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Council Building
2 High Street
Perth
PH1 5PH

Monday, 18 December 2017

A Meeting of **Perth and Kinross Council** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 20 December 2017** at **11:00**.

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

BERNADETTE MALONE
Chief Executive

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

Members:

Provost D Melloy
All Councillors

Perth and Kinross Council

Wednesday, 20 December 2017

AGENDA

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

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF 4 OCTOBER 2017 FOR APPROVAL AND SIGNATURE 7 - 16**
- 4 NOTICE OF MOTIONS IN TERMS OF STANDING ORDER 26**
- (i) ROYAL BANK OF SCOTLAND**

Motion by Councillors X McDade and M Barnacle

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

(ii) SHELTER SCOTLAND CAMPAIGN TO FIX HOMELESSNESS

Motion by Councillors I Campbell and P Barrett

Perth and Kinross Council:

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

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

(iii) BARCLAY REVIEW OF NON-DOMESTIC RATES

Motion by Councillors C Shiers and C Stewart

That the Council notes the recent announcement by the Cabinet Secretary for Finance and the Constitution on the Barclay Review; understands that the Scottish Government will not be accepting the Review's recommendations to remove non-domestic rates relief from arms-length external organisations operated by local authorities; recognises the significant impact this move would have had on their ability to deliver cultural and leisure services in Perth and Kinross; welcomes the fact that Scottish ministers have listened to the concerns of opposition parties and the wider public on this particular matter; further notes that no decision has yet been made on whether the Scottish Government will support the Review's recommendation to remove non-domestic rates relief from independent schools; believes that this would be the wrong approach and that it would hinder independent schools in their efforts to strive for social balance through the use of bursaries; recognises the considerable contribution made by independent schools to the local economy and to employment in Perth & Kinross; highlights the devastating impact that this would have on some smaller independent schools who offer very specialist help to children with additional support needs, including those referred to

them by local authorities; suggests instead that state schools should be awarded the same financial benefit as those in the independent sector; and asks the Leader of the Council to write to the Cabinet Secretary for Finance and the Constitution informing him of the Council's position.

5	MINUTES OF MEETINGS OF COMMITTEES FROM 20 SEPTEMBER 2017 TO 29 NOVEMBER 2017 (copy herewith)	17 - 192
6	COMMUNITY PLANNING PARTNERSHIP UPDATE Report by Senior Depute Chief Executive (copy herewith 17/411)	193 - 194
7	TREASURY ACTIVITY AND COMPLIANCE REPORT - 2017/18 QUARTER 2 Report by Head of Finance (copy herewith 17/412)	195 - 214
8	REVIEW OF TREASURY MANAGEMENT SYSTEMS DOCUMENT Report by Head of Finance (copy herewith 17/413)	215 - 220
9	REVENUE BUDGET 2018/19, 2019/20 AND 2020/21 - REPORT NO. 1 Report by Head of Finance (copy herewith 17/414)	221 - 246
10	BEYOND THE FAIR CITY: DELIVERY PLAN Report by Depute Chief Executive and Chief Operating Officer (copy herewith 17/415)	247 - 258
11	GAELIC LANGUAGE PLAN 2018-2022 Report by Senior Depute Chief Executive (copy herewith 17/416)	259 - 296
12	CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2016/17 Report by Chief Social Work Officer (copy herewith 17/417)	297 - 372
13	BUILDING AMBITION - A WORKFORCE FOR THE 21ST CENTURY Report by Chief Executive (copy herewith 17/418)	373 - 402
14	REVIEW OF POLITICAL DECISION MAKING STRUCTURES Report by Chief Executive (copy herewith 17/419)	403 - 426
15	BOUNDARY COMMISSION FOR SCOTLAND - 2018 REVIEW OF UK PARLIAMENT CONSTITUENCIES - REVISED PROPOSALS Report by Head of Democratic Services (copy herewith 17/420)	427 - 436
16	APPOINTMENTS TO COMMITTEES/PARTNER ORGANISATIONS/OUTSIDE BODIES (i) <u>Lifelong Learning Committee</u> The Council is asked to agreed that Councillors A Coates replace Councillor A Jarvis on the Lifelong Learning Committee.	

(ii) Licensing Committee

The Council is asked to agree that Councillor A Coates replace Councillor K Baird on the Licensing Committee.

(iii) Audit Committee

The Council is asked to agree that Councillors A Coates replace Councillor I James on the Audit Committee.

(iv) Joint Negotiating Committee for Teaching Staff

The Council is asked to agree that Councillor R McCall replace Councillor W Wilson on the Joint Negotiating Committee for Teaching Staff.

(v) Children, Young People and Families Partnership

The Council is asked to agree that Councillor W Wilson replace Councillor R McCall on the Children, Young People and Families Partnership.

(vi) The Tay Foundation

The Council is asked to agree that Councillor A Coates replace Councillor A Forbes on The Tay Foundation.

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COUNCIL MEETING

Minute of meeting of Perth and Kinross Council held in the Assembly Hall, Loch Leven Community Campus, The Muirs, Kinross on Wednesday 4 October 2017 at 2.00pm.

Present: Provost D Melloy, Councillors C Ahern, H Anderson, A Bailey, K Baird, B Band, M Barnacle, P Barrett, B Brawn, I Campbell, H Coates, S Donaldson, D Doogan, E Drysdale, A Forbes, T Gray, D Illingworth, I James, A Jarvis, G Laing, M Lyle, R McCall, S McCole, X McDade, T McEwan, A Parrott, B Pover, C Purves, J Rebbeck, W Robertson, F Sarwar, C Shiers, L Simpson, C Stewart, R Watters and M Williamson.

In Attendance: B Malone, Chief Executive; J Fyffe, Senior Depute Chief Executive; J Valentine, Depute Chief Executive and Chief Operating Officer; S Devlin, Executive Director (Education and Children's Services); B Renton Director (Environment); K McNamara, Head of Community Planning, Strategic Commissioning and Organisational Development; S MacKenzie, S Walker, L Simpson, G Taylor, R Fry, S Hendry, A Taylor, A Brown, K Molley, S Grant, D Stokoe, K Barron and C Bannister (all Corporate and Democratic Services); J Pepper and R Drummond (both Education and Children's Services).

Also in Attendance: A Shaw, KPMG

Apologies for Absence: Councillors C Reid and W Wilson.

Provost D Melloy, Presiding.

575. WELCOME AND APOLOGIES

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

576. DECLARATIONS OF INTEREST

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

577. MINUTES OF PREVIOUS MEETINGS

(i) Minute of Meeting of Perth and Kinross Council of 28 June 2017

The minute of the meeting of Perth and Kinross Council of 28 June 2017 (Arts. 407-421) was submitted and approved as a correct record and authorised for signature.

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(ii) Minute of Special Meeting of Perth and Kinross Council of 16 August 2017

The minute of the special meeting of Perth and Kinross Council of 16 August 2017 (Arts. 441-448) was submitted and approved as a correct record and authorised for signature.

578. NOTICES OF MOTIONS IN TERMS OF STANDING ORDER 26

(i) Drinks Containers Deposit Return System

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

Motion (Councillors M Barnacle and C Stewart)

Perth & Kinross Council welcomes the Scottish Government's intention, announced on 5 September, to introduce a deposit return system for drinks containers in Scotland, following the successful campaign by Rural Scotland launched in September 2015 "have you got the bottle?" We seek to ensure that the design of the scheme works well for everyone, especially local authorities and small businesses. We instruct the Leader of the Council to write to Roseanna Cunningham MSP, Cabinet Secretary for Environment and Climate Change, in these terms; offering Perth & Kinross Council involvement with her and COSLA in producing a final design for the scheme in 2018.

Resolved:

In accordance with the Motion.

(ii) Health Care Services

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

Motion (Councillors A Bailey and R Brock)

I ask that this Council notes the excellent commitment that health and social care staff make to deliver health care services in Perth and Kinross and beyond. I further ask that the Leader of the Council contacts Scottish Ministers to ask them to take Perth's projected increase in population, ageing demographic and location as a city at the centre of a largely rural area into account in future health service redesigns.

Amendment (Councillors D Doogan and B Band)

To dispense with the Motion.

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

22 members voted for the Motion as follows:

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

15 members voted for the Amendment as follows:

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

Resolved:

In accordance with the Motion.

(iii) Rail Travel between Perth and Edinburgh

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

Motion (Councillors C Purves and M Barnacle)

That the Council understands that journeys between Perth and Edinburgh by rail take longer now than they did over a century ago; notes that reopening this line would reduce the time for such journeys by around 35 minutes and build on Perth's position as an inter-city transport hub; recognises the significant benefits that a Park & Ride station at Kinross would have on commuters and other local residents in Kinross-shire; believes that serious consideration must be given to the benefits of upgrading rail infrastructure in comparison to improvements to the road network; and instructs the Leader of the Council to write to the Scottish Government expressing the Council's desire that a review be undertaken to consider these matters in detail.

Amendment (Councillors A Parrott and R Watters)

That the Council understands that train journeys between Perth and Edinburgh are not time competitive with the present road system and that reinstatement of the through route from Perth to Edinburgh via Kinross is, given previous transport infrastructure decisions, very unlikely.

However, Council recognises the significant benefit that a Park & Ride station at Kinross would have for commuters and other residents of Kinross-shire particularly and Perth and Perthshire generally and instructs the Leader of the Council to write to the Scottish Government and Transport Scotland expressing the desire that the specific proposal for the re-opening of the railway from Cowdenbeath

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to a new Kinross Parkway station south of the town, together with a rail franchise integrated non-stop coach service from Kinross Parkway to Perth railway station be investigated in detail.

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

22 members voted for the Motion as follows:

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

15 members voted for the Amendment as follows:

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

Resolved:

In accordance with the Motion.

(iv) Junction 7 of the M90 Motorway

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

Motion (Councillors W Robertson and C Purves)

That the Council notes the concerns of residents in Milnathort, Kinross and wider Kinross-shire about Junction 7 of the M90, particularly in light of significant levels of development in the area; believes that upgrading to a four-way junction would be of significant benefit to both commuters and other local residents; understands that Transport Scotland are currently undertaking a national transport strategic review; and instructs the Leader of the Council to write to Transport Scotland expressing the Council's support for the upgrading of Junction 7 of the M90 when they review their strategic transport project list.

Resolved:

In accordance with the Motion.

579. MINUTES OF COMMITTEES FROM 21 JUNE 2017 TO 14 SEPTEMBER 2017

The decisions recorded in Arts. 354-406, 422-440 and 449-507, copies of which had been circulated to all members of the Council, were submitted and noted/approved as necessary, with the following amendment noted:

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In relation to the minute of the Scrutiny Committee of 13 September 2017, Councillor C Ahern to be recorded as submitting apologies rather than present.

580. COMMUNITY PLANNING PARTNERSHIP UPDATE

There was submitted a report by the Senior Depute Chief Executive (17/316), providing an update on the activities of the Community Planning Partnership since the last update to Council on 28 June 2017.

Resolved:

The progress made with Community Planning, as detailed in Report 17/316, be noted.

581. AUDITED ANNUAL ACCOUNTS 2016/17 AND ANNUAL AUDIT REPORT TO THE MEMBERS OF PERTH AND KINROSS COUNCIL AND THE CONTROLLER OF AUDIT FOR THE YEAR ENDED 31 MARCH 2017

There was submitted a report by the Head of Finance (17/315) (1) presenting the Council's Audited Annual Accounts for financial year 2016/17 in accordance with the Local Authority Accounts (Scotland) Regulations 2014; and (2) including the Annual Audit Report to the Members of Perth and Kinross Council and the Controller of Audit for the year ended 31 March 2017.

Resolved:

- (i) The contents of KPMG's Annual Audit Report to the Members of Perth and Kinross Council and the Controller of Audit for the year ended 31 March 2017, as detailed in Appendix 1 to Report 17/315, be noted.
- (ii) It be noted that the 2016/17 Audited Annual Accounts had been approved by the Audit Committee on 27 September 2017.
- (iii) The 2016/17 Audited Annual Accounts, as detailed in Appendix 2 to Report 17/315, be noted.

582. MEDIUM TERM FINANCIAL PLAN 2018-2023

There was submitted a report by the Head of Finance (17/317) (1) updating the Medium Term Financial Plan approved by Council on 5 October 2016 (Report 16/438 refers); (2) summarising the implications of the latest projections on future Council General Fund Revenue Budgets over the medium term; (3) providing an update on the Council's Capital Budget, Housing Revenue Account, Reserves position and other Funds; and (4) making recommendations on how the Council develops the Revenue Budget over the short to medium term.

Resolved:

- (i) The Head of Finance be instructed to maintain the Medium Term Financial Plan and further refine the assumptions that underpin it, as set out in paragraph 3.56 of Report 17/317.
- (ii) The Provisional Revenue Budget for 2018/19 be updated and the development of Provisional Revenue Budget for 2019/20 and 2020/21 be commenced, as set out in paragraph 4.5 of Report 17/317.

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- (iii) The corporate savings targets be approved as the basis for updating the 2018/19 Provisional Revenue Budget and for the preparation of the 2019/20 and 2020/21 Provisional Revenue Budgets, as set out in paragraph 4.13 of Report 17/317.
- (iv) No new detailed business cases be invited from Services at this time for the Composite Capital Budget in financial years 2023/24 and 2024/24, as set out in paragraph 5.8 of Report 17/317.
- (v) The allocation of funding to the top sliced/ring fenced programmes identified at paragraph 5.2, and as set out in paragraph 5.9 of Report 17/317, be approved.
- (vi) The updated Reserves Strategy be presented to the Council in February 2018, as set out in paragraph 6.6 of Report 17/317.
- (vii) The Housing Revenue Account Budget and rent levels for 2018/19, and the five year Housing Investment Programme be determined at the meeting of the Housing and Communities Committee in January 2018, as set out in paragraph 7.3 of Report 17/317.
- (viii) Extend the severance payment scheme to 60 weeks' pay to 31 March 2019, as set out in paragraph 8.10 of Report 17/317.

583. TREASURY ACTIVITY AND COMPLIANCE REPORT – 2017/18 QUARTER 1

There was submitted a report by the Head of Finance (17/318) providing a summary of the Loans Fund Transactions for the quarter ending 30 June 2017 and reporting on compliance with the Council's Treasury Management Policy Statement; Treasury Management Practices; the Investment Strategy and the Prudential Indicators for the same period.

Resolved:

- (i) The contents of Report 17/318, submitted in accordance with the Council's approved Treasury Management Practices, be noted.
- (ii) The Head of Finance review the operation of the Loans Fund and bring back any proposals to a future meeting of the Council.

THERE FOLLOWED A 15 MINUTES RECESS AND THE MEETING RECONVENED AT 4.10PM

584. THE TAYSIDE REGIONAL IMPROVEMENT COLLABORATIVE

There was submitted a report by the Executive Director (Education and Children's Services) (17/319) providing an update to Council on the progress made in establishing a regional improvement collaborative comprising Angus, Dundee and Perth and Kinross Councils, NHS Tayside and other local and national partners.

The Executive Director advised that on 29 September 2017 agreement had been reached that the regional improvement collaborative be established to take forward improvement focussed collaboration between local and national partners, and that regional collaborative leads be in place by 31 October 2017 and detailed improvement plans by 21 January 2018.

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Resolved:

- (i) The background information and progress made to date, as set out in Report 17/319, be noted.
- (ii) The recommendations in the report by Lisa Bird from Scottish Government, The Tayside Children's Services Collaborative, be noted.
- (ii) The approach to establishing an Education Regional Improvement Collaborative, as set out in Section 2.2 of Report 17/319, be approved.
- (iv) The Executive Director (Education and Children's Services) be instructed to bring a progress report back to Council in October 2018.

585. PERTH AND KINROSS CHILD PROTECTION COMMITTEE (CPC) STANDARDS AND QUALITY REPORT 2016-2017

There was submitted a joint report by the Chief Executive and Executive Director (Education and Children's Services) (17/320) (1) providing an overview of the key activities of the work of the CPC to protect children and young people from abuse and neglect; (2) presenting the findings from a wide range of CPC-led single agency and multi-agency self-evaluation activities; and (3) setting out the progress made against a three year improvement plan, identifying key strengths and areas for further development.

Resolved:

- (i) The wide range of work carried out by Perth and Kinross Council and partners through the Child Protection Committee, to provide high quality services to protect children and young people, in particular the high level commitment to continuous improvement through self-evaluation, be noted.
- (ii) The contents of the Child Protection Committee Standards and Quality Report 2016-2017 attached as Appendix 1 to Report 17/320, and the contents of the CPC Improvement Plan 2015-2018: Progress Report as at 31 July 2017, attached as Appendix 2 to Report 17/320, be endorsed.
- (iii) It be noted that the report would be presented to the Perth and Kinross Integration Joint Board in due course.

586. PERTH AND KINROSS ANNUAL PERFORMANCE REPORT 2016/17

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (17/321) providing an overview of how the Council and the Community Planning Partnership had performed against the shared strategic objectives for Perth and Kinross as set out within the Single Outcome Agreement 2013-2023 and the Council's Corporate Plan 2013-2018, for the period 1 April 2016 to 31 March 2017.

Resolved:

- (i) The Annual Performance Report 2016/17, attached as Appendix 1 to Report 17/321, be approved.
- (ii) It be noted that the report would be considered by the Community Planning Partnership Board on 6 October 2017.

587. PERTH & KINROSS COMMUNITY PLAN/LOCAL OUTCOMES IMPROVEMENT PLAN

There was submitted a report by the Senior Depute Chief Executive (17/322) presenting the draft Community Plan (Local Outcomes Improvement Plan) for Perth and Kinross which set out the local outcomes which the Community Planning Partnership would prioritise for improvement, with a specific focus on tackling inequality.

Resolved:

- (i) The Perth and Kinross Community Plan (Local Outcomes Improvement Plan), attached as Appendix 1 to Report 17/322, be approved for the Council's interests.
- (ii) It be noted that the draft plan would be submitted to the Community Planning Partnership Board meeting on 6 October 2017 for approval.

588. LOCAL ACTION PARTNERSHIPS: LOCAL ACTION PLANS

There was submitted a report by the Senior Depute Chief Executive (17/323) (1) presenting the work undertaken by the five Local Action Partnerships in Perth and Kinross to develop the first Local Action Plans for their respective area and (2) setting out the key inequality issues identified by each Partnership, and the joint actions to tackle these issues.

Resolved:

- (i) The Local Action Plans, as detailed in Appendices 1A to 1E of Report 17/323, be noted.
- (ii) It be noted that the Local Action Plans would be considered by the Community Planning Partnership Board on 6 October 2017.

589. APPOINTMENTS TO COMMITTEES/OUTSIDE BODIES

- (i) Housing and Communities Committee

It be agreed that Councillor K Baird be appointed to the Housing and Communities Committee.

- (ii) Lifelong Learning Committee

It be agreed that Councillor A Jarvis be appointed to the Lifelong Learning Committee.

- (iii) Licensing Committee

It be agreed that Councillor K Baird be appointed to the Licensing Committee.

- (iv) Licensing Board

It be agreed that Councillor L Simpson be appointed to the Licensing Board.

PERTH AND KINROSS COUNCIL
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(v) Strategic Policy and Resources Committee

It be agreed that Councillor M Lyle replace Councillor C Shiers as Vice-Convenor of the Strategic Policy and Resources Committee.

(vi) Modernising Governance Member/Officer Working Group

It be agreed that Councillor M Lyle replace Councillor C Shiers on the Modernising Governance Member/Officer Working Group.

(vii) Property Sub-Committee of the Strategic Policy and Resources Committee

(1) It be agreed that the Property Sub-Committee be re-established to include the remit of the School Estate Sub-Committee;

(2) It be agreed that Councillors B Band, P Barrett, I Campbell, D Doogan, G Laing, M Lyle and R McCall be appointed to the Property Sub-Committee.

(viii) Tayside Valuation Joint Board

It be agreed that Councillor D Doogan replace Councillor S Donaldson on the Tayside Valuation Joint Board.

(ix) Perth and Kinross Health and Social Care Integrated Joint Board

It be agreed that Councillor C Reid be appointed Vice-Chair of the Perth and Kinross Health and Social Care Integration Joint Board for a period of two years.

(x) Culture and Sport Advisory Group

It be agreed that Councillor C Shiers be appointed as Chair of the Culture and Sport Advisory Group.

(xi) COSLA Children and Young People Board

It be agreed that Councillor W Wilson replace Councillor A Jarvis on the COSLA Children and Young People Board.

(xii) Friends of Aschaffenburg – Management Committee

It be agreed that Councillor B Pover replace Councillor A Parrott on the Friends of Aschaffenburg – Management Committee.

(xiii) Scots Language Centre Association Limited – Executive Committee

It be agreed that Councillor W Robertson replace Councillor C Shiers on the Scots Language Centre Association Limited – Executive Committee.

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(xiv) Perth Festival of the Arts

It be agreed that Councillor D Illingworth be appointed to the Perth Festival of the Arts.

(xv) Thomas Barclay's Trust

It be agreed that Councillor C Ahern be appointed to the Thomas Barclay's Trust and that nominations for the further vacant position be submitted to the Head of Democratic Services.

(xvi) Culture Perth and Kinross

It be agreed that Councillor K Baird replace Councillor C Stewart on Culture Perth and Kinross.

(xvii) COSLA Convention

It be agreed that Councillor M Lyle replace Councillor C Shiers on the COSLA Convention.

590. AMENDMENT TO THE SCHEME OF ADMINISTRATION

It be agreed that the Development Management Committee be renamed the Planning and Development Management Committee.



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2017

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MINUTES OF MEETINGS FROM
20 September 2017 – 29 November 2017

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(Appendix III)

16 February 2017 **-**

Scrutiny Committee

29 November 2017 **677-686**

PERTH AND KINROSS COUNCIL
DEVELOPMENT MANAGEMENT COMMITTEE
20 SEPTEMBER 2017

DEVELOPMENT MANAGEMENT COMMITTEE

Minute of meeting of the Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 September 2017 at 10.00am.

Present: Councillors M Lyle (Convener), B Brawn (Vice-Convener), H Anderson, B Band, M Barnacle, H Coates, T Gray, I James, R McCall, R Watters and W Wilson.

In Attendance: Councillor L Simpson; N Brian, A Condliffe, M Petrie, A Rennie, D Salman, J Scott and R Stewart (all The Environment Service); C Elliott and D Williams (both Corporate and Democratic Services).

Apologies: Councillors E Drysdale and A Jarvis.

Councillor M Lyle, Convener, Presiding.

508. WELCOME AND APOLOGIES

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

509. DECLARATIONS OF INTEREST

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

510. MINUTES

The minute of meeting of the Development Management Committee of 30 August 2017 (Arts. 459-464) was submitted, approved as a correct record and authorised for signature.

511. DEPUTATIONS

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

Planning Application No.	Art. No.
17/00886/FLM	512(1)(ii)
17/00760/FLL	512(2)(i)
17/00893/FLL	512(2)(ii)

512. APPLICATIONS FOR DETERMINATION

(1) Major Applications

- (i) 17/01201/AMM – ABERFELDY – Erection of 8 dwellinghouses (approval of matters specified in conditions 16/00478/IPM – Phase 2) at land 25 metres South West of 8 The Beeches, Aberfeldy – Report 17/294 – Bolfracks Estate**

A Condliffe, Interim Development Quality Manager, advised the Committee that informative 4 of Report 17/294 should read:
“This development will require the ‘Display of notice while development is carried out’, under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 41 the notice must be:

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

Resolved:

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

Conditions

1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed on the planning consent.
2. Prior to the occupation of any residential plot, details of the specification including materials of all footpaths and cycleways shall be submitted to the Planning Authority for further approval. The agreed detail shall thereafter be implemented prior to the completion of the development.
3. Duntaylor Avenue shall not be used at any time by construction traffic associated with the development.
4. All matters regarding access, pedestrian and cycling facilities, public transport infrastructure, car parking, road layout, design and specification, including the disposal of surface water, shall be in accordance with the standards required by the Council as Roads Authority and to the satisfaction of the Planning Authority.
5. No part of the development shall be occupied until a Green Travel Plan (GTP), aimed to encourage more sustainable means of travel, has been submitted and approved in writing by the Council. The GTP will have

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particular regard to provision for walking, cycling and public transport access to and within the site and will identify the measures to be provided, the system of management, monitoring, review, reporting and the duration of the plan.

6. Prior to the commencement of works on any part of the development, the applicant shall submit for the written approval of the Planning Authority an updated Construction Traffic Management Scheme (TMS) which shall include the following:
 - a) restriction of construction traffic to approved routes and the measures to be put in place to avoid other routes being used;
 - b) timing of construction traffic to minimise impact on local communities particularly at school start and finishing times, on days when refuse collection is undertaken, on Sundays and during local events;
 - c) arrangements for the cleaning of wheels and chassis of vehicles to prevent material from construction sites associated with the development being deposited on the road;
 - d) arrangements for cleaning of roads affected by material deposited from construction sites associated with the development;
 - e) arrangements for signage at site accesses and crossovers and on roads to be used by construction traffic in order to provide safe access for pedestrians, cyclists and equestrians;
 - f) details of information signs to inform other road users of construction traffic;
 - g) arrangements to ensure that access for emergency service vehicles are not impeded;
 - h) co-ordination with other major commercial users known to use roads affected by construction traffic;
 - i) traffic arrangements in the immediate vicinity of temporary construction compounds;
 - j) monitoring, reporting and implementation arrangements; and
 - k) arrangements for dealing with non-compliance.The TMS as approved shall be strictly adhered to during the entire site construction programme all to the satisfaction of the Council as Planning Authority.
7. Measures to protect animals from being trapped in open excavations and/or pipe and culverts shall be implemented for the duration of the construction works of the development hereby approved. The measures may include creation of sloping escape ramps for animals, which may be achieved by edge profiling of trenches/excavations or by using planks placed into them

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- at the end of each working day and open pipework greater than 150 mm outside diameter being blanked off at the end of each working day.
8. All road gullies within 500m of the SUDS pond shall have a Wildlife Kerb installed adjacent to it to allow amphibians to pass safely.
 9. Prior to occupation of the development a minimum of 1 Swift brick and 1 bat brick shall be incorporated into each building at eaves height.
 10. Where it is intended to create semi-natural habitats, e.g. meadow or woodland, all species used in the planting proposals shall be locally native species of local provenance unless otherwise agreed in writing with the local planning authority.
 11. Prior to the commencement of development, a site specific plan, detailing bin storage areas, kerbside collection locations shall be submitted to and approved in writing by the Planning Authority and thereafter undertaken in accordance with the approved details.
 12. The stoves shall only operate on fuel prescribed and stored in accordance with the manufacturer's instructions. The stoves and flues and any constituent parts shall be maintained and serviced in accordance with the manufacturer's instructions. No changes to the biomass specifications shall take place without the prior written agreement of the Council as Planning Authority.

Justification

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

Procedural Notes

1. Primary school financial contribution of £51,680 (8 x £6,460) is required and can either be paid up front or via a Section 75 legal agreement. Should the applicant not wish to pay the primary education contribution up front, a Section 75 legal agreement will be required before the decision notice can be released.
2. Any legal agreement should be concluded and completed within 4 months of the date of any Committee approval. Failure to conclude a legal agreement within 4 months will result in the planning application being re-assessed through failing to comply with the associated developer contributions policy and may be recommended for refusal under delegated powers.

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Informatives

1. The development hereby permitted shall be commenced no later than the expiration of two years from the date of this consent or from the date of subsequent approval of matters specified in conditions, or three years from the date of planning permission in principle, whichever is the later.
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 41 the notice must be:
 - Displayed in a prominent place at or in the vicinity of the site of the development
 - Readily visible to the public
 - Printed on durable material.
5. The applicant is advised that in terms of Section 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.
6. The applicant is advised that in terms of Section 21 of the Roads (Scotland) Act 1984 they must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.
7. The applicants are advised that they must apply to the Roads Authority for construction consent to form a new

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street. Please contact The Construction and Maintenance Manager, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth, PH3 1JR.

8. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
9. The applicant is advised that the works may need a license under the Water (Controlled Activities) Regulations 2005 (CAR). The applicant should contact SEPA's Perth Environmental Protection and Improvement Team (Tel: 01738 627989) in regard to this. The applicant should ensure that all works on site comply with the best practice guidelines laid out in SEPA's published Pollution Prevention Guidance, found at www.sepa.org.uk.
10. The Council's Community Waste Adviser in the Environment Service should be contacted to clarify the bin storage and recycling requirements for the development.
11. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
12. Because of a disused tip approximately south of the site, the applicant should satisfy themselves that there is no risk to the proposed development. A watching brief during redevelopment is therefore recommended.
13. No work shall be commenced until an application for building warrant has been submitted and approved.
14. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD.

(ii) 17/00886/FLM – KINROSS – Application under Section 42 of the Town and Country Planning (Scotland) Act 1997 to develop land to modify Conditions 8 (Children's Play Area) and 9 (Access) of planning permission at land 300 metres North West of Lathro Farm, Kinross – Report 17/295 – Persimmon Homes Ltd

J Scott, Team Leader, requested that, should the Committee be minded to grant the application, condition 13 be revised to read *"Prior to the implementation of this consent, a detailed delivery*

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plan confirming the phased delivery of the site and construction works shall be submitted and approved in writing by the Council as Planning Authority. For the avoidance of doubt, it shall provide full details of the phasing of delivery of all residential units, landscaped areas and open space (Country Park). Once approved, the development shall be implemented in accordance with the delivery plan, to the satisfaction of the Council as Planning Authority."

Mr Scott also requested that informative 4 of Report 17/295 should read:

"This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 41 the notice must be:

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

Resolved:

Grant, subject to the following terms, conditions and informatives, including a revised condition 24 and revised informative 4 as undernoted:

Conditions

1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed on the planning consent.
2. Prior to the occupation of any residential plot, all matters regarding access, car parking, road layout, design and specification, including the disposal of surface water, shall be in accordance with the standards required by the Council as Roads Authority unless otherwise agreed in writing.
3. Prior to the occupation of any residential plot, details of the specification including materials of all footpaths and cycleways shall be submitted to the Planning Authority for further approval. The agreed detail shall thereafter be implemented prior to the completion of the development.
4. Permitted development rights associated with Classes 1A, 1B, 3A and 3B of The Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended), or any subsequent comparable classes in future legislation relating to development within the

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curtilage of a dwellinghouse are hereby revoked in full for all terraced dwellings, namely plot nos.29-32, 37-40, 55-58, 93-96, 104-107, 119-122, 138-141, 152-159, 181-184, 297-300 of the approved Site Layout Plan.

5. The detailed landscaping and planting scheme as approved shall be commenced at the same time as commencement of the residential development and thereafter maintained to the satisfaction of the Council as Planning Authority.
6. Any planting failing to become established within five years shall be replaced in the following planting season with others of similar sizes and species to the satisfaction of the Council as Planning Authority.
7. The areas of public open space and parkland indicated on the approved landscape and planting drawings shall be planted in accordance with the open space standards of the Planning Authority and completed to phase with the adjacent dwellinghouses in accordance with a programme to be submitted to and agreed in writing with the Planning Authority prior to the commencement of the development. The scheme shall thereafter be maintained to the satisfaction of the Council as Planning Authority.
8. Within one month of this decision, full details of the location and timescales of the temporary children's play area to be located within Phase 1 shall be submitted and approved by the Planning Authority. The agreed detail shall thereafter be implemented prior to the occupation of the first dwelling in Phase 1. For the avoidance of doubt should Phase 2 not occur the children's play area within Phase 1 will become a permanent fixture.
9. Prior to the implementation of this consent, a detailed layout of the proposed children's play area indicated in the site layout plan shall be submitted for the further approval of the Planning Authority. The play area(s) shall be designed, laid out and equipped in accordance with the Planning Authority's current criteria for play area provision within six months of the occupation on the first residential unit in Phase Two. The play area and its facilities/equipment shall thereafter be maintained to the satisfaction of the Council as Planning Authority.
10. Prior to the implementation of this consent, full details of proposed site boundary openings forming new accesses onto the A922 and Gallowhill Road shall be submitted to the Planning Authority for further written approval. The A922 opening details as approved shall thereafter be implemented prior to the occupation of any residential unit within Phase 1 of the development. The Gallowhill Road opening details as approved shall thereafter be

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- implemented prior to the occupation of any residential unit within Phase 2 of the development.
11. Prior to the implementation of this consent, details of the frontage landscaping treatment along the M90 trunk road boundary shall be submitted to, and approved by, the Planning Authority, after consultation with Transport Scotland.
 12. Prior to the occupation of the development, a barrier/boundary feature of a type approved by the Planning Authority in consultation with Transport Scotland shall be provided and maintained along the proposed boundary of the site with the M90 trunk road.
 13. Prior to the implementation of this consent, a detailed delivery plan confirming the phased delivery of the site and construction works shall be submitted and approved in writing by the Council as Planning Authority. For the avoidance of doubt, it shall provide full details of the phasing of delivery of all residential units, landscaped areas and open space (Country Park). Once approved, the development shall be implemented in accordance with the delivery plan, to the satisfaction of the Council as Planning Authority.
 14. The developer shall ensure that during the construction of the development that all surface water is controlled, treated and discharged under the principles of SUDS all to the satisfaction of the Council as Flood Authority.
 15. The discharge of any surface water drainage shall be limited to the Greenfield runoff rate as calculated in Section 4.3 of the Flood Risk Assessment within the Environmental Impact Assessment Environmental Statement Vol.3 Technical Appendix A. All discharge rates shall be agreed in writing by the Planning Authority in consultation with the Flooding Team prior to the commencement of any works on site.
 16. Full drainage calculations and the final layout and depth of the proposed SUDS pond and associated infrastructure to be agreed in writing with the Council as Planning Authority, in consultation with Perth and Kinross Council Flooding Team. The agreed detail shall thereafter be implemented prior to the completion of development.
 17. Unless otherwise agreed in writing by the Planning Authority the Finished Floor Level of all properties shall be a minimum of 600mm above the 200 year flood level.
 18. Unless otherwise agreed in writing by the Planning Authority, the garden level of all properties shall be a minimum of 300mm above the 200 year flood level.
 19. Prior to the implementation of this consent, the soffit level of all bridges/culverts shall be agreed in writing by Perth and Kinross Councils Flooding Team.

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20. All existing trees and hedgerows shall be retained and protected by suitable fencing in accordance with BS5837 2012 (Trees in Relation to Construction), unless otherwise agreed in writing by the Planning Authority. The details of the protective fencing and its location shall be first submitted to and agreed in writing by the Planning Authority. No materials, supplies, plant, machinery, soil heaps, changes in ground levels or construction activities shall be permitted within the protected areas without the written consent of the Planning Authority and no fire shall be lit in the position where the flames could extend to within 5 metres of foliage, branches or trunks.
21. Prior to the implementation of this consent, a Construction Environment Management Plan (CEMP), incorporating a Construction Method Statement (CMS), a Construction Traffic Management Plan (CTMP), a Site Waste Management Plan (SWMP), a Site Access Management Plan, a Drainage Management Plan (DMP) and Environmental Management Plan (EMP) detailing pollution prevention and control measures for all phases of the, construction and operation programmes will be submitted to and be approved in writing by the Planning Authority, in consultation with Scottish Environment Protection Agency and Scottish Natural Heritage. The CEMP shall be updated and submitted not less than two months prior to the commencement of the second phase and shall incorporate detailed pollution avoidance and mitigation measures for all construction elements. Thereafter the development shall be fully undertaken in accordance with the CEMP unless otherwise agreed in writing by the Planning Authority.
22. Prior to the implementation of this consent, the developer shall secure the implementation of a programme of archaeological works in accordance with a Written Scheme of Investigation which has been submitted by the applicant, agreed by Perth and Kinross Heritage Trust, and approved by the Planning Authority. Thereafter the developer shall ensure that the programme of archaeological works is fully implemented and that all recording and recovery of archaeological resources within the development site is undertaken to the satisfaction of the Planning Authority in agreement with Perth and Kinross Heritage Trust.
23. Prior to the implementation of this consent, an evaluation for the potential of the site to be affected by contamination by a previous use should be undertaken.
 - I. the nature, extent and type(s) of contamination on the site

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- II. measures to treat/remove contamination to ensure the site is fit for the use proposed
- III. measures to deal with contamination during construction works
- IV. condition of the site on completion of decontamination measures.

Prior to the completion or bringing into use of any part of the development the agreed measures to decontaminate the site shall be fully implemented as approved by the Council as Planning Authority. Validation that the scheme has been fully implemented must also be submitted to the Council as Planning Authority.

- 24. The hours of operation at the construction stage shall be Monday to Friday 07:00 to 19:00 hours, Saturday 08:00 to 13:00 hours and no workings on a Sunday, unless otherwise agreed in writing with the Planning Authority.
- 25. Prior to the implementation of this consent, detailed design of the earth bunding and acoustic barriers along the M90 boundary shall be submitted in writing to the Planning Authority for approval before the development commences so that together with existing landscape features noise levels within habitable rooms of proposed dwellings on the western part of the development are reduced.
- 26. As recommended in Section 7 of the Environmental Statement, trickle ventilators shall be installed with passive extract ventilation systems to all habitable rooms within line of sight to the M90 trunk road and South Street, Milnathort to provide acoustic attenuation of up to 42 dBDn, in its open position.
- 27. Prior to the implementation of this consent, a site specific plan, detailing bin storage areas, kerbside collection locations and recycling facilities shall be submitted to and approved in writing by the Planning Authority and thereafter undertaken in accordance with the approved details.
- 28. Prior to the implementation of this consent, details of all front driveway screening shall be submitted to the Planning Authority for further approval. The agreed detail shall be thereafter implemented prior to the occupation of each dwelling.
- 29. No removal of hedgerows, trees or shrubs that may be used by breeding birds shall take place between 1st March and 31st August inclusive, unless a competent ecologist has undertaken a careful, detailed check of vegetation for active birds' nests immediately before the vegetation is cleared and provided written confirmation that no birds will be harmed and/or that there are appropriate measures in place to protect nesting bird

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interest on site. Any such written confirmation should be submitted to the local planning authority.

30. No works which include the creation of trenches or culverts or the presence of pipes shall commence until measures to protect animals from being trapped in open excavations and/or pipe and culverts are submitted to and approved in writing by the local planning authority. The measures may include creation of sloping escape ramps which may be achieved by edge profiling of trenches/excavations or by using planks placed into them at the end of each working day and open pipework greater than 150 mm outside diameter being blanked off at the end of each working day.
31. Lighting will be designed, and positioned in such a way as to prevent light spillage into adjacent watercourses and woodland.
32. No development, including earth moving, shall take place or material or machinery brought on site until protective fencing and warning signs have been erected on site in accordance with an approved Construction Method Statement. All protective fencing and warning signs will be maintained during the construction period in accordance with the approved details.
33. Pre-construction surveys shall be undertaken to ascertain the presence or absence of protected species and breeding birds and written confirmation that no protected species or birds will be harmed and/or that there are appropriate measures in place to protect said protected species and nesting bird interest on site. Any such written confirmation should be submitted to and agreed by the Planning Authority.
Where ecological surveys have identified the potential presence of roosting bats, no activities that could result in disturbance (such as tree felling, or associated operations) shall be carried out between the dates of 1st April and 1st October in any year. Any works undertaken during the specified periods should only be carried out under the direction of a licensed bat ecologist to ensure that an offence is not committed.
34. Where it is intended to create semi-natural habitats, all species used in the planting proposals as detailed in the landscape plans shall be locally native species of local provenance unless otherwise agreed in writing with the local Planning Authority.
35. All landscape maintenance measures shall be carried out in accordance with the details contained in the landscape plans as already submitted with the planning application and agreed with the Planning Authority.

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36. All trees to be retained shall be protected in accordance with BS 5837 2012 Trees in Relation to Design, Demolition and Construction prior to any works commencing on site, and shall remain in place until all construction is completed.

Justification

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

Informatives

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period. (See section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
2. Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 41 the notice must be:
 - Displayed in a prominent place at or in the vicinity of the site of the development.
 - Readily visible to the public.
 - Printed on durable material.

