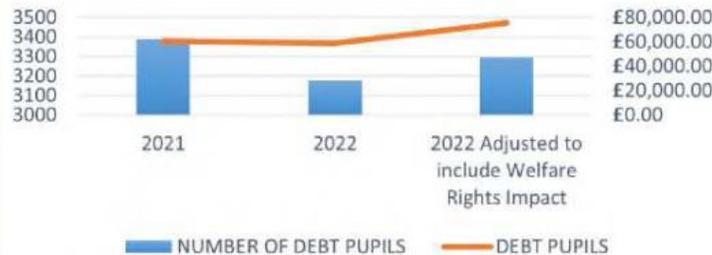


### Rent Arrears

There was a 1.46% increase in terms of money owed to the Council in rent arrears between March 2021 and July 2022, and a marginal increase in the percentage of tenants in arrears during this period.

There was no significant decrease in the percentage of tenants with net current arrears between May 2021 (the height of the pandemic) and May 2022

### Breakfast Club and School Meals Debt - Adjusted to include impact of Welfare Rights Offer



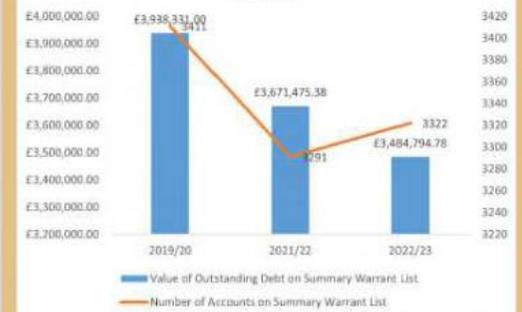
Graph represents level school meals debt could have reached without Welfare Rights intervention

### Council Tax Debt

This shows a relatively static position overall, and an improved position in real terms considering the rise in Council Tax charges and number of dwellings.

It is felt that this represents the effective collaboration between Local Taxes and Welfare Rights and Welfare Fund colleagues in supporting the financially vulnerable in our community.

### Value and Number of Summary Warrant List by Mid June



# Monitoring Statistics and Data - Perth and Kinross

## Requests for Financial/Other Help



### Money and Advice Services

Perth CAB have reported a 40% increase in contacts and benefits case loads rising by 22%; debt caseload increasing by 40% - but most worrying of all is the 262% increase in the utilities debt caseload.

PKC Welfare Rights Team report a 64% increase in contacts compared with May 2021 – all of which were benefits related.



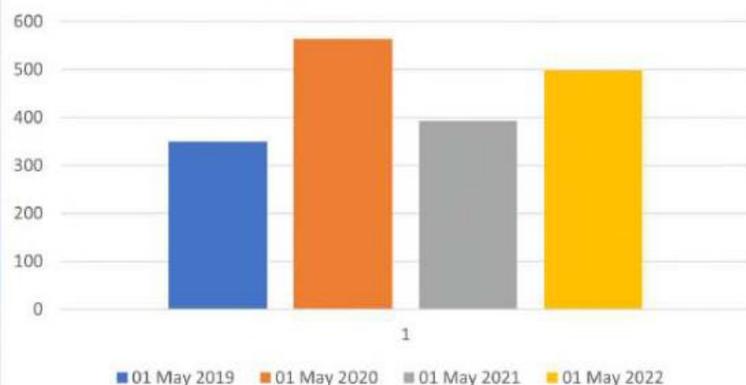
### Scottish Welfare Fund Crisis Grant Applications

There has been a 42% increase in crisis fund grant applications compared with pre-pandemic figures.

### Financial Insecurity Fund

There are currently around 300 applications being processed for the Financial Insecurity Fund. The nature of this fund is that it is only applied once a full financial health and welfare benefits checks have been undertaken and all other avenues of financial support exhausted. This will not measure the immediate impact of a crisis – but its aftermath. It is a preventative measure which will also seek to remove or reduce indebtedness.

Scottish Welfare Fund - Crisis Grants



### Registrations for Free School Meals, School Clothing Grants and Educational Maintenance Allowances

There has been no significant increase in applications for Education Maintenance Allowance.

There has been a 15% increase in registrations for school clothing grants/free school meals since 2019/20. Following changes to Scottish Government policy there has also been a rise in the number of pupils registering for free school meals.

### Conclusion

Monitoring statistics indicate early signs of financial stress are being experienced by families this is manifest in:-

- Significant increases in demand for welfare and money advice services
- Significant increase on pre-pandemic application rates for the Scottish Welfare Fund Crisis Grants

The consensus appears to be that the full impact of the Cost of Living Crisis will not be evident in PKC stats for public debt/financial support/service inputs until later in the year.

# The Response - So Far



Poverty/Cost of Living Mitigation		£000s
Local Low Income Support Payment	All households in receipt of council tax reduction, 16/17 year olds in receipt of Through Care/After Care	£1,074
Financial Insecurity Fund	Non-PKC Tenants with priority debts including rent, fuel & council tax debt	£600
Earmarked Reserves	Financial Insecurity Fund/Scottish Welfare Fund	£400
Tenancy Sustainment Fund	PKC Tenants = increase of 104k	£254
Fuel Poverty	Fuel Poverty and energy efficiency advice	£160
Schools	Summer Activities	£242
	Holiday Food Insecurity Programmes	£154
	Clothing	£20
Food Fund	Community Food Initiatives	£327
Welfare Rights	Support and advice	£74
	<b>Sub Total 2022/23</b>	<b>£3,305</b>
Wider Mitigation		
School	Meals during Holiday period	£315
Expansion of free School Meals	Primary 4 and 5	£1,142
	<b>Sub Total 2022/23</b>	<b>£1,457</b>
	<b>TOTAL 2022/23</b>	<b>£4,762</b>

# The view from the community

We have established feedback reporting from community organisations closest to those who are vulnerable. Organisations were asked to report on a) trends around requests for help b) presenting issues and to provide some case studies. This information will increase our understanding of the impact of the Cost of Living Crisis as it develops.

*"We have seen a gradual rise in people seeking support, now up to 40 - 50 people each session compared with 25 - 30 last year. We are open 2 sessions a week and provide food, signposting services and a listening ear. Recently we have been listening to concerns about the cost of food and fuel. Some people have reported that they are not longer using their cooker to save money. Many are dreading the winter and are worried about the continuing rise in fuel bills. Our service started as a response to lockdown - but the agenda has changed and now it is all about the cost of living crisis. Many of the people who come to us for help are long term unemployed and those with chronic mental health problems. People struggle to access systems as a lot needs to be done online nowadays. Most of our people have either no computer access, no internet access or haven't the skills to use them. "*

Suzie, Management Team, Support Hub, Mill Street

Mr P, Romanian, 34, works full time and his wife works part-time. They are both in low-income employment. They believe they are not entitled to UK benefits. They use the Community Fridge to stretch their budgets.

Miss G, 64 is unemployed and is an unpaid carer for a number of her grandchildren, a niece and nephew so their parents can work. She struggles on benefits and uses the Community Fridge4All to help feed the children and herself.

*"Muirton Community Foodshare has seen usage increase by 183% in the last year. Although we are used by all sections of the community, we have noticed an increase in visits from people from minority ethnic groups - Sri Lanka, Albania, Romania and India."*

Gordon, Secretary, Letham for All

Mrs E, 76, widow, uses the Community Fridge4All project on a weekly basis. She has said she is doing this so she can put away money to save for higher utility bills this winter.

Mrs F, 33, is an employed teaching assistant. her husband also works fulltime. They are struggling to manage their budget because of the rise in the cost of utilities. They access the Community Fridge twice a week.

## Ongoing Work/Next Steps - Winter Response Group



A Cost of Living Winter Response Group has been established to ensure a coordinated and collaborative response to support communities over the winter period.

A range of actions are progressing including:

- Contact with all community groups, 3rd sector organisations and partners to establish/ map their plans in terms of the provision of support, cosy spaces etc and to identify what assistance they will need.
- A mapping of cosy spaces already identified and identification of areas where there are gaps
- Communications plan and targeted campaign work
- Awareness raising for staff and other key stakeholders
- Coordination of food and fuel activity
- Identification of resource requirements
- Incident response arrangements for severe weather etc
- Activity and support will be coordinated at a ward / locality level and will involve all relevant parties, including Elected Members, community groups and officers
- SSEN are setting up a resilience fund of £200k and we are working together to identify organisations and community groups to enable access to funding based on a hierarchy of need with a focus on rurality.
- As well as the short term activity over the winter period we are developing longer term plans which will include the development of an Anti-Poverty Task Force.
- We will continue to encourage people to access funding, welfare benefit checks, and other available funding.

# Cost of Living: Family Profiles

Benefits Calculations and Average Household Spend are based on current available information (1.9.22) . All spend statistics derive from ONS but they come with a health warning - there is no such thing as an average family and each individual will take different decisions around family budgeting and expenditure. They are for illustrative purposes only.

In our view the transport costs are below those that would in reality apply in Perth and Kinross, they derive from ONS statistics and do not reflect the actual cost of transport in a rural area.

The family budget modelling was based on the 9.4% inflation rate, (9.8% for food) reported at the beginning of August and the energy cap rise in October (£3549).

## Pensioner couple, mortgage free

### Income

Basic State Pension	£283.70
Pension Credit	£14.20
<b>Total Income</b>	<b>£297.90</b>
Council Tax Reduction (does not count as income)	£22.43

### Essential Spending

House Maintenance and Repairs	£8.00
Water and Sewage	£8.88
Heat and Light	£68.42
Telephone and Comms	£21.05
Transport	£18.21
Insurance	£21.19
Childcare	£0.00
Poverty Premium	£10.97
Food	£93.00
<b>Total</b>	<b>£249.72</b>

### Budget

(left for other essentials, e.g. toiletries, repair and replacement household goods)

**£48.18**



# Cost of Living: Family Profiles

## Lone Parent, with 2 children aged 4 and 7, not in employment, with PKC 2 bed house

### Income

Universal Credit	£283.29
Scottish Child Payment	£20
Child Benefit	£36.25
<b>Total Income</b>	<b>339.54</b>
Council Tax Reduction (does not count as income)	£17.27

### Essential Spending

Rent	£82.64
Water and Sewage	£8.22
Heat and Light	£68.42
Telephone and Comms	£21.05
Transport	£18.21
Insurance	£21.19
Childcare	£0.00
Poverty Premium	£10.97
Food	£110
<b>Total</b>	<b>340.70</b>

### Budget

(left for other essentials, e.g. toiletries, repair and replacement household goods)

**-£1.16**



## Lone Parent, aged 23, 1 child under age of 1, not in employment, PKC tenants

### Income

Universal Credit	£200.30
Scottish Child Payment	£20
Child Benefit	£21.80
<b>Total</b>	<b>£242.10</b>
Council Tax Reduction (does not count as income)	17.27

### Essential Spending

Rent	£82.64
Water and Sewage	£8.22
Heat and Light	£68.42
Telephone and Comms	£21.05
Transport	£18.21
Insurance	£21.19
Childcare	£0.00
Poverty Premium	£10.97
Food	£75
<b>Total</b>	<b>£305.70</b>

### Budget

(left for other essentials, e.g. toiletries, repair and replacement household goods)

**-£63.60**



# Cost of Living: Family Profiles

## Median Couple with 2 children, mortgage and car loan (based on average wage for male full time employee and female part time)

### Income

Salaries (£31,220 for male earner and £8468.40 for part-time partner)	£665
Scottish Child Payment	£0
Child Benefit	£36.25
<b>Total Income</b>	<b>£720.78</b>
Council Tax Reduction (does not count as income)	£0

### Essential Spending

Mortgage (based on £169,385 average mortgage on home owned for 5 years in Perth and Kinross)	£228.28
Council tax	£23.09
Heat and Light	£68.42
Telephone and Comms	£21.05
Transport	£18.21
Insurance	£21.19
Childcare	£0.00
Poverty Premium	£10.97
Food	£163.00
Car Loan	36.17
<b>Total</b>	<b>£664.94</b>

### Budget

(left for other essentials, e.g. toiletries, repair and replacement household goods)

**£55.84**



## Large Family - 3 children, one parent in work earning Living Wage and one parent not working, car loan

### Income

Salary	£376
Universal Credit	3301.12
Scottish Child Payment	£20
Child Benefit	£50.70
<b>Total</b>	<b>£748.02</b>
Council Tax Reduction (does not count as income)	£23.02

### Essential Spending

Rent	£228
Water and Sewage	£8.88
Heat and Light	£68.42
Telephone and Comms	£21.05
Transport	£18.21
Insurance	£21.19
Childcare	£0.00
Poverty Premium	£10.97
Food	£198
Car Loan	£36.17
<b>Total</b>	<b>£611.17</b>

### Budget

(left for other essentials, e.g. toiletries, repair and replacement household goods)

**£136.85**



# Cost of Living: Family Profiles

## Single Pensioner, mortgage free

### Income

Full State Pension	£185.15
<b>Total Income</b>	<b>£185.15</b>
Council Tax reduction (does not count as income)	£17.27

### Essential Spending

House Maintenance and Repairs	£8.00
Council Tax	£8.88
Heat and Light	£68.42
Telephone and Comms	£21.05
Transport	£18.21
Insurance	£21.19
Childcare	£0.00
Poverty Premium	£10.97
Food	£40.00
<b>Total</b>	<b>£196.72</b>

**Budget**  
(left for other essentials, e.g. toiletries, repair and replacement household goods)

**-£11.57**



### **Methodology & Sources**

Rising cost of living in the UK, House of Commons Library Research Briefing 22nd June 2022  
Energy bills to soar to £3400 this winter, Financial Times 8.7.22

Bank of England Monetary Policy Cee Report July 2022 (released August 4th 2022)

Millions of households in UK could see bills rise by 64% in October, experts warn - Mirror Online; Martin Lewis 'feels sick' over predicted 64% rise in energy bills amid new supply price cap predictions (msn.com); Martin Lewis 'feels sick' as he reveals 'horrendous' energy bill price hike this year | The National

What is fuel poverty? - Turn2us Definition of Fuel Poverty – someone who needs to spend more than 10% of their household income to heat their home to a satisfactory standard; Average household income, UK - Office for National Statistics (ons.gov.uk)

RPI: Percentage change over 12 months - Petrol and Oil incl Fuel Oil - Office for National Statistics (ons.gov.uk)

Benefits Calculations - Martin Lewis Benefits Calculator for In and Out of Work Benefits (Scotland);

Average Household Spend UK 2021 - [www.nimblefins.co.uk/average-uk-household-budget](http://www.nimblefins.co.uk/average-uk-household-budget)  
<https://cpag.org.uk/child-poverty/measuring-poverty>, and ONS statistics

Scottish Housing Regulator Social Housing Rent Statistics and Scottish Government Private Sector Rent Statistics, Perth and Kinross Council, Local Housing Allowance.