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(2) Local Applications

- (i) 17/00760/FLL – KINROSS – Erection of 47 dwellinghouses and associated works at land 300 metres North West of Lathro Farm, Kinross – Report 17/296 – Springfield Properties PLC**

Resolved:

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

Conditions

1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed on the planning consent.
2. Prior to the occupation of any residential plot, all matters regarding access, car parking, road layout, design and specification, including the disposal of surface water, shall be in accordance with the standards required by the Council as Roads Authority unless otherwise agreed in writing.
3. Prior to the occupation of any residential plot, details of the specification including materials of all footpaths and cycleways shall be submitted to the Planning Authority for further approval. The agreed detail shall thereafter be implemented prior to the completion of the development.
4. The detailed landscaping and planting scheme which is hereby approved shall be implemented as part of the site development programme and thereafter maintained.
5. Any planting failing to become established within five years shall be replaced in the following planting season with others of similar sizes and species to the satisfaction of the Council as Planning Authority.
6. The areas of public open space and parkland indicated on the approved landscape and planting drawings shall be planted in accordance with the open space standards of the Planning Authority and completed to phase with the adjacent dwellinghouses in accordance with a programme to be submitted to and agreed in writing with the Planning Authority prior to the commencement of the development. The scheme shall thereafter be maintained to the satisfaction of the Council as Planning Authority.
7. The developer shall ensure that during the construction of the development that all surface water is controlled, treated and discharged under the principles of SUDS all to the satisfaction of the Council as Flood Authority.
8. The discharge of any surface water drainage shall be limited to the Greenfield runoff rate as calculated in

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Section 4.3 of the Flood Risk Assessment within the Environmental Impact Assessment Environmental Statement Vol.3 Technical Appendix A. All discharge rates shall be agreed in writing by the Planning Authority in consultation with the Flooding Team prior to the commencement of any works on site.

9. Unless otherwise agreed in writing by the Planning Authority the Finished Floor Level of all properties shall be a minimum of 600mm above the 200 year flood level.
10. Unless otherwise agreed in writing by the Planning Authority, the garden level of all properties shall be a minimum of 300mm above the 200 year flood level.
11. Prior to the commencement of development details of all front driveway screening shall be submitted to the Planning Authority for further approval. The agreed detail shall be thereafter implemented prior to the occupation of each dwelling and permanently maintained thereafter.
12. Prior to commencement of development the CEMP approved under application 15/01512/FLM shall be updated to reflect the changes proposed in this application. The CEMP detailing environmental mitigation measures and construction method statements, including specific measures for environmental monitoring during construction, shall be submitted for the further written agreement of the Council as Planning Authority in consultation with SNH and/or SEPA. Such details shall be submitted not less than two months prior to the agreed scheduled commencement date and shall incorporate detailed pollution avoidance and mitigation measures for all construction elements. Thereafter the development shall be fully undertaken in accordance with the agreed CEMP.
13. The hours of operation at the construction stage shall be Monday to Friday 07:00 to 19:00 hours, Saturday 08:00 to 13:00 hours and no workings on a Sunday, unless otherwise agreed in writing with the Planning Authority.
14. No works which include the creation of trenches or culverts or the presence of pipes shall commence until measures to protect animals from being trapped in open excavations and/or pipe and culverts are submitted to and approved in writing by the local planning authority. The measures may include creation of sloping escape ramps which may be achieved by edge profiling of trenches/excavations or by using planks placed into them at the end of each working day and open pipework greater than 150 mm outside diameter being blanked off at the end of each working day.

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15. Lighting will be designed, and positioned in such a way as to prevent light spillage into adjacent watercourses and woodland.
16. No development, including earth moving, shall take place or material or machinery brought on site until protective fencing and warning signs have been erected on site in accordance with an approved Construction Method Statement. All protective fencing and warning signs will be maintained during the construction period in accordance with the approved details.
17. Should the development not commence within 12 months of any approval then further preconstruction surveys shall be undertaken to ascertain the presence or absence of protected species and breeding birds and written confirmation that no protected species or birds will be harmed and/or that there are appropriate measures in place to protect said protected species and nesting bird interest on site. Any such written confirmation should be submitted to the local planning authority.
18. All trees to be retained shall be protected in accordance with BS 5837 2012 Trees in Relation to Design, Demolition and Construction prior to any works commencing on site, and shall remain in place until all construction is completed.
19. All plant or equipment shall be so enclosed, attenuated and/or maintained such that any noise therefrom shall not exceed Noise Rating 35 between 0700 and 2300 hours daily, or Noise Rating 25 between 2300 and 0700 hours daily, within any neighbouring residential property, with all windows slightly open, when measured and/ or calculated and plotted on a rating curve chart.

Justification

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

Procedural Notes

1. Consent shall not to be issued until a Section 75 Agreement relating to developer contributions has been completed and signed. Affordable housing contributions will require 35.25 (47 – 11.75) affordable units to be provided as part of this application with contributions for primary education provision of £227,715 (35.25 x £6,460).
2. The legal agreement should be concluded and completed within 4 months of the date of any Committee approval. Failure to conclude a legal agreement within 4 months will result in the planning application being re-assessed

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through failing to comply with the associated developer contributions policy and may be recommended for refusal under delegated powers.

Informatives

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period. (See section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
2. Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. The applicants are advised that they must apply to the Roads Authority, for construction consent to form a new street. Please contact The Construction and Maintenance Manager, The Environment Service, Perth and Kinross Council, The Atrium, Glover Street, Perth.
5. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD
6. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
7. No work shall be commenced until an application for building warrant has been submitted and approved.
8. The development shall be in accordance with the Council's Developer Contributions and Affordable Housing Policy approved in April 2016 which requires a 25% allocation of affordable units within the development all to the satisfaction of the Council as Planning Authority.
9. All domestic properties require an appropriate storage area for a minimum of 3 x 240 litre bins (1 for general waste, 1 for garden & food waste and 1 for dry mixed

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recyclates/paper) and suitable access/surface to wheel the bins from the storage area to the kerbside where they must be presented for collection.

Bin Dimensions

Capacity (litres)	Width (mm)	Height (mm)	Depth (mm)
240	580	1100	740

10. The applicant is reminded that, should any protected species be present a licence may be required from Scottish Natural Heritage to disturb a protected species. Failure to obtain a licence may constitute a criminal act under the Habitats Regulations and penalties are severe for non-compliance.
11. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.

- (ii) **17/00893/FLL – KINROSS – Erection of 6 dwellinghouses, formation of open space, landscaping and infrastructure works for plots 1-6, relocation of SUDS basin, pump station and erection of substation (revised layout and design)(in part retrospect) at land 300 metres North West of Lathro Farm, Kinross – Report 17/297 – Persimmon Homes Ltd**

Resolved:

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

Conditions

1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed on the planning consent.
2. Prior to the occupation of any residential plot, all matters regarding access, car parking, road layout, design and specification, including the disposal of surface water, shall be in accordance with the standards required by the Council as Roads Authority unless otherwise agreed in writing.
3. Prior to the occupation of any residential plot, details of the specification including materials of all footpaths and cycleways shall be submitted to the Planning Authority for further approval. The agreed detail shall thereafter be implemented prior to the completion of the development.
4. Within two months of the date of this decision notice the detailed landscaping and planting scheme as approved under 15/01512/FLM shall be updated to reflect the

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revisions set out in this application. Details of the landscaping and path network in relation to the SUDS shall be included within the scheme and the SUDS should be designed to contribute both to biodiversity and public amenity. The scheme shall be submitted for approval in writing by the Planning Authority and the scheme as approved shall be implemented and thereafter maintained.

5. Any planting failing to become established within five years shall be replaced in the following planting season with others of similar sizes and species to the satisfaction of the Council as Planning Authority.
6. The areas of public open space and parkland indicated on the approved landscape and planting drawings shall be planted in accordance with the open space standards of the Planning Authority and completed to phase with the adjacent dwellinghouses in accordance with a programme to be submitted to and agreed in writing with the Planning Authority prior to the commencement of the development. The scheme shall thereafter be maintained to the satisfaction of the Council as Planning Authority.
7. The developer shall ensure that during the construction of the development that all surface water is controlled, treated and discharged under the principles of SUDS all to the satisfaction of the Council as Flood Authority.
8. The discharge of any surface water drainage shall be limited to the Greenfield runoff rate as calculated in Section 4.3 of the Flood Risk Assessment within the Environmental Impact Assessment Environmental Statement Vol.3 Technical Appendix A. All discharge rates shall be agreed in writing by the Planning Authority in consultation with the Flooding Team prior to the commencement of any works on site.
9. Full drainage calculations and the final layout and depth of the proposed SUDS pond and associated infrastructure to be agreed in writing with the Council as Planning Authority, in consultation with Perth and Kinross Council Flooding Team. The agreed detail shall thereafter be implemented prior to the completion of development.
10. Unless otherwise agreed in writing by the Planning Authority the Finished Floor Level of all properties shall be a minimum of 600mm above the 200 year flood level.
11. Unless otherwise agreed in writing by the Planning Authority, the garden level of all properties shall be a minimum of 300mm above the 200 year flood level.
12. Development shall be undertaken in accordance with the CEMP approved under 15/01512/FLM. The CEMP shall be updated and submitted not less than two months prior to the commencement of the second phase and shall

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incorporate detailed pollution avoidance and mitigation measures for all construction elements. Thereafter the development shall be fully undertaken in accordance with the CEMP unless otherwise agreed in writing by the Planning Authority.

13. The hours of operation at the construction stage shall be Monday to Friday 07:00 to 19:00 hours, Saturday 08:00 to 13:00 hours and no workings on a Sunday, unless otherwise agreed in writing with the Planning Authority.
14. Prior to the commencement of development details of all front driveway screening shall be submitted to the Planning Authority for further approval. The agreed detail shall be thereafter implemented prior to the occupation of each dwelling and permanently maintained thereafter.
15. No works which include the creation of trenches or culverts or the presence of pipes shall commence until measures to protect animals from being trapped in open excavations and/or pipe and culverts are submitted to and approved in writing by the local planning authority. The measures may include creation of sloping escape ramps which may be achieved by edge profiling of trenches/excavations or by using planks placed into them at the end of each working day and open pipework greater than 150 mm outside diameter being blanked off at the end of each working day.
16. Lighting will be designed, and positioned in such a way as to prevent light spillage into adjacent watercourses and woodland.
17. No development, including earth moving, shall take place or material or machinery brought on site until protective fencing and warning signs have been erected on site in accordance with an approved Construction Method Statement. All protective fencing and warning signs will be maintained during the construction period in accordance with the approved details.
18. Where it is intended to create semi-natural habitats, all species used in the planting proposals as detailed in the landscape plans shall be locally native species of local provenance unless otherwise agreed in writing with the local Planning Authority.
19. All landscape maintenance measures shall be carried out in accordance with the details contained in the landscape plans as already submitted with the planning application and agreed with the Planning Authority.
20. All trees to be retained shall be protected in accordance with BS 5837 2012 Trees in Relation to Design, Demolition and Construction prior to any works commencing on site, and shall remain in place until all construction is completed.

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21. All plant or equipment shall be so enclosed, attenuated and/or maintained such that any noise therefrom shall not exceed Noise Rating 35 between 0700 and 2300 hours daily, or Noise Rating 25 between 2300 and 0700 hours daily, within any neighbouring residential property, with all windows slightly open, when measured and/ or calculated and plotted on a rating curve chart.

Justification

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

Informatives

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period. (See section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
2. Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. The applicants are advised that they must apply to the Roads Authority, for construction consent to form a new street. Please contact The Construction and Maintenance Manager, The Environment Service, Perth and Kinross Council, The Atrium, Glover Street, Perth.
5. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD.
6. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.

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7. No work shall be commenced until an application for building warrant has been submitted and approved.
8. The development shall be in accordance with the Council's Developer Contributions and Affordable Housing Policy approved in April 2016 which requires a 25% allocation of affordable units within the development all to the satisfaction of the Council as Planning Authority.
9. All domestic properties require an appropriate storage area for a minimum of 3 x 240 litre bins (1 for general waste, 1 for garden & food waste and 1 for dry mixed recyclates/paper) and suitable access/surface to wheel the bins from the storage area to the kerbside where they must be presented for collection.

Bin Dimensions

Capacity (litres)	Width (mm)	Height (mm)	Depth (mm)
240	580	1100	740

10. The applicant is reminded that, should any protected species be present a licence may be required from Scottish Natural Heritage to disturb a protected species. Failure to obtain a licence may constitute a criminal act under the Habitats Regulations and penalties are severe for non-compliance.
11. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.

(3) Proposal of Application Notice (PAN)

- (i) **17/00007/PAN – BENDOCHY – Change of use of agricultural land to game bird farm and associated moveable shelters and infrastructure at land 400 metres North East of West Myreriggs Farm, Myreriggs Road, Bendochy – Report 17/298**

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

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## **HOUSING AND COMMUNITIES COMMITTEE**

Minute of Meeting of the Housing and Communities Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth, PH1 5PH on Wednesday 20 September 2017 at 2.00pm.

Present: Councillors P Barrett, I James (substituting for Councillor C Ahern), H Coates, A Bailey, B Brawn, J Rebbeck (substituting for Councillor E Drysdale), T Gray (from Article 515 onwards), D Illingworth, M Jamieson, R McCall, G Laing (substituting for Councillor S McCole), T McEwan and B Pover.

In attendance: B Malone, Chief Executive; J Fyffe, Senior Depute Chief Executive; L Cameron, Interim Director (Housing and Community Safety); R Packham, D Fraser and P Henderson (all Perth and Kinross Health and Social Care Partnership); C Mailer, R Ross and S Watson (all Housing and Community Safety); S Hendry, C Flynn and L Gowans (all Corporate and Democratic Services).

Also in Attendance: Divisional Commander P Anderson and Inspector Ian Scott (both Police Scotland); B McLintock, Group Manager, Scottish Fire and Rescue Service; C Stewart, Tenants' Representative.

Apologies for Absence: Councillors C Ahern, E Drysdale and S McCole.

Councillor Barrett, Convener, Presiding.

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

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

### **514. DECLARATIONS OF INTEREST**

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

### **515. MINUTE OF MEETING OF THE HOUSING AND COMMUNITIES COMMITTEE OF 31 MAY 2017 FOR APPROVAL AND SIGNATURE**

The minute of meeting of the Housing and Communities Committee of 31 May 2017 (Arts. 309-323) was submitted, approved as a correct record and authorised for signature.

*IN TERMS OF STANDING ORDER 19 THE COMMITTEE AGREED TO VARY THE ORDER OF BUSINESS TO CONSIDER ITEMS P3 AND P4 AT THIS POINT.*

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

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

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

**517. POLICE SCOTLAND – OPERATIONAL UPDATE FOR PERTH AND KINROSS**

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

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

**518. PERTH AND KINROSS COMMUNITY PLANNING PARTNERSHIP - PERTH AND KINROSS INTEGRATION JOINT BOARD**

**(i) Minute of Meeting of the Perth and Kinross Integration Joint Board of 30 June 2017**

The minute of meeting of the Perth and Kinross Integration Joint Board of 30 June 2017 was submitted and noted.

**(ii) Verbal Update by Executive Lead Officer**

R Packham, Chief Officer for the Integration Joint Board provided members with a verbal update on the recent work of the Perth and Kinross Health and Social Care Partnership.

**519. POLICE AND FIRE: LOCAL SCRUTINY AND ENGAGEMENT**

**(i) Scottish Fire and Rescue Service Quarterly Performance Report – 1 April to 30 June 2017**

There was submitted a report by Area Manager C Grieve, Local Senior Officer, Scottish Fire and Rescue Service (17/299) on the performance of the SFRS against the priorities, performance indicators and targets detailed within the Local Fire and Rescue Plan for Perth and Kinross 2014-17, for the first quarter, 1 April to 30 June 2017.



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In response to queries from Councillors T Gray and G Laing on more detailed figures for deliberate fire setting, B McLintock and Inspector I Scott agreed to circulate more detailed information to members.

**Resolved:**

The performance of the Scottish Fire and Rescue Service in Perth and Kinross area for the first quarter, 1 April to 30 June 2017, as detailed in Report 17/299, be noted.

**(ii) Perth and Kinross Local Policing Area Performance Results – 1 April to 30 June 2017**

There was submitted a report by Chief Superintendent P Anderson Police Scotland 'D' Division (Tayside) (17/300) on the performance of Police Scotland against the local policing priorities for the Perth and Kinross area as set out in the Local Policing Plan for the period 1 April to 30 June 2017, and detailing a number of community engagement and operational activities undertaken within the reporting period.

In response to a question from Councillor T McEwan on a Perthshire wide road safety campaign involving all partners, Inspector I Scott confirmed that there was a pan-Tayside group that undertook this work.

Following a request from Councillor H Coates, Inspector I Scott agreed to come back to the Committee with more detailed information on statistics related to drink driving.

**Resolved:**

The performance of Police Scotland against the local policing priorities for the Perth and Kinross area as detailed in Report 17/300 be noted.

**520. LOCAL FIRE AND RESCUE PLAN – CONSULTATION**

There was submitted a report by the Interim Director (Housing and Community Safety) (17/301) seeking comment on the draft Local Fire and Rescue Plan as part of the consultation process.

**Resolved:**

- (i) Following consideration, officers be instructed to respond to the consultation as set out in Report 17/301;
- (ii) It be agreed that the final plan be presented to the Committee in November 2017 for approval.

**521. SAFER COMMUNITIES TEAM ANNUAL PERFORMANCE REPORT**

There was submitted a report by the Interim Director (Housing and Community Safety) (17/302) (1) presenting the Council's Safer Community Team Annual Performance Report for 2016/17; and (2) highlighting a number of positive outcomes for communities throughout Perth and Kinross.

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**Resolved:**

The work and impact of the Safer Communities Team in the past year, as detailed in Report 17/302, be noted.

**522. PERTH AND KINROSS VIOLENCE AGAINST WOMEN PARTNERSHIP ANNUAL REPORT 2016-2017**

There was submitted a report by the Interim Director (Housing and Community Safety) (17/303) introducing the Perth and Kinross Violence Against Women Partnership Annual Report for 2016-17, highlighting some key achievements and identifying some improvement actions.

The Committee heard a slide based presentation providing a summary of the Annual Report.

**Resolved:**

- (i) The activities and impact of the Perth and Kinross Violence Against Women Partnership, as set out in Report 17/303, be noted.
- (ii) The continued involvement of Council officers in the work of the Partnership be supported.

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

**523. REVIEW OF RESIDENTIAL CARE SERVICES**

There was submitted a report by the Chief Officer (Health and Social Care Partnership) (17/304) seeking comments on the plans to consult with service users, carers and staff on options for the future of the Council's residential care homes. A full Options Appraisal and Impact Assessment would be presented to the Committee for comment in November 2017.

**Resolved:**

- (i) The Committee noted that only option 2 delivered the required level of savings on residential care. The Committee emphasised the importance of treating all affected residents, families and staff at Beechgrove and Parkdale with respect. All transfers of residents to new residential or nursing care to be conducted with full assessment of risk and appropriate transport. There must be proper consultation with residents and families providing genuine choice and agreement on the suitability of their new care home.
- (ii) It be noted that a report on the proposals would be submitted to the special meeting of the Integration Joint Board for approval on 26 September 2017.

**524. REVIEW OF DAY CARE SERVICES**

There was submitted a report by the Chief Officer (Health and Social Care Partnership) (17/305) presenting a report on the Review of Day Care Services prepared for the Integration Joint Board and requesting consideration of the recommendations contained within.

**Resolved:**

- (i) The Committee noted that only option 1 delivered the required level of savings on day care by March 2018 and 2019. The advantages were acknowledged that the two phases of implementation brought to minimise disruption to services and service users and to facilitate the planned expansion of the hub and development of the dementia outreach models and achieving the benefits described. It was also noted that the redesign was aligned to the recommendations made by the Perth and Kinross Fairness Commission in the report "Fairer Futures".
- (ii) It be noted that a report on the proposals would be submitted to the special meeting of the Integration Joint Board for approval on 26 September 2017.

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PERTH AND KINROSS COUNCIL
SPECIAL MEETING OF LIFELONG LEARNING COMMITTEE
22 SEPTEMBER 2017

LIFELONG LEARNING COMMITTEE

Minute of special meeting of the Lifelong Learning Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth, PH1 5PH on Friday 22 September 2017 at 3.00pm.

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

In attendance: S Devlin, Executive Director (Education and Children's Services); G Boland, F Easton, S Johnston, M McDuff and C Taylor (all Education and Children's Services); S McLeod, C Flynn and L Brown (all Corporate and Democratic Services).

Apologies for absence: Councillors H Anderson, A Forbes, M Jamieson and T McEwan; Mrs A McAuley and Mrs M McFarlane.

Councillor C Shiers, Convener, Presiding.

525. WELCOME AND APOLOGIES

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

526. DECLARATIONS OF INTEREST

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

527. EXPANSION OF EARLY LEARNING AND CHILDCARE 1140 HOURS

There was submitted a report by the Executive Director (Education and Children's) (17/314), (1) providing an update since the last meeting on Education and Children's Services' proposals to expand Early Learning and Childcare capacity and increase flexibility and choice for families, in preparation for the full delivery of 1140 hours Early Learning and Childcare by 2020; (2) asking the Committee to agree an uplift in the payment made to Partner Provider centres with effect from 1 January 2018 to begin to incrementally align the Perth and Kinross Council rate with the national average wage; and (3) presenting the 'Perth and Kinross Council Draft Early Learning and Childcare Expansion Plan'.

Resolved:

- (i) It be agreed the Perth and Kinross Council Draft Early Learning and Childcare Expansion Plan be submitted to the Scottish Government by the required date of 29 September 2017.

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- (ii) An uplift in the funding payment made to Partner Provider centres to increase the hourly rate from £3.23 to £3.49 with effect from 1 January 2018 be approved.
- (iii) The Executive Director be instructed to submit a report on progress with implementing actions from the ELC expansion plan to the Lifelong Learning Committee meeting in May 2018.

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## **AUDIT COMMITTEE**

Minute of meeting of the Audit Committee held in the Council Chambers, 2 High Street, Perth on Wednesday 27 September 2017 at 10.00am.

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

In Attendance: J Clark, C Irons, S Mackenzie, M Morrison, S Richards and G Taylor (all Corporate and Democratic Services); A O'Brien and S Walker (both Corporate and Democratic Services) (up to and including Art. 532); J Cockburn (Education and Children's Services); J Dixon and W Young (both Environment Service) and N Copland (Housing and Community Safety)

Also in Attendance: A Shaw and M Wilkie, KPMG, External Auditors.

Councillor Drysdale, Convener, Presiding.

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

The Convener welcomed everyone to the meeting.

In terms of Standing Order 13, the Committee agreed that the meeting be recorded for use as part of the elected member development programme.

### **529. DECLARATIONS OF INTEREST**

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

### **530. MINUTE**

The minute of meeting of the Audit Committee of 14 June 2017 (Arts.332 - 337) was submitted and approved as a correct record and authorised for signature.

It was noted that in addition the development session on Treasury Management being held on 4 October 2017, the Head of Finance would take forward arrangements for a development session on local government finances.

### **531. DRAFT AUDITED ANNUAL ACCOUNTS 2016/17 AND DRAFT ANNUAL AUDIT REPORT TO THE MEMBERS OF PERTH AND KINROSS COUNCIL AND THE CONTROLLER OF AUDIT FOR THE YEAR ENDED 31 MARCH 2017**

There was submitted a report by the Head of Finance (17/306), presenting the Council's Draft Audited Annual Accounts for financial year 2016/17 in accordance with the Local Authority Accounts (Scotland) Regulations 2014 and including the Draft Annual Audit Report to the Members of Perth and Kinross Council and the Controller of Audit for the Year Ended 31 March 2017.

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S Mackenzie referred to the unaudited annual accounts which had been considered by Council on 28 June 2017 and to the unqualified audited annual accounts that would also be submitted to Council on 4 October 2017. S Mackenzie also referred to the positive working with KPMG in their first year as the Council's external auditors.

A Shaw confirmed that KPMG had issued an unqualified opinion on the Council's accounts and there were no outstanding issues. He thanked colleagues in the Council and in particular in the Finance Division, for their support during the audit.

M Wilkie referred to the wider scope and areas of best value detailed in the KPMG Annual Audit Report, which set a common framework for all audit work conducted for the Controller of Audit and the Accounts Commission. The four audit dimensions being financial sustainability; financial management; governance and transparency and value for money. KPMG performed a range of procedures to inform their work on best value such as discussion with officers and attendance at Committee meetings.

Councillor E Drysdale stated he was very pleased to note that in KPMG's first year of auditing Perth and Kinross Council they had issued an unqualified acceptance and that they had observed strong financial management in respect of monitoring of costs, forward planning and reporting to elected members. He added that relevant staff should be commended for their work.

In response to a question from Councillor S Donaldson, S Mackenzie advised that an employee survey was conducted annually and the results reported to senior and service managers.

G Taylor confirmed the results of the survey would be reported to Council in December 2017 as part of an annual report on the Council's workforce.

In response to a question from Councillor X McDade, S Walker confirmed that anticipated income from Council Tax was on track to be achieved for 2017/18.

**Resolved:**

- (i) The contents of KPMG's Draft Annual Audit Report to the Members of Perth and Kinross Council and the Controller of Audit for the year ended 31 March 2017 as detailed in Appendix 1 to Report 17/306, be noted.
- (ii) The 2016/17 Audited Annual Accounts be approved and the Leader of the Council, the Chief Executive and the Head of Finance be authorised to sign them.

*A O'BRIEN, S WALKER AND M WILKIE LEFT THE MEETING AT THIS POINT*

**532. INTERNAL AUDIT FOLLOW UP**

There was submitted a report by the Chief Internal Auditor (17/307), presenting a current summary of Internal Audit's 'follow up' work.

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**Resolved:**

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

**533. INTERNAL AUDIT UPDATE**

There was submitted a report by the Chief Internal Auditor (17/308), presenting a summary of Internal Audit's work against the 2017/18 annual plan.

**Resolved:**

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

The Committee considered the following final reports:-

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

**(a) 17-02(b) – Financial Management of Schools – Kinross High School**

There was submitted a report by the Chief Internal Auditor (17/309) on an audit to ensure that the school was managed in accordance with the financial procedures as laid down by Education and Children's Services.

It was noted that previous internal audits had shown a lack of internal procedures in other schools and accordingly this had been brought to the attention of all schools to be addressed.

It was also noted that there was not a specified frequency for undertaking audits in schools, however, in addition to audits there were internal inspections by the Education and Children's Services Finance Team at least twice a year and continuous communication between schools and the Team.

**Resolved:**

Internal Audit's findings, as detailed in Report 17/309, be noted.

**(ii) Housing and Community Safety**

**(a) 17-04 – Partnership Working – Community Justice Partnership**

There was submitted a report by the Chief Internal Auditor (17/310) on an audit to provide assurance over the Community Justice arrangements in place within Housing and Community Safety following the implementation of the Community Justice (Scotland) Act 2016.



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**Resolved:**

Internal Audit's findings, as detailed in Report 17/310, be noted.

**(iii) All Services**

**(a) 17-05 – Management of Contracts**

There was submitted a report by the Chief Internal Auditor (17/311) on an audit to ensure there was adequate and effective management of contracts within Services.

J Clark advised that a sample of contracts had been taken across all Services for a detailed review of management arrangements.

Councillor S Donaldson expressed concern that from the sample of eight contracts, three of the contract award letters had been signed by officers who did not have the appropriate financial authority to do so and asked the value of those three contracts. J Clark advised she would pass that information to Councillor Donaldson.

It was noted that the work was ongoing to compile a database to replace authorised signatory lists which would provide further clarity as to who has authorisation to enter into contracts. However, officers should still comply with their financial authorisation limits.

Councillor S Donaldson considered that the audit should have examined a larger sample and Councillor E Drysdale agreed with this due to the total number of contracts awarded. J Clark advised the sample size could be increased in next year's annual plan.

Councillor H Coates asked if the financial level of a contract triggered an audit but J Clark clarified that a risk-based approach was taken to selecting contracts for audit, ensuring that there was a spread across services and values of contracts.

Councillor E Drysdale asked about the use of Internal Audit's new software system, IDEA, and J Clark confirmed the new system could be used to allow a random selection of contracts in different areas of risk.

Councillor E Drysdale referred to the aim of the audit which was to ensure adequate and effective management of contracts within Services and whether the use of a performance dashboard could limit cost overruns. J Clark advised that a performance dashboard could be used to look at non-financial, qualitative indicators.

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S Mackenzie advised he would confirm to Councillor E Drysdale that the Chief Accountant had raised with the Financial Controllers the issues highlighted by the audit regarding the levels of authority to enter into contracts to reiterate the importance of officers operating within agreed authority limits.

**Resolved:**

Internal Audit's findings, as detailed in Report 17/311, be noted.

**534. INTERNAL AUDIT STRATEGY & PLAN 2017/18**

There was submitted a report by the Chief Internal Auditor (17/312), presenting the strategy for the delivery of Internal Audit and the proposed Internal Audit Plan for October 2017 to March 2018.

J Clark advised that normally an annual plan was prepared, however, due to revised arrangements for the corporate management of risk and taking account of the Annual Governance Statement earlier this year two six monthly reports had been prepared.

J Clark highlighted that Internal Audit had acquired a data analytics tool to assist in some assurance audits – IDEA. This tool would enable Internal Audit to analyse large volumes of data across all Services and target resources appropriately, as well as facilitating further data matching and counter-fraud work. Development time had been included in the plan to ensure the tool would be utilised to the greatest benefit of the Council.

Councillor E Drysdale referred to the total of forty days allocated for grant certification, supporting the National Fraud Initiative and audit work for the Perth and Kinross Integration Joint Board and asked how many days would be allowed for the Board work. J Clark confirmed it would be twenty days and the work would be agreed with the Board's internal auditor.

In response to a question from Councillor X McDade, J Clark advised that while Internal Audit have a high degree of specialism in IT, Perth and Kinross Council do not have a computer auditor and would not have sufficient work to warrant the appointment of a dedicated resource. Accordingly, a computer auditor from Highland Council had been commissioned to undertake IT audits for the Council which allows the audit to be undertaken at a more detailed level.

There followed some discussion on the development of the Internal Audit Plan for the period beyond March 2018. It was noted that whilst it was useful to have input from Councillors on suggested areas, if Councillors had a particular concern about controls in any area they should raise that concern with the relevant Director or Head of Service prior to referring the matter to Internal Audit.

**Resolved:**

The Internal Audit Plan be approved for the period October 2017 to March 2018.

**535. INTERNAL AUDIT GOVERNANCE**

There was submitted a report by the Chief Internal Auditor (17/313), presenting the reviewed and revised Internal Audit Charter, in line with the Public Sector Internal Audit Standards.

J Clark highlighted that a self-assessment of Internal Audit would be led by the Chief Internal Auditor of the City of Edinburgh Council with the outcome of the exercise to be reported to the Audit Committee early in 2018.

**Resolved:**

- (i) The updated Public Sector Internal Audit Standards (PSIAS) be noted as the relevant standard for Internal Audit in Perth and Kinross Council.
- (ii) The Internal Audit Charter be approved as the purpose of and authority and responsibility for internal audit activity in Perth and Kinross Council.
- (iii) A report be submitted to the Audit Committee early in 2018 on the self-assessment outcomes.

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PERTH COMMON GOOD FUND COMMITTEE

Minute of meeting of the Perth Common Good Fund Committee held in the Assembly Hall, Loch Leven Community Campus, The Muirs, Kinross on Wednesday 4 October 2017 at 11.00am.

Present: Councillors B Band, C Ahern, P Barrett, I Campbell, H Coates, D Doogan, E Drysdale, S McCole, A Parrott, J Rebbeck and C Shiers.

In Attendance: Councillors S Donaldson, G Laing and T Gray; D Davidson, S Merone, D Davidson and W Young (all The Environment Service); D Coyne, S Hendry, J Salisbury, A Taylor, A Brown, C Bannister and K Barron (all Corporate and Democratic Service);.

Apology for Absence: Councillor W Wilson.

Councillor B Band, Convener, Presiding.

536. WELCOME AND APOLOGIES

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

537. DECLARATIONS OF INTEREST

Councillor B Band declared a non-financial interest in Art. 539(2), Councillor S McCole declared a non-financial interest in Art. 539(2), Councillor A Parrott declared a non-financial interest in Art. 539(12) and Councillor J Rebbeck declared a non-financial interest in Art. 539(6).

538. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Perth Common Good Fund Committee of 28 June 2017 (Arts. 381-385) was submitted, approved as a correct record and authorised for signature.

539. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Director (Environment) (17/324) asking the Committee to consider twelve applications for financial assistance.

Resolved:

(1) Perth YMCA

Perth YMCA be awarded a grant of £2,000 towards the costs of the Perth Alive 2017 event.

COUNCILLOR B BAND LEFT THE MEETING AT THIS POINT.

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540. APPOINTMENT OF ACTING CONVENER

In terms of Standing Order 23, in the absence of the Convener, Councillor D Doogan was unanimously appointed to chair the meeting.

Councillor D Doogan, Acting Convener, Presiding.
(Art. 539(2) only)

(2) South Perth Community Partnership

- (i) South Perth Community Partnership be awarded a grant of £400 towards the costs of a fun day which offered activities for children and families on 16 September 2017.
- (ii) South Perth Community Partnership be awarded a grant of £1,440 towards the costs of the Christmas lights which will be switched on at Craigie Cross on 7 December 2017.

COUNCILLOR BAND RETURNED TO THE MEETING AT THIS POINT AND RESUMED THE ROLE OF CONVENER.

(3) Moncreiffe Tea Dancers

Moncreiffe Tea Dancers be awarded a grant of £480 towards the costs of their annual programme of events.

(4) Tulloch Primary School Parent Council

Tulloch Primary School Parent Council be awarded a grant of £475 towards the costs of attending a school pantomime event on 29 November 2017.

(5) Music in Hospitals

Music in Hospitals be awarded a grant of £1,060 towards the costs of high quality live music in care units.

(6) Scottish Orchestras

Scottish Chamber Orchestra be awarded a grant of £9,500 towards the costs of Scottish Orchestra's Perth Concert series and creative learning sessions.

(7) Southbank Centre

Motion (Councillors P Barrett and C Ahern) – Award a grant of £8,000 towards the costs of the WOW (Women of the World) Festival Perth scheduled to take place between 27 and 29 October 2017.

Amendment (Councillors A Parrott and E Drysdale) – Award a grant of £4,000 towards the costs of the WOW (Women of the World) Festival Perth scheduled to take place between 27 and 29 October 2017.

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

3 members voted for the Motion as follows:
Councillors C Ahern, P Barrett and H Coates.

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7 members voted for the Amendment as follows:

Councillors B Band, I Campbell, D Doogan, E Drysdale, S McCole, A Parrott and C Shiers.

1 member abstained as follows:

Councillor J Rebbeck.

Amendment – 7 votes

Motion – 3 votes

Resolved:

In accordance with the Amendment.

(8) Jar of Jewels

Jar of Jewels be awarded a grant of £1,200 towards the cost of two multicultural events between September 2017 and April 2018.

(9) Wednesday Tea Dance Group

Wednesday Tea Dance Group be awarded a grant of £315 towards the costs of their New Year party on 17 January 2018.

(10) Headway Perth and Kinross

Headway Perth and Kinross be awarded a grant of £329 towards the costs of their summer outing to Blair Drummond Safari Park which took place on 19 August 2017.

(11) Phoenix Allstars Cheerleading

Phoenix Allstars Cheerleading be awarded a grant of £875 towards the costs of new equipment and unit improvement.

(12) Perth and Kinross Credit Union

Perth and Kinross Credit Union be awarded a grant of £756 towards the costs of upgrading IT facilities to provide new ways of accessing services through mobile/tablet applications and online loan application services.

541. BONFIRE AND FIREWORKS DISPLAY EVENT 5 NOVEMBER 2017

There was submitted a report by the Director (Environment) (17/325) providing details of the Bonfire and Fireworks event on 5 November 2017 to be organised by the Perth & Strathearn 200 Roundtable and how the funding would be used.

Resolved:

The outline programme, funded by a previous Committee grant of £15,000 to Perth and Strathearn Round Table to pay for the pyrotechnic fireworks display, be approved.

542. PERTH CHRISTMAS LIGHTS FESTIVAL

There was submitted a report by the Director (Environment) (17/326) noting the activities for the Christmas Lights event on Saturday 18 November 2017 which was part of the overall Perth Winter Festival programme and providing a breakdown of costs which would be funded from the approved Christmas Events budget.

Resolved:

The current budget provision for 2017/18 in respect of the Christmas Lights Switch On programme for Saturday 18 November 2017, and the expenditure outlined in Report 17/326, be noted.

543. 2017/18 FINANCIAL STATEMENT

There was submitted a Joint Report by Head of Finance and Director (Environment) (17/327) detailing the Income and Expenditure to 31 August 2017 and the projected outturn to 31 March 2018.

Resolved:

- (i) The Income and Expenditure to 31 August 2017 and the projected outturn to 31 March 2018, be noted.
- (ii) The uncommitted Financial Assistance budget for the remainder of the Financial Year 2017/18 be noted.
- (iii) The proposals for the funding of the Tay Railway Viaduct project, as outlined in paragraph 2.5 of Report 17/327, be approved.

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

544. SITE (0.63HA) SHORE ROAD, PERTH – LEASE VARIATION TO APPROVE ALTERATION WORKS AND CHANGE OF USE OF UNUSED BUILDING ON SITE

There was submitted a report by the Director (Environment) (17/328) seeking approval to vary the terms of the ground lease of the site on Short Road to permit the tenant to carry out alternation works to the unused building on the site and allow a change of use.

Resolved:

Consent be given to allow the variation of the terms of the ground lease to permit alterations to the vacant building on the site and a change of use to allow wholesale and retail sale of decorating materials, subject to the tenant obtaining all the formal consents required as per the terms of the ground lease.

545. KING JAMES VI GOLF CLUB, MONCREIFFE ISLAND, PERTH – RENT REDUCTION

There was submitted a report by the Director (Environment) (17/329) seeking approval of the proposed rent reduction for one year only to the current rent.

Resolved:

The one-off proposed rent reduction for one year only, as detailed in Report 17/329, be applied in November 2017.

546. TAY RAILWAY VIADUCT STEPS: REPLACEMENT – CONTRACTOR AWARD

There was submitted a report by the Director (Environment) (17/330) (1) summarising the current status with regard to the procurement and funding of replacement steps to the Tay Railway Viaduct; and (2) recommending that officers be instructed to award a Design and Build Contract for the replacement steps.

Motion (Councillors D Doogan and S McCole) – Consideration be deferred to enable a Working Group to be established with Committee Members and relevant Council officers to further examine options for procurement and funding.

Amendment (Councillors P Barrett and C Ahern)

- (i) **Funding be allocated as detailed in Report 17/329.**
- (ii) **Officers be instructed to award the contract to replace the steps to the named company in Report 17/330.**

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

4 members voted for the Motion as follows:

Councillors D Doogan, E Drysdale, S McCole and J Rebbeck.

7 members voted for the Amendment as follows:

Councillors C Ahern, B Band, P Barrett, I Campbell, H Coates, A Parrott and C Shiers.

Resolved:

In accordance with the Amendment.

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## **ABERFELDY COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Aberfeldy Common Good Fund Committee held in the Assembly Hall, Loch Leven Community Campus, The Muirs, Kinross on Wednesday 4 October 2017 at 11.52am.

Present: Councillors I Campbell, C Shiers and M Williamson.

In Attendance: Councillors S Donaldson.; S Merone (The Environment Service); D Coyne, S Hendry, J Salisbury, A Taylor, A Brown, C Bannister and K Barron (all Corporate and Democratic Service),

Apology for Absence: Councillor X McDade.

Councillor M Williamson, Convener, Presiding.

### **547. WELCOME AND APOLOGIES**

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

### **548. DECLARATIONS OF INTEREST**

Councillor M Williamson declared a non-financial interest in Arts. 552(1) and 552(2).