Scottish House Condition Survey 2017

Welfare Rights data was provided by Perth & Kinross Welfare Rights Team and Perth CAB Annual Report 2020; Client Financial Gain was calculated on the best available figures provided by Perth & Kinross Council Welfare Rights Team (ward figures were allocated by actual and uprated by appropriate percentiles for those clients who did not disclose their location). Figures given are for illustrative purposes only.

[https://www.bankofengland.co.uk/monetary-policy/inflation?](https://www.bankofengland.co.uk/monetary-policy/inflation?msclkid=5250b6e3cf8611ec95d8af5963887b84)

[msclkid=5250b6e3cf8611ec95d8af5963887b84](https://www.bankofengland.co.uk/monetary-policy/inflation?msclkid=5250b6e3cf8611ec95d8af5963887b84)

Winter energy demand: A closer look at seasonal variation (monarchpartnership.co.uk) – Seasonal gas electricity usage

Today's VA Mortgage Rates – Forbes Advisor



**PERTH &  
KINROSS  
COUNCIL**

# **COST OF LIVING CRISIS**

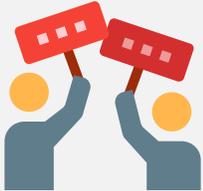
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## **STRATEGY**

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**September 2022**

## COST OF LIVING CRISIS



The cost of living crisis is currently a source of real worry and concern for most of our citizens. Many will struggle to heat their homes or feed their families this winter. Perth and Kinross Council wants to work with our Community Planning Partners and others to get help and support to those who need it most, when it is needed.

## THE PROBLEM



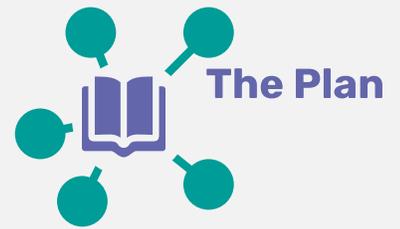
The Cost of Living Crisis has seen massive increases in the cost of food, fuel and energy making it difficult for many and impossible for some to heat their homes, put food on the table and afford transport. This is made worse for many of our residents who are forced to pay higher prices for food, fuel and transport because they live in rural areas.

## OUR APPROACH



Tackling the cost of living crisis is based on

- Setting aside significant funding to help households in Perth and Kinross that are struggling to meet their basic needs
- Working with partners to ensure that we co-ordinate and maximise the impact of our collective efforts
- Ensure our residents have the information they need to access all the support that is available to them.



## 7 POINT PLAN

1

Target financial packages of support to help households in Perth and Kinross that need it most

2

Help residents to manage and pay their bills through the provision of information and advice on benefits, money and debt to those who risk not being able to meet their basic needs

3

Support residents with energy efficiency measures which result in lower bills

4

Help people to access emergency and community food so that they need not go hungry

5

Identify and support the most vulnerable residents to ensure they keep warm and well nourished

6

Find out what local communities need and build their capacity to deliver local services and reach out to local residents to ensure their basic needs are met

7

Co-ordinate with partner organisations across the private, public and third sector to maximise the impact of our collective efforts to keep our residents warm and well-nourished and ensure their basic needs are met.



## HELP WHERE IT IS NEEDED MOST

The following groups are likely to be affected more deeply than others

- Single people on low incomes (on benefits or in work)
- Families with children – especially lone parents and large families
- Those living with disabilities or long-term medical conditions
- Families without recourse to public funds
- Pensioners, especially those living alone or who have no income other than the State Pension.

## URGENT ACTION - SEPTEMBER - DECEMBER 2022

Perth and Kinross Council will provide funding to organisations who are opening their doors to provide warm spaces, activities and information and advice to residents to help with the additional heating and activities costs incurred.

Perth and Kinross Council will provide funding to community organisations who wish to purchase and distribute warm home packs to vulnerable residents.

Perth and Kinross Council will top up the Community Food Fund to enable community organisations to provide community food (this can be delivered alongside warm spaces) this winter.

We will continue to invest significantly to improve the energy efficiency levels within our council properties by installing a range of measures such as triple glazing, internal and external wall insulation. We will also look to install new technologies within our tenants' home to support energy efficiency and behavioural changes

We will develop a data driven approach to identifying vulnerable individuals and households for targeted support. We will quantify the financial support that we are able to provide to these households once we are appraised of the augmented package of support which the UK Government will put in place in Autumn 2022.

## 7 POINT PLAN - WHAT WE CAN DO

*This is the Perth and Kinross Cost of Living Crisis Offer. Our 7 Point Plan sets out how we will support our most vulnerable individuals and families through this crisis.*

### 1 FUNDING

We will use additional funding to:-

- Top up funding provided by the UK and Scottish Governments to help with bills ensuring that the funds are targeted at individuals and households in the greatest need.
- Provide grant funding to community and third sector organisations to enable them to provide warm spaces, community food, social activities and information and advice across our localities
- Provide grant funding to community and third sector organisations enabling them to distribute warm home packs to those they identify as in need of additional support
- Provide grant funding to community and third sector trusted partners to enable them to provide financial support to people they are in touch with who are not known to the Council and who have not been able to access benefits

### 2 BASIC NEEDS AND DIGNIFIED LIVING

We will help residents who are at risk of not being able to meet their basic needs with help to buy food and pay their bills.

- We have already increased funding for the provision of welfare benefits, money and debt advice to Council Tenants through our Financial Inclusion Project, and to our in-house welfare rights team.
- We will use the Financial Insecurity Fund to provide cash payments to help with food, fuel and payment of energy bills.
- We will use the Tenancy Sustainment Fund to provide financial support to PKC tenants facing significant financial challenges.

## 3 WARM HOMES

We will bring forward investment in energy efficient homes and provide funding to organisations providing advice and support around energy efficiency and fuel poverty.

- We will invest in improving the energy efficiency providing triple glazing, internal and wall insulations across council properties.
- We will provide funding to third sector partners to provide energy efficiency advice to residents.
- We will provide funding for community groups to supply vulnerable residents with warm home packs

## 4 EMERGENCY AND COMMUNITY FOOD

We will continue to support Perth Foodbank, Fareshare and the network of community food outlets across Perth and Kinross.

- We will continue to provide funding and support for Community Food Initiatives and will ensure that residents know where they can access emergency and community food offers.
- We have already committed to fund community food initiatives and will increase this funding further to enable community organisations offering warm spaces to provide community food.

## 5 DATA DRIVEN APPROACHES TO TARGET THOSE IN MOST NEED

We will use data driven approaches to identify vulnerable individuals and households and multi disciplinary and partnership approaches to connect them to the help and support they need to keep warm and well nourished through this crisis.

Key workers and frontline workers who identify individuals and families in need of support, will be encouraged and empowered to connect people to the help and support available.

## 6

### LOOKING AFTER EACH OTHER

We will invest in the capacity building and support of community organisations, especially those delivering frontline services and support to individuals and households who are at risk because of the cost of living crisis. We will listen to communities and shape our responses to the Cost of Living crisis around their needs and capacities to give help to those who need it most.

## 7

### PARTNERSHIP WORKING

We will at all times endeavour to work with partner organisations across the private, public and third sector to ensure that our residents are able to meet their basic needs in a dignified manner through the period of the cost of living crisis.

## WE ASK THAT YOU LOOK AFTER YOURSELF AND OTHERS

- **Maximise your income by claiming all that you are entitled to in welfare benefits, and seek debt or money advice if you need it**
- **Check on elderly or vulnerable neighbours to make sure they are warm and well-nourished - and if you are concerned, let us know on (01738 475000)**
- **If you have time, volunteer to help in your local community; if you have spare money, donate food or cash to the local foodbank, Perth CAB or other local community organisations offering warm spaces and community or emergency food.**
- **Use the warm spaces available in your local community and take up community and emergency food offers if you need to.**



## Draft Terms of Reference for the Perth and Kinross Anti-Poverty Taskforce

### 1. Background and Context

Perth and Kinross has a reputation as an affluent place to live, which has traditionally performed well with higher-than-average rates of employment. Closer examination paints a different picture with many children and households experiencing the damaging effects of poverty.

Approximately one in four children in Perth and Kinross are living in poverty. That is more than 5,100 children. The causes and impacts of child poverty are complex. There is no single solution to poverty as each household's circumstances will differ.

Our mix of rural and urban areas means that for many the experience of poverty may be different for people depending on where they live, with a rural poverty premium for people living outside our large settlements. Precarious employment, and costs and availability of affordable housing, transport and childcare alongside additional costs for essential goods and services mean living in one of our rural areas can be particularly difficult.

The Council has identified Poverty as one of its key strategic priorities within its corporate plan, with a range of key actions including:

- Preventing and mitigating the impacts of poverty for children living in Perth and Kinross
- Mitigate cost of living pressures for households experiencing and at risk of poverty
- Maximise income from benefit entitlement and concessions for households
- Promote and encourage local employers to follow the principles of the Scottish Government Fair Work Action Plan, including the real Living Wage and Scottish Business Pledge.

In addition, the Child Poverty (Scotland) Act) 2017 requires Perth & Kinross Council and NHS Tayside to publish a Local Child Poverty Action Plan and this plan sets out the context as well as planned actions to mitigate the impact of poverty on our children.

The Community Planning Partnership has identified poverty, including food, fuel and transport poverty as one of its key strategic priorities in the draft Perth and Kinross Local Outcome Improvement Plan.

The emerging Cost of Living Crisis has driven the need for greater focus and action in the immediate and short-term to address rising costs of fuel, food and energy.

Taking the necessary comprehensive and urgent action to address the effects of these unprecedented increases in the cost of living and the impact on those already in, or on the brink of poverty, will require Perth & Kinross Council to work in partnership with our communities, businesses, and organisations. Whilst no single service or agency has the power to end poverty, by working in partnership there is much we can do to make the lives and life chances of those living in poverty better and brighter.

Together we need to provide a coordinated and cohesive response to protect the most vulnerable citizens of Perth & Kinross. Establishing an Anti-Poverty Taskforce will leverage

expertise from across Perth & Kinross (and possibly beyond) to engage and inspire collective ownership and commitment to mitigating the worst effects of the cost-of-living crisis.

The Perth and Kinross Anti-poverty Taskforce will provide independent active leadership and support for cross-sector collaboration and action to help those most affected by poverty and the cost-of-living crisis. This Task-Force will draw upon expertise from across the area and seek out and adopt best practices from elsewhere to effect real change and offer meaningful support to those experiencing poverty and most at risk from rising costs. It will also provide a co-ordinating focal point for all the current activities aimed at reducing inequalities – child poverty, fuel poverty, food supply, rural poverty premium.

## 2. Vision

The Task-Force will support the change needed to ensure people across Perth and Kinross are supported and community resilience is developed to mitigate the impact of poverty. It will engage the private, public and third sectors as well as individual citizens.

## 3. Principles

The Task-Force will:

- Be independent in thought and action
- Consider the needs of all
- Embed a collaborative approach to problem-solving
- Be open to all best practice, initiatives or proposed solutions that are realistic and deliverable
- Share information and documentation openly
- Look positively at innovative and radical proposals for change in keeping with a cost-of-living emergency
- Commit to positively promote, support, and encourage action across Perth and Kinross and within their own organisations
- Be respectful and inclusive

## 4. Scope

The proposed remit of the Task-Force is as follows:

- Champion the reduction in poverty levels and associated stigma across Perth & Kinross
- Use its influence across public sector, private sector and in our communities to drive necessary and urgent action
- Provide a co-ordinating focal point for all the current activities aimed at reducing inequalities – child poverty, fuel poverty, food supply, rural poverty premium etc
- Shape further development of actions and activities through co-production, guidance, and feedback.
- Oversee delivery of mitigating actions and their impact through regular monitoring

## 5. Membership (Chair and Members)

### a) Appointment of the Chair

The Role of the Chair has been defined as:

- To provide independent leadership and champion Poverty Mitigation and the views of the Task-Force to key partners, stakeholders, and the media
- To chair meetings of the Task-Force.
- To ensure development and completion of the Task-Force's deliverables once agreed
- To take decisions about the work of the Task-Force between meetings.
- To sign off all Task-Force reports and publications

The Chair can serve a two-year term that can be renewed for a maximum of a further two years. The Chair should give three months' notice before resigning the position, and support succession planning for a new Chair during the final six months in post.

At the end of the Chair's term, the Task-Force will select a new Chair through an appropriate selection process. The Leader of the Council will appoint an acting Chair for the first meeting. At this meeting, the acting Chair will invite nominations for the on-going Chair.

### b) Appointment of members of the Task-Force

Membership of the Task-Force is open to individuals and the balance of membership should reflect the need for cross-council area representation, from the private, public and third sectors, community and youth groups as well as ensuring a diversity within the Task-Force. Members do not represent their organisation but are appointed as individuals. Prior to appointment, members must ensure that:

- They can demonstrate suitable expertise, knowledge, leadership, and skills to contribute meaningfully to the Task-Force objectives
- They can commit required amount of time and be able to attend necessary meetings. This is expected to be 2-3 hours quarterly.
- Commit to positively promote, support, and encourage action on reducing poverty especially within their own organisations and sector
- If relevant, their participation has been authorised at a senior level by their organisation

Members of the Task-Force will serve a three-year term with the possibility of renewing membership for a further three-year term. Membership will be reviewed periodically based on attendance and contributions and changes in circumstance.

It is desired to have a staggered replacement of Task-Force members, so that roughly 1/3 are replaced every year. As such in the first appointment of Task-Force members, equal numbers will be given 1, 2 and 3-year terms. Members that serve less than an initial 1 or 2-year term will be eligible to serve two further three-year terms.

There is an exception to the term limits for the Leader of the Council, member of an opposition group and the Council's Chief Executive, due to the necessary nature of these posts. Members will initially be selected by a panel of five experts that are appointed by the Council. Going forward, the Task-Force will be responsible for appointing its future Task-Forcers through a process to be developed.

Consideration should be given to recruitment of those with wider external views who can bring a national perspective and best practices from other areas to the Task-Force. A future enhancement would be to recruit members with lived experience of poverty or from marginalised groups to ensure these viewpoints are represented, this may take longer to achieve and should not delay the establishing of the Task-Force.