### **549. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Aberfeldy Common Good Fund Committee of 28 June 2017 (Arts. 386-392) was submitted, approved as a correct record and authorised for signature.

### **550. MATTERS ARISING**

There were no matters arising.

COUNCILLOR WILLIAMSON LEFT THE MEETING AT THIS POINT.

### **551. APPOINTMENT OF ACTING CONVENER**

In terms of Standing Order 23, in the absence of the Convener, Councillor I Campbell was unanimously appointed to chair the meeting.

Councillor I Campbell, Acting Convener, Presiding.  
(Art. 552 only)

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**552. APPLICATION FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Director (Environment) (17/331) asking the Committee to consider applications for financial assistance.

**Resolved:**

**(1) Aberfeldy Festival Committee**

Aberfeldy Festival Committee be awarded a grant of £100.00 towards the cost of their Christmas Festival on 2 December 2017.

**(2) Explore Aberfeldy Tourism Group**

Explore Aberfeldy Tourism Group be awarded a grant of £100.00 towards the cost of the October TayFest on 14 and 22 October 2017.

COUNCILLOR WILLIAMSON RETURNED TO THE MEETING AT THIS POINT AND RESUMED THE ROLE OF CONVENER

**553. 2017/18 FINANCIAL STATEMENT**

There was submitted a joint report by the Head of Finance and Director (Environment) (17/332) providing details of the Income and Expenditure to 31 August 2017 and the projected outturn to 31 March 2018 for the Aberfeldy Common Good Fund.

**Resolved:**

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

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AUCHTERARDER COMMON GOOD FUND COMMITTEE

Minute of meeting of the Auchterarder Common Good Fund Committee held in the Assembly Hall, Loch Leven Community Campus, The Muirs, Kinross on Wednesday 4 October 2017 at 12.00pm.

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

In Attendance: Councillor D Doogan; S Merone (The Environment Service); D Coyne, S Hendry, J Salisbury, A Taylor, A Brown, C Bannister and K Barron (all Corporate and Democratic Service).

Apology for Absence: Councillor C Reid

554. APPOINTMENT OF CONVENER

The Committee agreed to appoint Councillor T Gray as Convener of the Auchterarder Common Good Fund Committee on the basis that the position of Convener would be rotated on an annual basis.

Councillor T Gray, Convener, took the Chair.

555. WELCOME AND APOLOGIES

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

556. DECLARATIONS OF INTEREST

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

557. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Auchterarder Common Good Fund Committee of 26 April 2017 (Arts. 265-271) was submitted, approved as a correct record and authorised for signature.

558. MATTERS ARISING

There were no matters arising.

559. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Director (Environment) (17/333) asking the Auchterarder Common Good Fund Committee to consider two applications for financial assistance.

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Resolved:

(1) Young Person

A Young Person be awarded a grant of £150 towards the cost of participating in a university exchange between the University of Strathclyde and the Tokyo Institute of Technology as part of a Masters mechanical engineering project from September to December 2017.

(2) Community School of Auchterarder after School Badminton Club

The Community School of Auchterarder after School Badminton Club be awarded a grant of £400 towards the costs of new equipment (12 rackets and 2 holdalls).

560. 2016/17 AND 2017/18 FINANCIAL STATEMENTS

There was submitted a joint report by the Head of Finance and Director (Environment) (17/334) detailing the income and expenditure to 31 August 2017 and the projected outturn to 31 March 2018 for the Auchterarder Common Good Fund.

Resolved:

- (i) The income and expenditure final outturn for the year to 31 March 2017 be noted.
- (ii) The income and expenditure to 31 August 2017 and the projected outturn to 31 March 2018 be noted.

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## **BLAIRGOWRIE COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Blairgowrie Common Good Fund Committee held in the Assembly Hall, Loch Leven Community Campus, The Muirs, Kinross on Wednesday 4 October 2017 at 12.05pm.

Present: Councillors B Brawn, I Campbell, T McEwan and C Shiers.

In Attendance: Councillors R Brock, S Donaldson and R McCall; S Merone (The Environment Service); D Coyne, S Hendry, J Salisbury, A Taylor, A Brown, C Bannister and K Barron (all Corporate and Democratic Service).

### **561. APPOINTMENT OF CONVENER**

The Committee agreed to appoint Councillor T McEwan as Convener of the Blairgowrie Common Good Fund Committee.

Councillor McEwan, Convener, took the Chair.

### **562. WELCOME AND APOLOGIES**

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

### **563. DECLARATIONS OF INTEREST**

Councillor C Shiers declared a non-financial interest in Art. 566.

### **564. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Blairgowrie Common Good Fund Committee of 14 December 2016 (Arts. 859 – 864) was submitted, approved as a correct record and authorised for signature.

### **565. MATTERS ARISING**

There were no matters arising.

### **566. REINSTATEMENT OF BMX TRACK**

An urgent item of business arose in April 2017 in relation to a proposal to reinstate a BMX track at the rear of Westfield Common, Rattray. In order for the group to secure a grant of £10,000 towards the constructions costs from Tesco they required written confirmation from the landowner that permission would be given. It was noted that members were contacted and agreed to allow the recreation of the BMX Track and gave permission for the group to secure the grant from Tesco.

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**567. 2016/17 & 2017/18 FINANCIAL STATEMENTS**

There was submitted a joint report by the Head of Finance and Director (Environment) (17/335) detailing the income and expenditure to 31 August 2017 and the projected outturn to 31 March 2018 for the Blairgowrie Common Good Fund.

**Resolved:**

- (i) The income and expenditure final outturn for the year to 31 March 2017 be noted.
- (ii) The income and expenditure to 31 August 2017 and the projected outturn to 31 March 2018 be noted.

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CRIEFF COMMON GOOD FUND COMMITTEE

Minute of meeting of the Crieff Common Good Fund Committee held in the Assembly Hall, Loch Leven Community Campus, The Muirs, Kinross on Wednesday 4 October 2017 at 12.10pm.

Present: Councillors R Brock, I Campbell, S Donaldson, R McCall and C Shiers.

In Attendance: Councillor D Doogan; S Merone (The Environment Service); D Coyne, S Hendry, J Salisbury, A Taylor, A Brown, C Bannister and K Barron (all Corporate and Democratic Service).

568. APPOINTMENT OF CONVENER

The Committee agreed to appoint Councillor S Donaldson as Convener of the Crieff Common Good Fund Committee.

Councillor S Donaldson, Convener, took the Chair.

569. WELCOME AND APOLOGIES

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

570. DECLARATIONS OF INTEREST

Councillors R Brock and R McCall both declared a non-financial interest in Art. 573(1).

571. MINUTE OF PREVIOUS MEETING

The minute of meeting of 26 April 2017 (Arts. 272-279) was submitted, approved as a correct record and authorised for signature.

572. MATTERS ARISING

There were no matters arising.

573. APPLICATION FOR FINANCIAL ASSISTANCE

There was submitted a report by the Director (Environment) (17/336) asking the Committee to consider an application for financial assistance.

Resolved:

(1) Crieff in Leaf Association

Crieff in Leaf Association be awarded a grant of £600 towards the costs of a project to enhance the visual amenity of Burrell Square in Crieff.

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574. 2016/17 & 2017/18 FINANCIAL STATEMENTS

There was submitted a joint report by the Head of Finance and Director (Environment) (17/337), detailing the income and expenditure to 31 August 2017 and the projected outturn to 31 March 2018 for the Crieff Common Good Fund.

Resolved:

- (i) The income and expenditure final outturn for the year to 31 March 2017 be noted.
- (ii) The income and expenditure to 31 August 2017 and the projected outturn to 31 March 2018 be noted.

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## **COUNCIL MEETING**

Minute of meeting of Perth and Kinross Council held in the Assembly Hall, Loch Leven Community Campus, The Muirs, Kinross on Wednesday 4 October 2017 at 2.00pm.

Present: Provost D Melloy, Councillors C Ahern, H Anderson, A Bailey, K Baird, B Band, M Barnacle, P Barrett, B Brawn, I Campbell, H Coates, S Donaldson, D Doogan, E Drysdale, A Forbes, T Gray, D Illingworth, I James, A Jarvis, G Laing, M Lyle, R McCall, S McCole, X McDade, T McEwan, A Parrott, B Pover, C Purves, J Rebbeck, W Robertson, F Sarwar, C Shiers, L Simpson, C Stewart, R Watters and M Williamson.

In Attendance: B Malone, Chief Executive; J Fyffe, Senior Depute Chief Executive; J Valentine, Depute Chief Executive and Chief Operating Officer; S Devlin, Executive Director (Education and Children's Services); B Renton Director (Environment); K McNamara, Head of Community Planning, Strategic Commissioning and Organisational Development; S MacKenzie, S Walker, L Simpson, G Taylor, R Fry, S Hendry, A Taylor, A Brown, K Molley, S Grant, D Stokoe, K Barron and C Bannister (all Corporate and Democratic Services); J Pepper and R Drummond (both Education and Children's Services).

Also in Attendance: A Shaw, KPMG

Apologies for Absence: Councillors C Reid and W Wilson.

Provost D Melloy, Presiding.

### **575. WELCOME AND APOLOGIES**

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

### **576. DECLARATIONS OF INTEREST**

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

### **577. MINUTES OF PREVIOUS MEETINGS**

#### **(i) Minute of Meeting of Perth and Kinross Council of 28 June 2017**

The minute of the meeting of Perth and Kinross Council of 28 June 2017 (Arts. 407-421) was submitted and approved as a correct record and authorised for signature.

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**(ii) Minute of Special Meeting of Perth and Kinross Council of 16 August 2017**

The minute of the special meeting of Perth and Kinross Council of 16 August 2017 (Arts. 441-448) was submitted and approved as a correct record and authorised for signature.

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

**(i) Drinks Containers Deposit Return System**

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

Motion (Councillors M Barnacle and C Stewart)

Perth & Kinross Council welcomes the Scottish Government's intention, announced on 5 September, to introduce a deposit return system for drinks containers in Scotland, following the successful campaign by Rural Scotland launched in September 2015 "have you got the bottle?" We seek to ensure that the design of the scheme works well for everyone, especially local authorities and small businesses. We instruct the Leader of the Council to write to Roseanna Cunningham MSP, Cabinet Secretary for Environment and Climate Change, in these terms; offering Perth & Kinross Council involvement with her and COSLA in producing a final design for the scheme in 2018.

**Resolved:**

In accordance with the Motion.

**(ii) Health Care Services**

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

Motion (Councillors A Bailey and R Brock)

**I ask that this Council notes the excellent commitment that health and social care staff make to deliver health care services in Perth and Kinross and beyond. I further ask that the Leader of the Council contacts Scottish Ministers to ask them to take Perth's projected increase in population, ageing demographic and location as a city at the centre of a largely rural area into account in future health service redesigns.**

Amendment (Councillors D Doogan and B Band)

To dispense with the Motion.

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

22 members voted for the Motion as follows:

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

15 members voted for the Amendment as follows:

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

**Resolved:**

In accordance with the Motion.

**(iii) Rail Travel between Perth and Edinburgh**

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

**Motion (Councillors C Purves and M Barnacle)**

**That the Council understands that journeys between Perth and Edinburgh by rail take longer now than they did over a century ago; notes that reopening this line would reduce the time for such journeys by around 35 minutes and build on Perth's position as an inter-city transport hub; recognises the significant benefits that a Park & Ride station at Kinross would have on commuters and other local residents in Kinross-shire; believes that serious consideration must be given to the benefits of upgrading rail infrastructure in comparison to improvements to the road network; and instructs the Leader of the Council to write to the Scottish Government expressing the Council's desire that a review be undertaken to consider these matters in detail.**

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

That the Council understands that train journeys between Perth and Edinburgh are not time competitive with the present road system and that reinstatement of the through route from Perth to Edinburgh via Kinross is, given previous transport infrastructure decisions, very unlikely.

However, Council recognises the significant benefit that a Park & Ride station at Kinross would have for commuters and other residents of Kinross-shire particularly and Perth and Perthshire generally and instructs the Leader of the Council to write to the Scottish Government and Transport Scotland expressing the desire that the specific proposal for the re-opening of the railway from Cowdenbeath

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to a new Kinross Parkway station south of the town, together with a rail franchise integrated non-stop coach service from Kinross Parkway to Perth railway station be investigated in detail.

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

22 members voted for the Motion as follows:

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

15 members voted for the Amendment as follows:

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

**Resolved:**

In accordance with the Motion.

**(iv) Junction 7 of the M90 Motorway**

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

Motion (Councillors W Robertson and C Purves)

That the Council notes the concerns of residents in Milnathort, Kinross and wider Kinross-shire about Junction 7 of the M90, particularly in light of significant levels of development in the area; believes that upgrading to a four-way junction would be of significant benefit to both commuters and other local residents; understands that Transport Scotland are currently undertaking a national transport strategic review; and instructs the Leader of the Council to write to Transport Scotland expressing the Council's support for the upgrading of Junction 7 of the M90 when they review their strategic transport project list.

**Resolved:**

In accordance with the Motion.

**579. MINUTES OF COMMITTEES FROM 21 JUNE 2017 TO 14 SEPTEMBER 2017**

The decisions recorded in Arts. 354-406, 422-440 and 449-507, copies of which had been circulated to all members of the Council, were submitted and noted/approved as necessary, with the following amendment noted:

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In relation to the minute of the Scrutiny Committee of 13 September 2017, Councillor C Ahern to be recorded as submitting apologies rather than present.

**580. COMMUNITY PLANNING PARTNERSHIP UPDATE**

There was submitted a report by the Senior Depute Chief Executive (17/316), providing an update on the activities of the Community Planning Partnership since the last update to Council on 28 June 2017.

**Resolved:**

The progress made with Community Planning, as detailed in Report 17/316, be noted.

**581. AUDITED ANNUAL ACCOUNTS 2016/17 AND ANNUAL AUDIT REPORT TO THE MEMBERS OF PERTH AND KINROSS COUNCIL AND THE CONTROLLER OF AUDIT FOR THE YEAR ENDED 31 MARCH 2017**

There was submitted a report by the Head of Finance (17/315) (1) presenting the Council's Audited Annual Accounts for financial year 2016/17 in accordance with the Local Authority Accounts (Scotland) Regulations 2014; and (2) including the Annual Audit Report to the Members of Perth and Kinross Council and the Controller of Audit for the year ended 31 March 2017.

**Resolved:**

- (i) The contents of KPMG's Annual Audit Report to the Members of Perth and Kinross Council and the Controller of Audit for the year ended 31 March 2017, as detailed in Appendix 1 to Report 17/315, be noted.
- (ii) It be noted that the 2016/17 Audited Annual Accounts had been approved by the Audit Committee on 27 September 2017.
- (iii) The 2016/17 Audited Annual Accounts, as detailed in Appendix 2 to Report 17/315, be noted.

**582. MEDIUM TERM FINANCIAL PLAN 2018-2023**

There was submitted a report by the Head of Finance (17/317) (1) updating the Medium Term Financial Plan approved by Council on 5 October 2016 (Report 16/438 refers); (2) summarising the implications of the latest projections on future Council General Fund Revenue Budgets over the medium term; (3) providing an update on the Council's Capital Budget, Housing Revenue Account, Reserves position and other Funds; and (4) making recommendations on how the Council develops the Revenue Budget over the short to medium term.

**Resolved:**

- (i) The Head of Finance be instructed to maintain the Medium Term Financial Plan and further refine the assumptions that underpin it, as set out in paragraph 3.56 of Report 17/317.
- (ii) The Provisional Revenue Budget for 2018/19 be updated and the development of Provisional Revenue Budget for 2019/20 and 2020/21 be commenced, as set out in paragraph 4.5 of Report 17/317.

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- (iii) The corporate savings targets be approved as the basis for updating the 2018/19 Provisional Revenue Budget and for the preparation of the 2019/20 and 2020/21 Provisional Revenue Budgets, as set out in paragraph 4.13 of Report 17/317.
- (iv) No new detailed business cases be invited from Services at this time for the Composite Capital Budget in financial years 2023/24 and 2024/24, as set out in paragraph 5.8 of Report 17/317.
- (v) The allocation of funding to the top sliced/ring fenced programmes identified at paragraph 5.2, and as set out in paragraph 5.9 of Report 17/317, be approved.
- (vi) The updated Reserves Strategy be presented to the Council in February 2018, as set out in paragraph 6.6 of Report 17/317.
- (vii) The Housing Revenue Account Budget and rent levels for 2018/19, and the five year Housing Investment Programme be determined at the meeting of the Housing and Communities Committee in January 2018, as set out in paragraph 7.3 of Report 17/317.
- (viii) Extend the severance payment scheme to 60 weeks' pay to 31 March 2019, as set out in paragraph 8.10 of Report 17/317.

**583. TREASURY ACTIVITY AND COMPLIANCE REPORT – 2017/18 QUARTER 1**

There was submitted a report by the Head of Finance (17/318) providing a summary of the Loans Fund Transactions for the quarter ending 30 June 2017 and reporting on compliance with the Council's Treasury Management Policy Statement; Treasury Management Practices; the Investment Strategy and the Prudential Indicators for the same period.

**Resolved:**

- (i) The contents of Report 17/318, submitted in accordance with the Council's approved Treasury Management Practices, be noted.
- (ii) The Head of Finance review the operation of the Loans Fund and bring back any proposals to a future meeting of the Council.

*THERE FOLLOWED A 15 MINUTES RECESS AND THE MEETING  
RECONVENED AT 4.10PM*

**584. THE TAYSIDE REGIONAL IMPROVEMENT COLLABORATIVE**

There was submitted a report by the Executive Director (Education and Children's Services) (17/319) providing an update to Council on the progress made in establishing a regional improvement collaborative comprising Angus, Dundee and Perth and Kinross Councils, NHS Tayside and other local and national partners.

The Executive Director advised that on 29 September 2017 agreement had been reached that the regional improvement collaborative be established to take forward improvement focussed collaboration between local and national partners, and that regional collaborative leads be in place by 31 October 2017 and detailed improvement plans by 21 January 2018.

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**Resolved:**

- (i) The background information and progress made to date, as set out in Report 17/319, be noted.
- (ii) The recommendations in the report by Lisa Bird from Scottish Government, The Tayside Children's Services Collaborative, be noted.
- (ii) The approach to establishing an Education Regional Improvement Collaborative, as set out in Section 2.2 of Report 17/319, be approved.
- (iv) The Executive Director (Education and Children's Services) be instructed to bring a progress report back to Council in October 2018.

**585. PERTH AND KINROSS CHILD PROTECTION COMMITTEE (CPC) STANDARDS AND QUALITY REPORT 2016-2017**

There was submitted a joint report by the Chief Executive and Executive Director (Education and Children's Services) (17/320) (1) providing an overview of the key activities of the work of the CPC to protect children and young people from abuse and neglect; (2) presenting the findings from a wide range of CPC-led single agency and multi-agency self-evaluation activities; and (3) setting out the progress made against a three year improvement plan, identifying key strengths and areas for further development.

**Resolved:**

- (i) The wide range of work carried out by Perth and Kinross Council and partners through the Child Protection Committee, to provide high quality services to protect children and young people, in particular the high level commitment to continuous improvement through self-evaluation, be noted.
- (ii) The contents of the Child Protection Committee Standards and Quality Report 2016-2017 attached as Appendix 1 to Report 17/320, and the contents of the CPC Improvement Plan 2015-2018: Progress Report as at 31 July 2017, attached as Appendix 2 to Report 17/320, be endorsed.
- (iii) It be noted that the report would be presented to the Perth and Kinross Integration Joint Board in due course.

**586. PERTH AND KINROSS ANNUAL PERFORMANCE REPORT 2016/17**

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (17/321) providing an overview of how the Council and the Community Planning Partnership had performed against the shared strategic objectives for Perth and Kinross as set out within the Single Outcome Agreement 2013-2023 and the Council's Corporate Plan 2013-2018, for the period 1 April 2016 to 31 March 2017.

**Resolved:**

- (i) The Annual Performance Report 2016/17, attached as Appendix 1 to Report 17/321, be approved.
- (ii) It be noted that the report would be considered by the Community Planning Partnership Board on 6 October 2017.

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**587. PERTH & KINROSS COMMUNITY PLAN/LOCAL OUTCOMES  
IMPROVEMENT PLAN**

There was submitted a report by the Senior Depute Chief Executive (17/322) presenting the draft Community Plan (Local Outcomes Improvement Plan) for Perth and Kinross which set out the local outcomes which the Community Planning Partnership would prioritise for improvement, with a specific focus on tackling inequality.

**Resolved:**

- (i) The Perth and Kinross Community Plan (Local Outcomes Improvement Plan), attached as Appendix 1 to Report 17/322, be approved for the Council's interests.
- (ii) It be noted that the draft plan would be submitted to the Community Planning Partnership Board meeting on 6 October 2017 for approval.

**588. LOCAL ACTION PARTNERSHIPS: LOCAL ACTION PLANS**

There was submitted a report by the Senior Depute Chief Executive (17/323) (1) presenting the work undertaken by the five Local Action Partnerships in Perth and Kinross to develop the first Local Action Plans for their respective area and (2) setting out the key inequality issues identified by each Partnership, and the joint actions to tackle these issues.

**Resolved:**

- (i) The Local Action Plans, as detailed in Appendices 1A to 1E of Report 17/323, be noted.
- (ii) It be noted that the Local Action Plans would be considered by the Community Planning Partnership Board on 6 October 2017.

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

- (i) Housing and Communities Committee

It be agreed that Councillor K Baird be appointed to the Housing and Communities Committee.

- (ii) Lifelong Learning Committee

It be agreed that Councillor A Jarvis be appointed to the Lifelong Learning Committee.

- (iii) Licensing Committee

It be agreed that Councillor K Baird be appointed to the Licensing Committee.

- (iv) Licensing Board

It be agreed that Councillor L Simpson be appointed to the Licensing Board.



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(v) Strategic Policy and Resources Committee

It be agreed that Councillor M Lyle replace Councillor C Shiers as Vice-Convenor of the Strategic Policy and Resources Committee.

(vi) Modernising Governance Member/Officer Working Group

It be agreed that Councillor M Lyle replace Councillor C Shiers on the Modernising Governance Member/Officer Working Group.

(vii) Property Sub-Committee of the Strategic Policy and Resources Committee

(1) It be agreed that the Property Sub-Committee be re-established to include the remit of the School Estate Sub-Committee;

(2) It be agreed that Councillors B Band, P Barrett, I Campbell, D Doogan, G Laing, M Lyle and R McCall be appointed to the Property Sub-Committee.

(viii) Tayside Valuation Joint Board

It be agreed that Councillor D Doogan replace Councillor S Donaldson on the Tayside Valuation Joint Board.

(ix) Perth and Kinross Health and Social Care Integrated Joint Board

It be agreed that Councillor C Reid be appointed Vice-Chair of the Perth and Kinross Health and Social Care Integration Joint Board for a period of two years.

(x) Culture and Sport Advisory Group

It be agreed that Councillor C Shiers be appointed as Chair of the Culture and Sport Advisory Group.

(xi) COSLA Children and Young People Board

It be agreed that Councillor W Wilson replace Councillor A Jarvis on the COSLA Children and Young People Board.

(xii) Friends of Aschaffenburg – Management Committee

It be agreed that Councillor B Pover replace Councillor A Parrott on the Friends of Aschaffenburg – Management Committee.

(xiii) Scots Language Centre Association Limited – Executive Committee

It be agreed that Councillor W Robertson replace Councillor C Shiers on the Scots Language Centre Association Limited – Executive Committee.

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(xiv) Perth Festival of the Arts

It be agreed that Councillor D Illingworth be appointed to the Perth Festival of the Arts.

(xv) Thomas Barclay's Trust

It be agreed that Councillor C Ahern be appointed to the Thomas Barclay's Trust and that nominations for the further vacant position be submitted to the Head of Democratic Services.

(xvi) Culture Perth and Kinross

It be agreed that Councillor K Baird replace Councillor C Stewart on Culture Perth and Kinross.

(xvii) COSLA Convention

It be agreed that Councillor M Lyle replace Councillor C Shiers on the COSLA Convention.

**590. AMENDMENT TO THE SCHEME OF ADMINISTRATION**

It be agreed that the Development Management Committee be renamed the Planning and Development Management Committee.

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PERTH AND KINROSS LOCAL REVIEW BODY

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chambers, 2 High Street, Perth on Tuesday 10 October 2017 at 10.30am.

Present: Councillors H Anderson, B Brawn and T Gray.

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

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

591. APPOINTMENT OF ACTING CONVENER

Councillor H Anderson was unanimously appointed as Acting Convener for the meeting.

Councillor H Anderson, Acting Convener, Presiding.

592. DECLARATIONS OF INTEREST

Councillor B Brawn declared a non-financial interest in Art. 595(ii).

593. MINUTE

The minute of meeting of the Local Review Body of 12 September 2017 was submitted and noted.

594. APPLICATIONS FOR REVIEW

- (i) **TCP/11/16(486) – Planning application - 17/00735/IPL – Erection of a dwellinghouse (in principle) on land 40 metres South East of Pine Cottage, Bridge of Gaur, Rannoch – Mr S Reynolds**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of a dwellinghouse (in principle) on land 40 metres south east of Pine Cottage, Bridge of Gaur, Rannoch.

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

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information

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was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of a dwellinghouse (in principle) on land 40 metres south east of Pine Cottage, Bridge of Gaur, Rannoch, be refused for the following reasons:
1. The Proposal is contrary to Policy RD3 Housing in the Countryside of Perth and Kinross Local Development Plan 2014 and the Council's Housing in the Countryside Guide 2012 as the proposal fails to satisfactorily comply with category (1) Building Groups. It is also considered that the proposal cannot satisfy any of the remaining categories (2) Infill Sites, (3) New Houses in the Open Countryside, (4) Renovation or Replacement of Houses, (5) Conversion or Replacement of Redundant Non Domestic Buildings, or (6) Rural Brownfield Land.
 2. The proposal is contrary to Policy PM1A, Placemaking, of the Perth and Kinross Local Development Plan 2014 as it would not contribute positively to the built or natural environment. It is also contrary to policy PM1B a) and b). In particular in terms of PM1B a) it would create further sporadic, ad hoc development that b) has no respect for the site topography or the wider landscape of the area.
 3. The proposal is contrary to Policy NE1B, National Designations, of the Perth and Kinross Local Development Plan 2014 which seeks to protect the quality and character of an area designated as being of national scenic importance. The Construction of a house in this naturally wooded area within the Loch Rannoch and Glen Lyon National Scenic Area would further erode the quality and landscape character for which it has been designated.
 4. The proposal is contrary to Policy NE2B, Forestry, Woodland and Trees, of the adopted Perth and Kinross Local Development Plan 2014 which states that there is a presumption in favour of protecting woodland resources. The policy also requires a tree survey to be provided where there are existing trees on a development site. No tree survey has been submitted to demonstrate that the site can be developed without having an adverse impact on existing trees.

Justification

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

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- (ii) **TCP/11/16(487) – Planning application 17/00896/FLL – Part change of use from offices to form 3 holiday accommodation units, Units H, J, F, G and 3 Glenruthven Mill, Abbey Road, Auchterarder, PH3 1DP – Mr D Ross**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for a part change of use from offices to form 3 holiday accommodation units, Units H, J, F, G and 3 Glenruthven Mill, Abbey Road, Auchterarder, PH3 1DP.

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

Decision:

Resolved by unanimous decision that:

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

- (iii) **TCP/11/16(488) – Planning application 17/01182/IPL – Erection of a dwellinghouse (in principle) on land 30 metres west of 2 Hillview, Tomaknock, Crieff – Miss J Brown**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of a dwellinghouse (in principle) on land 30 metres west of 2 Hillview, Tomaknock, Crieff.

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

Decision:

Resolved by unanimous decision that:

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

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of a dwellinghouse (in principle) on land 30 metres west of 2 Hillview, Tomaknock, Crieff, be refused for the following reasons:

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1. The proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014 and the Council's Housing in the Countryside Guide 2014 as it does not comply with any of the categories of the policy guidance where a dwellinghouse or dwellinghouses would be acceptable in principle at this location.
2. The proposal is contrary to Policy PM1B, criterion (a) of the Perth and Kinross Local Development Plan 2014, as the proposal fails to create a sense of identity and erodes the character of the countryside.
3. The proposal is contrary to Policy PM1B, criterion (b) of the Perth and Kinross Local Development Plan 2014, as the siting of the dwellinghouse on this prominent piece of land would erode and dilute the areas landscape character.
4. The proposal is contrary to Policy ER6 of the Perth and Kinross Local Development Plan 2014 as it erodes local distinctiveness, diversity and quality of Perth and Kinross's landscape character. This includes eroding the visual and scenic qualities of the landscape and the quality of landscape experience through the siting of the dwellinghouse on the prominent piece of land.

Justification

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

595. DEFERRED APPLICATIONS FOR REVIEW

- (i) **TCP/11/16(471) – Planning application – 16/01937/FLL – Erection of a dwellinghouse (in retrospect) on land at Hillview, Kinloch, Blairgowrie, PH10 6SD – Mr G Burke**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of a dwellinghouse (in retrospect) on land at Hillview, Kinloch, Blairgowrie, PH10 6SD.

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

It was noted that, at its meeting of 27 June 2017, the Local Review Body resolved, by unanimous decision, that insufficient information was before the Local Review Body to determine the matter without: (i) receiving a copy of the prior notification 12/00544/PN together with certification for the agricultural building at Balcairn by Kinloch, Blairgowrie; (ii) confirmation of: (a) the Building Warrant (reference

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12/01315/NDOM9) for the agricultural building at Balcairn by Kiloch, Blairgowrie; (b) the amendment (15/01004/AMDOM9) to the building warrant issued on 22 December 2015 for the same building; (c) the completion certificate issued on 17 July 2016 for the same building; and (d) clarification on whether the building warrant and completion certificate for 12/01315/NDOM9 had been issued for an agricultural shed or domestic use; (iii) further information on the measures for phosphorous mitigation proposed by the applicant, including where that mitigation is to be secured; (iv) evidence of SNH and SEPA withdrawing their objections to the proposal, in terms of the impact of the proposal on the Lunan Valley Catchment Area; (v) the applicant providing information to demonstrate their ability to carry out the measures for proposed phosphorous mitigation; (vi) written proof from the applicant of ownership of Chestnut View; (vii) details from the applicant of the extent and location of any other land owned by him in the area; (viii) the applicant providing a copy of the of the legal opinion regarding the description of the planning application, dated 22 December 2016 and referred to in the letter of 14 March 2017 from Brodies LLP Solicitors; and (ix) a copy of the reply sent to the letter of complaint of 14 March 2017 from Brodies LLP.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, including the further information requested by the Local Review Body at its meeting of 27 June 2017, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of a dwellinghouse (in retrospect) on land at Hillview, Kinloch, Blairgowrie, PH10 6SD be refused for the following reason:
 - 1. The proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014 and the Council's Housing in the Countryside Guide 2012, which is limited to the category 3 – economic need and category 5 – conversions and replacements in the Lunan Valley Catchment Area. No economic need for the house has been identified as required by category 3 and the building is not of traditional character, has not been in place for a number of years and no evidence has been submitted that the agricultural building is now redundant as required by category 5.

Justification

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

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(ii) TCP/11/16(476) – Planning application 16/01865/FLL – Formation of access road on land 60 metres East of Kinwreaton, Brucefield Road, Blairgowrie – Mr B Thomson

Councillor Brawn declared a non-financial interest in this item. As a result a quorate of members could not be achieved, and consideration was deferred until a future meeting of the Perth and Kinross Local Review Body.

(iii) TCP/11/16(477) – Planning Application 17/00334/IPL – Residential development (in principle), site of former 1 Lower Gauls, Bankfoot – JM & TT Bechtel

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of a residential development (in principle), site of former 1 Lower Gauls, Bankfoot.

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

It was noted that, at its meeting of 25 July 2017, the Local Review Body resolved, by unanimous decision, that insufficient information was before the Local Review Body to determine the matter without: (i) receiving comment from the Interim Development Quality Manager, in consultation with the Council's Flooding Team, on the overview of previous applications and works and the Millard letter of 2 June 2017; (ii) an unaccompanied site visit. The comments and further information having been supplied, and an unaccompanied site visit having been carried out on 5 October 2017, the Local Review Body reconvened.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, including the further information requested by the Local Review Body at its meeting of 25 July 2017, and having carried out a site visit on 5 October 2017, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the residential development (in principle), site of former 1 Lower Gauls, Bankfoot, be allowed and planning permission granted, subject to:
 - 1. the prior receipt of Education and Supplementary Transport Infrastructure contributions or the conclusion of a legal agreement; and
 - 2. the imposition of relevant terms, conditions and informatives including flood relief/protection, the use of

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water resistant materials and measures, surface water soakaway and the implementation of the bat survey recommendations.

Justification

The proposed residential development was not seen as being of significance to the functional flood plain and ample drainage was available, and in that context, was not contrary to Local Development Plan Policy EP2.

(iv) TCP/11/16(481) – Planning application 17/00252/IPL – Residential development (in principle) on land 40 metres north of 1 Netherhall Steadings, Milnathort – Mr G Sinclair

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for residential development (in principle) on land 40 metres north of 1 Netherall Steadings, Milnathort.

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

It was noted that, at its meeting of 22 August 2017, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without an unaccompanied site visit. An unaccompanied site visit having been carried out on 5 October 2017, the Local Review Body reconvened.

Decision:

Resolved by unanimous decision that:

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

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for residential development (in principle) on land at 40 metres north of 1 Netherall Steadings, Milnathort, be refused for the following reason:
 - 1. The proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014 and the Council's Housing in the Countryside Guide 2012 as the proposal fails to comply with category (1) Building Groups, as the site does not have a defined landscape or topographical boundary to the north and therefore does not result in an extension to the existing building group as a definable site. It is also considered that the proposal cannot satisfy any of the remaining categories (2) Infill Sites, (3) New Houses in the Open Countryside, (4) Renovation or

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Replacement of Houses, (5) Conversion or Replacement of Redundant Non Domestic Buildings, or (6) Rural Brownfield Land.

Justification

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

(v) TCP/11/16(480) – Planning application 17/00618/FLL – Erection of a dwellinghouse on land 100 metres North West of Glendy Steading, Glenfarg – Mr P Sloan

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the erection of a dwellinghouse on land 100 metres North West of Glendy Steady, Glenfarg.

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

It was noted that, at its meeting of 12 September 2017, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without an unaccompanied site visit. An unaccompanied site visit having been carried out on 5 October 2017, the Local Review Body reconvened.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, and having carried out a site visit on 5 October 2017, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of a dwellinghouse on land at 100 metres North West of Glendy Steading, Glenfarg, be refused for the following reason:
 - 1. The proposal is contrary to Policy RD3 of the Perth and Kinross Local Development Plan 2014 and the Council's Housing in the Countryside Guide 2012, as the proposal fails satisfactorily comply with category (1) Building Groups. It is also considered that the proposal cannot satisfy any of the remaining categories; (2) Infill Sites; (3) New Houses in the Open Countryside; Activity (4) Renovation or Replacement of Houses; (5) Conversion or Replacement of Redundant Non-Domestic Buildings; or (6) Rural Brownfield Land.

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2. The proposal is contrary to Policy PM1A Placemaking of the Perth and Kinross Local Development Plan 2014 as the proposed development would not contribute positively to the quality of the surrounding built and natural environment.
3. The proposal is contrary to Policy ER6 of the Perth and Kinross Local Development Plan 2014 as the proposal would be detrimental to the local landscape character and could be cited as setting a precedent for further development in the area.

Justification

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

(vi) TCP/11/16(483) – Planning application 17/00365/FLL – Change of use, alterations and extension to store to form a flat at 90 Perth Airport, Scone, Perth, PH2 6PL – Morris Leslie Group

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for change of use, alterations and extension to store to form a flat at 90 Perth Airport, Scone, Perth, PH2 6PL.

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

It was noted that, at its meeting of 2017, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without an unaccompanied site visit. An unaccompanied site visit having been carried out on 5 October 2017, the Local Review Body reconvened.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, and having carried out a site visit on 5 October 2017, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for change of use, alterations, and extension to store to form a flat at 90 Perth Airport, Scone, Perth, PH2 6PL, be allowed and planning permission granted, subject to the imposition of relevant terms, conditions and informatives.

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Justification

The proposed change of use, alterations and extension to store to form a flat at 90 Perth Airport, Scone, Perth, PH2 6PL, would be beneficial in creating an additional affordable residential flat in relation to the previously approved formation of flats at the first floor level of this building, which would secure a consistency of residential use and which could reduce the likelihood of conflicting uses, which provided a sufficiently material planning considerations to set aside Local Development Plan Policy ED1A as set out in the decision notice. This proposal was assessed on its own merits and in conjunction with the related proposal, planning application 17/00367/FLL.

(vii) TCP/11/16(484) – Planning application 17/00367/FLL – Change of use and alterations from antiques centre (class 1) to form 14 flats and associated works at 90 Perth Airport, Scone, Perth, PH2 6PL – Morris Leslie Group

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for change of use and alterations from antiques centre (class 1) to form 14 flats and associated works at 90 Perth Airport, Scone, Perth, PH2 6PL.

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

It was noted that, at its meeting of 25 July 2017, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without an unaccompanied site visit. An unaccompanied site visit having been carried out on 5 October 2017, the Local Review Body reconvened.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, and having carried out a site visit on 5 October 2017, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for change of use and alterations from antiques centre (class 1) to form 14 flats and associated works at 90 Perth Airport, Scone, Perth, PH2 6PL, be allowed and planning permission granted, subject to the imposition of relevant terms, conditions and informatives including revised parking, bin storage, surface water and foul drainage and landscaping.

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Justification

The proposed change of use and alterations from antique centre (Class1) to form 14 flats and associated works at 90 Perth Airport, Scone, Perth, PH2 6PL, would be beneficial in creating affordable housing, and furthermore compliment the previously approved formation of flats above at the first floor level of this building, and it would secure a consistency of residential use which could reduce the likelihood of conflicting uses which, provided a sufficiently material planning consideration to set aside Local Development Plan Policy ED1A as set out in the decision notice. This proposal was assessed on its own merits and in conjunction with the related proposal, planning application 17/00365/FLL.

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## **PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE**

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 18 October 2017 at 10.00am.

Present: Councillors M Lyle, B Brawn, B Band, M Barnacle (up to and including Art. 600(1)(iv), H Coates, E Drysdale, T Gray, I James, R Watters and W Wilson.

In Attendance: Councillors X McDade, T McEwan, W Robertson, C Shiers and L Simpson; N Brian, D Niven, C Hall, M Petrie, A Rennie, D Salman, J Scott, C Stewart and R Stewart (all The Environment Service); E Ritchie and N Robson (Housing and Community Safety); G Fogg and D Williams (both Corporate and Democratic Services).

Apologies: Councillors H Anderson, A Jarvis and R McCall

Councillor M Lyle, Convener, Presiding.

### **596. WELCOME AND APOLOGIES**

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

### **597. DECLARATIONS OF INTEREST**

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

### **598. MINUTES**

The minute of meeting of the Development Management Committee of 20 September 2017 (Arts. 508-512) was submitted, approved as a correct record and authorised for signature.