## **6. Governance**

The Perth and Kinross Anti-Poverty Taskforce will operate as an independent advisory body. Perth and Kinross Council will provide secretariat support, including liaising with committee members, setting the agenda for each meeting, providing content and input, administration support for minute taking and communications. To ensure accountability and scrutiny of the work of the Task-Force and an opportunity to report the progress that is being made by all sectors and partners towards poverty mitigation, the Perth and Kinross Anti-Poverty Taskforce will report progress on an annual basis to Perth and Kinross Council.

## **7. Remuneration**

Membership of the Task Force is on a voluntary basis and there will be no remuneration for Members. Reasonable travel and other expenses associated with fulfilling Task-Force duties will be reimbursed.

# SCHEME OF ADMINISTRATION

Arrangements for the discharge of the functions of the Council in terms of Section 56 of the Local Government (Scotland) Act 1973

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## SCHEME OF ADMINISTRATION

### Arrangements for the Discharge of the Functions of the Council in terms of Section 56 of the Local Government (Scotland) Act 1973

#### GENERAL

#### 1. Purpose and Extent

- 1.1 The purpose of the Scheme is to set out the specific duties, powers and responsibilities which the Council has delegated to committees, sub-committees and officers.
- 1.2 Functions relating to adult social care are delegated by virtue of the Public Bodies (Joint Working) (Scotland) Act 2014 to the Perth and Kinross Integration Joint Board, which is a statutory body constituted in terms of The Public Bodies (Scotland) (Integration Joint Board Establishment) (Scotland) Order 2015
- 1.3 The remit, membership and operation of the Local Negotiating Committee for Teachers will be as previously determined by Council and as stated within its Constitution.
- 1.4 This Scheme sets out:
  - the functions, duties and powers which are reserved to Council and therefore not delegated
  - the standing committees and sub-committees of the Council together with their respective constitution and terms of reference
  - the functions, duties and powers which are delegated to officers
- 1.5 The Scheme must be read alongside our Standing Orders, Contract Standing Orders and Financial Regulations, together which form the core of the Council's wider governance framework.
- 1.6 The exercise of powers under the Scheme must be in line with the achievement of our agreed priorities and objectives and the relevant key strategies and policies in place at the time.
- 1.7 Notwithstanding the provisions of this Scheme and subject to any statutory requirements, Council can direct that a particular item of business should be determined by a different Committee
- 1.8 Subject to the provisions of the 1973 Act and any other relevant legislation, the Council shall be entitled to amend, vary or revoke this Scheme from time to time.
- 1.9 The Head of Legal & Governance shall have the power to alter the Scheme to correct any textual or minor errors, or to make any consequential amendments required as a result of a decision of the Council.
- 1.10 The Scheme shall apply with effect from **TBC**.

#### 2. Interpretation

- 2.1 The Interpretation Act 1978 shall apply to the interpretation of the Scheme as it would apply to the interpretation of an Act of Parliament.

### 3. Definitions

- 3.1 **“the 1973 Act”** means the Local Government (Scotland) Act 1973, as amended;  
**“the 1989 Act”** means the Local Government and Housing Act 1989  
**“the 1994 Act”** means the Local Government etc. (Scotland) Act 1994 as amended;  
**“Council”** means the Perth and Kinross Council incorporated under the 1994 Act.  
**‘Chief Executive’** means the Chief Executive appointed by the Council  
**‘Executive Director’** means any Executive Director appointed by the Council.  
**“Head of Paid Service”** is the Chief Executive as the designated officer under Section 4 of the 1989 Act  
**“Monitoring Officer”** is the Head of Legal & Governance as the designated officer under Section 5 of the 1989 Act  
**“Provost”** means the civic head appointed by the Council.

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## MATTERS RESERVED TO COUNCIL

There are some decisions which, by law, can only be taken by full Council (“statutory reservations”, indicated below by the statutory references) and there are others which Council itself chooses not to delegate. The following is a list of those matters which shall only be dealt with by Full Council.

### 4. General

- 4.1 To undertake any function not otherwise delegated to any Committee, Sub-Committee or Officer or which, notwithstanding this Scheme, can no longer be delegated by law
- 4.2 To consider any Petition which does not fall to be considered by a Committee or Sub-Committee in accordance with this scheme.

### 5. Strategic Direction

- 5.1 To determine the strategic objectives and priorities of the Council.
- 5.2 Unless otherwise specified within this Scheme, to approve key policies in relation to matters which apply across more than one functional area.
- 5.3 To determine the Council’s policies to fulfil its statutory role in relation to Community Planning and community empowerment.
- 5.4 To promote and oppose private legislation. **(1973 Act - Section 82)**
- 5.5 To make, amend, suspend, review and repeal bye-laws. **(1973 Act- Sections 201 & 202)**

### 6. Democratic Governance

- 6.1 To appoint the Convener and Depute Convener of the Council and to decide on their titles (currently known as Provost and Depute Provost). **(1994 Act - Section 4)**
- 6.2 To determine and keep under review a Scheme of Members’ Allowances and to determine all matters relevant to the level of Councillors’ allowances.
- 6.3 To change the name of the Council. **(1973 Act - Section 23)**
- 6.4 To approve reasons for the non-attendance of Councillors at meetings **(1973 Act - Section 35)**
- 6.5 To fix and amend a programme of Council, Committee and Sub-Committee meetings, subject to the provisions of the Council’s [Standing Orders](#) for the regulation of proceedings and business.
- 6.6 To agree Standing Orders regulating the proceedings and business of Council, Committees and Sub-Committee meetings.
- 6.7 To decide whether or not to divide the Council’s area into licensing divisions and to appoint Members to the Licensing Board. **(Licensing (Scotland) Act 2005 - Section 5).**

- 6.8 To determine the constitution, convenership, membership, functions and powers of Committees and Special Committees **(1973 Act – Section 57)**.
- 6.9 Unless otherwise specified within this Scheme, to determine the constitution, convenership, membership, functions and powers of Sub-Committees.
- 6.10 To select and deselect, members to serve on and/or to represent the Council on other bodies where such power is not expressly delegated to a Committee.
- 6.11 To consider reports by the Head of Paid Service **(1989 Act - Section 4)**.
- 6.12 To consider reports by the Monitoring Officer **(1989 Act - Section 5)**.
- 6.13 To consider any findings by the Standards Commission in relation to the Councillors Code of Conduct

## **7. Partnership & Collaboration**

- 7.1 To delegate a power or duty of the Council to, or to accept a delegated power from, any other local authority. **(1973 Act -Section 56)**.
- 7.2 To make arrangement to discharge their functions jointly with other local authorities (1973 Act -Section 56).
- 7.3 To appoint and remove members to serve on Joint Committees, Joint Boards and external organisations.
- 7.4 To agree the Integration Scheme under the Public Bodies (Joint Working) (Scotland) Act 2014
- 7.5 To develop co-operation between the Council and the third sector and to assist and promote the work undertaken by the Sector.

## **8. Equalities & Diversity**

- 8.1 To determine and oversee the Council's policies in relation to the advancement of equality of opportunity, in relation to both the functions of the Council and the wider community in Perth and Kinross, to eliminate unlawful discrimination, harassment and victimisation and foster good relations as required by the Equality Act (2010).

## **9. Finance**

- 9.1 To set Council Tax. **(1973 Act -Section 56(6))**
- 9.2 To determine the Council's annual revenue budget and capital programme, other than the specific delegation to the Housing and Social Wellbeing Committee regarding the Housing Revenue Account.
- 9.3 To incur revenue or capital expenditure which is not contained within the overall budgetary provision of the Council and which requires supplementary estimates.
- 9.4 To determine the Council's Annual Treasury Strategy including setting the Council's Annual Authorised Borrowing Limit and approving loans to third parties (outwith the Treasury Management Policy)
- 9.5 To make and amend Financial Regulations.

## **10. Public Protection**

- 10.1 To oversee the work of the Child Protection Committee in relation to relevant legislation.
- 10.2 To oversee the work of the Adult Protection Committee in relation to the Adult Support and Protection (Scotland) Act 2007 and all related subordinate legislation.

## **11. Planning and Land Use**

- 11.1 To determine planning applications which are (a) national developments or (b) major developments which are significantly contrary to the Development Plan, such applications having first been the subject of consideration by a Pre-Determination Hearing (**Town & Country Planning (Scotland) Act 1997**).
- 11.2 To exercise the functions of the Council as a Joint Strategic Development Planning Authority which are subject to the provisions of the Minute of Agreement among Angus, Dundee City, Perth and Kinross and Fife Councils in relation to the Dundee, Perth, Angus and North Fife Strategic Development Plan Authority.
- 11.3 To exercise the residual statutory functions of the TAYplan Strategic Development Planning Authority until such time as these functions are removed following the approval by Scottish Ministers of the statutory National Planning Framework.
- 11.4 The preparation, review, amendment and adoption of the Local Development Plan.

## **12. Elections**

- 12.1 To consider matters relating to the fixing or amendment of the Council's geographic boundaries, its electoral boundaries and wards or matters relating to the fixing or amendment of the boundaries of the Scottish and Westminster Parliamentary Constituencies lying wholly or partly within the Perth & Kinross Council area.
- 12.2 Determining all matters relating to elections which are not the responsibility of the Returning Officer (the person appointed to administer elections in accordance with the Representation of the People Act 1983).

## **13. Health & Safety**

- 13.1 To exercise the strategic and policy functions of the Council in terms of the legislation relating health and safety

## **14. Community Councils**

- 14.1 The preparation, review, amendment and adoption of the Scheme of Establishment for Community Councils

## **15. Office of the Chief Executive**

- 15.1 To determine the process for selection, appointment, disciplinary action or dismissal of the Chief Executive.

## **16. Common Seal/Coat of Arms**

- 16.1 To authorise the use of the Council's Common Seal and Coat of Arms.

**17. COUNCIL: SUB-COMMITTEE(S)****17.1 *Provost's Sub-Committee***

Comprising Provost. Depute Provost and Bailies

Terms of Reference

- to determine in relation to civic heritage and ceremony / hospitality.
- to make recommendations to Council on Twinning arrangements.
- to consider matters relating to civic heritage and ceremony and hospitality.

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## DELEGATION TO COMMITTEES AND SUB-COMMITTEES

### General

- 18.1 Unless specified otherwise and subject to the provisions of the 1973 Act or any other relevant statute, where any function of the Council is delegated to a Committee, the Committee will have the power to exercise the function as the Council would have exercised it had there been no delegation.
- 18.2 The Committees and Sub-Committees of the Council will have the terms of reference and the delegated authority specified within this Scheme.
- 18.3 Council may at any time amend the scope of delegation, membership or terms of reference in respect of any Committee or Sub-Committee.
- 18.4 Notwithstanding the provisions of this Scheme and subject to any statutory requirements, Council can direct that a particular item of business should be determined by a different Committee or by some other body.
- 18.5 Where an proposed item of business could be considered relevant to two or more Committees, the Chief Executive or nominee in consultation with the Leader of the Council (or nominee) will decide where the matter shall be determined.
- 18.6 A Committee or Sub-Committee, (with the exception of an appointment committee referred to in **Standing Order 28 of the Council's [Standing Orders](#)**), may defer any item of business to full Council for determination, with or without a recommendation.
- 18.7 Only those reports which require a decision to be taken by a Committee or Sub-Committee of the Council, or are necessary to enable the Committee or Sub-Committee to discharge its business, will normally be included on the agenda of any Committee or Sub-Committee. It shall be delegated to the Chief Executive or nominee, in consultation with the Leader of the Council (or nominee) to make the final determination on whether an item of business should be included on an agenda. Any reports which are for information only will normally be circulated to all members of the Council by the Head of Legal and Governance Services.
- 18.8 Any Committee or Sub-Committee shall consider any petition submitted to Council relevant to their specific Terms of Reference, in accordance with the Council's approved [Petitions Procedure](#).

### 19. Appointments to Committees

- 19.1 Subject to Standing Order 6.1, Council shall determine the membership of any Committee and can make changes to membership at any time.
- 19.2 The quorum for any Committee or sub-committee shall be 33% of the voting membership plus 1, unless otherwise specified.
- 19.3 The Committees referred to in Paragraph 20.1 below shall be appointed at the first meeting of the Council following the ordinary election of Councillors in an election year.
- 19.4 Subject to 19.1 above, a member shall continue to be a member of that Committee until the day of the next ordinary election of Councillors or until they cease to be a member of the Council.

- 19.5 Any member of the Council has the right to resign from any Committee.
- 19.6 Casual vacancies occurring in any Committee shall be filled at the earliest practicable meeting of the Council after the vacancy occurs or in the case of a Sub-Committee at the earliest practicable meeting of the relevant Committee.

## 20. Committees/Sub-Committees

- 20.1 Subject to the provisions of the 1973 Act or any other relevant legislation, the Council will appoint and maintain the following Committees:

COMMITTEE	MEMBERSHIP	QUORUM
Finance and Resources	15 (plus Convener of Council in ex-officio capacity)	6
Audit and Risk	7	3
Scrutiny and Performance	11 <i>conveners of the Environment, Infrastructure and Economic Development Committee, Housing and Social Well-being Committee, Learning and Families Committee and the Finance and Resources Committee cannot be members</i>	5
Environment, Infrastructure and Economic Development	15	6
Housing and Social Well-being	15 <i>when considering housing matters there shall be 2 additional non-voting members comprising representatives from tenants' and residents' associations in the Perth &amp; Kinross area</i>	6 voting members
Learning and Families	15 (plus 9 non-voting members as specified below when dealing with educational matters)	6 voting members
Climate Change and Sustainability	11 (plus 4 non-voting members)	5 voting members
Licensing	13	5
Planning and Placemaking	13	5
Pre-determination Committee	40	17
Local Review Body	3	3
Pilot Kinross-shire Local Committee	4 Kinross-shire ward Councillors (plus one representative from each of the Community Councils in the ward area, in a non-voting capacity)	3 voting members

- 20.2 In addition there shall be the following Common Good Fund Committees each comprising the Convener and Vice-Convener of the Finance Resources Committee together with the ward councillors for the relevant common good area:

- Aberfeldy Common Good Fund Committee
- Abernethy Common Good Fund Committee
- Alyth Common Good Fund Committee
- Auchterarder Common Good Fund Committee
- Blairgowrie Common Good Fund Committee
- Coupar Angus Common Good Fund Committee

- Crieff Common Good Fund Committee
- Perth Common Good Fund Committee
- Pitlochry Common Good Fund Committee
- Kinross Common Good Fund Committee (currently in abeyance due to pilot Kinross-shire Local Committee)

20.3 Each Common Good Committee may invite a member of the local community council(s) from within the common good area to attend meetings in an advisory/non-voting capacity

## **21. Executive Sub-Committees**

21.1 The following Committees shall appoint an Executive Sub-Committee with delegated powers to decide any matter which would normally be determined by the Committee but which, by reason of urgency, requires a decision prior to the next scheduled meeting of the Committee:

- Finance and Resources Committee
- Environment, Infrastructure and Economic Development
- Housing and Social Well-being
- Learning and Families

21.2 Each Executive Sub-Committee shall comprise 7 voting members.

21.3 In addition to urgent business, the Finance and Resources Executive Sub-Committee shall determine requests from Chief Officers for flexible retirement, voluntary early retirement on grounds of efficiency of the Service or redundancy.