### **599. DEPUTATIONS**

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

| <b>Planning Application No.</b> | <b>Art. No.</b> |
|---------------------------------|-----------------|
| 17/00806/FLM                    | 600(1)(iii)     |
| 17/00838/FLM                    | 600(1)(iv)      |
| 16/01715/FLL                    | 600(2)(i)       |
| 17/00788/FLL                    | 600(2)(ii)      |
| 17/01170/FLL                    | 600(2)(iii)     |
| 17/01234/FLL                    | 600(2)(iv)      |

**600. APPLICATIONS FOR DETERMINATION**

**(1) Major Applications**

- (i) 16/02156/AMM - OUDENARDE - Erection of 159 dwellinghouses with associated roads, drainage and landscaping at land to the north of A912 at Oudenarde, Bridge of Earn – Report 17/338 – Taylor Wimpey East Scotland and GS Brown Construction Ltd**

**Resolved:**

**Grant**, subject to the following terms, conditions, including additional condition 17 and informatives:

**Conditions**

1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed on the planning consent.
2. Prior to the occupation of any dwelling, all matters regarding access, car parking, road layout, design and specification, including the disposal of surface water, shall be in accordance with the standards required by the Council as Roads Authority.
3. Prior to the occupation of any dwelling, details of the specification including materials of all footpaths and cycleways shall be submitted to the Planning Authority for further approval. The agreed detail shall thereafter be implemented prior to the completion of the 50<sup>th</sup> dwelling.
4. The detailed landscaping and planting scheme as approved shall be commenced at the same time as commencement of the residential development and thereafter maintained and competed to the satisfaction of the Council as Planning Authority.
5. Any planting failing to become established within five years shall be replaced in the following planting season with others of similar sizes and species to the satisfaction of the Council as Planning Authority.
6. Prior to the commencement of development a detailed layout of the proposed children's play area indicated in the site layout plan shall be submitted for the further approval of the Planning Authority. The play area(s) shall be designed, laid out and equipped in accordance with the Planning Authority's current criteria for play area provision within six months of the first dwelling occupied on the site. The play area and its facilities/equipment shall thereafter be maintained to the satisfaction of the Council as Planning Authority.

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7. Prior to the commencement of development full details of proposed site boundary openings forming new access onto the spine road shall be submitted to the Planning Authority for further written approval. The opening details as approved shall thereafter be implemented prior to the occupation of any residential plot.
8. No development shall commence until a detailed delivery plan confirming the programmed delivery of the site and construction works has been submitted and approved in writing by the Planning Authority. Once approved, the development shall be implemented in accordance with the delivery plan.
9. All existing trees and hedgerows shown to be retained shall be protected by suitable fencing in accordance with BS5837 2012 (Trees in Relation to Construction), unless otherwise agreed in writing by the Planning Authority. The details of the protective fencing and its location shall be first submitted to and agreed in writing by the Planning Authority. No materials, supplies, plant, machinery, soil heaps, changes in ground levels or construction activities shall be permitted within the protected areas without the written consent of the Planning Authority and no fire shall be lit in the position where the flames could extend to within 5 metres of foliage, branches or trunks.
10. No removal of hedgerows, trees or shrubs or works to or demolition of any buildings or structures that may be used by breeding birds shall take place between 1st March and 31st August inclusive, unless a competent ecologist has undertaken a careful, detailed check of vegetation for active birds' nests immediately before the vegetation is cleared and provided written confirmation that no birds will be harmed and/or that there are appropriate measures in place to protect nesting bird interest on site. Any such written confirmation should be submitted to and agreed by the Planning Authority.
11. Measures to protect animals from being trapped in open excavations and/or pipe and culverts shall be implemented for the duration of the construction works of the development hereby approved. The measures may include creation of sloping escape ramps for animals, which may be achieved by edge profiling of trenches/excavations or by using planks placed into them at the end of each working day and open pipework greater than 150 mm outside diameter being blanked off at the end of each working day.
12. Where it is intended to create semi-natural habitats, all species used in the planting proposals detailed in the approved plans shall be locally native species of local



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- provenance unless otherwise agreed in writing with the Planning Authority.
13. Prior to occupation of any buildings on site a minimum of 30% (41 units) of all completed 2 storey houses shall incorporate a minimum of 2 bat bricks (e.g. build-in Woodstone Bat Box) and swift nest bricks (e.g. WoodStone Build-in Swift Nest Box A) shall be incorporated at eaves height.
  14. Prior to the commencement of development, any Orchids identified in the applicant's Habitat Survey shall be translocated to the landscape buffer area to allow them to be retained and thereafter maintained to the satisfaction of the Council as Planning Authority
  15. Prior to the commencement of development a Construction Traffic Management Plan (CTMP) shall be submitted to and be approved in writing by the Planning Authority. Thereafter the development shall be fully undertaken in accordance with the CTMP.
  16. The hours of operation at the construction stage shall be Monday to Friday 07:00 to 19:00 hours, Saturday 08:00 to 13:00 hours and no workings on a Sunday, unless otherwise agreed in writing with the Planning Authority.
  17. Within 12 months of this decision notice the exact design specification and delivery timescale of interchange improvements to be provided at the M90/A912 junctions (northbound and southbound) and widening of the northbound merge road with the M90 will be submitted for written approval to the Planning Authority in consultation with Transport Scotland. The details shall generally be in accordance with the following TA Millard Partnership/Millard Consulting Drawings 2394/03/20 Revision C and 2394/03/15 Revision A associated with application 02/01482/IPM and Roads Construction Consent (RCC) drawing 316/03/408 (dated June 2009). The works shall be carried out and completed in accordance with the agreed design specification and delivery timescale.

**Justification**

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

**Informatives**

1. The development hereby permitted shall be commenced no later than the expiration of two years from the date of this consent or from the date of subsequent approval of matters specified in conditions, or three years from the

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date of planning permission in principle, whichever is later.

2. Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 41 the notice must be:
  - Displayed in a prominent place at or in the vicinity of the site of the development.
  - Readily visible to the public.
  - Printed on durable material.
6. Should any archaeology be discovered during construction, the applicant is advised to contact Mr David Strachan, Archaeologist – Perth and Kinross Heritage Trust to discuss what is required. Tel: 01738 477080.
7. The applicants are advised that they must apply to the Roads Authority, for construction consent to form a new street. Please contact The Construction and Maintenance Manager, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.
8. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD
9. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.

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10. The applicant should ensure that access and operations during construction and the routes for any services for the site take account of both the servitudes of the Shell UK and BP pipelines
11. The applicant is reminded that, should any protected species be present a licence may be required from Scottish Natural Heritage to disturb a protected species. Failure to obtain a licence may constitute a criminal act under the Habitats Regulations and penalties are severe for non-compliance.
12. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
13. The Council's Community Waste Adviser in the Environment Service should be contacted to clarify the bin storage and recycling requirements for the development.
14. No work shall be commenced until an application for building warrant has been submitted and approved.

**(ii) 17/00669/FLM - PERTH - Erection of 48 dwellinghouses, landscaping and associated works on land SW of Gannochy Farmhouse, Gannochy Road, Perth – Report 17/339 – The Gannochy Trust**

**Resolved:**

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

**Conditions**

1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed on the planning consent.
2. Prior to the development hereby approved being completed or brought into use, all matters regarding access, car parking, road layout, design and specification, including the disposal of surface water, shall be in accordance with the standards required by the Council as Roads Authority.
3. The detailed landscaping and planting scheme as approved shall be commenced at the same time as commencement of the residential development and thereafter maintained to the satisfaction of the Council as Planning Authority.

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4. Any planting failing to become established within five years shall be replaced in the following planting season with others of similar sizes and species to the satisfaction of the Council as Planning Authority.
5. The hours of operation at the construction stage shall be Monday to Friday 07:00 to 19:00 hours, Saturday 08:00 to 13:00 hours and no workings on a Sunday.
6. The mitigation measure as recommended in Appendix E of the applicants Air Quality Assessment shall be carried out throughout the duration of the construction works.
7. Prior to the development hereby approved being completed or brought into use a Residential Travel Plan (RTP), aimed to encourage more sustainable means of travel, shall be submitted and approved in writing by the Council. The RTP will have particular regard to provision for walking, cycling and public transport access to and within the site and will identify the measures to be provided, the system of management, monitoring, review, reporting and the duration of the plan.
8. Development shall not commence on site until a detailed sustainable urban drainage system (SUDS) has been submitted for the further written agreement of the Council as Planning Authority, in consultation with SEPA where necessary. The scheme shall be developed in accordance with the technical guidance contained in The SUDS Manual (C753) and the Council's Flood Risk and Flood Risk Assessments Developer Guidance, and shall incorporate source control. All works shall be carried out in accordance with the agreed scheme and be operational prior to the bringing into use of the development.
9. The conclusions and recommended action points within the applicants supporting biodiversity survey submitted and hereby approved shall be fully adhered to, respected and undertaken as part of the construction phase of development to the satisfaction of the Planning Authority.
10. No removal of hedgerows, trees or shrubs or works to or demolition of buildings or structures that may be used by breeding birds shall take place between 1st March and 31st August inclusive, unless a competent ecologist has undertaken a careful, detailed check of vegetation for active birds' nests immediately before the vegetation is cleared and provided written confirmation that no birds will be harmed and/or that there are appropriate measures in place to protect nesting bird interest on site. Any such written confirmation shall be submitted to the Planning Authority for retention prior to commencement of development.

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11. Measures to protect animals from being trapped in open excavations and/or pipe and culverts shall be implemented for the duration of the construction works of the development hereby approved. The measures may include creation of sloping escape ramps for animals, which may be achieved by edge profiling of trenches/excavations or by using planks placed into them at the end of each working day and open pipework greater than 150 mm outside diameter being blanked off at the end of each working day.
12. Where it is intended to create semi-natural habitats, all species used in the planting proposals detailed in the approved plans shall be locally native species of local provenance unless otherwise agreed in writing with the local planning authority.
13. Where it is intended to create a wetland/SUDS area wildlife kerbs shall be installed adjacent to all road gullies within 500m of wetland/SUDS.
14. Where site boundaries affect trees, the development shall fully comply with, respect and remain in full accordance with BS5837 2012: *'Trees in relation to construction, demolition and construction. Recommendations'*.
15. Prior to commencement of development, a detailed Construction Management Plan (CMP) detailing required mitigation measures and construction method statements, including specific measures for monitoring during construction, shall be submitted to and approved in writing by the Planning Authority in consultation with Perth and Kinross Council's Environmental Health Section. Such details shall be submitted not less than two month prior to the agreed scheduled commencement date and shall incorporate detailed pollution avoidance and air quality mitigation measures for all construction elements. Thereafter the approved CMP shall thereafter be fully respected and adhered to through the construction phase of the development.

**Justification**

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

**Procedural Notes**

1. If the applicant would prefer to enter into a Section 75 Legal Agreement, consent shall not to be issued until the Section 75 Agreement relating to transport infrastructure contributions has been completed and signed to reflect the current planning reference 17/00669/FLM.

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2. The legal agreement should be concluded and completed within 4 months of the date of any Committee approval. Failure to conclude a legal agreement within 4 months will result in the planning application having to be re-assessed through failing to comply with the associated developer contributions policy and will be ultimately recommended for refusal under delegated powers.

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period. (See section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
2. Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 41 the notice must be:
  - Displayed in a prominent place at or in the vicinity of the site of the development.
  - Readily visible to the public.
  - Printed on durable material.
5. The applicant is advised that in terms of Section 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.
6. The applicant is advised that in terms of Section 21 of the Roads (Scotland) Act 1984 they must obtain from the Council as Roads Authority consent to construct a new

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road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.

7. The applicants are advised that they must apply to the Roads Authority for construction consent to form a new street. Please contact The Construction and Maintenance Manager, The Environment Service, Perth and Kinross Council, Pullar House, Perth.
8. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
9. The applicant is advised that the works may need a license under the Water (Controlled Activities) Regulations 2005 (CAR). The applicant should contact SEPA's Perth Environmental Protection and Improvement Team (Tel: 01738 627989) in regard to this. The applicant should ensure that all works on site comply with the best practice guidelines laid out in SEPA's published Pollution Prevention Guidance, found at [www.sepa.org.uk](http://www.sepa.org.uk)
10. The Council's Community Waste Adviser in the Environment Service should be contacted to clarify the bin storage and recycling requirements for the development.
11. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
12. The applicant is reminded that, should any protected species be present a licence may be required from Scottish Natural Heritage to disturb a protected species. Failure to obtain a licence may constitute a criminal act under the Habitats Regulations and penalties are severe for non-compliance.

**(iii) 17/00806/FLM – MILNATHORT – Erection of 77 dwellinghouses, formation of landscaping, open spaces and community woodland, and associated works on land north of Linden Park Road, Milnathort – Report 17/340 – Dundas Estates and Development Co Ltd**

Mr T Malcolm and Mr P Grant, objectors to the application, Councillor W Robertson, Local Member, followed by Mr B

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Dunlop, Managing Director of Dundas and Mr J Garrett, on behalf of the architect, addressed the Committee and, following their respective representations, withdrew to the public benches.

Motion (Councillors M Barnacle and B Brawn) – Refuse the application for the following reason:  
The proposal is contrary to Policies PM1A, RD1A and TA1B of the Perth and Kinross Local Development Plan.

Amendment (Councillors T Gray and B Band) – Grant the application subject to the following terms, conditions and informatives contained within Report 17/340.

**Second Amendment (Councillors R Watters and E Drysdale)  
– Defer the application for a site visit and to allow for the  
Committee to address any concerns they may have.**

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

4 members voted for the First Amendment as follows:  
Councillors M Lyle, B Band, H Coates and T Gray.

6 members voted for the Second Amendment as follows:  
Councillors B Brawn, M Barnacle, E Drysdale, I James, R Watters and W Wilson.

The Second Amendment became the substantive Amendment, and was set against the Motion.

4 members voted for the Motion as follows:  
Councillors B Brawn, M Barnacle, I James and W Wilson.

6 members voted for the Amendment as follows:  
Councillors M Lyle, B Band, H Coates, E Drysdale, T Gray and R Watters.

**Resolved:**

In accordance with the Amendment.

- (iv) **17/00838/FLM – BLAIRGOWRIE – Erection of 71  
dwellinghouses and associated works at land at Moyness  
Park, Blackthorn Place, Blairgowrie – Report 17/341 –  
Stewart Milne Homes**

Ms W McKerchar, Mr M Smith and Mr K Kemp, objectors to the application, Councillor C Shiers, Local Member, followed by Mr R Fawcus, on behalf of the applicant, addressed the Committee. Following their respective representations, Ms McKerchar, Mr



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Smith, Councillor Shiers and Mr Fawcus withdrew to the public benches, and Mr Kemp left the meeting.

Motion (Councillors T Gray and E Drysdale)  
Grant the application subject to the following terms, conditions and informatives;

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
2. No removal of vegetation, including trees and shrubs will take place between 1<sup>st</sup> March and 31 August inclusive unless a competent ecologist has undertaken a careful and detailed check of vegetation for active birds' nests immediately before the vegetation is to be cleared and provided written confirmation that no birds will be harmed and/or that there are appropriate measures in place to protect nesting birds on site. Any such written confirmation must be submitted to the planning authority prior to commencement of works.
3. All road gullies within 500m of a waterbody or Sustainable Urban Drainage (SUDS) basin shall have 'wildlife kerbs' installed adjacent to the gully. The details for which shall be submitted to the Planning Authority for approval and installed thereafter in accordance with the approved detail prior to the occupation of any dwellinghouse hereby approved.
4. No works which include the creation of trenches, culverts or the presence of pipes will commence until measures to protect animals from becoming trapped in open excavations and/or pipes and culverts are submitted to and approved in writing by the planning authority. The measures could include, but are not restricted to, creation of sloping escape ramps from trenches and excavations and securely sealing open pipework at the end of each working day.
5. The developer shall incorporate swift bricks and bat roost bricks at eaves height in a minimum of 40% of all 2 storey properties. These bricks shall be usable prior to the occupation of each property where the bricks have been installed.
6. Prior to the development hereby approved being completed or brought into use, all matters regarding access, car parking, road layout, design and specification, including the disposal of surface water, shall be in accordance with the standards required by the Council as Roads Authority.

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7. No part of the development shall be occupied until a Residential Travel Plan (RTP), aimed to encourage more sustainable means of travel, has been submitted and approved in writing by the Council. The RTP will have particular regard to provision for walking, cycling and public transport access to and within the site and will identify the measures to be provided, the system of management, monitoring, review, reporting and the duration of the plan.
8. Prior to the commencement of the development hereby approved, details of the specification and colour of the proposed external finishing materials to be used shall be submitted to and agreed in writing by the Council as Planning Authority. The scheme as agreed shall be implemented prior to the completion or bringing into use of each dwellinghouse, whichever is the earlier.
9. No development shall commence until a detailed delivery plan confirming the phased delivery of the site to landscaping (public open spaces and tree lines) and construction works (incorporating the route and construction phasing for dwellings and location of any site/construction compounds) has been submitted and approved in writing by the Planning Authority. Once approved, the development shall be implemented in accordance with the delivery plan.
10. In association with Condition 9, prior to the commencement of development details for the specification, species and maintenance of the landscaping, open space and tree line areas shall be submitted to the Planning Authority for further approval. The phasing and delivery of the tree areas should incorporate provision in advance of the occupation of any dwellinghouse within any respective phase of the development in accordance with the required phasing programme (Condition 9) and agreed in writing with the Planning Authority prior to the commencement of the development. Once approved, the landscape specification shall be implemented in accordance with the approved scheme.
11. Development shall not commence on site until detailed proposals developed design of proposes to mitigate flood risk from the Sustainable Urban Drainage (SUDS) basin shall be submitted for the further written agreement of the Council as Planning Authority. Development shall not commence on site until all flood mitigation measures agreed as part of the agreed scheme are completed to the satisfaction of the Council as Planning Authority.
12. The hours of operation for all construction activity shall be restricted to between 0700 hours and 1900 hours

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Monday to Saturday only, with no operations permitted on Sundays.

13. Prior to the commencement of the development hereby approved, the applicant shall submit for the further written agreement of the Council as Planning Authority, in consultation with the Roads Authority (Structures), a Construction Traffic Management Scheme (TMS) which shall include the following:
- (a) restriction of construction traffic to approved routes and the measures to be put in place to avoid other routes being used;
  - (b) timing of construction traffic to minimise impact on local communities particularly at school start and finishing times, on days when refuse collection is undertaken, on Sundays and during local events;
  - (c) a code of conduct for HGV drivers to allow for queuing traffic to pass;
  - (d) arrangements for liaison with the Roads Authority regarding winter maintenance;
  - (e) emergency arrangements detailing communication and contingency arrangements in the event of vehicle breakdown;
  - (f) arrangements for the cleaning of wheels and chassis of vehicles to prevent material from construction sites associated with the development being deposited on the road;
  - (g) arrangements for cleaning of roads affected by material deposited from construction sites associated with the development;
  - (h) arrangements for signage at site accesses and crossovers and on roads to be used by construction traffic in order to provide safe access for pedestrians, cyclists and equestrians;
  - (i) details of information signs to inform other road users of construction traffic;
  - (j) arrangements to ensure that access for emergency service vehicles are not impeded;
  - (k) co-ordination with other significant developments known to use roads affected by construction traffic;
  - (l) traffic arrangements in the immediate vicinity of temporary construction compound(s);
  - (m) the provision and installation of traffic counters at the applicant's expense at locations to be agreed prior to the commencement of construction;
  - (n) monitoring, reporting and implementation arrangements;
  - (o) arrangements for dealing with non-compliance; and
  - (p) details of HGV movements to and from the site.

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The TMS as approved shall be strictly adhered to during the entire site construction programme.

**Justification**

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

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period. (See section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
2. Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 41 the notice must be:
  - Displayed in a prominent place at or in the vicinity of the site of the development.
  - Readily visible to the public.
  - Printed on durable material.
5. The applicant should be advised that in terms of Section 21 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
6. The applicant is advised that the detailed design of all SUDS shall conform to 'PKC Flooding and Flood Risk

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Guidance Document (June 2014)', or any subsequent update.

Associated with this, it is recommended that the following information and design should be embedded within the final drainage details:

- In the event that the soakaway overtops due to a capacity issue or siltation over time, the surrounding ground should be contoured such to allow a volume of water to be retained before it can overland flow elsewhere. I.e. the land would be graded down to the soakaway (very gently). This would make it easier to identify a problem with the soakaway in the future because it would pond around it. This would provide additional protection to surrounding land/property.
  - A clear indication of the design standard of all the SUDS features on the design and As-Built drawings.
7. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD.
  8. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
  9. No work shall be commenced until an application for building warrant has been submitted and approved.
  10. The applicant is recommended to contact the Council Contamination Officer immediately if any ground contamination is found during construction of the development.
  11. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
  12. The applicant is recommended to incorporate a mini glass recycling points in an appropriate location within the approved development to compliment the kerbside recycling services that will be provided. In order to comply with the 'Household Charter', each household should have access to 10 litres of recycling capacity per week, which would roughly equate to 3 mini glass points over the development. Further details of the requirements can be sought in discussion with the Council Waste

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Services Team. Further, The Environment Service Operations may request communal bins for the flatted properties; it is recommended that the developer make contact with the Community Waste Team to discuss this further.

Amendment (Councillors H Coates and B Brawn) – Refuse the application for the following reason;  
The proposal is contrary to Policies PM1A and RD1A of the Perth and Kinross Local Development Plan, and the density of the proposed development was inappropriate.

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

5 members voted for the Motion as follows:  
Councillors M Lyle, B Band, E Drysdale, T Gray and R Watters.

5 members voted for the Amendment as follows:  
Councillors B Brawn, M Barnacle, H Coates, I James and W Wilson.

In terms of Standing Order 45, the Convener exercised his casting vote for the Motion.

**Resolved:**

In accordance with the Motion.

THERE FOLLOWED A 45 MINUTE RECESS  
COUNCILLOR M BARNACLE LEFT THE MEETING AT THIS POINT.

**(2) Local Applications**

- (i) 16/01715/FLL – TUMMEL BRIDGE – Siting of 14 static caravan chalet units for holiday accommodation, partial infill of pond and associated landscaping on land Tummel Valley Holiday Park, Tummel Bridge, Pitlochry – Report 17/342 – Parkdean Holiday Parks Ltd**

Ms E Brown, objector to the application, Councillor X McDade, Local Member, followed by Ms R Whaley, applicant, addressed the Committee and, following their respective representations, withdrew to the public benches.

Motion (Councillors W Wilson and M Lyle) – Defer the application for further information regarding flood risk, also allowing the Committee to view the SSE report on the site.

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Amendment (Councillors H Coates and T Gray) –Grant the application subject to the following terms, conditions and informatives;

**Conditions**

1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed on the planning consent.
2. Development shall not commence until a detailed Construction Method Statement (CMS) has been submitted to the Council as Planning Authority and agreed in consultation with SNH and SEPA. The CMS must identify measures to prevent harmful materials entering the River Tay SAC, which could reduce water quality and lead to a damaging impact on the salmon, otter and lamprey interests. The CMS should include the following:
  - (a) pollution prevention safeguards including drainage arrangements and the possible use of siltation traps, settlement tanks and bunds
  - (b) storage and disposal of materials including the siting of stock piles, use of buffer strips and disposal methods
  - (c) construction site facilities including extent and location of construction site huts, vehicles, equipment, fuel, chemicals and materials compound
  - (d) timing, duration and phasing of construction particularly in relation to salmon and lamprey migration/spawning.The CMS and mitigations as agreed shall be fully implemented as part of the planning permission.
3. Development shall not commence until a detailed Construction Environmental Management Plan (CEMP) detailing environmental mitigation measures and construction method statements, including specific measures for environmental monitoring during construction, shall be submitted for the further written agreement of the Council as Planning Authority in consultation with SNH and/or SEPA. Such details shall be submitted not less than two months prior to the agreed scheduled commencement date and shall incorporate detailed pollution avoidance and mitigation measures for all construction elements. Thereafter the development shall be fully undertaken in accordance with the agreed CEMP. For clarification, the CEMP shall include information to satisfy the matters referred to in the

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consultation response from SEPA and dated 13 June 2017.

4. Prior to the commencement of the development hereby approved, a detailed landscaping and planting scheme for the site shall be submitted for the further written agreement of the Council as Planning Authority. The scheme shall include details of the height and slopes of any mounding or recontouring of the site, full details of all hard landscaping proposals including materials and installation methods and, species, height, size and density of trees and shrubs to be planted. The scheme as subsequently approved shall be carried out and completed within the first available planting season (October to March) after the completion or bringing into use of the development, whichever is the earlier, and the date of Practical Completion of the landscaping scheme shall be supplied in writing to the Council as Planning Authority within 7 days of that date. The scheme as agreed and implemented shall thereafter be maintained.
5. Prior to the occupation of the development or any phase of the development, whichever is the sooner, a landscape and ecological management plan for the site shall be submitted for the further written agreement of the Council as Planning Authority. The Plan shall include long term design objectives, management responsibilities and maintenance schedules for all landscape areas and include details of tree and woodland management and watercourse and pond management. The landscape and ecological management plan as agreed shall, where appropriate, include phased implementation concurrent with the development and shall be fully implemented and thereafter maintained.
6. Prior to the commencement of any works on site, all trees on site (other than those marked for felling on the approved plans) and those which have Root Protection Areas which fall within the site shall be retained and protected. Protection methods shall be strictly in accordance with BS 5837 2012: Trees in Relation to Design, Demolition and Construction. Protection measures, once in place, shall remain in place for the duration of construction.
7. Any planting failing to become established within five years shall be replaced in the following planting season with others of similar size, species and number.
8. Prior to the commencement of development a Flood Action Plan shall be prepared for the site and submitted for the further agreement in writing of the Planning Authority in consultation with the Council's Structures and



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- Flooding Section. This should detail access and egress arrangements during a flooding event.
9. Concurrent with the initiation of the development hereby approved and for the duration of construction, a temporary surface water treatment facility which accords with SUDS principles shall be implemented on site and maintained for the duration of the approved development works. The temporary surface water treatment facility shall remain in place until the permanent surface water drainage scheme is implemented.
  10. Storm water drainage from all paved surfaces, including the access, shall be disposed of by means of suitable a Sustainable Urban Drainage System to meet the requirements of best management practices.
  11. Prior to commencement of the works a full bat activity survey shall be submitted to the planning authority for approval.
  12. The conclusions and recommended action points within the supporting biodiversity survey and tree surveys submitted and hereby approved shall be fully adhered to, respected and undertaken as part of the construction phase of development.
  13. Prior to the installation of any external lighting, the details of all external lighting shall be submitted for the further written agreement of the Council as Planning Authority. The scheme shall include details of light spill, brightness of the lighting and the proposed hours of operation. The agreed lighting scheme shall be implemented and maintained in full accordance with the agreed scheme.
  14. The development hereby approved shall only be occupied between 1<sup>st</sup> March and 30<sup>th</sup> November and shall be used solely for holiday accommodation and shall not be occupied as the sole or main residence of any occupant.

**Justification**

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

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period. (See section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
2. Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the

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Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.

3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. An application for Building Warrant may be required.
5. The applicant should take cognisance of the advice contained in SEPA's letter dated 13 June 2017. Regulatory advice is also available from the local SEPA office at:  
Broxden Business Park  
Lamberkine Drive  
PERTH  
PH1 1RX  
Tel: 01738 627989  
Email : [planning.se@sepa.org.uk](mailto:planning.se@sepa.org.uk)
6. The applicant is reminded that, should any protected species be present a licence may be required from Scottish Natural Heritage to disturb a protected species. Failure to obtain a licence may constitute a criminal act under the Habitats Regulations and penalties are severe for non-compliance.
7. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
8. The Caravan Site Licence for this site will require to be updated. Contact should be made with Perth and Kinross Council Environmental Health Team tel. 01738 476415.

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

4 members voted for the Motion as follows:

Councillors M Lyle, E Drysdale, R Watters and W Wilson.

5 members voted for the Amendment as follows:

Councillors B Brawn, B Band, H Coates, T Gray and I James.

**Resolved:**

In accordance with the Amendment

- (ii) **17/00788/FLL – FEARNAN – Change of use and alterations to nursery school to form holiday/staff accommodation, erection of 2 holiday/staff accommodation units and siting of 4 static caravans/chalets for holiday/staff accommodation (in part retrospect) at Boreland Farm, Fearnan, Aberfeldy – Report 17/343 – Boreland Farm Ltd**

Mr N Grant, objector to the application, followed by Mr J Ewen, applicant, addressed the Committee, and, following their respective representations, withdrew to the public benches.

**Resolved:**

**Grant**, subject to the following terms, conditions, including additional conditions 6 and 7, and informatives:

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
2. The development hereby approved shall be used solely for holiday accommodation and staff accommodation. Furthermore no more than 2 of the approved cabins at any one time shall be used as staff accommodation. For the avoidance of doubt the holiday accommodation shall not be occupied as the sole or main residence of any occupant and the staff accommodation shall only be occupied by someone employed by Boreland Farm Limited.
3. Prior to the commencement of any works on site, all trees on site (other than those marked for felling on the approved plans) and those which have Root Protection Areas which fall within the site shall be retained and protected. Protection methods shall be strictly in accordance with BS 5837 2012: Trees in Relation to Design, Demolition and Construction. Protection measures, once in place, shall remain in place for the duration of construction.
4. Prior to the occupation of the new units hereby approved a path to link the holiday accommodation with the shorefront area under the applicants control will be formed and signposted. Details of this shall be submitted to and agreed in writing with the Council as Planning Authority.
5. The stoves shall only operate on fuel prescribed and stored in accordance with the manufacturer's instructions. The stoves and flues and any constituent parts shall be maintained and serviced in accordance with the manufacturer's instructions. No changes to the biomass

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specifications shall take place without the prior written agreement of the Council as Planning Authority.

6. The existing agricultural barn shall not be used for any activities until such times that measures to control noise have been submitted to and approved by the Planning Authority. The approved measures shall be undertaken in full prior to use recommencing and maintained thereafter.

Reason - In order to safeguard the residential amenity of the area.

7. A Noise Management Plan shall be submitted for the approval of the Planning Authority within 3 months of the date of this decision. The plan shall include such measures to ensure that noise from the site is controlled at all times and adequate protocols are instituted to prevent any impact of neighbouring residential amenity. The approved plan shall thereafter be implemented to the satisfaction of the Planning Authority.

Reason - In order to safeguard the residential amenity of the area.

**Justification**

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

**Informatives**

1. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
2. An application for Building Warrant may be required.

**(iii) 17/01170/FLL – MURRAYSHALL – Erection of 2 dwellinghouses (revised design plot 2) on land SW of Stonegarth, Murrayshall – Report 17/344 – Fergus Purdie Architect**

Mr P Cooper, objector to the applicant, followed by Mr F Purdie, agent, addressed the Committee, and, following their respective representations, withdrew to the public benches.

Councillor W Wilson moved a motion to refuse the Late Hours the application on the grounds that it was contrary to Policy PM1B of the Perth and Kinross Local Development Plan. Having failed to find a seconder Councillor Flynn's amendment fell.

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**Resolved:**

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

**Conditions**

1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed on the planning permission.
2. A sample of external materials shall be submitted for the approval of the Planning Authority prior to the commencement of the development. The external materials as approved shall be implemented prior to the occupation and or use of the development.
3. Details of the proposed boundary treatments for the site shall be submitted for the approval of the Planning Authority prior to the commencement of the development. The approved scheme shall be completed prior to the occupation of the unit.
4. The wood burning stove shall only burn fuel as recommended by the manufacturer and shall be operated and maintained in line with manufacturer's advice.
5. The gradient of the access shall not exceed 3% for the first 5.00 metres measured back from the edge of the carriageway and the access shall be constructed so that no surface water is discharged to the public road.
6. Prior to the occupation or use of the approved development the vehicular access shall be formed in accordance with specification Type B, Fig 5.6 access detail to the satisfaction of the Planning Authority.
7. Prior to the occupation or use of the residential unit, turning facilities shall be provided within that plot to enable all vehicles to enter and leave in a forward gear and thereafter retained to the satisfaction of the Planning Authority.
8. Prior to the occupation or use of the approved development a minimum of 2 No. car parking spaces shall be provided within the plot and thereafter retained.
9. No development or extensions, whether or not permitted by virtue of Schedule 1, Part 1, Class 1A, 1B and 3A of the Town and Country Planning (General Permitted Development)(Scotland) Order, 1992 or any Order revoking and re-enacting that Order, shall be erected within the curtilage of the dwellinghouse hereby approved.

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**Justification**

The proposal is not in accordance with the Development Plan however there are material reasons which justify departing from the Development Plan

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period. (See section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. The applicant is advised that in terms of Sections 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
5. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD for a new postal address. The form is downloadable from [www.pkc.gov.uk](http://www.pkc.gov.uk) and should be returned to [snn@pkc.gov.uk](mailto:snn@pkc.gov.uk)
6. No work shall be commenced until an application for building warrant has been submitted and approved.

- (iv) **17/01234/FLL – ABERNETHY – Erection of an agricultural building for free range egg production and associated works at Wilson Cordon Farm, Abernethy, Perth – Report 17/345 – Robert S Wilson (Cordon)**

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

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**Resolved:**

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

**Conditions**

1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed on the planning consent.
2. The conclusions and recommended action points within the supporting biodiversity survey submitted and hereby approved shall be fully adhered to, respected and undertaken as part of the construction phase of development.
3. No removal of hedgerows, trees or shrubs or works to or demolition of buildings or structures that may be used by breeding birds shall take place between 1st March and 31st August inclusive, unless a competent ecologist has undertaken a careful, detailed check of vegetation for active birds' nests immediately before the vegetation is cleared and provided written confirmation that no birds will be harmed and/or that there are appropriate measures in place to protect nesting bird interest on site. Any such written confirmation should be submitted to the local planning authority.
4. Measures to protect animals from being trapped in open excavations and/or pipe and culverts shall be implemented for the duration of the construction works of the development hereby approved. The measures may include creation of sloping escape ramps for animals, which may be achieved by edge profiling of trenches/excavations or by using planks placed into them at the end of each working day and open pipework greater than 150 mm outside diameter being blanked off at the end of each working day.
5. All operational traffic movements to and from the site shall be undertaken in accordance with the routing outlined in the Transport Statement hereby approved (doc ref:17/01234/13) to the satisfaction of the Council as Planning Authority.
6. Prior to the development hereby approved being completed or brought into use, a passing place shall be constructed in full to the south of the railway bridge to formalise the existing informal passing place. The passing place shall be constructed in accordance with the National Roads Development Guide to provide a minimum road width of 5.5 metres, 15 metres in length (excluding 1:2 metre splays. Prior to the commencement of any development on site a scaled drawing at 1:200

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scale shall be submitted to and approved in writing by the Planning Authority which demonstrates the proposed location and works to form the passing place. The passing place shall be formed in accordance with these approved details.

7. Prior to the commencement of works on the development, the applicant shall submit for the written approval of the Planning Authority a Construction Traffic Management Scheme (TMS) which shall include the following:
  - a) restriction of construction traffic to approved routes and the measures to be put in place to avoid other routes being used;
  - b) timing of construction traffic to minimise impact on local communities particularly at school start and finishing times, on days when refuse collection is undertaken, on Sundays and during local events;
  - c) arrangements for liaison with the Roads Authority regarding winter maintenance;
  - d) emergency arrangements detailing communication and contingency arrangements in the event of vehicle breakdown;
  - e) arrangements for the cleaning of wheels and chassis of vehicles to prevent material from construction sites associated with the development being deposited on the road;
  - f) arrangements for cleaning of roads affected by material deposited from construction sites associated with the development;
  - g) arrangements for signage at site accesses and crossovers and on roads to be used by construction traffic in order to provide safe access for pedestrians, cyclists and equestrians;
  - h) details of information signs to inform other road users of construction traffic;
  - i) arrangements to ensure that access for emergency service vehicles are not impeded;
  - j) monitoring, reporting and implementation arrangements; and
  - k) arrangements for dealing with non-compliance.The TMS as approved shall be strictly adhered to during the entire site construction programme all to the satisfaction of the Council as Planning Authority.
8. Development shall not commence until the developer has secured the implementation of a programme of archaeological work in accordance with a written scheme of archaeological investigation which has been submitted by the applicant, and agreed in writing by the Council as Planning Authority, in consultation with Perth and Kinross



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Heritage Trust. Thereafter, the developer shall ensure that the programme of archaeological works is fully implemented including that all excavation, preservation, recording, recovery, analysis, publication and archiving of archaeological resources within the development site is undertaken. In addition, the developer shall afford access at all reasonable times to Perth and Kinross Heritage Trust or a nominated representative and shall allow them to observe work in progress.

9. All plant or equipment shall be so enclosed, attenuated and/or maintained such that any noise therefrom shall not exceed Noise Rating 35 between 0700 and 2300 hours daily, or Noise Rating 20 between 2300 and 0700 hours daily, within any neighbouring residential property, with all windows slightly open, when measured and/ or calculated and plotted on a rating curve chart.
10. Should any aspect of the operation of this facility lead to a breach of condition 9, within 14 days of a written request by the Council as Planning Authority the applicant shall arrange for an investigation by a suitably qualified noise consultant with the scope and timescale submitted to and agreed in writing with the Council as Planning Authority in consultation with Environmental Health. Thereafter the agreed measures shall be implemented to ameliorate the nuisance.
11. Prior to the commencement of the development, an Odour Management Plan (OMA) shall be submitted to and approved in writing by the Planning Authority in consultation with Environmental Health. The management arrangements agreed within the approved OMA shall be strictly adhered to at all times.
12. Should any aspect of the development result in verified odour complaint determined by the Council as Planning Authority in consultation with Environmental Health, within 14 days of written request by the Council as Planning Authority, the applicant shall arrange for an Odour Impact Assessment (OIA) to be carried out by a qualified consultant. The OIA findings shall be submitted for the written approval of the Council as Planning Authority, in consultation with Environmental Health and must draw conclusions and make recommendations as necessary. Thereafter any necessary measures to ameliorate the odour nuisance should be put in place, and a new or revised Odour Management Plan must be submitted to the council within a specified agreed timescale.
13. Prior to the installation of any external lighting, the details of all external lighting shall be submitted for the further written agreement of the Council as Planning Authority.

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The scheme shall include details of light spill, brightness of the lighting and the proposed hours of operation. The agreed lighting scheme shall be implemented and maintained in full accordance with the agreed scheme.

14. All external lighting shall be sufficiently screened and aligned so as to ensure that there is no direct illumination of neighbouring land and that light spillage beyond the boundaries of the site is minimised to a degree that it does not adversely affect the amenity of the neighbouring land.
15. Prior to the commencement of any works on site, all trees on site (other than those marked for felling on the approved plans) and those which have Root Protection Areas which fall within the site shall be retained and protected. Protection methods shall be strictly in accordance with BS 5837 2012: Trees in Relation to Design, Demolition and Construction. Protection measures, once in place, shall remain in place for the duration of construction.
16. Prior to the commencement of development, details of the tree planting proposed to the west and south of the building shall be submitted to and approved in writing by the Planning Authority. The agreed detail shall thereafter be implemented prior to the completion of the development and completed in accordance with the timescales outlined in condition 16.
17. The planting scheme as approved under condition 15 shall be implemented fully within one calendar year of the commencement of development and thereafter maintained.
18. Any planting failing to become established within five years shall be replaced in the following planting season with others of similar sizes and species.
19. Storm water drainage from all paved surfaces, including the access, shall be disposed of by means of suitable a Sustainable Urban Drainage System to meet the requirements of best management practices.

**Justification**

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

**Informatives**

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

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2. Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
5. No work shall be commenced until an application for building warrant has been submitted and approved.
6. The applicant is reminded that, should any protected species be present a licence may be required from Scottish Natural Heritage to disturb a protected species. Failure to obtain a licence may constitute a criminal act under the Habitats Regulations and penalties are severe for non compliance.
7. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
8. The applicant should be aware of the SEPA's General Binding Rules of The Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended) and the Intake and Outfall Good Practice Guide [https://www.sepa.org.uk/media/150984/wat\\_sg\\_28.pdf](https://www.sepa.org.uk/media/150984/wat_sg_28.pdf) with regards the proposed treatment and discharge of treated surface water to the burn. Further information is available to the applicant in the [CAR Practical Guide](#)
9. The developer is advised to contact Mr David Strachan, Archaeologist to discuss terms of reference for work required Tel 01738 477080.
10. This development will require the 'Display of notice while development is carried out', under Section 27C(1) of the Town and Country Planning Act 1997, as amended, and

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

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

**(v) 17/01402/IPL – LONGFORGAN – Erection of a dwellinghouse (in principle) on land north of Grieves House, Longforgan – Report 17/346 – Mr G Lawson**

**Resolved:**

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

**Conditions**

1. The development shall not commence until the following matters have been approved by the Planning Authority through the submission of an application or applications for approval of matters specified in conditions:
  - (i) The siting design, height and external materials of all buildings or structures;
  - (ii) Details of vehicular access to the site and the provision of two car parking spaces and turning facilities.
  - (iii) Details of all landscaping, planting, screening and boundary treatment.
2. In pursuance of Condition 1(i), the physical development shall be:
  - (i) Limited to a single storey with any accommodation above ground floor level being contained in the roof space.
  - (ii) Situated within the western portions of the plot and shall not extend eastwards of the established building line of the property located to the south and the property to the north of the site.
3. In pursuance of Condition 1(ii), the scheme shall include:
  - (i) Turning facilities to enable all vehicles to enter and leave the application site in a forward gear which shall be formed prior to the occupation of the dwellinghouse.
  - (ii) A layout to accommodate a minimum of two car parking spaces which shall be formed prior to the occupation of the dwellinghouse.

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- (iii) Suitable storage for waste disposal/collection which shall be formed prior to the occupation of the dwellinghouse.
- 4. In pursuance of condition 1(iii), the scheme shall include;
  - (i) The location of new trees, shrubs, hedges, and grassed areas.
  - (ii) A schedule of plants to compromise species, plant sizes and proposed numbers and density.
  - (iii) The location, design and materials of all hard landscaping works including walls, fences, gates, and any other means of enclosure.

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

Any planting which, within a period of 5 years from the completion of development, in the opinion of the Planning Authority is dying, has been severely damaged or is becoming seriously diseased, shall be replaced by plants of similar size and species to those originally required to be planted.

- 5. The development shall be in accordance with the requirements of Perth & Kinross Council's Developer Contributions and Affordable Housing Supplementary Guidance 2016 in line with Policy PM3: Infrastructure Contributions of the Perth & Kinross Local Development Plan 2014 with particular regard to transport infrastructure, unless otherwise agreed in writing with the Council as Planning Authority.
- 6. The development shall be in accordance with the requirements of Perth & Kinross Council's Developer Contributions and Affordable Housing Supplementary Guidance 2016 in line with Policy PM3: Infrastructure Contributions of the Perth & Kinross Local Development Plan 2014 with particular regard to primary education infrastructure, unless otherwise agreed in writing with the Council as Planning Authority.

**Justification**

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

**Informatives**

- 1. Application for the approval of matters specified in conditions shall be made before the expiration of 3 years from the date of the grant of planning permission in

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principle, unless an earlier application for such approval has been refused or an appeal against such refusal has been dismissed, in which case application for the approval of all outstanding matters specified in conditions must be made within 6 months of the date of such refusal or dismissal.

The approved development shall be commenced not later than the expiration of 3 years from the date of grant of planning permission in principle or 2 years from the final approval of matters specified in conditions, whichever is later.

2. Applicants are advised that should their application for Approval of Matters specified be refused and/or their appeal against such refusal dismissed outwith the three year time limit they are entitled to submit a revised application for Approval of Matters specified within six months after the date of refusal of the earlier application or of the dismissal of an appeal against such refusal.
3. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
4. An inspection of the proposed development site did not raise any real concerns, although historical mapping indicates there was previously a nearby use which may have resulted in contamination in the vicinity of the site. The applicant is advised that, given historical uses of the wider area, there may be potential for contamination within the site. Should any contamination be found during the approved works, works should cease and the Land Quality team should be contacted on 01738 475000 or [es@pkc.gov.uk](mailto:es@pkc.gov.uk) for further advice.

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PERTH AND KINROSS COUNCIL
LICENSING COMMITTEE
26 OCTOBER 2017

LICENSING COMMITTEE

Minute of meeting of the Licensing Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Thursday 26 October 2017 at 10am.

Present: Councillors R Brock, I James, C Ahern, B Brawn, D Illingworth, A Jarvis and A Parrott.

In Attendance: L Brown, L Cormack, M McLaren, K Molley and S Michie (all Corporate and Democratic Services).

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

Councillor R Brock, Convener, Presiding.

601. WELCOME AND APOLOGIES

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

602. DECLARATIONS OF INTEREST

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

603. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Licensing Committee of 14 September 2017 was submitted and approved as a correct record.

604. TAXI AND PRIVATE HIRE CAR DRIVER CONDITIONS

There was submitted a revised report by the Head of Legal and Governance Services (17/349 Revised) seeking approval of a number of changes to the current conditions for Taxi and Private Hire Car Drivers and Operators.

Resolved:

- (i) The changes to the conditions for Taxi and Private Hire Car Drivers and Operators as detailed in the appendix to Report 17/349 be approved.
- (ii) The Head of Legal and Governance Services be instructed to undertake a further review and report back to the Licensing Committee in 6 months' time.

605. VARIATION OF PRIVATE HIRE OPERATORS LICENCE PH352

There was submitted a report by the Head of Legal and Governance Services (17/350) together with a letter received on 29 August 2017 from the licence holder seeking approval to vary the terms of the conditions of Private Hire Operator's Licence PH352.

PERTH AND KINROSS COUNCIL
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The representative of the Head of Legal and Governance Services advised the Committee that the licence holder had withdrawn his request for a variation to the terms and conditions of Private Hire Operator's Licence PH 352.

Resolved:

The application to vary Private Hire Operators Licence PH352 be withdrawn at the request of the licence holder.

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

606. TAXI DRIVER APPLICATION

There was submitted a report by the Head of Legal and Governance Services (17/351) seeking approval to rescind a decision made by the Committee at its meeting on 14 September 2017 to grant a Taxi and Private Hire Care Driver Licence TD1025 due to an administrative error.

Resolved:

The decision to grant Taxi/Private Hire Car Driver's Licence TD 1025 for a period of 1 year be rescinded.

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## **HOUSING AND COMMUNITIES COMMITTEE**

Minute of Meeting of the Housing and Communities Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth, PH1 5PH on Wednesday 1 November 2017 at 10.00am.

Present: Councillors P Barrett, H Coates, C Ahern, A Bailey, K Baird, B Brawn, E Drysdale, T Gray, D Illingworth, R McCall, S McCole, T McEwan and B Pover.

In attendance: J Fyffe, Senior Depute Chief Executive; R Packham (Perth and Kinross Health and Social Care Partnership) (up to Art. 612); C Cranmer, M Dow, C Hendry (up to Art. 614), E Mackintosh (up to Art. 614), C Mailer, J McCall, E McMullen, E Ritchie, N Robson and S Watson (all Housing and Community Safety); R Lyle (the Environment Service); C Flynn, K Molley, A Taylor and M Willis (all Corporate and Democratic Services).

Also in Attendance: Chief Inspector I Scott and Superintendent S Mentis (both Police Scotland); Local Senior Officer C Grieve and Group Manager B McLintock (both Scottish Fire and Rescue Service); C Stewart, Tenants' Representative.

Councillor Barrett, Convener, Presiding.

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

The Convener welcomed all those present to the meeting. There were no apologies.

### **608. DECLARATIONS OF INTEREST**

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

### **609. MINUTE OF MEETING OF THE HOUSING AND COMMUNITIES COMMITTEE OF 20 SEPTEMBER 2017 FOR APPROVAL AND SIGNATURE**

The minute of meeting of the Housing and Communities Committee of 20 September 2017 (Arts. 513-524) was submitted, approved as a correct record and authorised for signature.

### **610. PERTH AND KINROSS COMMUNITY PLANNING PARTNERSHIP - PERTH AND KINROSS INTEGRATION JOINT BOARD – VERBAL UPDATE BY EXECUTIVE LEAD OFFICER**

R Packham, Chief Officer for the Integration Joint Board provided members with a verbal update on the recent work of the Perth and Kinross Health and Social Care Partnership.

PERTH AND KINROSS COUNCIL  
HOUSING AND COMMUNITIES COMMITTEE  
1 NOVEMBER 2017

*IN TERMS OF STANDING ORDER 19 THE COMMITTEE AGREED TO VARY THE ORDER OF BUSINESS TO CONSIDER ITEMS P1 AND P2 AT THIS POINT.*

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

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

The Committee received and noted a verbal report from Local Senior Officer C Grieve of the Scottish Fire and Rescue Service on information which was not to be made publically available.

**612. POLICE SCOTLAND – OPERATIONAL UPDATE FOR PERTH AND KINROSS**

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

R PACKHAM LEFT THE MEETING DURING THE ABOVE ITEM.

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

**613. POLICE AND FIRE: LOCAL SCRUTINY AND ENGAGEMENT**

**(i) Scottish Fire and Rescue Service Quarterly Performance Report – 1 July to 30 September 2017**

There was submitted a report by Local Senior Officer C Grieve, Scottish Fire and Rescue Service (17/359) on the performance of the SFRS against the priorities, performance indicators and targets detailed within the Local Fire and Rescue Plan for Perth and Kinross 2014-17, for the second quarter, 1 July to 30 September 2017.

In responding to a question from Councillor Illingworth on why trends are continuing to fall, Area Manager Grieve advised that this was down to the preventative community safety work undertaken through the Perth and Kinross Partnership.

Councillor Drysdale referred to unwanted fire alarm signals and whether there was anything specific that could be done as these must be a drain on resources. In response Area Manager Grieve reported that responding crews undertake on scene investigations in an attempt to understand the reasons for the activations, all calls are monitored and analysed for emerging trends and trigger points.

PERTH AND KINROSS COUNCIL  
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**Resolved:**

The performance of the Scottish Fire and Rescue Service in Perth and Kinross area for the second quarter, 1 July to 30 September 2017, as detailed in Report 17/359, be noted.

**(ii) Local Fire and Rescue Plan for Perth & Kinross 2017-2010**

There was submitted a report by Area Manager C Grieve, Local Senior Officer, Scottish Fire and Rescue Service (17/360) containing background information in support of consideration of approval of the final draft Local Fire and Rescue Plan for Perth & Kinross 2017-2020.

**Resolved:**

The final draft Local Fire and Rescue Plan for Perth & Kinross 2017-2020, attached as Appendix 1 to Report 17/360, be approved.

**(iii) Perth and Kinross Local Policing Area Performance Results – 1 July to 30 September 2017**

There was submitted a report by Chief Superintendent P Anderson Police Scotland 'D' Division (Tayside) (17/361) on the performance of Police Scotland against the local policing priorities for the Perth and Kinross area as set out in the Local Policing Plan for the period 1 July to 30 September 2017, and detailing a number of community engagement and operational activities undertaken within the reporting period.

Councillor Drysdale expressed his thanks to Police Scotland for all their efforts in ensuring that the recent Scottish Defence League (SDL) protest march held in Perth City Centre passed off peacefully, he also queried whether or not there was anything that could have been done to prevent this protest taking place and on the level of resources used on the day. Chief Inspector Scott advised that under freedom of speech people are fully entitled to demonstrate in this way, Police Scotland worked with the organisers to ensure any protest would pass off as peacefully as possible. With regards to the level of resources required on the day, Chief Inspector Scott advised that he was unable to provide the specific numbers of Officers deployed.

In response to a question from Councillor Brawn regarding the recent spate of vandalism around the Wellmeadow in Blairgowrie, Chief Inspector Scott confirmed that additional patrols had recently been put in place and that an individual had now been identified.

**Resolved:**

The performance of Police Scotland against the local policing priorities for the Perth and Kinross area as detailed in Report 17/361 be noted.

PERTH AND KINROSS COUNCIL  
HOUSING AND COMMUNITIES COMMITTEE  
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**614. HOUSING AND COMMUNITY SAFETY SIX MONTH PERFORMANCE SUMMARY 2017**

There was submitted a report by the Interim Director (Housing and Community Safety) (17/362) reviewing the performance of Housing and Community Safety against its Business Management and Improvement Plan (BMIP) for the period 1 April 2017 to 30 September 2017.

**Resolved:**

- (i) The contents of the Housing and Community Safety Six Month Performance Summary 2017, as detailed in Appendix 1 to Report 17/362, pertaining to this Committee's areas of responsibility, be accepted.
- (ii) It be noted that Report 17/362 would also be submitted to the Scrutiny Committee on 29 November 2017 for scrutiny and comment as appropriate.

**615. PERTH AND KINROSS LOCAL HOUSING STRATEGY 2016-2021 UPDATED 2017**

There was submitted a report by the Interim Director (Housing and Community Safety) (17/363) noting (1) the progress in implementing the Local Housing Strategy for Perth and Kinross which was approved at Housing and Health Committee in May 2016; and (2) the approval of a revised action plan for 2017-2018.

**Resolved:**

- (i) The progress in implementing the actions set out in the Local Housing Strategy, attached as Appendix 1 to Report 17/363, be noted.
- (ii) The actions for 2018, as outlined in Appendix 2 to Report 17/363, be noted.

**616. STRATEGIC HOUSING INVESTMENT PLAN**

There was submitted a report by the Interim Director (Housing and Community Safety) (17/364) seeking approval of the revised Perth and Kinross Council Strategic Housing Investment Plan.

**Resolved:**

- (i) The revised Perth and Kinross Council Strategic Housing Investment Plan 2017-2022, as detailed in Appendix 1 to Report 17/364, be approved.
- (ii) The Interim Director (Housing and Community Safety) be authorised to ensure that where projects fall out of the plan, alternative projects prioritised in the same way can be substituted.

**617. REGULATORY SERVICES IN THE ENVIRONMENT SERVICE**

There was submitted a report by the Director (Environment) (17/365) (1) highlighting the contribution made by the Council's Regulatory Services and their contribution to public protection in 2016/17; and (2) setting out future priorities for the team.

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**Resolved:**

- (i) Endorse the activities of Regulatory Services and their contribution to the Council's objectives of protecting and promoting the health, safety and wellbeing of communities.
- (ii) The contribution of Regulatory Services to statutory enforcement duties undertaken by national bodies, be endorsed.

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LIFELONG LEARNING COMMITTEE

Minute of meeting of the Lifelong Learning Committee held in the Community School of Auchterarder, New School Lane, Auchterarder on Wednesday 1 November 2017 at 2.00pm.

Present: Councillors C Shiers, R McCall, W Wilson, H Anderson, K Baird, A Forbes, D Illingworth (substituting for Councillor C Purves), A Jarvis, X McDade, T McEwan, B Pover, J Rebbeck, F Sarwar; and Mrs. A McAuley and Mrs M McFarlane.

In attendance: S Devlin, Executive Director (Education & Children's Services); G Boland, P Davison, R Hill, S Johnston, H Johnstone and J Pepper (all Education & Children's Services); F Robertson, Head of Culture & Public Service Reform; C Vaskevicius, K Molley, C Flynn, K Barron and L Brown (all Corporate & Democratic Services).

Apologies for absence: Councillor C Purves and Mrs P Giles.

Councillor C Shiers, Convener, Presiding.

618. WELCOME AND APOLOGIES

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

619. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct Councillor Baird declarations a non-financial interest in Art. 625.

620. MINUTES

(i) Lifelong Learning Committee

The minute of meeting of the Lifelong Learning Committee of 23 August 2017 (Arts. 453-458) was submitted, approved as a correct record and authorised for signature.

(ii) Special Meeting of Lifelong Learning Committee

The minute of the special meeting of the Lifelong Learning Committee of 22 September 2017 was submitted, approved as a correct record and authorised for signature.

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LIFELONG LEARNING COMMITTEE
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(iii) Annual General Meeting of the Joint Negotiating Committee for Teaching Staff

The minute of the Annual General Meeting of the Joint Negotiating Committee for Teaching Staff of 20 June 2017 was submitted and noted. *(Appendix I)*

621. PERTH AND KINROSS COMMUNITY PLANNING PARTNERSHIP

(i) Minute of meeting of the Economy and Lifelong Learning Group

The minute of meeting of the Economy and Lifelong Learning Group of 10 February 2017 was submitted and noted.

(ii) Minute of meeting of the Children, Young People and Families' Partnership

The minute of meeting of the Children, Young People and Families Partnership of 22 June 2017 was submitted and noted.

(iii) Minute of special meeting of the Children, Young People and Families' Partnership

The minute of the special meeting of the Children, Young People and Families Partnership of 15 August 2017 was submitted and noted.

622. PERTH AND KINROSS EDUCATIONAL TRUST COMMITTEE

It be agreed that Councillor A Jarvis be appointed to the Perth and Kinross Educational Trust Committee.

623. EDUCATION AND CHILDREN'S SERVICES SIX MONTH PERFORMANCE SUMMARY 2017

There was submitted a report by the Executive Director (Education and Children's Services) (17/353) reviewing the performance of Education and Children's Services against its Business Management and Improvement Plan (BMIP) for the period 1 April 2017 to 30 September 2017.

Resolved:

- (i) The contents of Education and Children's Service Six Month Performance Summary 2017, as detailed in Appendix 1 to Report 17/353, be accepted.
- (ii) It be noted that Report 17/353 would also be submitted to the Scrutiny Committee on 29 November 2017 for scrutiny and comment as appropriate.

624. RAISING ATTAINMENT STRATEGY UPDATE 2017

There was submitted a report by the Executive Director (Education and Children's Services) (17/354) providing a progress update on the Raising Attainment Strategy 2016-2019 and presenting information on a range of main and supporting measures designed to both improve performance and monitor progress of improvements. The Committee also received a short presentation from the Head of Education – Secondary and Inclusion on the report.

Resolved:

- (i) The progress made in the first year of the Raising Attainment Strategy 2016-2019 as detailed in Report 17/354, and attached appendices be noted.
- (ii) It be noted that Report 17/354 would also be submitted to the Scrutiny Committee on 29 November 2017 for scrutiny and comment as appropriate.

625. EVALUATION OF PERTH AND KINROSS LIBRARY AND INFORMATION SERVICE

There was submitted a report by the Senior Depute Chief Executive (17/355) summarising key findings and improvement actions from the 2017 validated self-evaluation of the Library and Information Service delivered on behalf of the Council by Culture Perth and Kinross.

Resolved:

- (i) The findings of the 2017 evaluation of the Libraries Service as detailed in Report 17/355 be noted.
- (ii) The improvement actions to be implemented by Culture Perth and Kinross and the monitoring arrangements in place be noted.
- (iii) The Senior Depute Chief Executive be instructed to bring an update report to Lifelong Learning Committee in Autumn 2018 in relation to the 5 year Libraries Strategy under development.

626. INSTRUMENTAL MUSIC SERVICE – PROGRESS UPDATE REPORT

There was submitted a report by the Executive Director (Education and Children's Services) (17/356) (1) providing a progress update on achieving the savings within the Instrumental Music Service previously agreed by the Lifelong Learning Committee on 2 November 2016 (Report 16/482 refers); and (2) providing an update on the proposals for greater efficiencies in the Service as set out in Report 16/482.

Resolved:

- (i) The actions taken and the savings implemented as detailed in Report 17/356 and Appendix 1 be noted.
- (ii) The Executive Director (Education and Children's Services) be instructed to further consider best and most appropriate use of Youth Music Initiative funding, within the terms of the grant, to support greater participation of young people from more deprived backgrounds with the Instrumental Music Service.

627. INCLUSION SERVICES REVIEW – PROGRESS REPORT

There was submitted a report by the Executive Director (Education and Children's Services) (17/357) providing an update on the Inclusion Services Review; and highlighting the next steps to implement the key findings.

Resolved:

- (i) The contents of Report 17/357 be accepted.
- (ii) The arrangements, as set out in Report 17/357, be approved.
- (iii) The Executive Director (Education and Children's Services) be requested to bring a progress report to the Lifelong Learning Committee in November 2018.

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

628. REMODELLING OF RESIDENTIAL CARE (CHILDREN AND YOUNG PEOPLE)

There was submitted a report by the Executive Director (Education and Children's Services) (17/358) outlining an implementation plan for remodelling residential care for children and young people and the costs associated with putting in place the HUB model.

Resolved:

- (i) The implementation programme for the remodelling of residential care for children and young people as detailed in Report 17/358, be approved.
- (ii) The Executive Director (Education and Children's Services) be instructed to deliver a progress report to the Lifelong Learning Committee by summer 2018.

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**JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF**

Minute of the Annual General Meeting of the Joint Negotiating Committee for Teaching Staff (JNCT) held in Room 410, Fourth Floor, Council Building, 2 High Street, Perth on Tuesday 20 June 2017 at 2.30pm.

**Present:**

**Representing Perth and Kinross Council**

Councillors R McCall (substituting for Councillor W Wilson), J Rebbeck (substituting for F Sarwar) and C Shiers; S Devlin, R Hill, S Johnston and A Thomson, (all Education and Children's Services); S McLeod (Corporate and Democratic Services).

**Representing Teachers' Associations**

E Campbell, E Connon, S Peddie, C Rose and C Weston (all EIS); A Johnston (SSTA); and S Topen-Cooper (NASUWT).

**In Attendance:**

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

**Apologies:**

B Berhane, J Cook and M Laurie (all EIS) and C McDonald (VOICE); Councillors F Sarwar and W Wilson; D MacLeod and T Pupillo.

**1. APPOINTMENT OF CONVENER**

Nominations for Convener were invited from the Trade Union side. C Weston, seconded by A Johnston nominated E Campbell. There being no other nominations, E Campbell was duly appointed Convener of the Joint Negotiating Committee for Teaching Staff for a period of 2 years.

E CAMPBELL, CONVENER, TOOK THE CHAIR.

**2. APPOINTMENT OF VICE-CONVENER**

Nominations for Vice-Convener were invited from the Management side. Councillor R McCall, seconded by Councillor C Shiers nominated Councillor W Wilson. There being no other nominations, Councillor W Wilson was duly appointed Vice-Convener of the Joint Negotiating Committee for Teaching Staff for a period of 2 years.

**3. APOLOGIES**

Apologies for absence were submitted and noted as above.

#### **4. DECLARATIONS OF INTEREST (ELECTED MEMBERS ONLY)**

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

#### **5. ANNUAL REVIEW OF MEMBERSHIP**

The following changes to the membership of the Joint Negotiating Committee for Teaching Staff were noted:

- (i) Councillors F Sarwar, C Shiers and Wilson had been appointed as Management representatives on the JNC at the Council meeting on 17 May 2017.
- (ii) Emily Connon (EIS) replaced S Peddie (EIS) as a Teacher representative.

#### **6. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Joint Negotiating Committee for Teaching Staff of 21 March 2017 was submitted and approved as a correct record.

#### **7. MATTERS ARISING**

##### **(i) Employee Engagement Survey 2016 – Item 6 refers**

The Committee was advised that the Pulse survey had closed. The responses received were being analysed and completed. A report on finding will be shared with the Teachers side.

##### **(ii) Reporting Pupil Progress to Parents and Carers in Perth and Kinross – Item 11 refers**

S Johnston advised the results of the full evaluations would be reported back to the Joint Negotiating Committee once complete. It was proposed that draft guidance would be in place by August 2017 with pilot projects for Nationals being complete by August 2018.

Following questions from C Weston it was confirmed that schools, not participating in the pilot, would continue to report through Seemis. Agreement was given to consult with the Teachers' side especially around workload and identified training/support.

**8. REPORTS OF VIOLENCE AND AGGRESSION AGAINST STAFF IN PERTH AND KINROSS SCHOOLS – QUARTERLY STATISTICAL REPORT – TERM 3 (9 JANUARY 2017 TO 31 MARCH 2017) – ACADEMIC SESSION 2016-17**

There was submitted a quarterly statistical report by the Director (Education and Children's Services) (G/17/41) detailing the number of reported incidents of violence and aggression against staff in schools during the period 9 January to 31 March 2017, Term 3 of Academic Session 2016-17.

R Hill acknowledged that there had been an increase in the number of incidents reported in some secondary schools. Data returned was closely monitored by the Divisional Management Teams and QIOs met regularly with the staff to discuss any issues identified. S Johnston added that steps had been put in place to support pupils and staff in schools where multiple incidents involving individual pupils had been reported. In responding to questions from the teachers' side she advised that Headteachers received additional training sessions on how to approach parents with significant mental health issues. Prevention and intervention guidance had been developed to assist staff in order that they felt safe and that parents had clear boundaries on what would be considered acceptable behaviour. S Devlin added that the induction process for senior staff in schools included training on dealing with difficult and aggressive people. Rudeness and aggression from parents would not be tolerated.

The Committee noted the position.

**9. VIOLENCE AND AGGRESSION**

There was submitted a report by the Director (Education and Children's Services) (G/17/73) seeking agreement to formalise the status of the new Management Arrangements and Guidance on Violence and Aggression which was agreed as corporate policy at the Council's Strategic Policy and Resources Committee in September 2016.

The Committee agreed:

The formalising of the agreement be deferred to allow further discussion to take place between the Leader of the Teachers' side and senior management from both Education and Children's Services and Human Resources and that the agreement to be brought back to the Joint Negotiating Committee for approval.

**10. BESPOKE PRINCIPAL TEACHER JOB PROFILES**

There was submitted a report by the Corporate Human Resources Manager (G/17/74) seeking approval of four Principal Teacher job profiles which had been developed and deviated from the generic job profile which forms part of the SNCT handbook.

C Weston asked that the job profiles for Early Years' Family Engagement Coordinator and Guidance – Developing Scotland's Young Work Force have Principal Teacher included in their job titles.

In responding to a question from C Weston, S Devlin advised the Council does have teachers who undertake home visits. She confirmed that they are trained on the process and receive guidance on how such visits should be carried out.

The Committee approved as a local agreement the Bespoke Principal Teacher Job Profiles as detailed in Appendix 1 to report G/17/74.

#### **11. GENERIC HEAD TEACHER JOB PROFILE – LOCAL AGREEMENT**

There was submitted a report by the Corporate Human Resources Manager (G/17/75) seeking approval of a generic head teacher job profile as a local agreement.

The Committee approved as a local agreement the generic head teacher job profile as detailed in Appendix 1 to report G/17/75.

#### **12. PRINCIPLES FOR COVER IN SECONDARY SCHOOLS**

There was submitted a report by the Corporate Human Resources Manager (G/17/76) providing details on a hierarchy of principles for cover in secondary schools.

The committee agreed principles for cover in secondary schools as appended to report G/17/76 be approved and implemented with immediate effect.

#### **13. SCHOOL IMPROVEMENT PLANNING**

There was submitted for information papers relating to (1) Pupil Equity Fund Guidance, and (2) the School Improvement Framework Map and School Improvement Plan Guidance 2017-18 (G/17/77).

R Hill referred to the £1.6m of funding from the Pupil Equity Fund (PEF) which had been allocated directly to schools and was targeted at closing the poverty related attainment gap. He advised that the PEF should be viewed as part of the School Improvement planning process and that guidance had been circulated to Headteachers to assist in their preparations of indicative PEF plans for submission to the centre by the end of June 2017. The information received would be collated and shared with schools to aid collaborative working. R Hill confirmed that no action taken by a school should have a detrimental impact to another school.

In responding to a question from C Weston on the additional workload this would place on staff, R Hill advised that changes would be incremental, taking into account the requirements of Scottish Government and would not lead to an increase in the level of bureaucracy.

The Committee noted the position.

#### **14. TACKLING POVERTY**

C Weston enquired what the Council/schools are doing to address costs for families in children attending school.

S Devlin advised that the Lifelong Learning Committee had approved a Raising Attainment Strategy. The document had set out the vision, priorities and expected outcomes of Education and Children's Services in raising educational attainment and achievement for young people, and in closing the attainment gap between children and young people living in the most and least deprived communities in Perth and Kinross. The Council had also approved a report from the Fairness Commission which had made a number of recommendations on tackling the causes and consequences of poverty and inequality in Perth and Kinross. She suggested that a copy of the Fairness Commission report be circulated to members of the JNCT for information and that the Senior Depute Chief Executive be invited to attend a future meeting of the Committee to give a presentation on what was being undertaken at a strategic level to tackle this issue.

The Committee noted the position.

#### **15. ANY OTHER COMPETENT BUSINESS**

The Convener reported this was the last meeting of the JNC to be attended by Scott Peddie. On behalf of the Committee the Convener thanked Scott for his commitment to the work of the Committee over many years and wished him well in the future.

#### **16. DATE OF NEXT MEETING**

Tuesday 19 September 2017.

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PERTH AND KINROSS LOCAL REVIEW BODY

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chambers, 2 High Street, Perth on Tuesday 7 November 2017 at 10.30am.

Present: Councillors W Wilson, M Barnacle, T Gray (excluding Art. 631(i)) and A Jarvis (Art. 631(i) only).

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

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

Councillor W Wilson, Convener, Presiding.

629. DECLARATIONS OF INTEREST

Councillor T Gray declared a non-financial interest in Art. 631(i).

630. MINUTE

The minute of meeting of the Local Review Body of 10 October 2017 was submitted and noted.

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

631. DEFERRED APPLICATION FOR REVIEW

HAVING DECLARED AN INTEREST IN THE FOLLOWING ITEM, COUNCILLOR T GRAY WITHDREW FROM THE MEETING DURING CONSIDERATION OF ART. 631(i).

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

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

It was noted that, at its meeting of 30 May 2017, the Local Review Body resolved by unanimous decision that insufficient information was before the Local Review Body to determine the matter without an unaccompanied site visit. An unaccompanied site visit having being carried out on 26 June 2017, the Local Review Body reconvened on

PERTH AND KINROSS COUNCIL
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27 June 2017. At its meeting of 27 June 2017, the Local Review Body resolved by unanimous decision that insufficient information was before the Local Review Body to determine the matter without the applicant providing an ecological survey of the buildings in relation to European Protected Species. It was noted that the Local Review Body unanimously agreed that, following receipt of the requested information from the applicant, copies be sent to the Interim Development Quality Manager and Interest Parties for further comment.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Legal Adviser, including the further information requested by the Local Review Body at its meeting of 27 June 2017, and having carried out a site visit on 26 June 2017, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) it be ensured that all members of the Local Review Body considering and determining this review application had undertaken a formal unaccompanied site visit;
- (iii) comment be received from the Interim Development Quality Manager on the Ecological Survey, and allowing for the applicant to comment on any comments made by the Interim Development Quality Manager.

COUNCILLOR A JARVIS LEFT THE MEETING AT THIS POINT.

COUNCILLOR T GRAY RETURNED TO THE MEETING AT THIS POINT.

632. APPLICATIONS FOR REVIEW

- (i) **TCP/11/16(489) - Planning Application – 17/00636/IPL – Residential development (in principle) on land at Mains of Stobhall Farm, Cargill – Mr J Thomson**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse residential development (in principle) on land at Mains of Stobhall Farm, Cargill.

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

Decision:

Resolved by unanimous decision that:

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

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Thereafter, resolved by unanimous decision that:

- (ii) the Review application for residential development (in principle) on land at Mains of Stobhall Farm, Cargill, be refused for the following reasons:
1. In relation to 'rural brownfield land', as the whole site is not 'formerly' occupied by buildings, the proposal fails to meet the Council's specific criteria required for an acceptable rural brownfield site as is indicated in both Policy RD3 of the Perth and Kinross Local Development Plan 2014 and the Housing in the Countryside Guide 2012 – which both state that acceptable rural brownfield sites relate to sites which were 'formerly occupied by buildings' and not sites which are currently occupied. Policy RD3 of the Perth and Kinross Local Development Plan 2014 and the Council's Housing in the Countryside Guide 2012 do not offer support for new residential developments on sites of existing, non-traditional, non-domestic building regardless of whether or not the existing buildings are redundant (or not).
 2. As the site does not have a) a good landscape framework which is capable of absorbing the proposal and b) existing boundaries which are capable of providing a suitable enclosure, the proposal is contrary to Part 1 (Building Groups) of the Council's Housing in the Countryside Guide 2012 and Policy RD3 of Perth and Kinross Council's adopted Local Development Plan 2014. Both the policy and guide seek to ensure that proposals for new development that extend existing building groups takes place within definable sites that are formed by existing topography and/or well established landscape features, have a good landscape setting and have suitable site boundaries.
 3. As the presence (or otherwise) of European protected species has not been established, the proposal is potentially contrary to Policy NE3 of Perth and Kinross Council's adopted Local Development Plan 2014 which states that planning permission should not be granted for a development that would either individually or cumulatively be likely to have an adverse effect upon European protected species.
 4. The proposal is contrary to, or not supported by, any of the other Categories within Policy RD3 of the Perth and Kinross Local Development Plan and Perth and Kinross Council's Housing in the Countryside Guide 2012.

Justification

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

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

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

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

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning adviser, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) the Interim Development Quality Manager to comment on the Ecological Survey contained in the review application, and subsequently allow for further comment by the Applicant and Interested Parties on the Development Quality Manager's comments;
- (iii) following the receipt of further comment, the application be brought back to the Local Review Body.

(iii) TCP/11/16(491) – Planning application - 17/00839/FLL – Extension to dwellinghouse (in retrospect) at 24 Friar Street, Perth, PH2 0ED – Mr N Arthur

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the extension to dwellinghouse (in retrospect) at 24 Friar Street, Perth.

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

Decision:

Resolved by unanimous decision that:

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

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for extension to dwellinghouse (in retrospect) at 24 Friar Street, Perth, be refused for the following reasons:

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1. The proposal is contrary to Policy PM1B, criterion (a) of the Perth and Kinross Local Development Plan 2014, as the proposal fails to create a sense of identity and erodes the character of the host building and wider residential area.
2. The proposal is contrary to Policy PM1B, criterion (c) of the Perth and Kinross Local Development Plan 2014, as the design and density of the proposal does not complement its surroundings in terms of appearance, height, scale and massing.
3. The proposal is contrary to Policy RD1 of the Perth and Kinross Local Development Plan 2014, as the proposal would result in an increase in smoke and odour nuisance to both the host property and neighbouring properties through the 'downwash' effect, thus compromising residential amenity.
4. The proposal is contrary to Policy PM1A of the Perth and Kinross Local Development Plan 2014, as the design of the proposal does not contribute positively to the surrounding built environment or respect the character of place in terms of appearance, height, scale and massing.

Justification

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

(iv) TCP/11/16(492) – Planning application - 17/01203/FLL – Extension to dwellinghouse at Ardanish, Gordon Road, Crieff, PH7 4BL – Mr M McKee

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for the extension to dwellinghouse at Ardanish, Gordon Road, Crieff.

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

Decision:

Resolved by unanimous decision that:

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

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for extension to dwellinghouse at Ardanish, Gordon Road, Crieff, be refused for the following reasons:

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1. The proposals, by virtue of their poor integration, inappropriate form, unsympathetic design, massing, proportions and external finishing materials, would result in an adverse impact on the traditional character and appearance of the house and surrounding Conservation Area.
Approval would therefore be contrary to Policies HE3A, RD1(c), PM1A and PM1B(c) of the Perth and Kinross Local Development Plan 2014, which seek to ensure that development contributes positively to, or improves, the character and amenity of the built environment by complementing its surroundings in terms of design, appearance, massing, materials, colours and finishes in order to preserve or enhance the character and appearance of the Conservation Area.

Justification

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

THERE FOLLOWED A 7 MINUTE RECESS

634. DEFERRED APPLICATIONS FOR REVIEW

- (ii) **TCP/11/16(476) – Planning application - 16/01865/FLL – Formation of access road on land 60 metres East of Kinwreaton, Brucefield Road, Blairgowrie – Mr B Thomson**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for formation of access road on land 60 metres East of Kinwreaton, Brucefield Road, Blairgowrie.

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

It was noted that, at its meeting of 25 July 2017, the Local Review Body resolved, by unanimous decision, that insufficient information was before the Local Review Body to determine the matter without: (i) receiving comment from the Interim Development Quality Manager on the Millard letter of 14 June 2017; (ii) receiving comment, and possible quantification, from the Interim Development Quality Manager, in consultation with Transport Planning, on the potential for additional housing to the four properties which already enjoy Planning Permission, being accessed via the proposed private access road in the event of planning permission being granted, notably in relation to additional land within the H62 allocation within the Perth Local

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Development Plan 2014; (iii) comment from the Council as Roads Authority on the Millard letter of 14 June 2017, in particular with reference to; (a) the acceptability of 2m x 11.3m visibility splays to serve the proposed housing; and (b) the drainage arrangements for surface water being discharged from the surface of Brucefield Road; (iv) details from the Council, as Roads Authority, the extent of the road adopted when Brucefield Road was adopted by the Council; (v) information from the Council's Community Greenspace Department on the existence of any core paths relative to the application and the retention and maintenance of any such paths should Planning permission be granted for the proposal; (vi) an unaccompanied site visit, following the receipt of all further information and comment on all further information and comment on all further information from the applicant/agent and interested parties. The comments and further information having been supplied, and unaccompanied site visits having been carried out on 5 October 2017 and 3 November 2017, the Local Review Body reconvened.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, including the further information requested by the Local Review Body at its meeting of 25 July 2017, and having carried out site visits on 5 October and 3 November 2017, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for formation of access road on land 60 metres East of Kinwreaton, Brucefield Road, Blairgowrie, be refused for the following reasons:
 - 1. As the proposed access does not provide suitable visibility splays in both directions which are considered acceptable to serve the development which will be accessed from the new access, the proposal would have an adverse impact on the residential amenity and the existing character of the local area by introducing a development which would compromise road and pedestrian safety to an unacceptable degree. To this end, the proposal is considered to be contrary to Policies RD1 and PM1A of the Perth and Kinross Local Development Plan 2014, which both seek to ensure that existing residential areas are not adversely affected by inappropriate new developments.

Justification

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

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(iii) TCP/11/16(487) – Planning application - 17/00896/FLL – Part change of use from offices to form 3 holiday accommodation units, Units H, J, F, G and 3 Glenruthven Mill, Abbey Road, Auchterarder, PH3 1DP – Glendevon Construction Ltd

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse permission for a part change of use from offices to form 3 holiday accommodation units, Units H, J, F, G and 3 Glenruthven Mill, Abbey Road, Auchterarder, PH3 1DP.

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

It was noted that, at its meeting of 10 October 2017, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without an unaccompanied site visit. An unaccompanied site visit having been carried out on 3 November 2017, the Local Review Body reconvened.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, and having carried out a site visit on 3 November 2017, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for a part change of use from offices to form 3 holiday accommodation units, Units H, J, F, G and 3 Glenruthven Mill, Abbey Road, Auchterarder, PH3 1DP, be refused for the following reasons:
 - 1. The proposal for holiday accommodation is contrary to Policy ED1A of the Perth and Kinross Local Development Plan 2014, which seeks to retain the site for employment uses. The development, as proposed, would not safeguard the site for employment uses. Insufficient justification has been provided to demonstrate that the existing use is no longer viable.
 - 2. The proposal is contrary to Policy PM1A of the Perth and Kinross Local Development Plan 2014, as the proposed use is not compatible with the character and amenity of the site. The use of part of the building for holiday accommodation could detract from the attractiveness of the remainder of the site for the existing businesses and future occupiers of the business units.

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Justification

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

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## **ENVIRONMENT, ENTERPRISE AND INFRASTRUCTURE COMMITTEE**

Minute of meeting of the Environment, Enterprise and Infrastructure Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 8 November 2017 at 10.00am.

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

In Attendance: B Renton, N Brian, A Clegg, S D'All, C Haggart, J McCrone, N McGill, J Pritchard, B Reekie, C Rowan, D Strang and S Terras (all The Environment Service); C Flynn, S Richards, D Robertson and D Williams (all Corporate and Democratic Services).

Apology for Absence: Councillor R Watters.

Councillor C Stewart, Convener, Presiding.

The Convener led discussion on Arts. 638, 643, 645, 647, 648, 649, 650 and 651,  
Vice-Convener Barnacle led discussion on Arts. 642, 644, and 652 and Vice-  
Convener Purves led discussion on Arts. 641 and 646

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

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

### **636. DECLARATIONS OF INTEREST**

Councillor Williamson declared 2 non-financial interests on Art. 638.

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

### **637. DEPUTATION**

In terms of Standing Order 59, the Committee agreed to hear a deputation from Ms D Fuge, in relation to Art. 638.

Ms Fuge addressed the Committee and answered questions from members before returning to the public gallery.

The Convener thanked Ms Fuge for her attendance.



**638. FREE FESTIVE PARKING**

There was submitted a report by the Director (Environment) (17/370) recommending that the Free Festive Parking initiative operates on each Saturday from 2 December 2017 until 30 December 2017 inclusive in all Council operated car parks across the whole Perth and Kinross area.