21.4 Where the urgent business is an educational matter, the Executive Sub-Committee of the Learning and Families Committee shall also include 3 non-voting members from the Committee)

21.4 Subject to Standing Order 28 (Senior Officer Appointments) and the provisions of this Scheme below, membership of any Sub-Committee shall be determined by and comprise members of the relevant Committee.

21.5 Notwithstanding these provisions, any of the Committees specified in 21.1 above may choose to delegate specific items of business to be considered by their respective Executive Sub-Committee

## **22. Appointment of Members of Working Groups**

22.1 Working Groups may be set up by the Council, Committees or Sub-Committees to allow members to work with relevant officers and other agencies and individuals to draft policy, or to monitor a particular activity, or for another reason.

22.2 The Council, Committee or Sub-Committee shall determine the membership of the Working Group.

22.3 The Council, Committee or Sub-Committee shall determine and may adjust, the remit of the Working Group, including its expected life span.

22.4 Any matter may be referred by the Council, Committee or Sub-Committee to a Working Group, but no Working Group may take a decision on behalf of the Council, Committee or Sub-Committee.

- 22.5 If a Working Group identifies or considers a matter which requires a decision, a report shall be submitted to the Council, Committee or Sub-Committee by the lead officer.
- 22.6 The Convener of a Working Group shall regulate the conduct of business at meetings and shall ensure that all members receive a fair hearing. The Council's [Standing Orders](#) shall not apply to Working Groups.
- 22.7 A member of a Working Group who is unable to attend a meeting may appoint substitute member to attend in their place.
- 22.8 A member who has not been appointed to a Working Group but who wishes to attend a meeting of the Working Group either as an observer or with a view to contributing to the discussion at the meeting, shall be entitled to attend and contribute in a manner agreed by the Convener in advance.

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**TERMS OF REFERENCE**

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## **23. FINANCE AND RESOURCES COMMITTEE**

23.1 The following functions are delegated to the Committee:

### **Policy**

23.2 To determine the Council's policies and strategies in relation to:

- financial planning, management and investment
- workforce planning, management and development
- procurement and commissioning
- property and digital asset planning and management
- information governance and security
- risk management
- performance management and continuous improvement
- best value and following the public pound
- equality and fairness
- communications
- Customer Service Standards
- archives function

### **Finance**

23.3 To oversee the management of the Council's financial resources, specifically relating to the Revenue and Capital Budgets.

23.4 To approve adjustments to management budgets which require a contribution to or from Reserves or would constitute a change to approved Council policy.

23.5 To oversee the arrangements for the collection of the Council Tax and other monies due to the Council.

23.6 To oversee the arrangements for all insurances.

23.7 To receive retrospective operational quarterly reports on treasury activity and compliance and an annual report.

23.8 To make amendments to Treasury Management Policy

### **Financial Assistance**

23.9 To consider recommendations for requests for financial assistance above £50,000 and to oversee the implementation of the Code of Guidance on External Bodies and Following the Public Pound.

### **Civil Contingencies and Business Continuity**

23.10 To exercise the strategic and policy functions of the Council in relation to all matters of civil contingencies and business continuity.

**FINANCE AND RESOURCES : SUB-COMMITTEES****23.11 Appeals Sub-Committee**

Comprising 3 members of Committee \*

\*When considering appeals by teaching staff, 3 members shall be drawn from the Learning and Families Committee

Terms of Reference

- to hear, consider and determine appeals by employees.

**23.12 Appointments Sub-Committee**

Comprising 4 members reflective of the political balance where practicable, together with the Leader of the Council and the Chief Executive.

Terms of Reference

- To consider applications for and make appointments to posts of Chief Executive, Executive Director and Chief Operating Officer.

**23.13 Property Sub-Committee**

Comprising 7 members of the Committee.

Terms of Reference

To consider the acquisition and disposal of the Council's property and information systems and technology assets

## **24. SCRUTINY AND PERFORMANCE COMMITTEE**

24.1 The following functions are delegated to the Committee:

### **Performance**

24.2 To review and monitor the performance of the Council in delivering its strategic objectives

24.3 To review and monitor the effectiveness of council policies in:

- improving local outcomes for our communities
- providing better and sustainable public services
- achieving best value

24.4 To review and monitor the performance of our Arm's Length External Organisations in terms of effectiveness in achieving the defined strategic outcomes, efficiency and best value.

24.5 To review and monitor the performance of Tayside Contracts in terms of effectiveness in achieving the defined strategic outcomes, efficiency and best value.

24.6 To review and monitor the quality and standards of the Council service provision commissioned by the Integration Joint Board.

24.7 To consider any reports from external agencies in terms of the quality and standards of any aspect of service provision

24.8 To consider any material findings in respect of whistleblowing relevant to the performance of Council services.

### **Scrutiny Reviews**

24.9 To commission focussed reviews (based on evidence), and carry out reviews recommended from Council or committees, to enable more in-depth scrutiny of policy, practices, and performance where the challenge and scrutiny function adds value and can make an impact in terms of:

- improving local outcomes for our communities
- providing better and sustainable public services
- achieving best value

24.10 In discharging this responsibility, the Committee may;-

- Commission and receive reports
- Call an officer or appropriate Convener/Vice Convener, expert witness or other individual to provide information or answer questions
- Make recommendations to Council or relevant Committee

## **Corporate Governance**

Subject to legislation and the provisions of this Scheme:

- 24.11 To review and oversee the adequacy of the arrangements and procedures, policies and practices in operation in relation to corporate governance and Best Value
- 24.12 To consider the Council's draft Annual Governance Statement prior to inclusion with the draft Annual Accounts

## **Complaints**

- 24.13 To review and monitor performance in relation to the Council's handling of complaints.
- 24.14 To consider any report by the Scottish Public Services Ombudsman in respect of any finding of maladministration against the Council.
- 24.15 To consider the annual reports of the Scottish Public Services Ombudsman.

## **Registration of Births, Deaths, Marriages, Civil Partnerships and Other Life Events**

- 24.16 To scrutinise the performance of the Council as local Registration Authority for the purposes of the Registration of Births, Deaths and Marriages (Scotland) Act 1965, Marriage (Scotland) Act 1977, Civil Partnership Act 2004 and the Local Electoral Administration and Registration Services (Scotland) Act 2006, and all related subordinate legislation.

## 25. AUDIT AND RISK COMMITTEE

25.1 The following functions are delegated to the committee:

- To oversee the Council's internal audit arrangement
- To oversee the Council's external audit arrangement
- To oversee, monitor and review arrangements for the assessment and management of risk and the Council's system of internal control.
- To consider the draft version of the Council's accounts.
- To consider any material findings in respect of whistleblowing relevant to the Council's system of internal control.

### Annual Accounts

25.2 To approve the Draft Unaudited and Audited Annual Accounts

### Internal Audit

25.3 to approve the risk-based Internal Audit Plan and any significant interim changes to the Plan

25.4 to consider reports from the Council's Chief Internal Auditor in relation to internal audit activity and performance during the year. These will include:

- updates on the work of Internal Audit, including key findings, issues of concern and action in hand as a result of Internal Audit work;
- regular Internal Audit Progress Reports (including summaries of substantive Internal Audit reports, as requested);
- the Internal Audit Annual Report

### External Audit

25.5 To consider and approve reports (including the Annual Audit Strategy, Draft Annual Audit Report and) annual management letter) by the Council's External Auditors across the full range of Council activities, other than the report accompanying the Audited Statement of Accounts.

### Risk Management & the system of internal control

25.6 To monitor and review the adequacy of the arrangements and procedures in place for the assessment and management of risk.

25.7 To monitor and review the adequacy and effectiveness of the Council's system of internal control.

25.8 To consider and provide comment on any draft Council policy in relation to:

- Internal audit
- financial management
- risk management
- anti-fraud and corruption
- whistleblowing.

## **26. ENVIRONMENT, INFRASTRUCTURE AND ECONOMIC DEVELOPMENT COMMITTEE**

26.1 The following functions are delegated to the Committee:

26.2 To determine the Council's policies and strategies in relation to:

- the built environment (structures, roads, bridges, transportation networks, parks, recreation spaces and distribution networks for water and energy
- fleet assets
- the protection of public health
- urban and rural regeneration
- economic well-being

26.3 To determine and oversee the implementation of the Council's policies and strategies to improve the economy of Perth and Kinross and provide a strategic lead for physical, economic and community regeneration within the area

26.4 To promote and encourage public and private investment in businesses, services and infrastructure across Perth and Kinross

26.5 To determine and oversee implementation of the Council's policies and strategies to drive the physical and economic regeneration of the area

26.6 To promote regeneration and inclusion for rural communities

26.7 To consider the acquisition and disposal of the Council's roads and greenspace assets

### **Environmental Protection**

26.8 To exercise the strategic and policy functions of the Council in terms of the Environmental Protection Act 1990 and all related subordinate legislation.

26.9 To determine and oversee the implementation of the Council's obligations in relation environmental assessments required under the Environmental Assessment (Scotland) Act 2005 and all related subordinate legislation.

26.10 To exercise the strategic and policy functions of the Council in terms of the legislation relating to:

- Petroleum and Explosives
- Public Health
- Water Supplies

### **Waste Management**

26.11 To determine the Council's strategies and policies in relation to refuse collection, waste disposal, waste reduction, re-use and recycling.

### **Reservoirs**

26.12 To exercise the strategic and policy functions of the Council in terms of the Reservoirs Act 1975 and all related subordinate legislation.

**Harbours etc.**

- 26.13 To exercise the strategic and policy functions of the Council in relation to harbours, piers, boatslips and jetties Council in terms of Section 154 of the Local Government (Scotland) Act 1973 and all relevant subordinate legislation, including the section of the River Tay over which the Council is Navigation Authority.

**Roads and Traffic**

- 26.14 To exercise the strategic and policy functions of the Council acting as (i) Roads Authority under any local statutory provisions, insofar as applicable and (ii) as local Roads and Traffic Authority under the following Acts and all related subordinate legislation:

- Roads (Scotland) Act 1984;
- Road Traffic Regulation Act 1984;
- Road Traffic Acts 1988 and 1991; and
- New Roads and Street Works Act 1991

- 26.15 To exercise the strategic and policy functions of the Council in relation to the naming and numbering of streets in terms of the Civic Government (Scotland) Act 1982.

- 26.16 To exercise the strategic and policy functions of the Council in relation to the lighting of roads and streets.

- 26.17 To exercise the strategic and policy functions of the Council in relation to transportation, and to advise and represent the Council in relation to wider strategic transportation matters.

**Road Safety**

- 26.18 To determine the Council's policies and strategies, in partnership with other agencies as required, on matters of road safety.

**Building Standards**

- 26.19 To exercise the strategic and policy functions of the Council in terms of the Building (Scotland) Act 2003 and all related subordinate legislation.

**Land Use Planning**

- 26.20 To exercise the strategic and policy functions of the Council, in partnership with other agencies as required, in relation to land use planning including reclamation, environmental improvement, conservation and archaeological matters.
- 26.21 To exercise the strategic and policy functions of the Council in relation to Development Plans, including functions described in Part II of the Town and Country Planning (Scotland) Act 1997 and all related subordinate legislation; with the exception of those functions conferred on the Council as a Joint Strategic Development Planning Authority which are subject to the provisions of the Minute of Agreement among Angus, Dundee City, Perth and Kinross, and Fife Councils in relation to the Dundee, Perth, Angus and North Fife Strategic Development Plan Authority.

**Public Transport**

26.22 To exercise the strategic and policy functions of the Council with regard to public transport and concessionary travel under the Transport Act 1985 and the Transport (Scotland) Act 2001, the Concessionary Travel for Handicapped Persons (Scotland) Act 1980 and the Public Passenger Vehicles Act 1981 and all related subordinate legislation.

**Bereavement Services**

26.23 To exercise the strategic and policy functions of the Council in terms of legislation relating to burials and cremations.

**Economic Development**

26.24 To exercise the strategic and policy functions of the Council in relation to economic development, including the functions provided for in Sections 90, 171A, 171B, 171C of the Local Government (Scotland) Act 1973

26.25 To develop key strategic measures and initiatives to support and promote economic activity, trade development and inward investment

26.26 To determine the Council's policy and strategy in relation to Perth Harbour.

26.27 To work in partnership with VisitScotland and other agencies to develop and promote tourism and events in Perth & Kinross

26.28 To consider proposals in relation to potential international economic links and provide comment and recommendations to Council.

## 27. HOUSING AND SOCIAL WELLBEING COMMITTEE

27.1 The following functions are delegated to the Committee:

### Housing

27.2 To exercise the strategic and policy functions of the Council in terms of the following Acts and all related subordinate legislation:

- Anti-Social Behaviour etc Act 2003
- Council Tax (General) Regulations 1992
- Housing Act 1988
- Housing Benefit (General) Regulations 1987
- Housing (Scotland) Acts 1987, 1988, 2001, 2006 (except Part 5 Houses in Multiple Occupation) and 2010
- Housing (Scotland) Act 2014
- Land Compensation (Scotland) Act 1973
- Leasehold Reform Housing and Urban Development Act 1993 including:
  - (i) assessment of housing need and the approval of the Local Housing Strategy to address the needs identified
  - (ii) Scheme of Allocation of Council houses
  - (iii) addressing the needs of the homeless
  - (iv) management and maintenance of the Council's housing stock
  - (v) establishing Sub-Committees/review boards to consider housing benefit appeals, Council Tax Benefit appeals and housing grant appeals
  - (vi) determining the rent levels of the Council's housing stock and associated properties

27.3 To exercise the strategic and policy functions of the Council in relation to Housing Standards.

27.4 To approve plans for the future use of the Council Tax Fund for Affordable Housing, subject to the approval of the Finance and Resources Committee to access the Fund in the Council's Reserves.