**Resolved:**

It be agreed to offer free parking on Saturdays from 2 December to 30 December 2017 inclusive in all Council operated car parks across the whole Perth and Kinross area. It was agreed that an update on the trial would be provided to the Committee in early-2018.

COUNCILLOR BAILEY REQUESTED THAT HIS DISSENT TO THE DECISION BE RECORDED.

**639. MINUTE OF PREVIOUS MEETING**

The Minute of the Meeting of the Environment, Enterprise and Infrastructure Committee of 6 September 2017 (Arts. 465-478) was submitted, approved as a correct record and authorised for signature.

**640. PERTH CITY DEVELOPMENT BOARD**

**(i) Minute of Meeting of the Perth City Development Board of 30 May 2017**

The minute of meeting of the Perth City Development Board of 30 May 2017 was submitted and noted.

**(ii) Verbal Update by Executive Lead Officer**

The Director (Environment) provided an update on the last meeting of the Board which had been held on 30 May 2017.

**641. THE ENVIRONMENT SERVICE SIX MONTH PERFORMANCE SUMMARY 2017**

There was submitted a report by the Director (Environment) (17/366) reviewing the performance of the Environment Service against its Business Management and Improvement Plan for the period 1 April to 30 September 2017.

**Resolved:**

The Environment Services six month performance summary as detailed in Appendix 1 to Report 17/366, be approved.

**642. WASTE MANAGEMENT PLAN 2010-2025 – PROGRESS REPORT**

There was submitted a report by the Director (Environment) (17/367) (1) providing an update on progress with the Action Plan of the Perth and Kinross Council Waste Management Plan, and (2) recommending approval of the new actions 89-96 which are in line with recent national regulatory and strategy developments.

A letter from Roseanna Cunningham MSP to Councillor I Campbell, welcoming the support of the Council for the deposit return scheme, was circulated to members for information.

**Resolved:**

- (i) The annual update on progress on the Waste Management Action Plan, be noted.
- (ii) The new actions of the Waste Management Action Plan as set out in Appendix 1B to Report 17/367, be approved.

**643. POLICY ON PROVISION OF FACILITIES FOR OUTDOOR PITCH SPORTS**

There was submitted a report by the Director (Environment) (17/368) (1) outlining a policy to ensure the effective and efficient management of Council facilities for outdoor pitch sports for community use, and (2) ensuring that they are adequate for present and future needs.

**Resolved:**

The Policy on the Provision of Facilities for Outdoor Pitch Sports, attached as Appendix 1 to Report 17/368, be approved, subject to;

- (i) Goalposts not being removed for four 11-a-side football pitches and one 7-a-side football pitch.
- (ii) The Community Greenspace Team be instructed to explore alternative ways of goalpost maintenance.
- (iii) Seek further consultation with communities.

**644. NORTH INCH GOLF COURSE ANNUAL REPORT 2016/17**

There was submitted a report by the Director (Environment) (17/369) bringing forward the North Inch Golf Course Annual Report 2016/17, based on the previously approved Business Plan.

**Resolved:**

- (i) The North Inch Golf Course Annual Report 2016/17, attached as Appendix 1 to Report 17/369, be noted.
- (ii) The Director (Environment) be requested to submit the 2017/18 Annual Report to a future Environment, Enterprise and Infrastructure Committee.

**645. PLACEMAKING: PUBLIC REALM AND LIGHTING INVESTMENT**

There was submitted a report by the Director (Environment) (17/371) outlining proposed expenditure on placemaking projects within Perth and surrounding towns to support commercial and community development, along with economic growth.

**Resolved:**

- (i) Progress in the delivery of the programme of placemaking projects in Perth, Aberfeldy, Alyth and Auchterarder, be noted.
- (ii) It be noted that the specific capital allocations will be agreed through the capital budget monitoring process by the Strategic Policy and Resources Committee.
- (iii) The Director (Environment) be requested to bring forward a further report promoting the management and use of public space to a future Committee for consideration.

**646. ROADS ASSET ANNUAL STATUS REPORT – 2016/17**

There was submitted a report by the Director (Environment) (17/372) (1) presenting a status summary of the Council's Roads assets based upon the latest published Scottish local authority data as at 31 March 2017, and (2) describing the current condition of the asset, the standards achieved and provides performance indicator information to allow benchmarking of results.

**Resolved:**

- (i) The contents of the Roads Asset Status Report, together with the condition and performance of the Council's Roads assets as at 31 March 2017, as set out in Appendix 2, and the Roads Maintenance programme as set out in Appendix 3 to Report 17/372, be noted.
- (ii) The Director (Environment) be requested to continue to submit an annual report on the performance of, and investment in, the Council's Roads assets in accordance with the approved Asset Management Plan, including benchmarking information.

**647. PROPOSED 30MPH SPEED LIMITS AT FORTINGALL (C448)**

There will be submitted a report by the Director (Environment) (17/373) (1) detailing the proposal to extend the 30mph speed limit at Fortingall (C448), and (2) recommending the start of varying the Traffic Regulation Order for the 30mph Speed Limits.

**Resolved:**

The promotion of a variation to the relevant Traffic Regulation Order to allow the extension of the existing of 30mph speed limits, at the locations detailed in Appendices 1 and 2 to Report 17/373, and allow their implementation, be approved.

**648. PROPOSED ONE WAY ROAD AT ANDREW HEITON COURT, PERTH**

There was submitted a report by the Director (Environment) (17/374) (1) detailing the proposal to introduce a one way road restriction ay Andrew Heiton Court at the former Caledonian Road School, Perth, and (2) recommending the start of varying the Traffic Regulation Order for the one way road restriction.

**Resolved:**

The promotion of a variation to the relevant Traffic Regulation Order to allow the introduction of a one way road restriction, at the locations detailed in Appendix 1 to Report 17/374, and allow their implementation, be approved.

**649. PROPOSED VARIATION TO WAITING RESTRICTIONS, GEORGE STREET, UPPER ALLAN STREET, BLAIRGOWRIE**

There was submitted a report by the Director (Environment) (17/375) (1) outlining the problems experienced by local residents of George Street and Upper Allan Street, Blairgowrie due to indiscriminate parking, and (2) recommending a variation to the Blairgowrie Traffic Management Order to vary the waiting restrictions on George Street and Upper Allan Street, Blairgowrie.

**Resolved:**

- (i) The promotion of a variation to the relevant Traffic Regulation Order to reduce No Waiting at Any Time waiting restrictions on George Street, as detailed in Appendix 1 to Report 17/375, be approved.
- (ii) The introduction of additional No Waiting at Any Time restrictions on Upper Allan Street, as detailed in Appendix 2 to Report 17/375, be approved.

**650. RE-DETERMINATION OF FOOTWAYS FOR SHARED USE AT MORAY STREET, BLACKFORD**

There was submitted a report by the Director (Environment) (17/376) seeking approval to commence the legal process to propose to re-determine the footpath at Moray Street, Blackford to shared use for pedestrians and cyclists.

**Resolved:**

The legal process for the promotion of a Redetermination Order under Section 152(2) of the Roads (Scotland) Act 1984 be approved to allow the footway identified in Appendix 1 to Report 17/376 to be converted to shared use for pedestrians and cyclists.

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

There was submitted a report by the Director (Environment) (17/377) recommending that the List of Public Roads be updated to take account of the amendments detailed in this report.

**Resolved:**

The additions to the List of Public Roads, as detailed in Appendix 1 to Report 17/377, be approved.

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

**652. ALMONDBANK FLOOD PROTECTION SCHEME COMPULSORY PURCHASE ORDER**

There was submitted a report by the Director (Environment) (17/378) seeking authority to acquire land, either by negotiation or Compulsory Purchase at Huntingtowerfield Farm, Almondbank, to facilitate the construction of the Almondbank Flood Protection Scheme and secure access for third parties.

**Resolved:**

- (i) The purchase of land required for the Scheme referred to in this report by negotiation with the affected landowner and tenant, be agreed.
- (ii) The Head of Legal and Governance Services be instructed to initiate and, if necessary, complete the statutory procedures to acquire the land by compulsory purchase in parallel with the negotiated process.
- (iii) The promotion of the Perth and Kinross Council (Huntingtowerfield Farm, Almondbank) Compulsory Purchase Order 2017 to acquire the land shown on Appendix 1 to Report 17/378, be authorised.

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PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 15 November 2017 at 10.00am.

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

In Attendance: Councillor L Simpson; N Brian, A Condliffe, D Niven, M Petrie, J Scott, C Stewart and D Salman (all The Environment Service); G Fogg, K Molley and D Williams (all Corporate and Democratic Services).

Councillor M Lyle, Convener, Presiding.

653. WELCOME AND APOLOGIES

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

654. DECLARATIONS OF INTEREST

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

655. MINUTES

The minute of meeting of the Development Management Committee of 18 October 2017 (Arts. 596-600) was submitted, approved as a correct record and authorised for signature.

656. DEPUTATIONS

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

Planning Application No.	Art. No.
17/00088/IPM	657(1)(i)

657. APPLICATIONS FOR DETERMINATION

(1) Major Applications

- (i) 17/00088/IPM – STANLEY – Mixed use development/expansion at Stanley Village – Report 17/379 – Muir Homes Ltd**

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Mr and Mrs Burke followed by Mr Ewan McIntyre, agent for the applicant, addressed the Committee and, following their respective representations, withdrew to the public benches. J Scott, Team Leader, requested that, should the Committee be minded to grant the application, condition 28, as outlined in Report 17/379, be removed, as it was no longer required.

Resolved:

Grant, subject to the following terms, conditions and informatives, with condition 28, as outlined in Report 17/379, removed:

Direction

Perth and Kinross Council direct that sub-sections (2)(a)(i) and (3) of Section 59 of the Town and Country Planning (Scotland) Act 1997 apply as respects the in Principle Permission (17/00088/IPM) with the substitution of the period of 3 years referred to in each of those subsections, with the period of 14 years.

Conditions

1. Application for the approval required by a condition imposed on this Planning Permission in Principle shall conform with the requirements of Regulation 12 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008 and of Section 59 (2) and (3) of the Town and Country Planning (Scotland) Act 1997 as amended by Section 21 of the Planning etc. (Scotland) Act 2006 and, in particular, must be made before whichever is the latest of the following:
 - (i) the expiration of 6 months from the date on which an earlier application for the requisite approval was refused, or
 - (ii) the expiration of 6 months from the date on which an appeal against such refusal was dismissed.
2. The site layout plan and housing numbers as submitted are purely indicative and are not approved.
3. No works in connection with the development of each site hereby approved shall take place until full details of the siting, design, external appearance and landscaping of the development and the means of access serving the development (hereinafter referred to as the 'matters specified by condition') have been submitted to and approved in writing by the Planning Authority. The specified matters include:
 - (i) a revised detailed phasing plan for each site;
 - (ii) a detailed levels survey (existing and proposed) and cross sections showing proposed finished ground and floor levels of all buildings forming part

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- of the development phase, relative to existing ground levels and a fixed datum point.
 - (iii) the siting, design, height and external materials of all buildings or structures;
 - (iv) the details of all roads, footpaths, cycleways, core path connections throughout the development;
 - (v) details of any screen walls/fencing to be provided;
 - (vi) measures to maximise environmental sustainability through design, orientation and planting or any other means;
 - (vi) details of all landscaping, structure planting and screening associated with the development of each site;
 - (vii) the lighting of all streets and footpaths;
 - (viii) the layout of play areas and the equipment to be installed;
 - (ix) full details of the proposed means of disposal of foul and surface water from the development.
 - (x) details of car charging points to be provided within the development.
4. Prior to the start of any work on site, an agreed construction programme shall be submitted to and approved in writing by the Planning Authority. The construction programme shall accord with the phase outlined below.
- (i) the employment land development must be fully serviced before the occupation of the first residential dwelling of H34;
5. No work shall start on the relevant parts of the site unless the trees to be retained as identified in the submitted surveys have been protected by suitable fencing in accordance with BS5837 2012 (Trees in Relation to Construction). The details of the protective fencing and its location shall be first submitted to and agreed in writing by the Planning Authority. No materials, supplies, plant, machinery, soil heaps, changes in ground levels or construction activities shall be permitted within the protected areas without the written consent of the Planning Authority and no fire shall be lit in the position where the flames could extend to within 5 metres of foliage, branches or trunks.
6. All existing rights of way, core paths within or adjacent to the completed development shall at all times be protected and remain operational during the construction phases.
7. The development hereby approved shall not exceed 431 residential units and 3,000 sqm Ground Floor Area (GFA) of Class 4 (Office) use, in addition to the 69 residential units already consented on the application sites.

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8. Prior to the occupation and use of the approved development all matters regarding access, car parking, public transport facilities, walking and cycling facilities, the road layout, design and specification (including the disposal of surface water) shall be in accordance with the standards required by the Council as Roads Authority (as detailed in the National Roads Development Guide) and to the satisfaction of the Planning Authority. Technical Approval will be required for any structures & all walls/embankments that act singly or together to support a carriageway or footpath & retain over 1.5m fill will require Technical Approval.
9. Prior to the commencement of works on the development, the applicant shall submit for the written approval of the Planning Authority a Construction Traffic Management Scheme (TMS) which shall include the following:
 - a) restriction of construction traffic to approved routes and the measures to be put in place to avoid other routes being used;
 - b) timing of construction traffic to minimise impact on local communities particularly at school start and finishing times, on days when refuse collection is undertaken, on Sundays and during local events;
 - c) arrangements for liaison with the Roads Authority regarding winter maintenance;
 - d) emergency arrangements detailing communication and contingency arrangements in the event of vehicle breakdown;
 - e) arrangements for the cleaning of wheels and chassis of vehicles to prevent material from construction sites associated with the development being deposited on the road;
 - f) arrangements for cleaning of roads affected by material deposited from construction sites associated with the development;
 - g) arrangements for signage at site accesses and crossovers and on roads to be used by construction traffic in order to provide safe access for pedestrians, cyclists and equestrians;
 - h) details of information signs to inform other road users of construction traffic;
 - i) arrangements to ensure that access for emergency service vehicles are not impeded;
 - j) monitoring, reporting and implementation arrangements; and
 - k) arrangements for dealing with non-compliance.
10. The TMS as approved shall be strictly adhered to during the entire site construction programme all to the satisfaction of the Council as Planning Authority.

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No part of the development shall be occupied until a Green Travel Plan (GTP), aimed to encourage more sustainable means of travel, has been submitted and approved in writing by the Council. The GTP will have particular regard to provision for walking, cycling and public transport access to and within the site and will identify the measures to be provided (including the provision of new and/or enhanced public transport services), the system of management, monitoring, review, reporting and the duration of the plan.

11. Schemes of hard and soft landscaping works shall be submitted to the Local Planning Authority as part of the Matters Specified by Condition application for that phase of development.

Details of the schemes shall include:

- (i) existing and proposed finished ground levels relative to a fixed datum point;
- (ii) existing landscape features and vegetation to be retained;
- (iii) existing and proposed services including cables, pipelines and substations;
- (iv) the location of new trees, shrubs, hedges, grassed areas and water features;
- (v) a schedule of plants to comprise species, plant sizes and proposed numbers and density;
- (vi) the location, design and materials of all hard landscaping works including walls, fences, gates, any other means of enclosure, street furniture and play equipment;
- (vii) an indication of existing trees, shrubs and hedges to be removed;
- (viii) a programme for the completion and subsequent maintenance of the proposed landscaping;
- (ix) a woodland management plan;
- (x) separation distances between residential buildings and edge trees;
- (xi) separation distances between residential buildings and existing woodland.

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

Any planting which, within a period of 5 years from the completion of the development, in the opinion of the Planning Authority is dying, has been severely damaged or is becoming seriously diseased, shall be replaced by

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- plants of similar size and species to those originally required to be planted.
12. Full drainage calculations and the final layout and depth of the proposed SUDS ponds and associated infrastructure to be agreed in writing with the Council as Planning Authority, in consultation with Perth and Kinross Council Flooding Team. The agreed detail shall thereafter be implemented prior to the completion of development.
 13. As part of any Application for Matters Subject to Conditions application for sites H30 and H31 a detail Flood Risk Assessment must be submitted for the approval of the Planning Authority in consultation with SEPA.
 14. As part of any Application for Matters Subject to Conditions application for site H31 a feasibility study with regards de-culverting the watercourse to restore it to its natural state must be submitted for the approval of the Planning Authority in consultation with SEPA.
 15. Prior to the submission for approval of further detailed applications a Feasibility Study shall be submitted in writing for the approval of the Planning Authority to assess the technical feasibility and financial viability of heat network/district heating for this site, identifying any available sources of heat (either within the site or offsite) and other factors such as where land will be safeguarded for future district heating infrastructure.
The accompanying Design and Access Statement or other document as agreed by the Council should show/demonstrate how the findings of the feasibility study has been incorporated into the finalised design and layout of the proposal.
 16. All surface or foul water arising from the development must be collected and diverted away from Network Rail Property. Any Sustainable Urban Drainage Scheme should not be sited within 10 metres of railway infrastructure and should be designed with long term maintenance plans which meet the needs of the development.
 17. If not already in place, and prior to the commencement of development the applicant must provide a suitable trespass proof fence (rivetless palisade or expanded mesh) of at least 1.8 metres in height adjacent to Network Rail's boundary and provision for the fence's future maintenance and renewal should be made. Network Rail's existing boundary measure must not be removed without prior permission.
 18. Where trees/shrubs are to be planted adjacent to the railway boundary they should be positioned at a distance agreed by Network Rail. For the avoidance of doubt from

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the distance should be greater than their predicted mature tree height. Clarification from Network Rail should also be sought on the proposed tree species as certain broad leaf deciduous species are not permitted adjacent to the railway boundary.

19. Prior to the commencement of development details of all changes in ground levels, laying of foundations, and operation of mechanical plant in proximity to the rail line must be submitted to and approved by Network Rail's Asset Protection Engineer. For the avoidance of doubt, where any works cannot be carried out in a "fail-safe" manner, it will be necessary to restrict those works to periods when the railway is closed to rail traffic i.e. by a "possession" which must be booked via Network Rail's Asset Protection Engineer and are subject to a minimum prior notice period for booking of 20 weeks.
20. As part of any detailed application for each site a detailed protected species surveys including breeding birds covering the site shall be submitted as part of the specified matters requiring to be the subject of a further formal planning application for the approval of the Council as Planning Authority. The report shall include appropriate mitigations to protect any identified species.
21. Should the development hereby approved does not commence (or, having commenced, is suspended for more than 12 months) within 12 months from the date of the planning consent, the ecological surveys shall be reviewed and, where necessary, amended and updated. Further ecological surveys shall establish if there have been any changes in the presence of any protected species and identify any likely new ecological impacts that might arise from any changes. Where the survey results indicate that changes have occurred that will result in ecological impacts not previously addressed in the approved scheme, the original approved ecological measures will be revised and new or amended measures, and a timetable for their implementation, will be submitted to and approved in writing by the local planning authority prior to the commencement of development. Works will then be carried out in accordance with the approved revised ecological measures and timetable.
22. The conclusions and recommended action points within the supporting Ecological Assessment submitted and hereby approved shall be fully adhered to, respected and undertaken as part of the construction phase of development.
23. No works which include the creation of trenches or culverts or the presence of pipes shall commence until measures to protect animals from being trapped in open

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- excavations and/or pipe and culverts are submitted to and approved in writing by the Council as Planning Authority and implemented thereafter. The measures should include: creation of sloping escape ramps for animals, which may be achieved by edge profiling of trenches/excavations or by using planks placed into them at the end of each working day; and open pipework greater than 150 mm outside diameter being blanked off at the end of each working day.
24. Prior to occupation of any buildings on site a minimum of 30% of all completed 2 storey houses shall incorporate a minimum of 2 bat bricks (e.g. build-in Woodstone Bat Box) and swift nest bricks (e.g. WoodStone Build-in Swift Nest Box A) shall be incorporated at eaves height.
 25. Prior to commencement of development a Dust Management Plan shall be prepared and submitted to the Planning Authority for approval in consultation with Environmental Health. This shall include details of any required monitoring for dust and particulates (PM₁₀) and shall be maintained throughout the construction process.
 26. Noise shall be reassessed at the detailed planning application stage for each site to ensure that a suitable level of residential amenity can be achieved at all residential receptors.
 27. The development shall be in accordance with the requirements of Perth & Kinross Council's Developer Contributions and Affordable Housing Supplementary Guidance 2016 in line with Policy RD4: Affordable Housing of the Perth & Kinross Local Development Plan 2014.
 29. The development shall be in accordance with the requirements of Perth & Kinross Council's Developer Contributions and Affordable Housing Supplementary Guidance 2016 in line with Policy PM3: Infrastructure Contributions of the Perth & Kinross Local Development Plan 2014 with particular regard to transport infrastructure.
 30. For each phase of the development, a site specific plan, detailing bin storage areas, kerbside collection locations and recycling facilities shall be submitted to and approved in writing by the Planning Authority and thereafter undertaken in accordance with the approved details.

Justification

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

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Procedural Notes

1. Consent shall not to be issued until the Section 75 Agreement relating to transport infrastructure contributions has been completed and signed to reflect the current planning reference 17/00088/IPM.
2. The legal agreement should be concluded and completed within 4 months of the date of any Committee approval. Failure to conclude a legal agreement within 4 months will result in the planning application having to be re-assessed through failing to comply with the associated developer contributions policy and will be ultimately recommended for refusal under delegated powers.

Informatives

1. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 41 the notice must be:
 - Displayed in a prominent place at or in the vicinity of the site of the development
 - Readily visible to the public
 - Printed on durable material.
2. Applicants are advised that should their application for 'matters specified by condition' be refused and/or their appeal against such refusal dismissed outwith the three year time limit they are entitled to submit a revised application for 'matters specified by condition' within six months after the date of refusal of the earlier application or of the dismissal of an appeal against such refusal
3. The applicant is advised that to enable some of the negative suspensive conditions to be fulfilled works which are operational development may have to be undertaken outwith the application site. These works themselves may require the submission of a planning application.
4. The applicant is advised that in terms of Section 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.
5. The applicant is advised that in terms of Section 21 of the Roads (Scotland) Act 1984 they must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on

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- the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.
6. The applicants are advised that they must apply to the Roads Authority for construction consent to form a new street. Please contact The Construction and Maintenance Manager, The Environment Service, Perth and Kinross Council, Pullar House, Perth.
 7. The applicant is advised that the granting of planning consent does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
 8. The applicant is advised that the works may need a license under the Water (Controlled Activities) Regulations 2005 (CAR). The applicant should contact SEPA's Perth Environmental Protection and Improvement Team (Tel: 01738 627989) in regard to this. The applicant should ensure that all works on site comply with the best practice guidelines laid out in SEPA's published Pollution Prevention Guidance, found at www.sepa.org.uk
 9. The Council's Community Waste Adviser in the Environment Service should be contacted to clarify the bin storage and recycling requirements for the development.
 10. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
 11. The applicant is reminded that, should any protected species be present a licence may be required from Scottish Natural Heritage to disturb a protected species. Failure to obtain a licence may constitute a criminal act under the Habitats Regulations and penalties are severe for non-compliance.
 12. The Council shall be immediately notified in writing if any ground contamination is found during construction of the development, and thereafter a scheme to deal with the contamination shall be submitted to, and agreed in writing by, the Council as Planning Authority.
 13. Construction works must be undertaken in a safe manner which does not disturb the operation of the neighbouring railway. Applicants must be aware of any embankments and supporting structures which are in close proximity to their development.

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14. The applicant should be aware that any proposal for noise or vibration sensitive use adjacent to the railway may result in neighbour issues arising. Every endeavour should be made by the applicant in relation to adequate protection of the uses contained within the site.
15. Public rights of access and servitude must be acquired from Network Rail for the proposed footpath link incorporating the Overbridge 133/135 between Site H33 to Site H34.

(ii) 17/00204/AMM – PERTH – Application for approval of matters specified in conditions of 12/01692/IPM for erection of 70 dwellinghouses and associated works on land to the West of Cherrybank Gardens, Perth – Report 17/380 – Bellway Homes Ltd

This item was withdrawn from consideration prior to the meeting.

(iii) 17/00357/AMM – ERROL – Erection of a restaurant/farm shop, formation of parking areas and associated works (approval of matters specified in conditions 16/00298/IPM – Phase 1) on land West of Horn Farm Cottage, Errol – Report 17/381 – Mr James Farquharson

A Condliffe, Interim Development Quality Manager, requested that, should the Committee be minded to grant the application, condition 12, as outlined in Report 17/381, be removed, as it was no longer required.

Resolved:

Grant, subject to the following terms, conditions and informatives, with condition 12, as outlined in Report 17/381, removed:

Direction

Under the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013, regulations 30 – 33 there have been no directions by the Scottish Government in respect of an Environmental Impact Assessment screening opinion, call in or notification relating to this application.

Conditions

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

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proposed external finishing materials to be used shall be submitted to and agreed in writing by the Council as Planning Authority. The scheme as agreed shall be implemented prior to the completion or bringing into use of the development, whichever is the earlier.

3. The detailed landscaping and planting scheme which is hereby approved shall be completed within the first available planting season (October to March) after the completion or bringing into use of the development, whichever is the earlier. The approved scheme shall thereafter be maintained, with any planting which fails to become established within five years being replaced in the following planting season with others of a size and species as previously approved.
4. Prior to the development hereby approved being completed or brought into use, all matters regarding access, car parking, road layout, design and specification, including the disposal of surface water, shall be in accordance with the standards required by the Council as Roads Authority.
5. No landraising or the erection of solid boundaries within the 1 in 200 year floodplain identified on drawing number 17/00357/11 is permitted.
6. The car parking area located within the 1 in 200 year floodplain identified on drawing number 17/00357/11 shall be constructed using a permeable surface and maintained in perpetuity to the satisfaction of the Council as Planning Authority.
7. Servicing of and deliveries to the premises shall be carried out between 0700 and 1900 Monday to Saturday only, with no servicing or deliveries permitted on Sundays.
8. All plant or equipment shall be so enclosed, attenuated and/or maintained such that any noise therefrom shall not exceed Noise Rating 35 between 0700 and 2300 hours daily, or Noise Rating 25 between 2300 and 0700 hours daily, within any neighbouring residential property, with all windows slightly open, when measured and/ or calculated and plotted on a rating curve chart.
9. Prior to the development hereby approved being completed or brought into use, an effective ventilation system commensurate with the nature and scale of cooking to be undertaken shall be installed and operated such that cooking odours are not exhausted into or escape into any neighbouring buildings. Thereafter the system shall be maintained.
10. Prior to the installation of any external lighting, the details of all external lighting shall be submitted for the further written agreement of the Council as Planning Authority. The scheme shall include details of light spill, brightness

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- of the lighting and the proposed hours of operation. The agreed lighting scheme shall be implemented and maintained in full accordance with the agreed scheme.
11. All external lighting shall be sufficiently screened and aligned so as to ensure that there is no direct illumination of neighbouring land and that light spillage beyond the boundaries of the site is minimised to a degree that it does not adversely affect the amenity of the neighbouring land.
 13. Prior to the commencement of the development hereby approved, a Construction Method Statement (CMS), a Site Waste Management Plan (SWMP), a Drainage Management Plan (DMP) and Environmental Management Plan (EMP) detailing pollution prevention and control measures will be submitted to and be approved in writing by the Planning Authority. Such details shall be submitted not less than two months prior to the agreed scheduled commencement date and shall incorporate detailed pollution avoidance and mitigation measures for all construction elements. Thereafter the development of that phase shall be fully undertaken in accordance with the agreed details.
 14. Concurrent with the initiation of the development hereby approved and for the duration of construction, a temporary surface water treatment facility shall be implemented on site and maintained for the duration of the approved development works. The temporary surface water treatment facility shall remain in place until the permanent surface water drainage scheme is implemented unless otherwise agreed in writing by the Council as Planning Authority.

Justification

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

Informatives

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

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this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.

3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C(1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. In accordance with Regulation 41 the notice must be:
 - Displayed in a prominent place at or in the vicinity of the site of the development
 - Readily visible to the public printed on durable material.
5. The applicant is advised that in terms of Sections 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency.
6. No work shall be commenced until an application for building warrant has been submitted and approved.

(2) Proposal of Application Notice (PAN)

- (i) 17/00008/PAN – BANKFOOT – Proposed creation of sand and gravel borrow pit and associated ready mix concrete and asphalt plants, on land South of Loak Farm, Near Bankfoot, Perthshire – Report 17/382**

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

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## AUDIT COMMITTEE

Minute of meeting of the Audit Committee held in the Council Chambers, 2 High Street, Perth on Wednesday 22 November 2017 at 10.00am.

Present: Councillors E Drysdale, B Band, S Donaldson, D Illingworth, I James and X McDade.

In Attendance: J Clark, C Flynn, K Molley, M Morrison and D Williams (all Corporate and Democratic Services); J Cockburn (Education and Children's Services); J Dixon (Environment Service) and N Copland (Housing and Community Care).

Apology: Councillor H Coates.

Councillor Drysdale, Convener, Presiding.

### 658. WELCOME AND APOLOGIES/SUBSTITUTIONS

The Convener welcomed everyone to the meeting. An apology was noted as above.

### 659. DECLARATIONS OF INTEREST

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

### 660. MINUTES

The minute of meeting of the Audit Committee of 27 September 2017 (Arts. 528-535) was submitted and approved as a correct record and authorised for signature, subject to the following amendment;

With reference to 'Internal Audit Strategy & Plan 2017/18', final sentence to read as follows;

*'It was noted that whilst it was useful to have input from Councillors on suggested areas, if Councillors had a particular concern about controls in any area they should normally raise that concern with the relevant Director or Head of Service before referring the matter to Internal Audit.'*

### 661. INTERNAL AUDIT FOLLOW UP

There was submitted a Report by the Chief Internal Auditor (17/383) presenting a current summary of Internal Audit's 'follow up' work.

#### **Resolved:**

The current position in respect of the agreed actions arising from internal and external work, be noted.

## **662. INTERNAL AUDIT UPDATE**

There was submitted a Report by the Chief Internal Auditor (17/384) presenting a summary of Internal Audit's work against the 2017/18 annual plan.

In response to a query from Councillor X McDade regarding Internal Audit procedures, J Clark informed members that some areas, such as Elected Members' allowances, were audited on a cyclical basis. J Clark added that some areas were looked at more frequently due to their high risk.

In response to a query from Councillor I James regarding staffing resources, J Clark informed members that when pulling together the annual plan, staffing resources are considered.

Councillor E Drysdale asked for an update regarding work with Perth & Kinross Integration Joint Board Audit & Performance Committee. J Clark informed Councillor Drysdale that it would be taken up with the Chief Auditor of NHS Tayside as to why a recent meeting of the Committee was cancelled.

Councillor E Drysdale raised concern regarding the progress on the Assessment on Charging. N Copland informed Councillor Drysdale that issues had arisen regarding staffing and workload, although added that additional staff have been taken on. N Copland informed members that the Depute Chief Executive has requested an interim report.

In response to a query from Councillor McDade regarding prioritisation of backlogged pieces of work, and the resources required to help clear such backlog, N Copland explained that some prioritisation had taken place and that there was no advantage to having more additional staff as this would involve extensive training on benefits.

### **Resolved:**

- (i) The progress of work against the plan for 2017/18, be noted.
- (ii) The removal of assignments 17 – 16 New Process Development, and 17-31 GOFA, from Internal Audit plans for 2017/18 as detailed in section 1.5 to 1.7 of this report, be approved.
- (iii) The outcome from consultancy work, be noted.
- (iv) Internal Audit will continue to engage with Housing & Community Safety to deliver improvements in the management of the financial assessment and charging function and will provide Audit Committee with a full report on the extended follow up of 16-07 in mid-2018, be noted.

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The Committee considered the following final reports:-

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

(a) **17-24 Early Learning and Childcare**

There was submitted a report by the Chief Internal Auditor (17/385) on an audit to ensure the Council is preparing adequately for the implementation of 1140 hours of early learning and childcare.

**Resolved:**

Internal Audit's findings, as detailed in Report 17/385, be noted.

(ii) **The Environment Service**

(b) **LEADER**

There was submitted a report by the Chief Internal Auditor (17/386) on an audit to ensure Regulatory requirements are met by reviewing the systems in place to deliver LEADER as well as the financial processes.

Councillor Donaldson raised concerns regarding the fact LEADER was funded by the European Union, and questioned whether the next Internal Audit Assessment would look at interim arrangements post-March 2019. J Clark informed Councillor Donaldson that LEADER will appear in Internal Audit plans until it ceases.

**Resolved:**

Internal Audits findings, as detailed in report 17/386, be noted.

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STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Strategic Policy and Resources Committee held in the Council Chamber, Council Building, 2 High Street, Perth on Wednesday 29 November 2017 at 10.00am.

Present: Councillors I Campbell, P Barrett, H Anderson (substituting for A Parrott), A Bailey, B Band, S Donaldson, D Doogan, D Illingworth (substituting for R McCall), G Laing, S McCole, X McDade (substituting for C Purves), C Shiers, L Simpson and C Stewart; and Provost D Melloy (ex-officio).

In Attendance: B Malone, Chief Executive, J Fyffe, Senior Depute Chief Executive, J Valentine, Depute Chief Executive and Chief Operating Officer, K Donaldson, C Irons, S MacKenzie, C Mackie, K McNamara, K Molley, L Simpson, A Taylor, G Taylor and S Walker (all Corporate and Democratic Services); J Cockburn and S Johnston (Education and Children's Services); B Renton, A Clegg, F Crofts, T Flanagan, S Merone, G Pinfield, B Reekie and S Terras (all Environment Service) and L Brady (Housing and Community Safety).

Also in Attendance: F Muir, Scottish Government Digital Scotland

Apologies for Absence: Councillors M Lyle, R McCall, A Parrott and C Purves.

Councillor I Campbell, Convener, Presiding.

663. WELCOME AND APOLOGIES

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

664. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct Councillor A Bailey declared a financial interest in Art. 667; Councillor H Anderson declared a non-financial interest in Art. 669 and Councillor S Donaldson declared a non-financial interest in Art. 670.

665. MINUTES OF PREVIOUS MEETINGS

(i) Strategic Policy and Resources Committee

The minute of meeting of the Strategic Policy and Resources Committee of 13 September 2017 (Arts. 482-494) was submitted, approved as a correct record and authorised for signature.

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(ii) Property Sub-Committee

The minute of meeting of the Property Sub-Committee of the Strategic Policy and Resources of 1 March 2017 was submitted and noted.
(Appendix I)

(iii) Corporate Health, Safety and Wellbeing Consultative Committee

The minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 13 March 2017 was submitted and noted.
(Appendix II)

(iv) Employees Joint Consultative Committee

The minute of meeting of the Employees Joint Consultative Committee of 16 February 2017 was submitted and noted. **(Appendix III)**

666. REVENUE BUDGET 2017/18 – MONITORING REPORT NUMBER 2

There was submitted a report by the Head of Finance (17/388), providing an update (1) on progress with the 2017/18 General Fund Revenue Budget based on the August 2017 ledger, updated for subsequent known material movements; and (2) on the projected financial position of the Housing Revenue Account.

Resolved:

- (i) The contents of Report 17/388 be noted.
- (ii) The adjustments to the 2017/18 Management Revenue Budget, as detailed in Sections 2 and 3 of and Appendix 1 to Report 17/388, be approved.
- (iii) The 2017/18 Service virements, as summarised in Appendices 2 and 4 to Report 17/388, be approved.

COUNCILLOR A BAILEY LEFT THE MEETING AT THIS POINT.

667. COMPOSITE CAPITAL BUDGET 2017/23 & HOUSING INVESTMENT PROGRAMME 2017/22 – MONITORING REPORT NUMBER 2

There was submitted a report by the Head of Finance (17/389), (1) providing a summary position to date for the Composite Capital Programme for 2017/18 to 2022/23 and the Housing Investment Programme 2017/18 to 2021/22 and (2) seeking approval for adjustments to the Programmes.

Resolved:

- (i) The contents of Report 17/389 be noted.
- (ii) The proposed budget adjustments to the six year Composite Capital Budget 2017/18 to 2022/23, as set out in Sections 2 and 3 of and summarised at Appendices I and II to Report 17/389, be approved.
- (iii) The proposed budget and monitoring adjustments to the Housing Investment Programme Budget 2017/18 to 2021/22, as set out in Section 4 of and summarised at Appendix III to Report 17/389, be approved.

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COUNCILLOR A BAILEY RETURNED TO THE MEETING AT THIS POINT.

668. COMMERCIAL PROPERTY INVESTMENT PROGRAMME – PROGRESS UPDATE AND REVISED PROGRAMME

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (17/390), (1) providing an update on the Commercial Property Investment Programme (CPIP) and (2) seeking agreement to the revised Programme and proposed review of the approach to ensure effective delivery of corporate property development and investment activities. It was noted that the reference in the report to Perthshire Caravans should have been to Perthshire Motor Homes.

Resolved:

- (i) The delivery of the revised Commercial Property Investment Programme be agreed, as detailed in Appendix 1 to Report 17/390.
- (ii) It be remitted to the Depute Chief Executive and Chief Operating Officer to develop proposals identifying mechanisms and approaches which could be used to:
 - increase overall employment land supply
 - work with the private sector to increase immediately available employment land
 - release Council land and property assets to develop future property-led economic development opportunitiesand to include such proposals in the Council's Property Investment Strategy which would be considered every year by the Council as part of the overall Council's Investment Strategy.

669. PERTH HARBOUR BUSINESS PLAN – PROGRESS UPDATE

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (17/391), (1) providing an update on the delivery of the Perth Harbour Business Plan in light of significant changes to ship movements and (2) preparing actions to ensure the future viability of the Harbour.

Motion – Councillors I Campbell and P Barrett

- (i) **The Depute Chief Executive and Chief Operating Officer be instructed to explore additional commercial opportunities outwith cargo coastal shipping.**
- (ii) **The Depute Chief Executive and Chief Operating Officer be instructed to report to the Strategic Policy and Resources Committee or the Council later in the financial year.**
- (iii) **The transitional Perth Harbour operational arrangements until March 2018, including the appointment of an Interim Harbourmaster, be noted.**
- (iv) **That the Marine Scotland license application had been submitted in October 2017 be noted.**
- (v) **The dredging contract tender publication be postponed until the Marine Scotland License is issued in January 2018.**

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(vi) Engagement with stakeholders to mitigate risk in terms of costs and timescales be continued.

Amendment – Councillors D Doogan and G Laing

- (i) The Depute Chief Executive and Chief Operating Officer be instructed to explore additional commercial opportunities outwith cargo coastal shipping.
- (ii) The Depute Chief Executive and Chief Operating Officer be instructed to report to the Strategic Policy and Resources Committee or the Council later in the financial year.
- (iii) The transitional Perth Harbour operational arrangements until March 2018 including, the appointment of an Interim Harbourmaster, be noted.
- (iv) That the Marine Scotland license application had been submitted in October 2017 be noted.
- (v) The Council commit to the dredging process but the dredging contract tender publication be postponed until the Marine Scotland license is issued in January 2018.
- (vi) Engagement with stakeholders to mitigate risk in terms of costs and timescales be continued.

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

Six members voted for the Amendment as follows:

Councillors Anderson, Band, Donaldson, Doogan, Laing and McCole.

Eight members voted for the Motion as follows:

Councillors Bailey, Barrett, Campbell, Illingworth, McDade, Shiers, Simpson and Stewart,

Resolved:

In accordance with the Motion.

670. COMMUNITY GREENSPACE ASSET MANAGEMENT PLAN

There was submitted a report by the Director (Environment) (17/392), detailing the strategy for managing the maintenance and replacement programme for the Council's greenspace assets and to inform future capital investment.

Resolved:

- (i) The Community Greenspace Asset Management Plan, attached as Appendix 1 to Report 17/392, be approved.
- (ii) The Director (Environment) be requested to bring back a status report on the Plan to the Environment, Enterprise and Infrastructure Committee in November 2018.
- (iii) The Plan be reviewed every five years and reported back to the Strategic Policy and Resources Committee.

671. TRANSFORMATION PROGRAMME 2015-2020 AND COUNCIL ONLINE SERVICES & MOBILE WORKING DIGITAL UPDATE

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (17/393) (1) providing an update on the Council's approved Transformation Programme and (2) advising of progress with the Online Services & MyAccount and Mobile Working Transformation reviews.

Resolved:

- (i) The achievement of the Transformation Programme in respect of completed projects be noted.
- (ii) The progress to date of the live Transformation Programme, including the Digital Strategy, as detailed in Appendices 1 – 5 to Report 17/393, be noted.

672. DIGITAL INFRASTRUCTURE ACROSS PERTH AND KINROSS PROGRESS REPORT

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (17/394), (1) providing an update on progress with national programmes to provide superfast fibre broadband infrastructure in Perth and Kinross; (2) outlining local community initiatives aimed at providing broadband in rural areas and (3) suggesting that the Council continue to support these community initiatives as the Scottish Government's Reaching 100% Programme progresses through its procurement process.

The Convener welcomed Fiona Muir, Scottish Government Digital Scotland to the meeting. F Muir answered members' questions on the initiatives to provide a superfast fibre broadband infrastructure in Perth and Kinross.

Resolved:

- (i) The progress made to improve broadband connectivity across Perth and Kinross by Digital Scotland and the Reaching 100% Programme be noted.
- (ii) The support being provided by Community Broadband Scotland, the Council and the Rural Perth and Kinross LEADER Programme to provide connectivity to remote rural communities be noted.

673. AUDIT SCOTLAND – EQUAL PAY IN SCOTTISH COUNCILS

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (17/395), (1) providing an update on the findings of the Audit Scotland report on equal pay in Scottish Local Government; (2) confirming there are no outstanding equal pay liabilities for Perth and Kinross Council and (3) providing reassurance that the Council has fair and transparent pay arrangements with regular equal pay audits.

Resolved:

- (i) The findings of the Audit Scotland report on equal pay in local government be noted.

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- (ii) The progress made by the Council in having fair and transparent pay arrangements and regular equal pay audits to deliver pay equality in line with our public sector equality duty be noted.

674. STRATEGIC POLICY AND RESOURCES EXECUTIVE SUB-COMMITTEE

Resolved:

Councillor M Lyle replace Councillor C Shiers on the Executive Sub-Committee of the Strategic Policy and Resources Committee, be noted.

675. STRATEGIC POLICY AND RESOURCES EXECUTIVE DIRECTOR APPOINTMENT SUB-COMMITTEE

Resolved:

Councillor M Lyle replace Councillor C Shiers on the Executive Director Appointment Sub-Committee of the Strategic Policy and Resources Committee, be noted.

676. CHARITABLE AND PUBLIC TRUSTS ADMINISTERED BY PERTH AND KINROSS COUNCIL

Resolved:

Councillor M Lyle's replacement of Councillor C Shiers as a Trustee to the Charitable and Public Trusts administered by Perth and Kinross Council be noted.

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## **PROPERTY SUB-COMMITTEE**

Minute of meeting of the Property Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 1 March 2017 at 10.00am.

Present: Councillors A Grant, D Cuthbert, I Miller, M Roberts and W Wilson.

In Attendance: L Campbell and S Merone (both The Environment Service); P Mair, G Taylor and C Irons (all Corporate and Democratic Services).

Councillor A Grant, Presiding.

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

The Convener welcomed all those present to the meeting. There were no apologies/substitutes.

### **2. DECLARATIONS OF INTEREST**

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

### **3. MINUTES**

The minute of meeting of the Property Sub-Committee of 26 October 2016 was submitted and approved as a correct record.

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

#### **P1. DISPOSAL OF PLOT 4, BROXDEN BUSINESS PARK, PERTH**

There was submitted a report by the Director (Environment) (17/93) seeking approval to dispose of Plot 4 (0.585Ha/1.446 Acres), Broxden Business Park, Perth initially by way of a long ground lease with title being transferred following completion of the development to the highest bidder, or their nominees.

**Motion (Councillors I Miller and A Grant): (i) A ground lease of Plot 4, Broxden Business Park be granted to the highest bidder, or their nominees, and title be transferred following completion of the development on the terms set out in the offer received from them and otherwise on terms and conditions to the satisfaction of the Director**

**(Environment) and the Head of Legal and Governance Services, be approved.**

**(ii) If, in the event the Council fail to conclude missives for the sale to the highest bidder or their nominees, the matter be referred back to the Property Sub-Committee for consideration.**

Amendment (Councillors D Cuthbert and W Wilson): Neither offer received be accepted and the site be remarketed.

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

Two members voted for the Amendment as follows:  
Councillors D Cuthbert and W Wilson.

Three members voted for the Motion as follows:  
Councillors A Grant, I Miller and M Roberts.

Amendment – 2 votes

Motion – 3 votes

**Resolved:**

In accordance with the Motion.

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**PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE
CORPORATE HEALTH, SAFETY AND WELLBEING
CONSULTATIVE COMMITTEE**

Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee held in the Council Chambers, Council Building, 2 High Street, Perth on Monday 13 March 2017 at 10.00am.

Present: **Representing Perth and Kinross Council**
Councillor P Barrett
Councillor A Parrott (substituting for A Younger)
G Boland, Senior Business and Resource Manager (on behalf of Director (Education and Children's Services))
P Steel, Human Resources Manager – Operations (on behalf of the Corporate Human Resources Manager)
A Taylor, Head of Finance and Support Services (on behalf of the Acting Executive Director (Housing and Community Safety))

Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees
M Blacklaws, SSTA
L McLaren, UNITE (T&G)
S Peddie, EIS
A Thomas, UNITE (AMICUS)
T Todd, UCATT

In attendance: J Handling, Health, Safety and Wellbeing Manager,
L McGeorge, Property Compliance Team Leader and S Nicoll, Business Support Manager, all the Environment Service and C Irons, Committee Officer, Corporate and Democratic Services.

Apologies: Councillors B Ellis, H Stewart and A Younger; S Topen-Cooper, C Flynn and S MacKenzie.

L McLaren in the Chair.

1. DECLARATIONS OF INTEREST

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

2. MINUTES

The minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 12 December 2016 was submitted and approved as a correct record.

3. MATTERS ARISING

- (i) Fire Safety Key Performance Indicators – Quarterly Report (Item 5)
With regard to Beechgrove House, it was noted that there was ongoing discussion regarding the decanting of the residents in order for works to progress.

4. HEALTH AND SAFETY KEY PERFORMANCE INDICATORS – QUARTERLY REPORT

There was submitted and noted a report by the Head of Performance and Resources, the Environment Service (G/17/34) providing the Committee with the Health and Safety Key Performance Indicators for quarter 3 of 2016/17, 1 October to 31 December 2016.

J Handling advised that there were 4 RIDDOR incidents reported which was an increase of 2 from the same quarter last year.

The total number of employee incidents was 185 which was an increase from the previous year.(171) The number of violence and aggression incidents was 156 within the quarter: 151 employees and 5 non-employees. Slips, trips and falls were the second most common cause of incidents and it was noted there were no work-related stress incidents in the quarter.

The total number of non-employee incidents was 15, a decrease from the previous year.(23) In this category the main cause of incidents was violence and aggression, followed by incidents by sharp objects.

5. FIRE SAFETY KEY PERFORMANCE INDICATORS – QUARTERLY REPORT

There was submitted a report by the Head of Performance and Resources, the Environment Service (G/17/35) on the monitoring of fire safety performance across Perth and Kinross Council in quarter 3 of 2016/17.

J Handling advised 3 premises had their Fire Risk Assessments reviewed; 57 premises had outstanding actions from previous quarters' fire risk assessments; there had been 3 audits carried out by the Scottish Fire and Rescue Service and 6 premises had outstanding actions from previous audits. J Handling also advised there had been no reported incidents of fire or near misses during the quarter.

It was noted that there had been a Fire Risk Assessment Review of the Council Building at 2 High Street and no actions were identified.

In response to a question from Councillor P Barrett, L McGeorge advised of 4 actions identified at Portmoak Primary School, 3 were recorded as complete but it was likely the 4th action had been completed since the report was prepared.

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L McLaren asked about the situation at Blairgowrie High School as although the action plan had been issued in September 2014, it stated there was an outstanding action and design work was progressing.

L McGeorge advised that asbestos removal had to be undertaken prior to the fire safety compliance works being carried out. As asbestos removal had to be undertaken when the school was empty and with sufficient time to do the works, this would be done during the summer holidays.

J Handling assured members there were no outstanding actions which posed a significant risk.

Resolved:

- (i) Three Council premises had their Fire Risk assessment reviewed during quarter 3 of 2016/17.
- (ii) Fifty-seven Council premises had outstanding actions from the previous quarter's fire risk assessment reviews, however, no outstanding actions presented an immediate risk in terms of fire safety to either occupants or visitors to Council premises.
- (iii) The Scottish Fire and Rescue Service carried out three audits of Council premises during this quarter.
- (iv) Six Council premises had outstanding actions from the Scottish Fire and Rescue audits carried out in previous quarters and these would be addressed during 2016/17.
- (v) There were no reported incidents of fire at Council owned or operated premises during the quarter.

6. ANY OTHER COMPETENT BUSINESS

- (i) **Health and Safety Delivery Model Update**
J Handling advised that following approval of the Health and Safety policy and new Delivery Model by the Strategic Policy and Resources Committee in 2013, topic specific Management Arrangements and Guidance documents had been prepared. These provided managers with a breakdown of their responsibilities and guidance on how they can achieve and maintain compliance. Each service had undergone a risk profiling exercise with identified risks listed in a Performance Monitoring Record. These records were issued and were now being used by managers to evidence and monitor their compliance.

The delivery model was now in the last phase of implementation. Following a sample of interim reviews on high risk services, the Health, Safety and Wellbeing Team would start a programme of reviews in April 2017.

Review reports showing areas of good practice and areas of non-compliance will be submitted to the Service Health and Safety Committees. The Service Committees will ensure that outstanding

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actions were addressed and best practice shared across the Council.
A summary report will be included with the key performance indicators
report to the next and subsequent Consultative Committee meetings.

**7. DATE OF NEXT MEETING AND EXTENSION OF APPOINTMENT OF
CONVENER**

It was noted that the next meeting would be held on Monday 11 September 2017 at 10.00am in the Council Building, 2 High Street, Perth.

The appointment of Convener be extended to the next meeting on 11 September when the appointment of Convener and Vice-Convener will be determined. This would allow the appointment of elected members at the Strategic Policy and Resources Committee on 21 June 2017 following the Local Government elections on 4 May 2017.

The Convener noted it was the last meeting prior to the Local Elections and thanked Councillor Bob Ellis in his tenure as Vice-Convener. The Convener also thanked the other Councillors for their contribution and that he would be pleased to see some of the current Council members back to have some continuity at the Consultative Committee.

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PERTH AND KINROSS COUNCIL  
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**PERTH AND KINROSS COUNCIL  
STRATEGIC POLICY AND RESOURCES COMMITTEE  
EMPLOYEES JOINT CONSULTATIVE COMMITTEE**

Minute of meeting of the Employees Joint Consultative Committee, held in the Council Chambers, 2 High Street, Perth on Thursday 16 February 2017 at 10.00am.

**Present:                   Representing Perth and Kinross Council:**

Councillors A Grant, and M Roberts; G Boland (on behalf of the Senior Depute Chief Executive, ECS); and S MacKenzie (on behalf of the Depute Chief Executive, Environment).

**Present:                   Representing Trade Unions:**

F Fraser, S Hope, G Mackie, and T Maric (UNISON);  
S Robertson, A Thomas and L McLaren (Unite the Union);  
G Ramsay and T Todd (Unite the Union (formerly UCATT)).

**In Attendance:**      K Donaldson (Corporate Human Resources Manager); K Ridley and J Somerville (all Corporate and Democratic Services); and C Jolly (The Environment Service).

**Apologies:**           Councillors I Miller and A Munro; and A Taylor (on behalf of the Depute Chief Executive, HCC).

G Mackie, Convener, in the Chair

**1.       DECLARATIONS OF INTEREST**

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

**2.       MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Employees Joint Consultative Committee of 24 November 2016 was submitted and approved.

**3.       MATTERS ARISING**

**(i)       Voluntary Severance Scheme (VSS) (Item 3(iv) refers)**

The Corporate Human Resources Manager updated the Consultative Committee on the latest position in terms of the Council's VSS prior to final outcomes to be reported to the special Council meeting in February 2017. She reported that 39 employee applications had been approved, 32 applications remained pending, 27 had been declined (largely on the grounds of affordability); and 3 employees had withdrawn their applications from the process.

In response to a question from G Ramsay regarding unsuccessful applicants, the Corporate Human Resources Manager confirmed that information outlining alternative options was made available to employees.

**(ii) Flexible Working (Item 6 (ii) refers)**

In response to a question, the Corporate Human Resources Manager confirmed that the trial to test changes to fixed elements remained at the pilot stage and that the full evaluation would not take place until the end of March 2017.

**(iii) Budget Meeting (Item 6) (iv) refers)**

The Corporate Human Resources Manager referred to reference at the last meeting to full-time trade union officials being invited to meet with the Chief Executive as part of the budget process. She confirmed that this meeting had taken place on 2 February 2017. She also advised that relevant papers were now due to be considered by Council and were due to be issued that day. JCC members would be sent a link to those papers as soon as this was available.

**4. TRANSFORMATION PROGRAMME**

C Jolly, Team Leader, provided a general update on the Council's current Transformation Programme to the Consultative Committee. He referred to delivering changes in a climate of rising demand and revenue budget constraint.

C Jolly noted that major part of the Council's Transformation Strategy was being delivered through a programme of transformation reviews and that the programme currently comprised of 33 reviews, which were developing new ways of working, supported by efficient processes and systems, and new technologies that sustain high quality service delivery. He added that a framework for Phase 4 of the programme was currently under development and that this would in due course assist in targets being met.

In response to a question, C Jolly reported that the Tay Cities deal was not a direct part of the Council's Transformation programme but was a bid to secure a City Deal led by a strategic partnership of the Leaders and Chief Executives of the four local authorities that deliver services across the Tay Cities region.

T Maric raised an issue regarding communication with employees and the need to keep staff informed of potential changes to ways of working and the Corporate Human Resources Manager advised that the Tay Cities initiative was at a formative stage and suggested that an appropriate representative be invited to a future meeting of the Consultative Committee to provide an overview and update.

**Resolved: -**

The JCC noted the position.

**5. HEALTH AND WELLBEING**

The Corporate Human Resources Manager updated the Consultative Committee on sickness levels, reasons, and trends for the period 1 April – 30 September 2016.

She reported a slight increase from the previous period to 4.4 days lost per full-time employee in the JCC staff group. The Corporate Human Resources Manager added that mental health, musculoskeletal and stomach/kidney remained as main three reasons for medium to long term sickness absence and that this was no different from any other employers in the public or private sectors.

The Corporate Human Resources Manager reported that at the last meeting of the Consultative Committee, S Hope, Unison and H Meldrum, GMB had noted interest in being involved in joint work with Human Resources on mental health and that this would now be progressed.

In terms of the development of a policy framework, the Corporate Human Resources Manager reported that there had also been Trade Union involvement with this work from the early stages and that the hope was for a completion date after the summer of 2017.

**Resolved: -**

The JCC noted the update.

**6. ANY OTHER COMPETENT BUSINESS**

**(i) Disclosure Scotland Audit**

The Corporate Human Resources Manager reported that following an audit Perth and Kinross Council had been the first local authority to have been found 'fully compliant' and that checks on employment were being applied as they should.

**(ii) Employee Induction Packs**

S Hope reported that there had now been a general discussion amongst Trade Union representatives and that information to be included in Induction Packs would be forwarded to Human Resources later that week.

**(iii) Employee Records**

The Corporate Human Resources Manager reported that beginning in April 2017, Corporate and Democratic Services would pilot a scheme designed to allow managers access to electronic personnel files. She added that this was in-line with the self-service approach.

**(iii) Job Family**

The Corporate Human Resources Manager referred to previous Trade Union involvement from Grant Mackie and Colin Coupar in initial discussion relevant to the 'Job Family' initiative and reported that continued Trade Union involvement would be most welcome and that JCC members would also shortly be invited to a meeting to provide an understanding of the concept and the give some background. Grant Mackie suggested that the Job Family was a very good idea and encouraged members to become involved.

**(iv) Scottish Apprenticeship Week 2017**

The Corporate Human Resources Manager reported that the 2017 Scottish Apprenticeship Week would take place from 4-10 March and that this would provide the opportunity for the Council to showcase its work with apprentices, with the opportunity for managers, parents and the employees to celebrate. She added that there would be a feature in the Courier, a stand at Pullar House and a visit from Murdo Fraser MSP.

**(v) Employees JCC Constitution**

The Corporate Human Resources Manager noted that the recent merger of UCATT and Unite the Union meant that the overall membership of the JCC now required to be examined. She added that this would also give an opportunity to review the constitution more generally. The Corporate Human Resources Manager therefore gave notice, as required in terms of the current Constitution, of a proposed variation or modification to the Constitution. She added that the review of the Constitution would be facilitated by Corporate and Democratic Services and J Somerville confirmed that, on behalf of the joint secretaries, she would liaise with members by email regarding any proposed changes to the JCC constitution.

**7. VALDICTORY**

On behalf of the Council and the Employees JCC, Karen Donaldson paid tribute to the long and dedicated service of Grant Mackie, UNISON. She recounted Mr Mackie's very significant and dedicated support for the JCC as a long serving Convener and to his skills in developing positive working relationships and in the promotion of fairness and justice in the workplace. Members joined Karen in wishing Grant well in his forthcoming retirement.

**8. DATE OF NEXT MEETING**

Thursday 28 September 2017.

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PERTH AND KINROSS COUNCIL
SCRUTINY COMMITTEE
29 NOVEMBER 2017

SCRUTINY COMMITTEE

Minute of meeting of the Scrutiny Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 29 November 2017 at 2.00pm.

Present: Councillors G Laing, S McCole, H Anderson, B Brawn (substituting for Councillor C Ahern), H Coates, S Donaldson (substituting for Councillor A Parrott), D Doogan, D Illingworth, T McEwan, C Purves, and C Stewart.

In Attendance: B Renton (Interim Executive Director, The Environment Service); J Chiles, P Davison, R Hill, S Johnston and J Pepper (Education and Children's Services); C Cranmer and C Mailer (both Housing and Community Safety); C Hendry (Perth and Kinross Health and Social Care Partnership); K McNamara, F Robertson, L Simpson, G Taylor, S Richards and D Williams (all Corporate and Democratic Services);

Apologies: Councillors C Ahern and A Parrott.

Councillor G Laing, Convener, Presiding.

677. WELCOME AND APOLOGIES

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

678. DECLARATIONS OF INTEREST

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

679. MINUTE OF THE MEETING OF THE SCRUTINY COMMITTEE OF SEPTEMBER 2017

The minute of meeting of the Scrutiny Committee of September 2017 (Arts. 495-503) was submitted, approved as a correct record and authorised for signature.

680. UPDATE BY ARMS LENGTH EXTERNAL ORGANISATION – HORSECROSS ARTS LTD.

M Linklater, Chair; G Gibbons, Chief Executive; L Kemp, Artistic Director; and C McKenzie, Finance Director all Horsecross Arts Ltd., were in attendance and answered members' questions. Members sought assurance on matters such as: early progress on the recently re-opened Perth Theatre; shared services with other Arms' Length External Organisations; space for training and skills development at Horsecross Arts Ltd.; venues; work undertaken with local schools and colleges; the financial position of Horsecross Arts Ltd.; experience and make-up of the Board; outreach activity across Perth & Kinross; and Perth Theatre's role in economic regeneration.

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The Convener thanked all of the representatives for their attendance, and advised that representatives of the Arms' Length External Organisations would be regularly invited to attend meetings of the Scrutiny Committee on a rotational basis. The representatives of Horsecross Arts Ltd. left the meeting at this point.

681. THE ENVIRONMENT SERVICE SIX MONTH PERFORMANCE SUMMARY 2017

There was submitted a report by the Interim Executive Director (Environment) (17/366) reviewing the performance of the Environment Service against its Business Management and Improvement Plan (BMIP) for the period 1 April to 30 September 2017. It was noted that Report 17/366 had been approved by the Environment, Enterprise and Infrastructure Committee on 8 November 2017.

In response to a query from Councillor Donaldson regarding European Union funding sources post-March 2019 when the United Kingdom was expected to leave the European Union, B Renton informed members that the only guarantee that had been received was that the funding sources already in place would run until the dates already specified.

Councillor Doogan highlighted the positive progress on the Perth City Plan, and sought an assurance on continued private sector investment. B Renton confirmed that a number of positive discussions were ongoing and in particular there was a firm commitment that work would begin at Thimble Row, Perth early in 2018, with scheduled completion in 2019.

Councillor Laing raised a query regarding the introduction of 15 minutes free parking in places across Perth & Kinross, and sought information on both uptake and whether there had been any issues with enforcement. B Renton responded that she was not aware of any enforcement issues and that the scheme had been well received by both shoppers and retailers, but that she would provide figures for the Committee.

Resolved:

The contents of The Environment Service six-month performance summary against its Business Management and Improvement Plan (BMIP) for the period 1 April 2017 to 30 September 2017, as set out in Report 17/366, be accepted.

B RENTON LEFT THE MEETING AT THIS POINT

682. HOUSING AND COMMUNITY SAFETY SIX – MONTH PERFORMANCE SUMMARY 2017

There was submitted a report by the Interim Director (Housing and Community Safety) (17/362) reviewing the performance of Housing and Community Safety against its Business Management and Improvement Plan (BMIP) for the period 1 April 2017 to 30 September 2017. It was noted that Report 17/362 had been approved by the Housing and Communities Committee on 1 November 2017.

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In response to a query from Councillor Doogan on the approach by the Council and its Community Planning Partners to the situation of people begging in Perth City Centre, C Mailer assured members that discussion was taking place across the Council and with partners around this.

In response to a query from Councillor Stewart regarding areas where Perth & Kinross was behind the Scottish Averages, C Mailer stated that other local authorities have been known to garner responses by face-to-face interaction with tenants. C Mailer added that Perth & Kinross Council would be taking a wider survey approach next year.

Resolved:

The contents of the Housing and Community Safety six-month performance summary against its Business Management and Improvement Plan (BMIP) for the period 1 April 2017 to 30 September 2017, as set out in Report 17/462, be accepted.

COUNCILLOR MCEWAN, C CRANMER, C HENDRY AND C MAILER LEFT THE MEETING AT THIS POINT

683. EDUCATION AND CHILDRENS SERVICES – SIX MONTH PERFORMANCE SUMMARY 2017

There was submitted a report by the Executive Director (Education and Children's Services) (17/353) reviewing the performance of Education and Children's Services against its Business Management and Improvement Plan (BMIP) for the period 1 April 2017 to 30 September 2017. It was noted that Report 17/353 had been approved by Lifelong Learning Committee on 1 November 2017.

In response to a query from Councillor Illingworth regarding the benefits of developing the plan for Children, Young People and Families on a Tayside basis, S Johnston informed members that whilst the plan was based on Tayside to align with the Tayside Health Board, collaboration was ongoing with a number of other areas also, all of which added value to the services for Children & Young People.

COUNCILLOR S MCCOLE LEFT THE MEETING AT THIS POINT

Resolved:

The contents of the Education and Children's Services six-month performance summary against its Business Management and Improvement Plan (BMIP) for the period 1 April 2017 to 30 September 2017, as set out in Report 17/353, be accepted.

684. RAISING ATTAINMENT STRATEGY UPDATE 2017

There was submitted a report by the Executive Director (Education and Children's Services) (17/354) (1) providing a progress update on the Raising Attainment Strategy 2016-2019 and (2) presenting information on a range of main and supporting measures designed to both improve performance and monitor progress of improvements.

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Resolved:

The progress with the Raising Attainment Strategy, as set out in Report 16/354, be accepted.

J CHILES, P DAVISON, R HILL AND S JOHNSTON LEFT THE MEETING AT THIS POINT

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

685. MINUTE OF MEETING OF SOCIAL WORK COMPLAINTS REVIEW COMMITTEE OF 3 AUGUST 2017

There was submitted and noted the minute of meeting of the Social Work Complaints Review Committee of 19 May 2017.

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

686. FUTURE SCRUTINY ACTIVITY

K McNamara, Head of Community Planning, Strategic Commissioning and Organisational Development, updated members on proposed future activity of the Scrutiny Committee following a workshop which had taken place on 6 November 2017, which had agreed a more pro-active approach for the Scrutiny Committee's work.

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## PERTH AND KINROSS COUNCIL

20 December 2017

## COMMUNITY PLANNING PARTNERSHIP UPDATE

## Report by Senior Depute Chief Executive

**PURPOSE OF REPORT**

To provide an update on the activities of the Community Planning Partnership (CPP) since the last update to Council on 4 October 2017.

**1. COMMUNITY PLAN 2017-2027**

- 1.1 The Perth & Kinross Community Plan was approved at the full Council meeting on the 4 October 2017 and at the Community Planning Partnership board meeting on 6 October 2017.
- 1.2 A Communications Plan has been prepared to promote awareness amongst Council staff, partners and local communities of the Community Plan.
- 1.3 The Council's Stronger Communities team will be developing a number of ways to engage the wider community and raise awareness of the Community Plan and seek their views on how they can be involved in shaping the outcomes outlined in the plan.

**2. LOCAL ACTION PARTNERSHIPS**

- 2.1 5 Local Action Plans have been developed by each of the Local Action Partnerships. These were presented to Council on 4 October 2017 and subsequently approved by the Community Planning Partnership (CPP) Board on 6 October 2017. Action Partnerships are now taking forward the actions in their respective plans.
- 2.2 A short video highlighting the work of the Action Partnerships and Participatory Budgeting can be viewed at [click here](#)

**3. COMMUNITY PLANNING CONFERENCE**

- 3.1 On 15 November 2017, the Community Planning Partnership hosted the "Stronger Communities" Conference consisting of 200 Elected Members, partners and Council staff.
- 3.2 This successful event was an opportunity to hear from the keynote speaker, Dr Claire Bynner, What Works Scotland, on Scottish international studies highlighting effective measures taken to create flourishing communities. Delegates' views were captured through workshops relating to the 5 Action Partnership areas, and the insights of participants will inform our future work, in developing stronger communities.

#### 4. ASSET TRANSFER

- 4.1 The Council's Asset Transfer Policy was agreed by the Strategic Policy and Resources Committee on 19 April 2017 (Report Number: 17/154) [click here](#)
- 4.2 To date Perth & Kinross Council has received 4 expressions of interest in relation to asset transfer. 3 of these have moved to the second stage of the process whilst 1 was withdrawn as an alternative arrangement was agreed.
- 4.3 Training for Council staff and partners will be offered in January 2018 and delivered by the Community Ownership Support Service, an organisation funded by the Scottish Government to support asset transfer.

#### 5. CONCLUSION AND RECOMMENDATION

- 5.1 It is recommended that Council notes the the progress made in relation to Community Planning, in terms of the requirements under the Community Empowerment (Scotland) Act 2015.

##### Author

| Name        | Designation                             | Contact Details                                                                                    |
|-------------|-----------------------------------------|----------------------------------------------------------------------------------------------------|
| Gill Motion | Community Planning & Policy Team Leader | 01738 475000<br><a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a> |

##### Approved

| Name       | Designation                                                                            | Date            |
|------------|----------------------------------------------------------------------------------------|-----------------|
| John Fyffe | Senior Depute Chief Executive (Equality, Community Planning and Public Service Reform) | 5 December 2017 |

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## PERTH AND KINROSS COUNCIL

20 December 2017

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

**Report by the Head of Finance**

**PURPOSE OF REPORT**

The purpose of this report is to provide a summary of Loans Fund transactions for the quarter ending 30 September 2017 and to report on compliance with the Council's Treasury Management Policy Statement (TMPS); Treasury Management Practices (TMPs); the Investment Strategy, and the Prudential indicators for the same period.

**1. BACKGROUND/ MAIN ISSUES**

- 1.1 Treasury Management Practice 6 (TMP 6 - Reporting Requirements & Management Information Arrangements) requires that Loans Fund borrowing and lending activities are reported quarterly to the Council. This report covers the second quarter of the financial year for the period from 1 July to 30 September 2017. TMP 6 also requires that compliance with the approved TMPs, Treasury Policies and Investment Strategy are reported quarterly and this report also covers compliance for the period. The Prudential Indicators are also monitored throughout the year and reported as part of the quarterly Treasury Activity and Compliance report.

**2. ECONOMIC BACKGROUND**

- 2.1 The Bank of England Monetary Policy Committee (MPC) left the Bank Rate at 0.25% over the quarter, and with no change to the quantitative easing (QE) programme at £435bn. However, comments from the MPC after their meeting in September indicated that the Bank Rate would likely be increased in the near future. Subsequently, on the 2<sup>nd</sup> November 2017, the MPC increased the base rate to 0.50%. However, the MPC also forecast that the economy is unlikely to reach historical growth levels for several years and, therefore, any further increases in the Bank Rate will be small and gradual.
- 2.2 The rate of inflation (Consumer Price Index) increased over the quarter and reached 3% for the year to September 2017. The increase was mainly attributed to increases in transport and food costs following the decrease in the value of sterling since 2016. During the quarter, the unemployment rate fell to 4.3%, the lowest since 1975, however wage growth remained low, with total earnings rising by only 2.1% which is below the level of inflation. The real value of earnings were down 0.3% over the past year. Gross Domestic Product (GDP) data showed economic growth of 0.4% in the UK for the 3 months to September, which was higher than the previous quarter growth of 0.3%. This was mainly attributed to growth in services and manufacturing increasing during the quarter.

- 2.3 Internationally, Eurozone GDP growth remained strong at 0.6% in the quarters to June and September 2017. Inflation increased to 1.5% by September 2017 as food prices rose, whilst the cost of services and energy increased at a slower rate. In addition, the EU unemployment rate for the whole economic area reduced to 7.5% by September 2017 from 7.6% in July 2017.
- 2.4 In the US, the Federal Fund Interest Rate remained between 1.00% and 1.25% in September 2017, but with a further increase still anticipated before the end of the year. The US unemployment rate fell to 4.2% in September 2017, which was the lowest jobless rate since 2011. The US economy grew by 3% on an annual basis to September.
- 2.5 The Public Works Loan Board's (PWLB) Standard fixed interest rates, which are based on yields on UK gilts, are shown in the graph at Appendix I. The rates fell gradually over the first two months towards historic lows, however from September 2017 they increased as a result of increasing inflation and the anticipated rise in the Base Rate following comments from the MPC. All PWLB rates ended the quarter higher.

### **3. TREASURY ACTIVITY**

- 3.1 A summary of the Council's treasury position and transactions is shown at Appendix II. The main activities are detailed below.
- 3.2 There were three new fixed rate PWLB maturity loans borrowed in the quarter, totalling £30M. Each loan was borrowed whilst UK gilt yields remained at historically low levels, and were required to fund expenditure on the Capital Programme as well as refinancing maturing debt. There were two loans borrowed on the 8<sup>th</sup> August 2017. The first loan was for £5M for a period of 10 years at a rate of 1.98%, and the second loan was for £5M for 50 years at a rate of 2.43%. As rates continued to fall, a third loan was borrowed on the 31<sup>st</sup> August for £20M for 50 years at a rate of 2.30%.
- 3.3 The Council has not undertaken any debt restructuring proposals in recent years, as the change to the PWLB premature redemption rates had made the cost of premiums on restructuring too high relative to any potential savings. However, due to the current low long-term PWLB interest rates a review of the portfolio was undertaken. This identified some historic loans at high interest rates which mature within the medium term (average 17 years), where the premiums on the loans were currently more affordable and where debt rescheduling of these loans would generate savings.
- 3.4 Accordingly, 12 individual PWLB loans totalling £7,919,000 at an average rate of 8.97% and with 17 years on average left to maturity were repaid on the 7<sup>th</sup> September 2017. This incurred a premium of £8,138,702 which is chargeable over the life of the replacement borrowing. These loans were replaced with one PWLB fixed rate maturity loan for £7,900,000 for 50 years at 2.32% which was borrowed on the 1<sup>st</sup> September. This will generate an estimated saving to the Council of over £2,000,000 during the life of the replacement



loan (at net present value) with £1,470,000 of these savings realised over the next 5 years.

- 3.5 During the quarter there was also repayment of two maturing fixed rate PWLB loans totalling £8,000,000 with an average rate of 2.86%. In addition, there was also an instalment paid on both the Council's PWLB Equal Instalment of Principal (EIP) loan of £80,645 and the interest free Salix loan of £28,445. There was also one short term market loan of £1,000,000 borrowed in the period at a rate of 0.18% for 7 days.
- 3.6 As a result of the PWLB debt rescheduling and new PWLB borrowing during the quarter outlined above, the Council's long-term debt increased from £300 million to £322 million, whilst the average interest rate on the debt fell from 3.74% to 3.45%. This reduction in the average rate is equivalent to savings of approximately £933,000 in interest charges per annum in the Council's current portfolio.
- 3.7 Short term cashflow surpluses were invested in fixed deposits and in line with cashflow requirements, whilst instant access, notice accounts and money market funds were used for short-term liquidity. The average period for fixed term investments made in the quarter was 134 days, showing an increase from the previous quarter's average period of 121 days. The average rate achieved in the quarter for fixed investments decreased to 0.51% compared to 0.53% in the previous quarter. The decrease in the rate achieved reflects the current market climate of continuing low interest rates.
- 3.8 Most of the investment transactions in the quarter were through the Council's instant access, notice deposit accounts and money market funds, to meet short term daily cashflow liquidity requirements. The level of such investments increased to an average of £4.4M in the quarter from £3.9M in the last quarter. The average interest rate achieved on these accounts over the quarter also decreased, from 0.32% to 0.25%, reflecting investment rates available. All of the above investment activities are consistent with the Council's current investment strategy and cashflow requirements.
- 3.9 The total amount of investments outstanding decreased over the quarter, closing at £44.8M compared with £55.45M at the end of the last quarter. This decrease can be attributed to the Council's expenditure on the Capital programme, repayment of maturing debt and the premium paid on the PWLB debt restructuring exercise that was undertaken as outlined in paragraph 3.3 and 3.4 above. The overall average rate of interest earned on the investments outstanding at the end of the quarter decreased to 0.51% from 0.54%.
- 3.10 Common Good and Charitable Funds held on fixed deposit within the Loans Fund reduced slightly to 2.24M, whilst the average interest rate on these funds decreased from 0.78% to 0.50%. Funds held from associated bodies and organisations increased over the quarter from £1.5M to £2.1M, in line with their own cash flow requirements. The average rate paid on these funds reduced to 0.10% as one temporary loan's balance fell below £1M, and thus attracted a lower rate of interest.

#### **4. COMPLIANCE**

- 4.1 For the quarter ending 30 September 2017, there were no breaches in compliance with the Council's approved Treasury Management Policy Statement, TMPs or lending limits as detailed in Treasury Management Practice 4 (TMP4) - Approved Instruments, Methods & Techniques.
- 4.2 TMP4 requires that a working list of specific approved counterparties (including lending limits) is maintained by the Head of Finance and continuously updated for any movements in credit ratings, Credit Default Swap (CDS) prices and other factors including press coverage of emerging issues. The Council's Treasury advisor's (Capita) suggested maximum lending period for each counterparty is also included within the Council's approved lending policy. Appendix III shows the list of approved counterparties, based on the current lending policy, as at November 2017.
- 4.3 A further requirement of TMP4 is to measure cashflow performance, which is expressed as the average closing cleared bank balance for the period. For the quarter ending 30 September 2017 the average closing cleared bank balance was £10,872.55 (credit). This is within the set target range of £50,000 (debit or credit).

#### **5. INVESTMENT STRATEGY COMPLIANCE AND PERFORMANCE**

- 5.1 The Treasury Investment Strategy for 2017/18 approved by the Council at its meeting on 22 February 2017 (Report No. 17/81 refers) sought to ensure security over principal sums invested, whilst obtaining optimum returns consistent with this approach. Therefore, the only Permitted Investments are in low risk organisations. The limits for each Permitted Investment and individual counterparty ensure a spread of investments, thereby also spreading any risk. The Council also needs to ensure sufficient liquidity at all times to meet its obligations as they fall due and consequently investments must be made in accordance with cashflow requirements. The approved Strategy was based on the assumption that the level of investments would increase in the first half of the year, however, they were not expected to exceed £70,000,000 unless new borrowing was undertaken early in the year.
- 5.2 Following the £30M of PWLB borrowing in the quarter the level of investments increased and peaked at £70.8M on 6 September 2017. By 30 September 2017, the level of investments had decreased to £44.8M. The average daily investment balance over the quarter was £57.6M, which has increased from the average of £54.7M in the previous quarter, but decreased from £72.5M in the same quarter of last year. These movements reflect the repayment of maturing debt, the premium paid on the debt rescheduling exercise and the increase in the Council's expenditure in the current year, particularly within the capital programme, despite the new borrowing of £30M.

- 5.3 The Investment Strategy was applied in full over the quarter with no breaches in compliance with treasury limits, whilst liquidity was maintained by the extensive use of instant access accounts, notice accounts and money market funds as detailed in Section 3 above.
- 5.4 There were no other risks identified nor borrowing in advance of need undertaken in the quarter.
- 5.5 The Investment Strategy also incorporates investments held by the Common Good Funds. All such investments during the quarter were in line with the approved Strategy. The only Council funds held by external fund managers relate to Council administered Charitable Trusts and which are, therefore, not covered by this Investment Strategy.
- 5.6 The Annual Property Investment Strategy for 2017/18 was also approved by the Council at its meeting on the 22 February 2017 (Report No. 17/81 refers) and has been complied with in full, with no breaches in compliance with permitted investment limits.
- 5.7 The budgeted income for 2017/18 for Commercial Property investments is £1,738,593, whilst the latest projection for 2017/18 is that actual income will be in line with the budget.
- 5.8 There were neither additional risks identified nor new property investments entered into in the quarter. The Strategy action plan for the rationalisation of the commercial property portfolio remains on programme.

## **6. PRUDENTIAL INDICATORS**

- 6.1 The Council approved new Prudential Indicators for 2017/18 to 2022/23 within the Treasury & Investment Strategy at its meeting on 22 February 2017. These indicators were based on the approved Composite Capital budget and the Housing Investment Programme.
- 6.2 The latest estimates of the Prudential Indicators are shown at Appendix IV. All indicators of Financing Costs, Capital Expenditure and Financing (borrowing) Requirements continue to increase in line with the Council's approved Capital Budget, but remain within their current and projected limits. Accordingly, all Prudential Limits were complied with throughout the period.
- 6.3 Overall, the Council's plans remain affordable, prudent and sustainable over the medium term.

## **7. CONCLUSION AND RECOMMENDATIONS**

- 7.1 UK GDP grew by 0.4% in the quarter to September 2017, whilst CPI inflation rose to 3.0% by September 2017. Although unemployment levels continued to steadily reduce, growth in average earnings remained below inflation. The Bank of England maintained the Bank Rate at 0.25% throughout the quarter, however, they did increase it on 2<sup>nd</sup> November 2017 to 0.50%.

- 7.2 Activities during the quarter included a PWLB debt restructuring exercise, repayment of maturing debt and new borrowing from the PWLB. The debt restructuring exercise is estimated to generate overall savings of over £2,000,000 to the Council in borrowing costs, with a large proportion realised within the first five years. The investment of short term surplus cashflows consisted of some investments in fixed deposits, whilst instant access, notice accounts and money market funds were used to meet short term liquidity requirements. The level of investments decreased over the quarter.
- 7.3 The Council adhered to its Investment Strategy and policies throughout the quarter, with no breaches in compliance.
- 7.4 It is recommended that the Council notes the content of this report, which is submitted in accordance with the Council's approved Treasury Management Practices.