27.5 To ensure that the Council meets the standards and outcomes required by all social landlords as described in the Scottish Social Housing Charter.

### Health

27.6 To exercise the strategic and policy functions of the Council in terms Part 1 of the Smoking Health and Social Care (Scotland) Act 2005 and all related subordinate legislation.

27.7 To exercise the strategic and policy functions of the Council in terms of the Tobacco and Primary Medical Services (Scotland) Act 2010 and all related subordinate legislation.

## Health and Social Care

- 27.8 To consider and determine the Council's position as a partner on matters related to the operation of the Perth and Kinross Integrated Joint Board and which are required to be agreed between the Council and NHS Tayside in terms of the Public Bodies (Joint Working) (Scotland) Act 2014 and the [Perth and Kinross Integration Scheme](#), being an agreement between Perth and Kinross Council and Tayside NHS Board approved by Scottish Ministers.
- 27.9 To promote and develop relationships with local health and social care agencies and to work in partnership to ensure the provision of health services for people living in Perth and Kinross.
- 27.10 To monitor and respond to the activities and policies of NHS Tayside and other agencies as they affect health services for people living in Perth and Kinross.

## Community Planning and Community Empowerment

- 27.11 To oversee implementation of the Council's policies to fulfil its statutory role in relation to Community Planning and community empowerment.

## Culture and the arts

- 27.12 To exercise the strategic and policy functions of the Council in relation to culture and the arts

## Sport and Leisure

- 27.13 To exercise the strategic and policy functions of the Council in relation to sport & leisure services and library and archive services on behalf of the Council.

## Libraries

- 27.14 To exercise the strategic and policy functions of the Council in relation to libraries

## Community Safety

- 27.15 In partnership with other agencies, to determine and oversee the implementation of the Council's policy for the enhancement of community safety.

## Criminal Justice

- 27.16 To monitor the Criminal Justice Services provided by the Council.
- 27.17 To establish and sustain effective liaison with the Perth & Kinross Community Justice Partnership.

## **Trading Standards and Environmental Health**

27.18 To exercise the strategic and policy functions of the Council in terms of the legislation relating to:

- Animal Health and Welfare
- Consumer Protection
- Dog Fouling
- Fair Trading
- Food Safety
- Weights and Measures

## **Police and Fire Liaison**

In terms of the Police and Fire Reform (Scotland) Act 2012:

27.19 To be involved in the development and approval of the local Police and Fire Rescue Plans.

27.20 To monitor and provide feedback on the operation and performance of local Police and Fire and Rescue Services in Perth and Kinross.

## 28. LEARNING AND FAMILIES COMMITTEE

### Membership

28.1 The Learning and Families Committee shall consist of fifteen members of the Council, and in addition, nine persons who are not members of the Council, being:

- \*1. Three persons representative of church interests, appointed in terms of Section 124 of the 1973 Act.
- \*2. Two teachers employed in educational establishments under the management of the Council, both in a non-voting capacity, nominated in such manner as may be determined by the Council.
- \*3. One parent representative from Secondary Parent Councils and one parent representative from Primary Parent Councils, both in a non-voting capacity, nominated in such manner as may be determined by the Council.
- \*4. Two representatives of children and young people from the Perth and Kinross Youth Forum, both in a non-voting capacity, nominated in such manner as may be determined by the Council.

\*The non-Council members being entitled to participate in a non-voting capacity on business being considered by the Committee which is deemed to be:

- (i) advising the authority on any matter relating to the discharge of their functions as education authority; or
- (ii) discharging any of those functions of the authority on their behalf.

28.2 The following functions are delegated to the Committee:

### Schools Education

28.3 To exercise the strategic and policy functions of the Council as Education Authority in terms of the following Acts and all related subordinate legislation:

- Children and Young Persons (Scotland) Act 1937
- Children (Scotland) Act 1995
- Education (Additional Support for Learning) (Scotland) Act 2004
- Education (Scotland) Act 1980
- Education (Scotland) Act 2016
- Equality Act 2010
- Road Traffic Regulation Act 1984
- Scottish Schools (Parental Involvement) Act 2006
- Standards in Scotland's Schools etc. Act 2000

### Early Years Services

28.4 To exercise the strategic and policy functions of the Council in relation to Early Years' service provision.

28.5 To agree partnership arrangements on behalf of the Council to ensure the provision of quality Early Years Services.

## Children's Services

28.6 To exercise the strategic and policy functions of the Council as Social Work Authority in relation to childcare in terms of the following Acts and all related subordinate legislation:

- Adoption and Children (Scotland) Act 2007
- Adoption (Intercountry Aspects) Act 1999
- Adults with Incapacity (Scotland) Act 2000
- Anti-Social Behaviour etc. (Scotland) Act 2004
- Carers (Recognition and Services) Act 1995
- Children (Scotland) Act 1995
- Carers (Scotland) Act 2016
- Children Act 1975
- Children and Young People (Scotland) Act 2014
- Children and Young Persons (Scotland) Act 1937
- Children's Hearings (Scotland) Act 2011
- Chronically Sick and Disabled Persons Act 1970
- Chronically Sick and Disabled Persons Act 1972
- Community Care (Direct Payments) Act 1996
- Disabled Persons (Services, Consultation and Representation) Act 1986
- Education (Additional Support for Learning) (Scotland) Act 2004
- Equality Act 2010
- Foster Children (Scotland) Act 1984
- Immigration and Asylum Act 1999
- Mental Health (Care and Treatment) (Scotland) Act 2003
- Nationality, Immigration and Asylum Act 2002
- Protection of Children (Scotland) Act 2003
- Protection of Vulnerable Groups (Scotland) Act 2007
- Public Services Reform (Scotland) Act 2010
- Self Directed Support (Scotland) Act 2013
- Social Work (Scotland) Act 1968

## Community Learning and Development

28.7 To exercise the strategic and policy functions of the Council in relation to Community Learning and Development.

## Learning & Families Sub-Committees

28.8 The Committee shall appoint the following Sub-Committees:

28.9 ***Attendance Sub-Committee***

Comprising three members of the Council, not being the Convener or a Vice-Convener of the Committee, and one non-Council member.

Terms of Reference

- to discharge the functions of the Council under Sections 34-43 of the Education (Scotland) Act 1980 (except the appointment of a person to institute proceedings in terms of Section 43(2)), being the consideration and determination of requests for exemption from school attendance and cases of school attendance default, as referred to the Sub-Committee by the Executive Director (Education and Children's Services).

**28.10 Review Sub-Committee**

Comprising three members of the Council, not being the Convener or a Vice-Convener of the Committee, and two non-Council members.

Terms of Reference

To consider and decide upon:

- Requests for review of decisions made in terms of Regulation 4(1) or Regulation 10(1) of the School Pupil Records (Scotland) Regulations 1990.
- Applications for bursaries, allowances and other financial aid to assist persons to take advantage of educational facilities.
- Appeals on safety grounds against the refusal or the withdrawal of education transport.
- Appeals against decisions of the Executive Director (Education and Children's Services) in respect of the early admission of children to primary school education.

**28.11 Appointment Panels** (Constituted in terms of The Parental Involvement in Headteacher and Deputy Headteacher Appointments (Scotland) Regulations 2007)

Terms of Reference

- to interview and appoint persons for the posts of headteacher or deputy headteacher of a school subject to the appropriate Parent Council, where one has been established, to have the opportunity to be involved in the letting process, and to be represented on the Panel.

**28.12 Education Appeal Committee**

In terms of Section 28D of the Education (Scotland) Act 1980 and in accordance with Schedule A1 to that Act, the Council shall appoint an Education Appeal Committee.

Comprising: elected members who are members of the Learning and Families Committee, parents of children currently of school age nominated by either Parent Councils or Parent Forums, and persons from the Perth and Kinross area who have experience in education or are acquainted with the educational conditions in the area.

## Quorum

3 persons, no more than 2 of whom may be elected members. An elected member shall not be Convener.

## Terms of Reference

- to consider, in terms of the Education (Scotland) Act 1980 as amended, appeals against decisions of the Education Authority:
  - to refuse requests for places in schools;
  - to exclude a pupil from school; and
- to consider, in terms of the Education (Additional Support for Learning) (Scotland) Act 2004 as amended, appeals against decisions of the Education Authority to refuse requests for pupils with additional support needs to attend mainstream schools.

The Committee may either confirm or refuse to confirm the decision of the Education Authority. If the Committee refuses to confirm a decision, the Education Authority must give effect to the Committee's decision.

### 28.13 ***Perth and Kinross Educational Trust Committee***

Comprising in accordance with the terms of The Perth and Kinross Educational Trust Scheme 1964:

11 members of the Learning and Families Committee;  
 1 person from the Church of Scotland Presbytery of Dunkeld;  
 1 person from the Church of Scotland Presbytery of Perth;  
 1 person from the Church of Scotland Presbytery of Auchterarder;  
 2 persons from the Perth and Kinross local association of the Educational Institute of Scotland;  
 1 person from the Governors of the McLaren Educational Trust from their own number as a life member, to be succeeded by one person to be nominated by the Church of Scotland Presbytery of Stirling and Dunblane, who shall be the Minister of St Kessog's Church, Callander or the Minister of St Bride's Church, Callander;  
 and  
 1 person from the Senatus Academicus of the University of St Andrews.

## Terms of Reference

- to undertake the functions of the Council under The Perth and Kinross Educational Trust Scheme 1964.

## 29. CLIMATE CHANGE AND SUSTAINABILITY COMMITTEE

29.1 The following functions are delegated to the Committee:

29.2 To determine the Council's policies and strategies in relation to:

- climate change
- sustainability of the natural environment
- biodiversity
- environmental well-being

29.3 To consider the Council's performance in relation to the above areas, including any feedback from internal or external scrutiny and audit activity, and where appropriate to provide comment and recommendations as to improvement actions, to Council, the relevant Committee or Service.

29.4 To consider key corporate policies, strategies and programmes to ensure alignment and compliance with the Council's legal duties and strategic responsibilities in relation to climate change, sustainability of the natural environment, biodiversity and environmental well-being and where appropriate, provide comment and recommendations to Council or the relevant determining Committee.

29.5 To determine policies and strategies which relate to the natural environment, in partnership with other agencies as required, to ensure compliance with obligations under Scottish, UK or international law.

29.6 To monitor and oversee progress in respect of the following actions within the Council's Climate Change Action Plan:

- provision of advice and support to residents and businesses in relation to climate change mitigation measures from home energy efficiency to sustainable transport.
- promotion and support of community initiatives to tackle the climate and biodiversity crisis
- prioritisation for the use and distribution of the new Scottish Government Nature Restoration Fund.
- performance of businesses and key employers against their agreed key indicators in relation to climate change mitigation measures
- provision of support to private landlords to work towards the required housing energy standards, where there are issues with the co-ordination of multi owners.

29.7 To consider any recommendations from the Climate Commission, relevant to the functions of the Council.

### **Environmental Protection and Enhancement**

29.8 To exercise the strategic and policy functions of the Council in relation to enhancement, protection and sustainability of the natural environment under the following Acts and all related subordinate legislation: -

- Clean Air Act 1993
- Air Quality Standards (Scotland) Regs 2010 as amended
- Environment Act 1995;
- Nature Conservation (Scotland) Act 2004;
- Water Environment and Water Services (Scotland) Act 2003

29.9 To consider and provide comment on any environmental assessment carried out in relation to a qualifying plan or programme as required under the Environmental Assessment (Scotland) Act 2005;

### **Countryside Management**

29.10 To exercise the strategic and policy functions of the Council, in partnership with other agencies, in relation to access to the countryside, including functions under the Countryside (Scotland) Act 1967, the Wildlife and Countryside Act 1981, the Land Reform (Scotland) Act 2003 and all related subordinate legislation.

### **Parks and Open Spaces**

29.11 To exercise the strategic and policy functions of the Council in relation to parks and open spaces (urban, rural and countryside) under Section 14 of the Local Government and Planning (Scotland) Act 1982 and all related subordinate legislation.

29.12 To exercise the Council's power of appropriation and disposal of land consisting of or forming part of an open space and to consider any objections which may be made to the proposed appropriation or disposal all in terms of the Town and Country Planning (Scotland) Act 1959 and all related legislation.

### **Trees and Woodlands**

29.13 To exercise the strategic and policy functions of the Council in relation to trees and woodlands in terms of the Town and Country Planning (Scotland) Act 1997, the Local Government and Planning (Scotland) Act 1982; and the Roads (Scotland) Act 1984. and all related subordinate legislation.

### **Flood Prevention**

29.14 To exercise the strategic and policy functions of the Council in terms of the following Acts and all related subordinate legislation:

- Flood Prevention (Scotland) Act 1961
- Flood Risk Management (Scotland) Act 2009

### **Waste Management**

29.15 To consider and provide comment and recommendations to the relevant determining Committee or Service, in respect of policies, strategies and new initiatives in relation to refuse collection, waste disposal, waste reduction, re-use and recycling.

### 30. LICENSING COMMITTEE

30.1 The following functions are delegated to the Committee:

- To exercise the strategic and policy functions of the Council under the Civic Government (Scotland) Act 1982
- To determine applications for licences, permits and registrations in terms of the following Acts and all related subordinate legislation and to exercise discretion in terms of any condition attached to such licences, permits or registrations where the approval of the Council as Licensing Authority is required:
  - Animal Boarding Establishments Act 1963;
  - Breeding of Dogs Act 1973
  - Breeding and Sale of Dogs (Welfare) Act 1999;
  - Caravan Site and Control of Development Act 1960;
  - Cinemas Act 1985;
  - Civic Government (Scotland) Act 1982;
  - Dangerous Wild Animals Act 1976;
  - Deer (Scotland) Act 1996;
  - Explosives Act 1875;
  - Fireworks Act 2003;
  - Gambling Act 2005;
  - Game Licences Act 1860
  - Game Acts 1831 and 1980;
  - Housing (Scotland) Act 2006 Part 5
  - Hypnotism Act 1952;
  - Marriage (Scotland) Act 2002;
  - Pet Animals Act 1951;
  - Petroleum Regulation Act 1928 and 1936;
  - Petroleum (Consolidation) Act 1928;
  - Poisons Act 1972;
  - Police, Public Order and Criminal Justice (Scotland) Act 2006
  - Riding Establishments Act 1964 and 1970;
  - Zoo Licensing Act 1981;
- To set fees and charges for those licences, registrations and permits referred to above.
- To grant, refuse, suspend and revoke licences, registrations or approvals where legally appropriate and set conditions in terms of the following and including all associated legislation:
  - Approval of Premises
  - Animal Health Act 1981
  - Animal Health & Welfare (Scotland) Act 2006
  - Dairy Products (Hygiene) (Scotland) Regulations 1995
  - Egg Products Regulations 1993
  - Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998
  - Meat Products (Hygiene) Regulations 1994
  - Minced Meat and Meat Preparations (Hygiene) Regulations 1995
  - Slaughter of Animals (Scotland) Act 1980
  - Food Safety
  - General Food Hygiene (Butcher's Shops) Amendment (Scotland) Regulations 2000

- Natural Mineral Water Recognitions
  - Natural Mineral Water, Spring Water and Bottled Drinking Water Regulations 1999
  - Public Health (Scotland) Act 1897
  - Registration of Premises
  - Ice Cream (Scotland) Regulations 1948
  - Safety Certificates
  - Safety of Sports Grounds Act 1975
- To exercise the strategic and policy functions of the Council under Part 8 of the Anti-Social Behaviour etc. (Scotland) Act 2004

### **Byelaws and Management Rules**

30.2 To consider the promotion of Byelaws for recommendation to the Council

30.3 To consider the creation of Management Rules for recommendation to the Council

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### 31. PLANNING AND PLACEMAKING COMMITTEE

31.1 The following functions are delegated to the Committee:

31.2 In accordance with the [Scheme of Delegation](#) approved by Scottish Ministers in January 2020 (or as may subsequently be approved), to exercise the development management functions of the Council as Planning Authority under the terms of the Town and Country Planning (Scotland) Act 1997 and all related legislation, in relation to:-

- (i) applications for both planning permission for major developments and approval of matters specified in conditions associated to major developments which are not significantly contrary to the development plan, unless the Executive Director (Communities) intends to refuse solely on the ground of inadequate information to enable determination; and
- (ii) applications for planning permission for local developments, for listed building consent, conservation area consent, hazardous substances consent and advertisement consent where -
  - (a) the applicant is a member or chief officer of the Council; or
  - (b) the recommendation by the Executive Director (Communities) is for approval, but the proposal is significantly contrary to the development plan; or
  - (c) the recommendation by the Executive Director (Communities) is for approval, but the proposal has attracted six or more \*valid planning objections from a Community Council, household, business address or interest group with multiple letters from the same household, organisation or property counting as one letter of objection; or
  - (d) a similar application at the same site had previously been determined by the Committee and the recommendation is contrary to the previous committee decision.

Note: For the purposes of the above, the Executive Director (Communities) includes any person appointed in writing by them to exercise delegated powers under the Local Government Act (Scotland) 1973.

*\*Valid planning objections* means only those submitted within the time in which representations must be made

31.3 To deal with applications for certificates for appropriate alternative development under the provisions of the Land Compensation (Scotland) Act 1963 and all related subordinate legislation.

31.4 To exercise the functions of the Council as Building Standards Authority under the terms of the Building (Scotland) Act 2003 and all related subordinate legislation.

#### **Planning and Placemaking Sub-Committees**

31.5 The Committee shall appoint the following Sub-Committee:

#### **31.6 *Building Standards Appeals Sub-Committee***

Comprising three members of the Committee, being the Convener and Vice-Convener and one other member of the Committee

Terms of Reference

- It shall be delegated to the Sub-Committee to hear and determine appeals against the refusal by the Executive Director (Communities) to grant relaxations of the specified Building Standards.

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**32. COMMON GOOD FUND COMMITTEE(S)**

32.1 The Common Good Fund Committee(s) shall have the following functions:

- To determine all matters involving the disbursement of Common Good Fund monies including setting the annual budget and approving the Audited Annual Accounts, and
- To determine all matters relating to property or land or other assets held by the Common Good Funds.

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**33. LOCAL REVIEW BODY****Membership**

- 33.1 The Local Review Body will consist of three elected members drawn from a panel of elected members of the Planning and Placemaking Committee; and one substitute member from that panel for each meeting.

**Quorum**

- 33.2 Three members of the Local Review Body will constitute a quorum.

**Terms of Reference**

- 33.3 To consider and determine applications for review of decisions made by officers under delegated powers in respect of planning applications for local developments in accordance with Section 43(a)(8) of the Town and Country Planning (Scotland) Act 1997 and the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013 and the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013.

**34. PRE-DETERMINATION COMMITTEE****Membership**

- 34.1 The Pre-Determination Committee shall consist of all elected members of the Council.

**Quorum**

- 34.2 Ten members of the Council will constitute a quorum.

**Terms of Reference**

- 34.3 To hold pre-determination hearings prior to determination of the application by full Council in terms of Section 38A of the Town and Country Planning (Scotland) Act 1997 and the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013.

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## 35. PERTH AND KINROSS INTEGRATION JOINT BOARD (for information)

### Constitution

- 35.1 Perth and Kinross Integration Joint Board is a statutory body constituted in terms of The Public Bodies (Scotland) (Integration Joint Board Establishment) (Scotland) Order 2015.
- 35.2 The functions delegated by the Council to the Board, as well as its membership, chairperson, quorum, and powers are more specifically set out in the [Perth and Kinross Integration Scheme](#), being an agreement between Perth and Kinross Council and Tayside NHS Board approved by Scottish Ministers.

### Membership

- 35.3 Voting membership comprises four persons nominated by the Council and four persons appointed by the NHS Board, each of whom may have a proxy.

### Chair

- 35.4 The Chair shall rotate every two years between a Chair nominated by the Council and one nominated by the NHS Board. The Vice Chair is nominated from whichever of the Council or NHS nominees who is not then the Chair.

### Quorum

- 35.5 At least four voting members of the Board with both Council and NHS Board members present.

### Delegated Powers

- 35.6 Perth & Kinross Integration Joint Board has fully delegated powers to implement its functions.

### Functions referred to the Integrated Joint Board as set out in the Integration Scheme

- Social work services for adults and older people
- Services and support for adults with physical disabilities
- Assessment services
- Intake services
- Services and support for adults with learning disabilities
- Mental health services
- Drug and alcohol services
- Adult protection and domestic abuse
- Carers support services
- Support services
- Health improvement services
- Housing support services

**Functions delegated to the Integrated Joint Board as set out in the Integration Scheme**

- National Assistance Act 1948
- The Disabled Persons (Employment) Act 1958
- The Social Work (Scotland) Act 1968
- The Local Government and Planning (Scotland) Act 1982
- Disabled Persons (Services, Consultation and Representation) Act 1986
- The Adults with Incapacity (Scotland) Act 2000
- The Housing (Scotland) Act 2001
- The Community Care and Health (Scotland) Act 2002
- The Mental Health (Care and Treatment) (Scotland) Act 2003
- The Housing (Scotland) Act 2006
- The Adult Support and Protection (Scotland) Act 2007
- Social Care (Self-directed Support) (Scotland) Act 2013

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**36. KINROSS-SHIRE LOCAL COMMITTEE****Constitution**

- 36.1 As agreed by Council on 6 October 2021, a separate [Scheme of Administration](#) was agreed for a pilot Kinross-shire Local Committee.

**Membership**

- 36.2 The pilot Committee to comprise of the four ward Councillors for Kinross-shire who shall have voting rights and one representative from each of the six community councils with most or all of their area in the Kinross-shire ward (Cleish & Blairadam, Fossoway & District, Glenfarg, Kinross, Milnathort and Portmoak) who shall be non-voting.

**Convener**

- 36.3 Council will determine the Convener and Vice-Convener.

**Quorum**

- 36.4 A meeting of the Committee shall be quorate if three ward councillors are present.

**DELEGATION TO OFFICIALS****(AS REQUIRED BY SECTION 50G (2) OF THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973)****37. GENERAL PROVISIONS**

- 37.1 Where statutory powers are delegated to the Chief Executive, Executive Directors, Chief Operating Officer or any other officer, those powers are to be exercised (i) subject to the Council or the relevant Committee retaining overall control of general policy matters and (ii) subject to the power contained in Section 56(4) of the Local Government (Scotland) Act 1973 allowing the Council or the relevant Committee to exercise those statutory powers.
- 37.2 The Chief Executive, Executive Directors, Chief Operating Officer or any other officer possessing delegated powers in terms of this Scheme may, unless otherwise stated, authorise any other officer to exercise that delegated power. A record should be kept of such further delegation.
- 37.3 The Chief Executive, any Executive Director or the Chief Operating Officer are authorised to take, or make arrangements for, any action required to implement any decision of the Council, its Committees or any decision taken in the exercise of delegated powers.
- 37.4 The Chief Executive, any Executive Director or the Chief Operating Officer are authorised to take all necessary actions in order to affect the delivery of their services and the management of their staff.
- 37.5 The Chief Executive, any Executive Director or the Chief Operating Officer are authorised to take such measures as may be required in emergency situations, subject to reporting to Council or the relevant Committee as soon as possible on any matters for which approval would normally be necessary.
- 37.6 In exercising the authority delegated to them, officers must act in accordance with the policies and procedures of the Council, its Committees and Sub-Committees.
- 37.7 The Chief Executive, any Executive Director or the Chief Operating Officer are authorised to enter into contracts on behalf of the Council in accordance with the Council's Contract Rules and Contract & Procurement Guidance.
- 37.8 The Chief Executive, any Executive Director or the Chief Operating Officer, in consultation with the Head of Finance may determine ex-gratia payments in respect of claims against the Council of up to £25,000.
- 37.9 The Chief Executive, any Executive Director or any Depute Director, and the Chief Operating Officer may in accordance with Council's recruitment policies and procedures, appoint Heads of Service or equivalent and all employees below the level of Head of Service or equivalent.
- 37.10 The Chief Executive, any Executive Director or the Chief Operating Officer may amend the establishment of their Service in respect of the number and grading of posts, provided the Head of Finance and the Corporate Human Resources Manager have been consulted.

- 37.11 The Chief Executive, any Executive Director or the Chief Operating Officer may attend or may authorise any employee in their Service to attend conferences, meetings (including appropriate professional associations) or undertake visits, both within and outwith the United Kingdom relating to the duties of that employee.
- 37.12 The Chief Executive may, in consultation with the Head of Finance and the Corporate Human Resources Manager, approve applications to leave the employment of the Council on grounds of redundancy and/or early retirement by any employee in their Service (with the exception of Chief Officers), where a saving will be generated.
- 37.13 The Chief Executive, any Executive Director or the Chief Operating Officer may approve requests to work under flexible retirement provisions where there is no cost to the pension fund.
- 37.14 The Chief Executive, any Executive Director or the Chief Operating Officer may declare any property held by their Service surplus to operational requirements.

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**38. CHIEF EXECUTIVE**

38.1 The Chief Executive is authorised:

- To give a direction in special circumstances that any official shall not exercise a delegated function, or to exercise that delegated function, always subject to reporting to the next meeting of the Council or the relevant Committee.
- To act as Returning Officer / Counting Officer for all elections / referenda. The Chief Accountant is the Depute Returning Officer.
- To suspend the Chief Operating Officer or any Executive Director from duty, subject to any appropriate statutory provisions and to reporting the suspension to the Finance and Resources Committee as soon as practicable.
- In consultation with the Provost, to grant civic hospitality up to a maximum cost of £5,000.

**39. ROLE OF DEPUTE CHIEF EXECUTIVE**

39.1 The Executive Director (Communities) and the Executive Director (Education and Children's Services) will deputise for the Chief Executive as may be required from time to time in their absence. When doing so, they may use the title of Depute Chief Executive.

39.2 Should at any point there be extended absence or unavailability of the substantive Chief Executive, the Executive Director (Communities) will become the Interim Chief Executive.

## 40. CHIEF OPERATING OFFICER

40.1 The Chief Operating Officer is authorised:

### Procurement

- To exercise the functions on behalf of the Council in relation to procurement functions, including tender award report.

### Pensions

- In relation to the Local Government Pension Scheme (Benefit, Membership and Contributions) (Scotland) Regulations 2008, to determine pension discretions other than those contained in [Report 15/400](#).

### Property

- To act as the Council's agent in all property matters.
- To dispose of any property or right in property valued at £100,000 or less either by negotiation or advertisement and subject to section 74 of the Local Government (Scotland) Act 1974 (the duty to obtain best reasonable consideration), as amended by Section 11 of the Local Government in Scotland Act 2003 and the Disposal of Land by Local Authorities (Scotland) Regulations 2010.
- To acquire any property or right in property in respect of which there is a relevant project or programme and budget provision and instructions have been received from the relevant Executive Director.

## 41. HEAD OF LEGAL AND GOVERNANCE SERVICES

41.1 The Head of Legal and Governance Services is authorised:

### General

- To make orders for the prohibition, restriction etc. of traffic in terms of the Road Traffic Regulation Act 1984 and the Roads (Scotland) Act 1984 or any amending or superseding legislation.
- To make orders for the temporary prohibition or restriction of traffic in terms of Section 14(1) of the Road Traffic Regulation Act 1984 and Section 62 of the Roads (Scotland) Act 1984 or any amending or superseding legislation.
- To institute, defend or appear in any legal proceedings or any inquiry held by or on behalf of any minister or public body under any enactment (including, for the avoidance of doubt, proceedings before any statutory tribunal, board or authority).
- To execute, publish or serve on any person or body, any notice, direction, order, licence, summons, writ or other document which the Council is required or authorised to execute, publish or serve under any Act or any regulation or order made thereunder.
- To receive notifications of public processions and to either approve or make orders imposing conditions on the holding of such processions under Section 63(1) of the Civic Government (Scotland) Act 1982.
- To exercise the functions of the Council in terms of the following Acts and all relevant subordinate legislation:
  - Regulation of Investigatory Powers Act 2000
  - Regulation of Investigatory Powers (Scotland) Act 2000

### Licensing Under the Civic Government (Scotland) Act 1982 and Housing (Scotland) Act 2006

- To exercise the functions of the Council under the above Acts except:
  - (i) The approval of an application for a licence or variation of the terms of a licence where an objection or unfavourable representation has been received in relation to the application, and
  - (ii) The suspension of a licence under paragraph 11 of Schedule 1 of the 1982 Act.
  - (iii) The revocation of a house in Multiple-Occupation license under Section 139 of the 2006 Act.

### Permits under the Gambling Act 2005

- To approve applications for permits in terms of the Gambling Act 2005.

### **Byelaws and Management Rules**

- To maintain (a) the Register of Byelaws and (b) the Register of Management Rules.
- To initiate reviews of current Byelaws and Management Rules.

### **Anti-Social Behaviour etc. (Scotland) Act 2004 – Private Landlord Registration**

- To register landlords where there are no adverse reports and to issue rent penalty notices under Section 94 and notice of relocation under Section 95.

### **Children’s Hearings Scotland**

- To exercise the functions of the Council in respect of the arrangements for the appointment of legal representatives to children under the Children’s Hearings (Legal Representation) (Scotland) Rules 2002 and Children’s Hearings (Scotland) Act 2011.
- To exercise the functions of the Council in respect of the relevant area of the Tayside Area Support Team and the Panel or Panels appointed under the Children’s Hearings (Scotland) Act 2011, including arrangements for training of relevant members of said Area Support Team and Panel or Panels.

### **Registration of Births, Deaths, Marriages, Civil Partnerships and Other Life Events**

- To exercise the functions of the Council as local Registration Authority for the purposes of the Registration of Births, Deaths and Marriages (Scotland) Act 1965, Marriage (Scotland) Act 1977, Civil Partnership Act 2004 and the Local Electoral Administration and Registration Services (Scotland) Act 2006, and all related subordinate legislation.

41.2 In the absence of the Head of Legal and Governance Services, Legal Managers shall be authorised to do anything delegated to the Head of Legal and Governance Services.

### **Information Risk**

- To be designated as the Senior Information Risk Officer

## 42. HEAD OF FINANCE

42.1 The Head of Finance is authorised:

### Finance

- To make the necessary arrangements in accordance with the CIPFA Code of Practice on Treasury Management for duly authorised borrowing and lending in terms of Schedule 3 to the Local Government (Scotland) Act 1975.
- To make adjustments to management budgets (Revenue) that:
  - Do not result in any increase or reduction in the Net Expenditure of the Council
  - Do not adjust Council policy

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### 43. EXECUTIVE DIRECTOR (EDUCATION AND CHILDREN'S SERVICES)

43.1 The Executive Director (Education and Children's Services) is authorised:

#### Children's Services

- To manage and deliver the operational services to enable the Council to fulfil its duties in relation to childcare in terms of the following Acts and all related subordinate legislation:
  - Adoption (Intercountry Aspects) Act 1999
  - Adoption and Children (Scotland) Act 2007
  - Adults with Incapacity (Scotland) Act 2000
  - Anti-Social Behaviour etc. (Scotland) Act 2004
  - Carers (Recognition and Services) Act 1995
  - Children (Scotland) Act 1995
  - Children Act 1975
  - Children and Young People (Scotland) Act 2014
  - Children and Young Persons (Scotland) Act 1937
  - Children's Hearings (Scotland) Act 2011
  - Chronically Sick and Disabled Persons Act 1970
  - Chronically Sick and Disabled Persons Act 1972
  - Community Care (Direct Payments) Act 1996
  - Immigration and Asylum Act 1999
  - Disabled Persons (Services, Consultation and Representation) Act 1986
  - Foster Children (Scotland) Act 1984
  - Mental Health (Care and Treatment) (Scotland) Act 2003
  - Nationality, Immigration and Asylum Act 2002
  - Social Work (Scotland) Act 1968
  - Education (Additional Support for Learning) (Scotland) Act 2004
  - Protection of Children (Scotland) Act 2003
  - Protection of Vulnerable Groups (Scotland) Act 2007
  - Public Services Reform (Scotland) Act 2010
- To appoint a suitably qualified Agency Decision Maker in connection with the approval, amendment or rejection of recommendations made by the Fostering and Permanence Panel.
- Support Assistance for Young People Leaving Care (Scotland) Regulations 2003:
  - (i) To provide the minimum level of Financial Support to young people leaving care at age 16.
  - (ii) Approve individual payments in consultation with Convener and Vice-Conveners.

#### Schools Education

- To carry out the functions of the Council as Education Authority in terms of the Acts set out at paragraph (i) below and all related subordinate legislation, subject to the qualification in paragraph (ii) below and under the exception of the specific provisions of the Education (Scotland) Act 1980 set out in paragraph (iii):-

- (i) Children and Young Persons (Scotland) Act 1937  
Children (Scotland) Act 1995  
Education (Additional Support for Learning) (Scotland) Act 2004  
Education (Scotland) Act 1980  
Education (Scotland) Act 2016  
Road Traffic Regulation Act 1984  
Scottish Schools (Parental Involvement) Act 2006  
Self-Governing Schools etc. (Scotland) Act 1989  
Standards in Scotland's Schools etc. Act 2000
- (ii) In respect of exclusions of pupils, the power to exclude may be exercised by the Head Teacher and in the absence of the Head Teacher by a Depute Head Teacher. Where neither Head Teacher nor the Depute Head Teacher is available to consider a possible exclusion, a Head of Education or a Service Manager, School Improvement Services, may exercise the power to exclude.

In respect of a referral that a pupil be removed from the school register, only a Head of Education may make such a decision.

- (iii) Section 20 - Acquisition of land and execution of works  
Section 22 - Discontinuance and moves of educational establishments  
Section 22A - Any proposals requiring consultation under this Section  
Section 79 - Receiving and administering bequests  
Section 105 - Schemes for management of endowments

- To determine requests for lets, including free lets or lets at reduced charge of educational facilities.
- To determine applications for the employment of children in terms of the Perth and Kinross Council Bye-laws on the Employment of Children 1999.
- To determine applications for licences in respect of children taking part in public performances in terms of the Children (Performances) Regulations 1968.
- To approve requests from teachers who meet the criteria set by SPPA wind down and to take phased retirement, where there are no costs to the Council.

### **Criminal Justice**

- To carry out the functions of the Council in relation to criminal justice services in terms of the following Acts and all related subordinate legislation:
  - Community Justice (Scotland) Act 2016
  - Crime and Disorder Act 1998
  - Criminal Justice (Scotland) Act 2003
  - Criminal Procedure (Scotland) Act 1995
  - Management of Offenders (Scotland) Act 2005
  - Mental Health (Care and Treatment) (Scotland) Act 2003
  - Prisons (Scotland) Act 1993
  - Prisoners and Criminal Proceedings (Scotland) Act 1993
  - Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
  - Sexual Offences Act 2003

- Sexual Offences (Scotland) Act 2009
  - Social Work (Scotland) Act 1968
- To accept or reject material offered as donations, loans, sponsorship or bequests in respect of Education and Children's Services.

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## 44. EXECUTIVE DIRECTOR (COMMUNITIES)

44.1 The Executive Director (Communities) is authorised:

### Housing

- To exercise the functions of the Council in terms of the following Acts and all related subordinate legislation:
  - Anti-Social Behaviour etc. (Scotland) Act 2004
  - Council Tax (General) Regulations 1992
  - Crime & Disorder Act (Chapter ii), and Anti-Social Behaviour etc. (Scotland) Act 2004
  - Housing Act 1988
  - Housing Benefit (General) Regulations 1987
  - Housing (Scotland) Acts 1987, 1988, 2001, 2006 (with the exception of Part 5 Houses in Multiple Occupation) and 2010
  - Housing (Scotland) Act 2014
  - Land Compensation (Scotland) Act 1973
  - Leasehold Reform Housing and Urban Development Act 1993
  - Local Government (Scotland) Act 1975
  - Local Government Finance Act 1992,
  - Local Government etc. (Scotland) Act 1994
  - Regulation of Investigatory Powers Act 2000
- To implement, determine and vary conditions of let for Council house tenants, including, eviction, where appropriate.
- To allocate Council houses in accordance with the scheme approved by the Council.
- To approve future payments from the Council Tax Income on Second Homes Earmarked Reserve, in accordance with the policy for the use of the fund detailed in Report 08/131 (and previously approved by Housing and Health Committee on 23 February 2005) (Art. 135) (Report No. 05/108), up to a limit of £100,000.
- To award Rates relief in accordance with legislation and the Council's agreed discretionary policies.
- To act as the responsible person in terms of the Property Factors (Scotland) 2011 as approved by the Housing and Health Committee on 31 October 2012 (Art. 518) ([Report 12/481](#)).

### Community Safety

- To exercise the functions of the Council in relation to the Local Licensing Forum in terms of the Licensing (Scotland) Act 2005 and all related subordinate legislation.

### Arts and Cultural Services / Sport and Leisure Services / Library and Archive Services

- To exercise the functions of the Council in terms of the following Acts and all related subordinate legislation:

- Public Libraries Consolidation (Scotland) Act 1887
- Local Government (Scotland) Act 1973
- Local Government and Planning (Scotland) Act 1982

## Environment

- To exercise the Council's functions as contained in the following Acts and all related subordinate legislation:
  - Agriculture Act 1970;
  - Animal Boarding Establishments Act 1963;
  - Animal Health Act 1981;
  - Animal Health and Welfare (Scotland) Act 2006;
  - Anti-social Behaviour Act 2004 (ASP 8);
  - Breeding of Dogs Act 1973 and the Breeding and Sale of Dogs (Welfare) Act 1999;
  - Burial Grounds (Scotland) Act 1855 and Amendment Acts 1881 and 1886;
  - Caravan Site and Control of Development Act 1960;
  - Carbon Reduction Commitment Energy Efficiency Scheme Order 2010;
  - Cinemas Act 1985;
  - Civic Government (Scotland) Act 1982 (Section 45);
  - Climate Change Scotland Act 2009;
  - Consumer Credit Act 1974;
  - Consumer, Estate Agents and Redress Act 2007;
  - Consumer Protection Act 1987;
  - Control of Pollution Act 1974;
  - Cremation Act 1902;
  - Dangerous Wild Animals Act 1976;
  - Deer (Scotland) Act 1996;
  - Dog Fouling (Scotland) Act 2003;
  - Environment Act 1995;
  - Environmental Assessment (Scotland) Act 2005;
  - Environmental Protection Act 1990;
  - European Union (Withdrawal) Act 2018 – all retained and current EU derived domestic legislation;
  - Explosive Act 1875;
  - Fair Trading Act 1973;
  - Food Safety Act 1990;
  - Game Licenses Act 1860 and the Games Acts 1831 and 1980);
  - Health and Safety at Work Etc. Act 1974;
  - High Hedges (Scotland) Act 2013;
  - Housing Acts 1969 – 2001;
  - Housing (Scotland) Act 2006 Part 3 and Associated Prescribed Documents Regulations;
  - Local Government (Scotland) Acts 1929-1981;
  - Local Government in Scotland Act 2003;
  - Local Government and Planning (Scotland) Act 1982;
  - National Assistance Act 1948 (Burials and Cremation Only);
  - Nature Conservation (Scotland) Act 2004;
  - Performing Animals (Regulation) Act 1925;
  - Pet Animals Act 1951;
  - Petroleum Regulation Act 1928 and 1936;
  - Petroleum (Consolidation) Act 1928;

- Poisons Act 1972;
  - Public Health (Scotland) Act 1897;
  - Refuse Disposal Amenity Act 1978;
  - Riding Establishments Act 1964 and 1970;
  - Sewerage (Scotland) Act 1968;
  - Theatres Act 1968;
  - The Tobacco and Primary Medical Services (Scotland) Act 2010;
  - Town and Country Planning (Scotland) Act 1997 (as amended), including all other powers and duties, not hereby specified, arising in terms of the 1997 act, except as provided for in section 43A Scheme of Delegation as set out below;
  - Trade Descriptions Act 1968;
  - Water Environment and Water Services Act 2003;
  - Water (Scotland) Act 1980;
  - Weights and Measures Act 1985;
  - Zoo Licensing Act 1981.
- To grant conditionally or otherwise, refuse or suspend where legally appropriate, and to designate officers to grant conditionally or otherwise, refuse or suspend where legally appropriate, licences, registrations, recognitions or approvals in terms of the legislation referred to above.
  - To administer the Council's Housing Grant Scheme in terms of the Housing (Scotland) Act 1987 and the Civic Government (Scotland) Act 1982.
  - To exercise the functions of the Council in terms Part 1 of the Smoking Health and Social Care (Scotland) Act 2005 and all related subordinate legislation:
    - (i) The consideration of representations and the hearing of appeals relative to Part 1 of the Smoking, Health and Social Care (Scotland) Act 2005 be delegated to the Executive Director (Communities) and the Head of Environmental and Consumer Services.
    - (ii) Arrangements for administration of Fixed Penalties be delegated to the Executive Director (Communities).
  - To negotiate with potential partners to provide toilet facilities for the public in connection with the Perth and Kinross Comfort Scheme and enter into Minutes of Agreement therefore.
  - To set the charges for the range of recycling and composting skip hire services to be offered.
  - To appoint competent persons in terms of Part 1 of the Public Health (Scotland) Act 2008, and to maintain a list of such competent persons.

### **Countryside**

- To exercise the functions of the Council in terms of the Countryside (Scotland) Act 1967 and all related subordinate legislation, but with the following exceptions:
  - Section 24 - Acquisition of land for public access
  - Section 31 - Creation of public paths by compulsion
  - Sections 34 -38 - Closure and diversion of public paths
  - Section 54 - Byelaws

- To exercise functions of the Council in terms of the Land Reform (Scotland) Act 2003 and all related subordinate legislation, but with the following exceptions:
  - Section 11 - Power to exempt land from the right of access for 6 days or longer
  - Section 12 – Making Byelaws
  - Section 16 - Acquisition of land to enable or facilitate access rights
  - Section 18 - Core paths plan: further procedure - giving notice of the plan, formal consultation, adopting it etc.
  - Section 22 - Path orders
  - Section 25 - Appointments to local access forum
- To agree terms and conditions for access agreements to the countryside provided that any consideration, exclusive of fees and costs, does not exceed £5,000.

### **Roads and Traffic**

- To exercise the functions of the Council as roads authority in terms of the Roads (Scotland) Act 1984 and all related subordinate legislation, but with the following exceptions:
  - (i) Part III where the applicant objects to proposed conditions in respect of consents
  - (ii) Section 97 - Permitting trading on A class roads.
- The Executive Director shall have the power to promote and propose and where no objections are raised, confirm roads orders in terms of the Road Traffic Regulation Act 1984 and any subsequent legislation regulating the use of the Perth and Kinross Council roads network.
- To exercise the functions of the Council in terms of the Road Traffic Acts 1988 and 1991 and all related subordinate legislation.
- To exercise the functions of the Council in terms of the New Roads and Street Works Act 1991 and all related subordinate legislation.
- To exercise the functions under the Transport (Scotland) Act 2005.
- To carry out the naming and numbering of streets in terms of the Civic Government (Scotland) Act 1982.

### **Public Transport**

- To exercise the functions of the Council in terms of the Transport Act 1985 and the Transport (Scotland) Act 2001, and all related subordinate legislation.
- To carry out the management and administration of the day to day operation of school and special education transport on behalf of the Executive Director (Education and Children's Services), and client transport on behalf of the Chief Officer of the Health and Social Care Partnership, including the specification, tendering and award of conveyance contracts.

### **Flood Prevention**

- To exercise the functions of the Council in terms of the following and all related subordinate legislation:
  - Flood Prevention (Scotland) Act 1961
  - Flood Risk Management (Scotland) Act 2009

### **Reservoirs**

- To exercise the functions of the Council in terms of the Reservoirs Act 1975, and all related subordinate legislation.

### **Public Order**

- To make Orders under Section 14A of the Public Order Act 1986.

### **Affordable Housing Developer Contributions**

- To determine the tenure of affordable housing required in accordance with the decision of the Enterprise and Infrastructure Committee on 17 January 2007.
- In consultation with the Convener of the Environment, Infrastructure and Economic Development Committee, to approve grants of up to a maximum of £200,000 per site to meet the need for affordable housing as agreed by the Enterprise and Infrastructure Committee on 17 January 2007.
- In consultation with relevant local members and the Conveners of the Environment, Infrastructure and Economic Development Committee and the Housing and Social Wellbeing Committee:
  - (i) to agree to proposals from developers to build up affordable housing credits on particular sites;
  - (ii) to agree to the use of accrued affordable credits to offset the affordable requirements on other sites within the same housing market area; and
  - (iii) to extend the period for which credits can be held, up to a maximum period of 10 years.

### **Financial Assistance**

- To determine requests between £2,001 and £50,000 under the Financial Assistance to the Voluntary Sector Revenue Budget and the Community Environment Challenge Fund.
- To determine requests for funding from the Auchterarder Community Challenge Fund up to a maximum of £50,000.

## Land Use Planning

- In accordance with the [Scheme of Delegation](#) approved by Scottish Ministers in January 2020 (or may subsequently be approved) to exercise the functions of the Council as Planning Authority in terms of the Town and Country Planning (Scotland) Act 1997 as amended by the Planning (Scotland) Act 2019, the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended) and all related subordinate legislation.
- Nothing in the above clauses shall prohibit the Depute Chief Executive from approving householder /local applications in accordance with the provisions of this Scheme.

## Building Standards

- To exercise functions of the Council in terms of the Building (Scotland) Act 2003 and all related subordinate legislation.
- To determine applications for licences in terms of the following and all related subordinate legislation:
  - Raised Platforms (Civic Government (Scotland) Act 1982)
  - Safety Certificates (Safety of Sports Grounds Act 1975)
- To issue prohibition notices in terms of Section 10 of the Safety of Sports Grounds Act 1975 as amended by Section 23 of the Fire Safety and Safety of Places of Sport Act 1987 restricting the admission of spectators to a sport ground, or any part of it, if that admission would involve a serious risk to spectators.

## Economic Development

- To exercise the functions of the Council in terms of Section 154 of the Local Government (Scotland) Act 1973 and all relevant subordinate legislation in relation to Perth Harbour.
- To approve:
  - (i) event funding applications up to £10,000
  - (ii) employability initiatives and business grant applications up to £20,000
  - (iii) business loan applications up to £50,000

## Property

- To manage the Council's leasehold portfolio including, without prejudice to the generality, agreeing tenancies, rentals, rent reviews, assignments, sub-tenancies, terminations and renewals.

## Community Councils

- To exercise the functions of the Council in relation to Community Councils in terms of the Local Government (Scotland) Act 1973 and all related subordinate legislation.

**45. CHIEF OFFICER / DIRECTOR – INTEGRATED HEALTH AND SOCIAL CARE**

- 45.1 The Perth and Kinross Integration Joint Board is obliged to appoint a Chief Officer / Director – Integrated Health and Social Care in accordance with Section 10 of the Public Bodies (Joint Working) (Scotland) Act 2014.
- 45.2 The specific provisions relating to the role are as set out in Section 7 of the Perth and Kinross Integration Scheme.

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## 46. STATUTORY APPOINTMENTS OF OFFICERS

46.1 In terms of various statutes, the Council is required to appoint Officers for a variety of particular purposes. Officers so appointed are empowered to take such action as is implicit in their role. The statutory appointments agreed by the Council are as follows:

<b><u>STATUTORY PROVISION</u></b>	<b><u>PURPOSE / ROLE</u></b>	<b><u>OFFICER</u></b>
<b>Social Work (Scotland) Act 1968</b>		
s.3	Chief Officer of Social Work	Chief Officer / Director – Integrated Health and Social Care
<b>Local Government (Scotland) Act 1973</b>		
s.33A	Proper Officer for various purposes in connection with Councillors' declaration of acceptance of office	Chief Executive Head of Legal & Governance Services
s.34	Proper Officer for receipt of Councillors' resignations	Chief Executive Head of Legal and Governance Services
s.43 and Sch.7	Proper Officer for various purposes in connection with meetings and proceedings of the Council, Committees and Sub-Committees	Head of Legal & Governance Services
ss.50A-50K	Proper Officer for various purposes in connection with access to meetings and documents of the Council, Committees and Sub-Committees	Head of Legal & Governance Services
s.92	Proper Officer for dealing with the transfer of securities	Head of Finance
s.95	Proper Officer for the administration of the Council's financial affairs	Head of Finance

<b><u>STATUTORY PROVISION</u></b>	<b><u>PURPOSE / ROLE</u></b>	<b><u>OFFICER</u></b>
s.190	Proper Officer for service of legal proceedings, notices, etc on the Council	Chief Executive Head of Legal & Governance Services Legal Managers
s.191	Proper Officer in respect of claims on behalf of the Council in sequestrations and liquidations	Head of Legal & Governance Services Legal Managers
s.192	Proper Officer for services of notices etc by Local Authority	Head of Legal and Governance Services Legal Managers
s.192-193	Proper Officer for the purpose of the execution of Notices of Proceedings under the Housing (Scotland) Act 2001	Executive Director (Communities)
s.192-193	Proper Officer for the purpose of signing tenancy agreements under the Housing (Scotland) Act 2001	Executive Director (Communities) Head of Housing Area Housing Managers
s.193-194	Proper Officer in respect of authentication of documents and certifying deeds	Head of Legal & Governance Services Legal Managers
s.197	Proper Officers in respect of arrangements for the inspection and depositing of documents	Chief Executive Head of Legal & Governance Services Democratic Services Manager
ss.202-204	Proper Officer for various purposes in connection with byelaws	Head of Legal & Governance Services
s.206	Proper Officer in respect of the keeping of a register of persons admitted as freemen of the Council's area	Chief Executive

<b><u>STATUTORY PROVISION</u></b>	<b><u>PURPOSE / ROLE</u></b>	<b><u>OFFICER</u></b>
<b>Licensing (Scotland) Act 2005</b>		
Section 22	Competent Objector / Representations to the Licensing Board	Chief Executive and/or Executive Director (Education and Children's Services) and/or Executive Director (Communities)
Section 36	Applying for a Review of a Premises Licence to the Licensing Board	Chief Executive and/or Executive Director (Education and Children's Services) and/or Executive Director (Communities)
Para 8, Schedule 1	Clerk to the Licensing Board	Head of Legal & Governance Services
<b>Civic Government (Scotland) Act 1982</b>		
s.113	Proper Officer in respect of evidence of management rules	Head of Legal & Governance Services Legal Managers
<b>Representation of the People Act 1983</b>		
s.25 and s.41	Returning Officer	Chief Executive
<b>Local Government and Housing Act 1989</b>		
s.2	Proper Officer in respect of lists of politically restricted posts	Corporate Human Resources Manager
s.4	Head of Paid Service	Chief Executive
s.5 and 5A	Monitoring Officer	Head of Legal & Governance Services
<b>Requirements of Writing (Scotland) Act 1995 Para 4, Schedule 2</b>	Proper Officer in respect of execution of Deeds and use of the Council's seal	Chief Executive Head of Legal & Governance Services Legal Managers
<b>Local Government (Contracts) Act 1997</b>		
Section 3	Certification of contracts	Head of Legal and Governance Services Legal Managers

<b><u>STATUTORY PROVISION</u></b>	<b><u>PURPOSE / ROLE</u></b>	<b><u>OFFICER</u></b>
<b>Town and Country Planning (Scotland) Act 1997</b>	All other powers and duties, not hereby specified, arising in terms of the 1997 act are hereby delegated to:	Executive Director (Communities); Head of Planning and Development; Service Manager: Development Management and Building Standards, Planning and Housing Strategy; Development Management Team Leaders; and Development Plans Team Leader.
<b>Ethical Standards in Public Life etc. (Scotland) Act 2000 s.7 and The Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003</b>	Proper Officer for all purposes in connection with registration of Members' interests and other related purposes under the Councillors' Code of Conduct	Head of Legal & Governance Services
<b>Article 37 of REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL Section 69 of the Data Protection Act 2018</b>	Data Protection Officer	

## **47. DUTIES OF STATUTORY OFFICERS**

### **HEAD OF PAID SERVICE**

- 47.1 The Head of Paid Service is a statutory appointment by virtue of Section 4 of the Local Government and Housing Act 1989. The Council has resolved that the Head of Paid Service is the Chief Executive.
- 47.2 Although a statutory appointment, the law does not require the Head of Paid Service to hold any specific qualifications. However, the post holder is expected to have appropriate leadership, communication and interpersonal skills and qualities of integrity and impartiality in order to deliver the statutory objectives of the post.
- 47.3 By virtue of section 2(1)(a) of the 1989 Act, the post of Head of Paid Service is designated as a politically restricted post, and accordingly is included in the list of such posts required to be maintained by the Council.

### **MONITORING OFFICER**

- 47.4 The Monitoring Officer is a statutory appointment by the Council by virtue of Section 5 of the Local Government and Housing Act. The Council has resolved that the Monitoring Officer is the Head of Legal and Governance Services.
- 47.5 By virtue of Section 5(7) of the 1989 Act, the duties of the Monitoring Officer must be carried out personally by them or, where they are unable to act owing to absence or illness, personally by such member of their staff nominated by them as their deputy.
- 47.6 By virtue of Section 2(1)(e) of the 1989 Act, the post of Monitoring Officer is designated as a politically restricted post, and accordingly is included in the list of such posts required to be maintained by the Council.
- 47.7 Although a statutory appointment, the law does not require the Monitoring Officer to hold any specific qualification, and in particular, they do not require to be a solicitor or advocate. However, the recommendation of Audit Scotland is that the post holder should be in a position of sufficient seniority within the Council to enable them to carry out their statutory responsibilities effectively. This means that, irrespective of the substantive post which the Monitoring Officer holds in the Council, they will either be a member of the Council's Executive Officer Team, or have direct access to the Council's Chief Executive, Executive Directors, Chief Operating Officer and Heads of Service as they see fit.

**PROPER OFFICER for FINANCIAL ARRANGEMENTS  
(Chief Financial or Section 95 Officer)**

- 47.8 The Proper Officer for Finance Arrangements is a statutory appointment by virtue of Section 95 of the Local Government (Scotland) Act 1973 which requires local authorities to make arrangements for the proper administration of their financial affairs and appoint a Chief Financial Officer (CFO) to have responsibility for those arrangements. The Council has resolved that the Proper Officer is the Head of Finance.
- 47.9 By virtue of section 2(1)(b) and (6)(d) of the Local Government and Housing Act 1989, the post of CFO is designated as a politically restricted post, and accordingly is included in the list of such posts required to be maintained by the Council.
- 47.10 In Scotland, there is no statutory requirement for the CFO to be a member of a specified accountancy body.

**CHIEF SOCIAL WORK OFFICER**

- 47.11 The Chief Social Work Officer is a statutory appointment by virtue of Section 3 of the Social Work (Scotland) Act 1968. The Chief Social Work Officer is appointed for the purposes of the Council's functions under the 1968 Act and under those other enactments listed in Section 5(1B) of that Act. In broad terms, those functions cover all social work and social care services whether provided directly by the Council, in partnership with other agencies, or procured by the Council and provided by others on its behalf.
- 47.12 The qualifications required for the post are set out in the Qualifications of Chief Social Work Officers (Scotland) Regulations 1996 (S.I.1996/515 (1996/49)).
- 47.13 The Chief Social Work Officer is required by section 5(1) of the 1968 Act to carry out the duties of the post under the general guidance of the Scottish Ministers. The Scottish Ministers issued revised and finalised guidance in May 2016.  
<http://www.gov.scot/Publications/2016/07/3269/0>.
- 47.14 The Chief Social Work Officer is a "proper officer" of the Council in relation to its social work functions.
- 47.15 The Council has resolved that the Chief Officer / Director – Integrated Health and Social Care is the Chief Social Work Officer.
- 47.16 By virtue of Sections 2(1)(b) and (6)(c) of the Local Government and Housing Act 1989, the post is designated as a politically restricted post, and Accordingly it is included in the list of such posts required to be maintained by the Council.

**DATA PROTECTION OFFICER**

- 47.17 The Data Protection Officer (DPO) is a statutory appointment by virtue of Section 69 of the Data Protection Act 2018 and Article 37 of the UK General Data Protection Regulation ("UK GDPR"). The Council has a designated post of Data Protection Officer.

- 47.18 Whilst legislation does not explicitly prescribe qualifications of the DPO, the DPO must have an expert knowledge of data protection law and practice and a thorough understanding of how to build, implement and manage data protection programmes.
- 47.19 The DPO is an independent role within the Council and as such cannot be directed in the performance of their statutory tasks.
- 47.20 The DPO must have direct access to the Council's Chief Executive, Executive Directors, Chief Operating Officer and Heads of Service as they see fit.
- 47.21 By virtue of Section 71 of the Act and provisions of the UK GDPR, the duties of the DPO must include the following:
- (a) to inform and advise the controller or the processor and the employees who carry out processing of their obligations pursuant to this Regulation;
  - (b) to monitor compliance with the UK GDPR and the Data Protection Act 2018 and with the policies of the controller or processor in relation to the protection of personal data, including the assignment of responsibilities, awareness-raising and training of staff involved in processing operations, and the related audits;
  - (c) to provide advice where requested as regards the data protection impact assessment under Section 64 and to monitor compliance
  - (d) to cooperate with the supervisory authority; and
  - (e) to act as the contact point for the supervisory authority on issues relating to processing, including the prior consultation referred to in Section 65 of the Data Protection Act, and to consult, where appropriate, with regard to any other matter.