#### **Author(s)**

| <b>Name</b>   | <b>Designation</b> | <b>Contact Details</b>                                           |
|---------------|--------------------|------------------------------------------------------------------|
| John Jennings | Senior Accountant  | <a href="mailto:CHXFinance@pkc.gov.uk">CHXFinance@pkc.gov.uk</a> |

#### **Approved**

| <b>Name</b>                        | <b>Designation</b>                                                          | <b>Date</b>      |
|------------------------------------|-----------------------------------------------------------------------------|------------------|
| Stewart MacKenzie<br>Jim Valentine | Head of Finance<br>Depute Chief<br>Executive and Chief<br>Operating Officer | 20 November 2017 |

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### 1.1 Corporate Plan

1.1.1 The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

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

1.1.2 This report relates to all of these objectives.

### 2. Resource Implications

#### 2.1 Financial

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

## 2.2 Workforce

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

## 2.3 Asset Management (land, property, IT)

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

## 3. **Assessments**

### 3.1 Equality Impact Assessment

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

### 3.2 Strategic Environmental Assessment

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

### 3.3 Sustainability

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

## 4. **Consultation**

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

## **2. BACKGROUND PAPERS**

- 2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

## **3. APPENDICES**

Appendix I – PWLB Fixed Maturity Interest Rates from 1 July to 30 September 2017.

Appendix II – Summary of the Treasury Position and Transactions from 1 July to 30 September 2017.

Appendix III – Approved Investment Counterparty List.

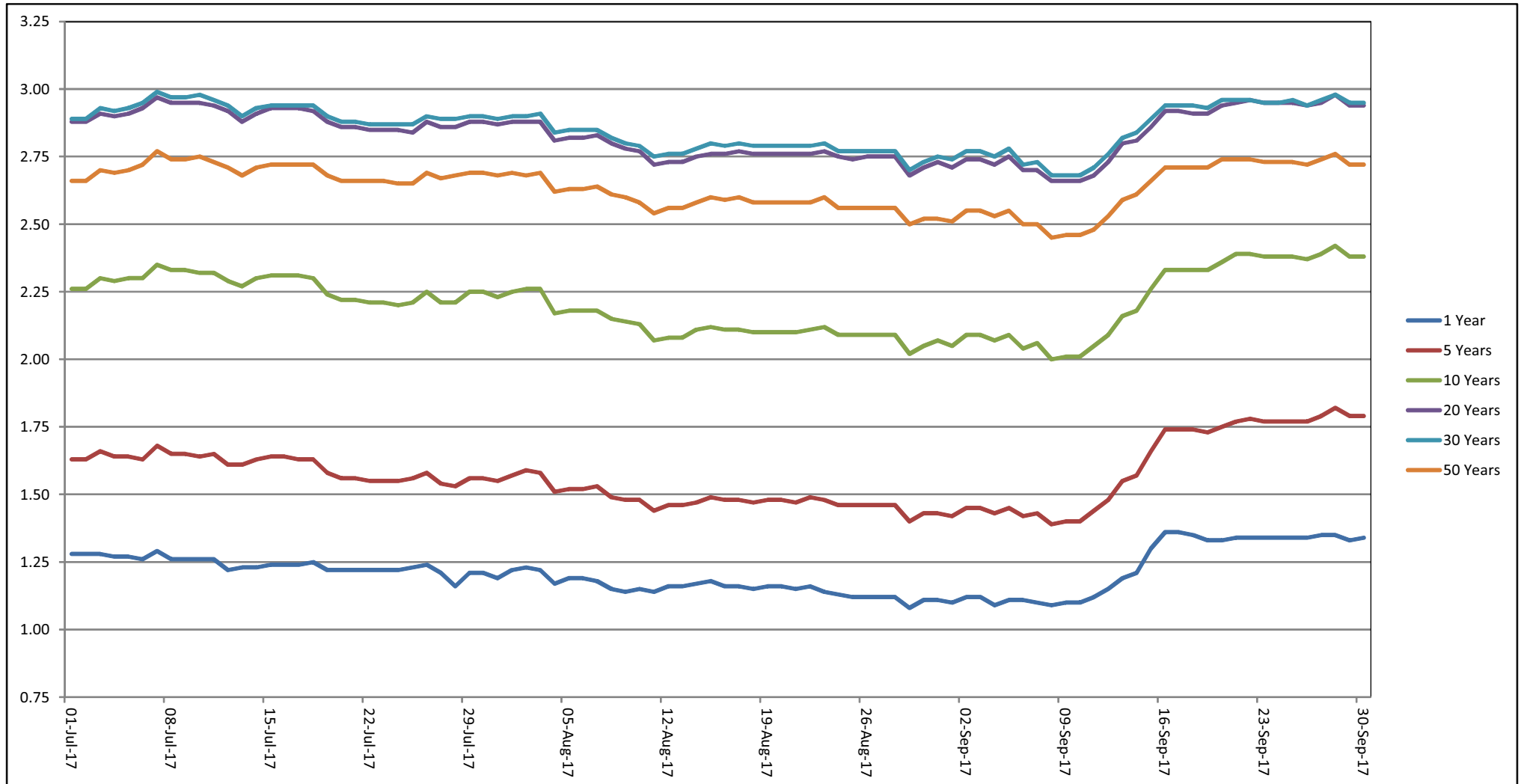
Appendix IV – Monitoring of Prudential Indicators – Quarter-ending 30 September 2017.





**PWLB Fixed Maturity Interest Rates  
From 1st July to 30th September 2017**

**APPENDIX I**





**SUMMARY OF THE TREASURY POSITION AND TRANSACTIONS  
FROM 1 JULY TO 30 SEPTEMBER 2017**

**APPENDIX II**

**1 INVESTMENTS**

**(a) Investment Transactions - 1st July to 30th September 2017**

| <u>Fixed Deposits &amp; Investments</u> | <u>No.</u> | <u>Average<br/>Amount (£)</u> | <u>Average<br/>Rate (%)</u> | <u>Average<br/>Term (Days)</u> | <u>Total<br/>Interest (£)</u> |
|-----------------------------------------|------------|-------------------------------|-----------------------------|--------------------------------|-------------------------------|
| Banks                                   | 6          | 3,166,667                     | 0.58%                       | 184                            | 56,091.16                     |
| Foreign Banks and Institutions          | 1          | 3,000,000                     | 0.31%                       | 165                            | 4,205.35                      |
| Other Local Authorities                 | 1          | 8,000,000                     | 0.42%                       | 3                              | 276.16                        |
|                                         | <u>8</u>   | <u>3,750,000</u>              | <u>0.51%</u>                | <u>134</u>                     | <u>60,572.68</u>              |

| <u>Instant/Notice Accounts &amp; Money Market Funds</u> | <u>Average<br/>Amount (£)</u> | <u>Average<br/>Rate (%)</u> | <u>Total<br/>Interest (£)</u> |
|---------------------------------------------------------|-------------------------------|-----------------------------|-------------------------------|
| Instant Access/Notice accounts                          | 2,930,244                     | 0.30%                       | 16,762.86                     |
| Money Market Funds                                      | 5,026,557                     | 0.24%                       | 5,481.96                      |
|                                                         | <u>4,452,567</u>              | <u>0.25%</u>                | <u>22,244.82</u>              |

**(b) Investments Outstanding**

|                                | <u>Outstanding<br/>30-Jun-17<br/>£</u> | <u>Average<br/>Rate</u> | <u>Outstanding<br/>30-Sep-17<br/>£</u> | <u>Average<br/>Rate</u> |
|--------------------------------|----------------------------------------|-------------------------|----------------------------------------|-------------------------|
| Banks                          | 43,500,000                             | 0.62%                   | 40,801,422                             | 0.53%                   |
| Foreign Banks and Institutions | 2,075,000                              | 0.25%                   | 3,000,000                              | 0.31%                   |
| Money Market Funds             | 9,875,000                              | 0.27%                   | 975,000                                | 0.22%                   |
| TOTAL                          | <u>55,450,000</u>                      | <u>0.54%</u>            | <u>44,776,422</u>                      | <u>0.51%</u>            |

**2 BORROWING**

**(a) Long Term Borrowing 1st July to 30th September 2017**

|                                    | <u>No.</u> | <u>Average<br/>Rate (%)</u> | <u>Average<br/>Life (years)</u> | <u>Amount<br/>(£)</u> |
|------------------------------------|------------|-----------------------------|---------------------------------|-----------------------|
| PWLB - Maturity Loans              | 3          | 2.27%                       | 43.3                            | 30,000,000            |
| PWLB - Maturity, Debt Rescheduling | 1          | 2.32%                       | 50.0                            | 7,900,000             |
|                                    | <u>4</u>   | <u>2.28%</u>                | <u>44.7</u>                     | <u>37,900,000</u>     |

**(b) Long Term Debt Repayments 1st July to 30th September 2017**

|                                             | <u>No.</u> | <u>Average<br/>Rate (%)</u> | <u>Amount<br/>(£)</u> |
|---------------------------------------------|------------|-----------------------------|-----------------------|
| PWLB - Maturity Loan - Scheduled Repayments | 2          | 2.86%                       | 8,000,000             |
| PWLB - Debt Rescheduling Repayment          | 12         | 8.97%                       | 7,919,000             |
| PWLB - EIP loan instalments                 | 1          | 4.02%                       | 80,645                |
| Salix Finance Ltd -Scheduled Repayments     | 1          | 0.00%                       | 28,445                |
|                                             | <u>16</u>  | <u>5.88%</u>                | <u>16,028,090</u>     |

**(c) Long Term Debt Outstanding**

|                             | <u>Outstanding<br/>30-Jun-17<br/>£</u> | <u>Average<br/>Rate</u> | <u>Outstanding<br/>30-Sep-17<br/>£</u> | <u>Average<br/>Rate</u> |
|-----------------------------|----------------------------------------|-------------------------|----------------------------------------|-------------------------|
| Public Works Loan Board     | 256,209,323                            | 3.60%                   | 278,109,677                            | 3.28%                   |
| Money Market Loans (LOBO's) | 43,200,000                             | 4.59%                   | 43,200,000                             | 4.59%                   |
| Other Long Term Debt        | 549,113                                | 0.00%                   | 520,669                                | 0.00%                   |
| TOTAL                       | <u>299,958,436</u>                     | <u>3.74%</u>            | <u>321,830,346</u>                     | <u>3.45%</u>            |

**SUMMARY OF THE TREASURY POSITION AND TRANSACTIONS  
FROM 1 JULY TO 30 SEPTEMBER 2017**

**(d) Short Term Market Borrowing - 1st July to 30th September 2017**

|                         | <u>No.</u> | <u>Average<br/>Amount (£)</u> | <u>Average<br/>Rate (%)</u> | <u>Average<br/>Term (Days)</u> | <u>Interest<br/>(£)</u> |
|-------------------------|------------|-------------------------------|-----------------------------|--------------------------------|-------------------------|
| Other Local Authorities | 1          | 1,000,000                     | 0.18%                       | 7                              | 34.52                   |
|                         | 1          | 1,000,000                     | 0.18%                       | 7                              | 34.52                   |

**(e) Short Term Local Borrowing Outstanding**

|                                  | <u>Outstanding<br/>30-Jun-17<br/>£</u> | <u>Average<br/>Rate</u> | <u>Outstanding<br/>30-Sep-17<br/>£</u> | <u>Average<br/>Rate</u> |
|----------------------------------|----------------------------------------|-------------------------|----------------------------------------|-------------------------|
| Common Good and Charitable Funds | 2,262,841                              | 0.78%                   | 2,235,841                              | 0.50%                   |
| Local Trusts & Investors         | 1,502,181                              | 0.21%                   | 2,081,181                              | 0.10%                   |
| TOTAL                            | <u>3,765,022</u>                       | <u>0.55%</u>            | <u>4,317,022</u>                       | <u>0.31%</u>            |

|                                                                                    | <u>Country</u> | <u>Fitch Credit Rating</u> | <u>CDS Range</u> | <u>Maximum Lending</u> | <u>Note (2)</u>                               |
|------------------------------------------------------------------------------------|----------------|----------------------------|------------------|------------------------|-----------------------------------------------|
| <b><u>Category 1 - Principal UK Clearing Banks - max £20M per Counterparty</u></b> |                |                            |                  |                        |                                               |
| (Minimum rating required Fitch A, F1)                                              |                |                            |                  |                        |                                               |
| Barclays Bank plc                                                                  | UK             | A, F1                      | In range         | 6 months               |                                               |
| Close Brothers                                                                     | UK             | A, F1                      | No data          | 6 months               |                                               |
| Goldman Sachs International Bank                                                   | UK             | A, F1                      | In range         | 6 months               |                                               |
| HSBC Bank plc                                                                      | UK             | AA-, F1+                   | In range         | 12 months              |                                               |
| Lloyds Banking Group plc (incl Bank Of Scotland)                                   | UK             | A+, F1                     | In range         | 12 months              | £30million Group limit<br>Sovereign Rating AA |
| Royal Bank of Scotland plc (inc Nat West) (3) (4)                                  | UK             | BBB+, F2                   | Nationalised     | 12 months              |                                               |
| Santander UK plc (inc Cater Allen)                                                 | UK             | A, F1                      | No data          | 6 months               |                                               |
| Standard Chartered Bank                                                            | UK             | A+, F1                     | In range         | 6 months               |                                               |
| Sumitomo Mitsui Banking Corporation Europe                                         | UK             | A, F1                      | In range         | 6 months               |                                               |

**Category 2 - Foreign Banks & Institutions - max £10M per Counterparty**

(Minimum rating required Fitch A, F1)

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

**Category 3 - Subsidiary Banks & Building Societies - max £5M per Counterparty**

(Minimum rating required Fitch A, F1)

(parent bank shown in brackets)

**Subsidiary Banks**

|                                                                  |    |       |          |          |
|------------------------------------------------------------------|----|-------|----------|----------|
| Cater Allen plc (unconditionally guaranteed by Santander UK plc) | UK | A, F1 | In range | 6 months |
|------------------------------------------------------------------|----|-------|----------|----------|

**Building Societies**

|                             |    |        |         |          |
|-----------------------------|----|--------|---------|----------|
| Coventry Building Society   | UK | A, F1  | No data | 6 months |
| Nationwide Building Society | UK | A+, F1 | No data | 6 months |

## APPROVED INVESTMENT COUNTERPARTY LIST

| <u>Country</u> | <u>Fitch Credit<br/>Rating</u> | <u>CDS<br/>Range</u> | <u>Maximum<br/>Lending</u> | <u>Note (2)</u> |
|----------------|--------------------------------|----------------------|----------------------------|-----------------|
|----------------|--------------------------------|----------------------|----------------------------|-----------------|

### **Category 4 - Other Local Authorities - max £10M per Counterparty**

As arranged

### **Category 5 Money Market Funds - max £10M per Counterparty**

(Minimum rating required Fitch AAA)

|                                                           |    |     |  |  |
|-----------------------------------------------------------|----|-----|--|--|
| Aberdeen Asset Management                                 | UK | AAA |  |  |
| Federated Sterling Liquidity Fund (Class 3)               | UK | AAA |  |  |
| Insight Sterling Liquidity Fund (Class 5)                 | UK | AAA |  |  |
| Standard Life Investments Liquidity Fund (formerly Ignis) | UK | AAA |  |  |
| Deutsche Bank Sterling Fund                               | UK | AAA |  |  |
| BNP Paribas                                               | UK | AAA |  |  |

#### **Note:**

- (1) - Standard & Poor's credit ratings shown, as no Fitch credit rating available
- (2) - All Sovereign credit ratings for above Countries are AAA, unless stated otherwise.
- (3) - Banks are part/majority owned by the UK government
- (4) - UK Sovereign Rating is AA (Fitch and Standard & Poor's)

Last Updated: 21-Nov-17

**ANALYSIS OF PRUDENTIAL INDICATORS**  
**- Quarter Ending 30 September 2017**

**APPENDIX IV**

**1 Financing Costs: Net Revenue Stream**

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

|                                               | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|-----------------------------------------------|---------|---------|---------|---------|---------|---------|
| Prudential Limit - General Fund               | 18.00%  | 18.00%  | 18.00%  | 18.00%  | 18.00%  | 18.00%  |
| Estimated Ratio of Financing Costs to Revenue | 9.12%   | 9.49%   | 10.25%  | 10.77%  | 11.33%  | 12.16%  |
| Prudential Limit - HRA                        | 30.00%  | 30.00%  | 30.00%  | 30.00%  | 30.00%  | 30.00%  |
| Estimated Ratio of Financing Costs to Revenue | 23.12%  | 25.25%  | 24.97%  | 23.92%  | 24.45%  | 26.69%  |

**2 Incremental Council Tax/Housing Rent from proposed capital and revenue plans**

Estimated incremental Council Tax and Housing Rent resulting from the totality of the Council's capital and revenue plans are as follows:

|                                                 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|-------------------------------------------------|---------|---------|---------|---------|---------|---------|
|                                                 | £       | £       | £       | £       | £       | £       |
| Council Tax (Band D equivalent annual increase) | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    |
| Housing Rent (average weekly increase)          | 0.00    | 0.66    | 0.67    | 0.69    | 0.70    | 0.72    |

**Note:** There are no significant variations beyond the 6 year period to be taken into account.

**3 Net Borrowing and Capital Financing Requirements**

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

|                               | Actual as at<br>30-Sep-17 | Projected<br>31-Mar-18 | Projected<br>31-Mar-19 | Projected<br>31-Mar-20 | Projected<br>31-Mar-21 | Projected<br>31-Mar-22 | Projected<br>31-Mar-23 |
|-------------------------------|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Net External Borrowing*       | 397,158,000               | 407,538,000            | 437,293,000            | 454,837,000            | 483,126,000            | 515,213,000            | 542,350,000            |
| Capital Financing Requirement | 453,826,000               | 525,459,000            | 559,621,000            | 583,638,000            | 624,178,000            | 696,264,000            | 728,401,000            |
| Gross External Borrowing*     | 441,934,000               | 441,538,000            | 466,293,000            | 478,837,000            | 507,126,000            | 539,213,000            | 566,350,000            |

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

**ANALYSIS OF PRUDENTIAL INDICATORS**  
**- Quarter Ending 30 September 2017**

**4 Estimates of Capital Expenditure**

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

| Composite Programme                       | 2017/18     | 2018/19    | 2019/20      | 2020/21     | 2021/22     | 2022/23    |
|-------------------------------------------|-------------|------------|--------------|-------------|-------------|------------|
| Current estimate                          | 103,297,000 | 71,155,000 | 63,988,000   | 90,391,000  | 104,991,000 | 69,602,000 |
| Original Budget Estimate                  | 111,220,000 | 65,471,000 | 95,681,000   | 98,675,000  | 81,527,000  | 42,962,000 |
| Movement in Estimated Capital Expenditure | (7,923,000) | 5,684,000  | (31,693,000) | (8,284,000) | 23,464,000  | 26,640,000 |

The Original Budget Estimates are those per the Treasury & Prudential Indicators included within the Treasury Strategy report on 22nd February 2017.

The latest estimates for Capital Expenditure are based on SP&R Monitoring Report No.2 (pre agenda).

| PPP Programme                        | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|--------------------------------------|---------|---------|---------|---------|---------|---------|
| Original Budget and Current Estimate | 0       | 0       | 0       | 0       | 0       | 0       |

| HRA Programme                             | 2017/18    | 2018/19    | 2019/20     | 2020/21    | 2021/22     | 2022/23    |
|-------------------------------------------|------------|------------|-------------|------------|-------------|------------|
| Current estimate                          | 24,032,000 | 12,709,000 | 9,020,000   | 10,085,000 | 24,389,000  | 16,000,000 |
| Original Budget Estimate                  | 19,629,000 | 11,732,000 | 10,523,000  | 10,530,000 | 25,478,000  | 11,500,000 |
| Movement in Estimated Capital Expenditure | 4,403,000  | 977,000    | (1,503,000) | (445,000)  | (1,089,000) | 4,500,000  |

The Original Budget Estimates are those per the Treasury & Prudential Indicators included within the Treasury Strategy report on 22nd February 2017.

The latest estimates for Capital Expenditure are based on SP&R Monitoring Report No.2 (pre agenda).

**5 Estimate of Capital Financing Requirement**

The estimate (as at November 2017) of the Capital Financing Requirement (ie new borrowing requirement for Capital Expenditure) for each year based on these plans is as follows:

| Composite Programme                                 | 2017/18     | 2018/19    | 2019/20      | 2020/21     | 2021/22    | 2022/23    |
|-----------------------------------------------------|-------------|------------|--------------|-------------|------------|------------|
| Current Estimated Capital Financing Requirement     | 68,511,000  | 45,950,000 | 41,860,000   | 58,529,000  | 77,371,000 | 51,676,000 |
| Original Budget Estimate                            | 77,163,000  | 43,443,000 | 74,396,000   | 66,756,000  | 53,828,000 | 25,090,000 |
| Movement in Estimated Capital Financing Requirement | (8,652,000) | 2,507,000  | (32,536,000) | (8,227,000) | 23,543,000 | 26,586,000 |

The Original Budget Estimates are those per the Treasury & Prudential Indicators included within the Treasury Strategy report on 22nd February 2017.

The latest estimates for Capital Expenditure are based on SP&R Monitoring Report No.2 (pre agenda).



**ANALYSIS OF PRUDENTIAL INDICATORS**  
**- Quarter Ending 30 September 2017**

| PPP Programme                        | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|--------------------------------------|---------|---------|---------|---------|---------|---------|
| Original Budget and Current Estimate | 0       | 0       | 0       | 0       | 0       | 0       |

| HRA Programme                                       | 2017/18    | 2018/19   | 2019/20     | 2020/21   | 2021/22     | 2022/23    |
|-----------------------------------------------------|------------|-----------|-------------|-----------|-------------|------------|
| Current Estimated Capital Financing Requirement     | 20,523,000 | 9,882,000 | 5,870,000   | 6,461,000 | 20,406,000  | 12,000,000 |
| Original Budget Estimate                            | 16,772,000 | 8,905,000 | 7,373,000   | 6,906,000 | 21,495,000  | 7,500,000  |
| Movement in Estimated Capital Financing Requirement | 3,751,000  | 977,000   | (1,503,000) | (445,000) | (1,089,000) | 4,500,000  |

The Original Budget Estimates are those per the Treasury & Prudential Indicators included within the Treasury Strategy report on 22nd February 2017.  
The latest estimates for Capital Expenditure are based on SP&R Monitoring Report No.2 (pre agenda).

**6 External Debt (Gross and Net)**

| External Borrowing               | As at<br>30-Sep-17 | Projected<br>31-Mar-18 | Projected<br>31-Mar-19 | Projected<br>31-Mar-20 | Projected<br>31-Mar-21 | Projected<br>31-Mar-22 | Projected<br>31-Mar-23 |
|----------------------------------|--------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Public Works Loan Board          | 278,109,677        | 279,948,387            | 308,998,487            | 326,309,921            | 359,116,284            | 395,443,500            | 427,061,057            |
| Market Bonds                     | 43,200,000         | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             | 43,200,000             |
| Special Loans                    | 2,235,841          | 2,117,841              | 2,117,841              | 1,855,000              | 1,605,000              | 1,605,000              | 1,605,000              |
| Project Borrowing                | 520,669            | 492,223                | 435,334                | 168,444                | 140,000                | 140,000                | 140,000                |
| Temporary Loans/Other Borrowing  | 2,081,181          | 2,081,181              | 2,081,181              | 2,081,181              | 2,081,181              | 2,081,181              | 2,081,181              |
| Other Long Term Liabilities      | 115,787,000        | 113,698,000            | 109,460,000            | 105,222,000            | 100,984,000            | 96,743,000             | 92,263,000             |
| <b>Total Gross External Debt</b> | <b>441,934,367</b> | <b>441,537,632</b>     | <b>466,292,843</b>     | <b>478,836,546</b>     | <b>507,126,465</b>     | <b>539,212,681</b>     | <b>566,350,238</b>     |
| Short Term Investments           | (44,776,422)       | (34,000,000)           | (29,000,000)           | (24,000,000)           | (24,000,000)           | (24,000,000)           | (24,000,000)           |
| Long Term Investments            | 0                  | 0                      | 0                      | 0                      | 0                      | 0                      | 0                      |
| <b>Total Net External Debt</b>   | <b>397,157,945</b> | <b>407,537,632</b>     | <b>437,292,843</b>     | <b>454,836,546</b>     | <b>483,126,465</b>     | <b>515,212,681</b>     | <b>542,350,238</b>     |
| <b>Note:</b>                     |                    |                        |                        |                        |                        |                        |                        |
| Operational Boundary             | 442,000,000        | 442,000,000            | 466,000,000            | 479,000,000            | 507,000,000            | 539,000,000            | 566,000,000            |
| Authorised Limit                 | 640,000,000        | 640,000,000            | 640,000,000            | 640,000,000            | 640,000,000            | 640,000,000            | 640,000,000            |

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

**7 Adoption of the CIPFA code of practice for Treasury Management**

Perth & Kinross Council fully complies with the requirements of the CIPFA Code of Practice for Treasury Management in the Public Services (as amended in November 2009).

**ANALYSIS OF PRUDENTIAL INDICATORS**  
**- Quarter Ending 30 September 2017**

**8 Interest Rate Exposures**

|                                         | Actual as at<br>30-Sep-17 | Projected<br>31-Mar-18 | Projected<br>31-Mar-19 | Projected<br>31-Mar-20 | Projected<br>31-Mar-21 | Projected<br>31-Mar-22 | Projected<br>31-Mar-23 |
|-----------------------------------------|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Fixed Interest Rate Debt                |                           |                        |                        |                        |                        |                        |                        |
| Total Fixed Rate Borrowing              | 394,417,346               | 394,138,610            | 418,893,821            | 431,700,365            | 460,240,284            | 492,326,500            | 519,464,057            |
| Total Fixed Rate Investments            | 0                         | 0                      | 0                      | 0                      | 0                      | 0                      | 0                      |
|                                         | 394,417,346               | 394,138,610            | 418,893,821            | 431,700,365            | 460,240,284            | 492,326,500            | 519,464,057            |
| Total Gross Borrowing                   | 441,934,367               | 441,537,632            | 466,292,843            | 478,836,546            | 507,126,465            | 539,212,681            | 566,350,238            |
|                                         | 89.2%                     | 89.3%                  | 89.8%                  | 90.2%                  | 90.8%                  | 91.3%                  | 91.7%                  |
| Upper limit on Fixed Interest Rate Debt | 100%                      | 100%                   | 100%                   | 100%                   | 100%                   | 100%                   | 100%                   |

|                                                                                   | Actual as at<br>30-Sep-17 | Projected<br>31-Mar-18 | Projected<br>31-Mar-19 | Projected<br>31-Mar-20 | Projected<br>31-Mar-21 | Projected<br>31-Mar-22 | Projected<br>31-Mar-23 |
|-----------------------------------------------------------------------------------|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Variable Interest Rate Debt                                                       |                           |                        |                        |                        |                        |                        |                        |
| Total Variable Rate Borrowing                                                     | 47,517,022                | 47,399,022             | 47,399,022             | 47,136,181             | 46,886,181             | 46,886,181             | 46,886,181             |
| Total Variable Rate Investments                                                   | (44,776,422)              | (34,000,000)           | (29,000,000)           | (24,000,000)           | (24,000,000)           | (24,000,000)           | (24,000,000)           |
|                                                                                   | 2,740,599                 | 13,399,021             | 18,399,021             | 23,136,180             | 22,886,180             | 22,886,180             | 22,886,180             |
| Total Net Borrowing (including investments arising from short term cash balances) | 397,157,945               | 407,537,632            | 437,292,843            | 454,836,546            | 483,126,465            | 515,212,681            | 542,350,238            |
|                                                                                   | 0.7%                      | 3.3%                   | 4.2%                   | 5.1%                   | 4.7%                   | 4.4%                   | 4.2%                   |
| Upper limit on Variable Interest Rate Debt                                        | 35%                       | 35%                    | 35%                    | 35%                    | 35%                    | 35%                    | 35%                    |

**9 Maturity Structure**

The maturity structure for the Council's fixed rate debt, as at 30th September 2017, measured from the start of the financial year is as follows:

|                         | < 12 mths | 12<24 mths | 2<5 years  | 5<10 years | Over 10 years | Total       |
|-------------------------|-----------|------------|------------|------------|---------------|-------------|
| Total Debt Maturing (£) | 2,017,090 | 14,501,430 | 45,580,245 | 55,691,452 | 276,627,130   | 394,417,346 |
| % of Total Fixed Debt   | 0.5%      | 3.7%       | 11.6%      | 14.1%      | 70.1%         | 100.0%      |
| Lower Limit             | 0%        | 0%         | 0%         | 0%         | 10%           |             |
| Upper Limit             | 35%       | 35%        | 50%        | 75%        | 95%           |             |

**10 Principal Sums Invested Longer Than 365 Days**

The Upper Limit for sums invested for over 1 year up to 3 years is £10million. There were no sums invested which were outstanding for such periods as at the end of the quarter.

**PERTH AND KINROSS COUNCIL****20 December 2017****REVIEW OF TREASURY MANAGEMENT SYSTEMS DOCUMENT****Report by the Head of Finance****PURPOSE OF REPORT**

This report seeks approval of the revised Treasury Management Systems Document (TMSD) as required by the CIPFA Code of Practice for Treasury Management.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The CIPFA Code of Practice for Treasury Management 2011 ("the Code"), which has been fully adopted by Perth & Kinross Council, requires the Council to prepare 12 Treasury Management Practices (TMPs). The TMPs detail the Council's treasury policies, procedures and guidelines and are required to be reviewed annually. The TMPs and the Treasury Management Policy Statement form part of the Treasury Management Systems Document (TMSD).
- 1.2 This report advises that the annual review of the TMSD has now been undertaken. Accordingly, a revised TMSD is available on the Councillor's SharePoint site (CHIP). A hard copy is also available upon request from the author of this report.

**2. TREASURY MANAGEMENT SYSTEMS DOCUMENT**

- 2.1 All changes to the Treasury policies approved during the year have been reflected in the revised TMSD. For this year, the only other changes made to the TMSD are minor updates to reflect current operational practices, which have no significant effect on the content of the Systems Document.
- 2.2 CIPFA is currently consulting on a revised Prudential Code and Treasury Management Code of Practice, and revised Codes are anticipated to be issued by the end of the year, for implementation from April 2018. The content of the consultation documents issued by CIPFA indicate that the TMPs and TMSD will likely require significant amendments and restructuring.
- 2.3 Accordingly, it is proposed that a more comprehensive review is undertaken once the new Codes have been issued, and will be reported to the Council by April 2018.

**3. CONCLUSION AND RECOMMENDATION**

- 3.1 This report advises of the annual review of the Council's Treasury Management Systems Document as required by the CIPFA Code of Practice for Treasury Management.

3.2 It is recommended that the Council:

1. Notes the revised Treasury Management Systems Document, which is submitted in accordance with the Council's approved Treasury Management Practices, and
2. Approves the proposal to defer a more comprehensive review until after CIPFA have published the new Prudential Code and Treasury Management Code of Practice.

**Author(s)**

| <b>Name</b>   | <b>Designation</b> | <b>Contact Details</b>                                           |
|---------------|--------------------|------------------------------------------------------------------|
| John Jennings | Senior Accountant  | <a href="mailto:CHXFinance@pkc.gov.uk">CHXFinance@pkc.gov.uk</a> |

**Approved**

| <b>Name</b>       | <b>Designation</b>                                 | <b>Date</b>      |
|-------------------|----------------------------------------------------|------------------|
| Stewart MacKenzie | Head of Finance                                    | 16 November 2017 |
| Jim Valentine     | Depute Chief Executive,<br>Chief Operating Officer | 21 November 2017 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Corporate Plan

- 1.1 The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

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

- 1.2 This report relates to all of these objectives.

### 2. Resource Implications

#### Financial

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

### Workforce

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

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

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

## **3. Assessments**

### Equality Impact Assessment

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

### Strategic Environmental Assessment

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

### Sustainability

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

## **4. Consultation**

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

## **2. BACKGROUND PAPERS**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

## **3. APPENDICES**

None.





## PERTH AND KINROSS COUNCIL

20 December 2017

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

## Report by Head of Finance

**PURPOSE OF REPORT**

This report provides an update in relation to the Revenue Budget for 2018/19, 2019/20 and 2020/21 in light of the information contained in the UK Autumn Budget that was announced on 22 November 2017 and the Scottish Budget announced on 14 December 2017.

**1. BACKGROUND**

- 1.1. On 22 February 2017 the Council approved a balanced 2018/19 Provisional Revenue Budget (Report No. 17/47 refers). An indicative Council Tax level for 2018/19 was also approved at this time.
- 1.2. On 4 October 2017 the Council approved the update of the Medium Term Financial Plan (MTFP) (Report No. 17/317 refers). The Plan included a summary of the implications of the latest financial projections on future Council General Fund Revenue Budgets over the medium term.
- 1.3. The update of the Plan included the latest assumptions in relation to potential reductions in grant funding and increases in pay awards. Specifically Council endorsed the Fraser of Allander projections of funding reductions of 3% in 2018/19 and 1.8% in 2019/20 and 0.5% growth in 2020/21. For financial management purposes, the Plan also included indicative Council Tax rises of 3% in 2018/19, 2019/20 and 2020/21. This resulted in the allocation of a further Corporate Savings Target to Services for 2018/19, over and above the levels previously approved in the Provisional Revenue Budgets in February 2016 and February 2017. The Plan also included Corporate Savings Targets for 2019/20 and 2020/21.
- 1.4. The Council approved:
  - The development of a three year Revenue Budget for 2018/19, 2019/20 and 2020/21.
  - The allocation of estimated capital resources to a number of top sliced / ring fenced programmes for 2023/24 and 2024/25 but not to invite further detailed business cases for these years at this time.

- The presentation of the updated Reserves Strategy to Council in February 2018.
- The presentation of the HRA Budget and rent levels to the Housing and Communities Committee in January 2018.

1.5. There have been a number of developments since the meeting of the Council on 4 October 2017 and these are outlined in the remainder of this report.

## **2. UNITED KINGDOM FISCAL POSITION**

2.1 The Chancellor of the Exchequer presented his 2017 Budget to parliament on 22 November 2017. This Budget contained spending plans for all UK Departments and devolved administrations through to 2019/20 for resource (revenue) spending and to 2020/21 for capital spending; as well as a range of tax plans in advance of the new tax year in April 2018.

2.2 The Budget contained the following key statements in relation to the state of UK public finances.

- Annual government borrowing of £49.9bn in 2017/18, £8.4bn lower than forecast in March 2017.
- Borrowing forecast to fall in real terms in the subsequent five years from £39.5bn in 2018/19 to £25.6bn in 2022/23.
- Projected borrowing has been revised up for 2019/20, 2020/21 and 2021/22, compared to March 2017, due to the weaker economic outlook and expected lower tax yields.
- Public sector net borrowing forecast to fall from 3.8% of Gross Domestic Product (GDP) in 2016/17 to 2.4% in 2017/18, then 1.9%, 1.6%, 1.5% and 1.3% in subsequent years, reaching 1.1% in 2022/23.
- Debt will peak at 86.5% of GDP in 2017/18, and then fall to 86.4% in 2018/19; then 86.1%, 83.1% and 79.3% in subsequent years, reaching 79.1% in 2022/23.

2.3 The Office of Budget Responsibility (OBR) published its latest forecasts for the UK economy on 22 November 2017. In summary, public finances recently have performed better than expected, but future Gross Domestic Product forecasts have been lowered. The combined effects of the better fiscal position now but weaker prospects looking forward has resulted in the OBR revising up their forecasts for the budget deficits by increasing amounts over the next five years.

## **3. IMPACT ON SCOTLAND**

3.1 Based on the information contained in the 2017 UK Budget, the latest block grant allocations to Scotland are set out in Table 1 below.

**Table 1: Scottish Block Funding to 2019/20**

|                         | 2017/18       | 2018/19       |            | 2019/20       |            |
|-------------------------|---------------|---------------|------------|---------------|------------|
| <b>Cash Terms</b>       | £m            | £m            | %          | £m            | %          |
| Revenue                 | 26,635        | 26,824        | 0.7        | 26,866        | 0.2        |
| Capital                 | 3,166         | 3,414         | 7.8        | 3,726         | 9.2        |
| Financial Transactions* | 445           | 488           | 9.7        | 519           | 6.3        |
| <b>TOTAL</b>            | <b>30,246</b> | <b>30,726</b> | <b>1.6</b> | <b>31,111</b> | <b>1.3</b> |

Source: SPICe Briefing – UK Autumn Budget 2017 – impact on Scotland

\*Financial transactions, which can only be used to make loans or equity investments into the private sector, and must ultimately be repaid to HM Treasury.

- 3.2 Based on the analysis undertaken by the Scottish Parliament Information Centre (SPICe), the Departmental Expenditure Limit (DEL) Resource (revenue) budget will increase in cash terms in 2018/19 by 0.7%, which represents a real terms fall of 0.8%. For DEL capital there is a cash increase of 7.8%, equivalent to a real terms increase of 6.2%.
- 3.3 The Scottish Barnett consequentials of the 2017 UK Budget are summarised in Table 2 below. The Barnett formula is a mechanism used by the Treasury in the United Kingdom to automatically adjust the amounts of public expenditure allocated to Northern Ireland, Scotland and Wales to reflect changes in spending levels allocated to public services in England, England and Wales or the United Kingdom as appropriate. The formula applies to a large proportion, but not the whole, of the devolved Governments' budgets.

**Table 2: Barnett Consequentials to 2020/21**

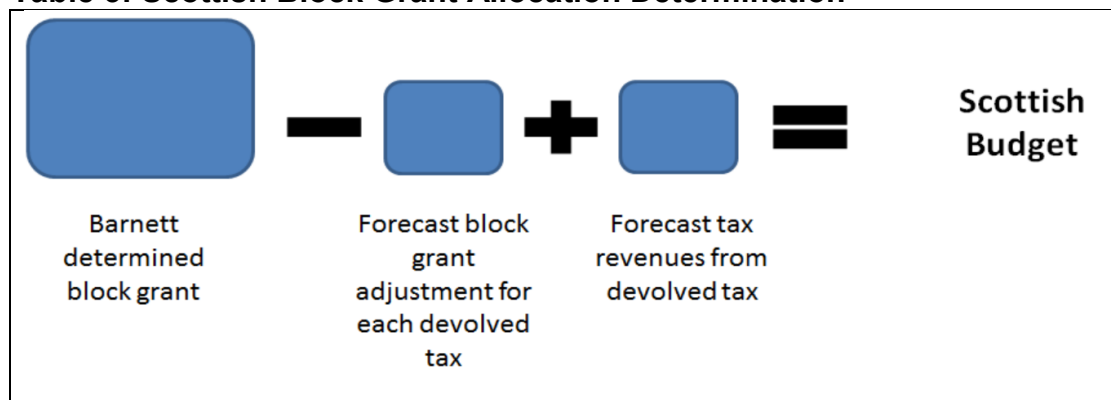
|                              | 2017/18      | 2018/19      | 2019/20      | 2020/21        |
|------------------------------|--------------|--------------|--------------|----------------|
| <b>Cash Terms</b>            | £m           | £m           | £m           | £m             |
| Revenue                      | 8.4          | 183.3        | 154.9        | n/a            |
| Capital                      | 58.6         | 68.6         | 169.3        | 212.1          |
| Financial Transactions       | 156.3        | 271.3        | 332.0        | 355.3          |
| <b>TOTAL CONSEQUENTIALS</b>  | <b>223.3</b> | <b>523.2</b> | <b>656.2</b> | <b>567.4</b>   |
| <b>TOTAL OVER FOUR YEARS</b> |              |              |              | <b>1,970.1</b> |

Source: SPICe Briefing – UK Autumn Budget 2017 – impact on Scotland

- 3.4 How these increases in the overall amount of funding for Scotland impacts on “unprotected budgets” will depend upon two key variables. Firstly the ultimate allocation of Barnett “consequentials” to unprotected areas of the budget. Secondly, how much of the increased estimate of CPI inflation feeds through to the allocations to the NHS and Police Scotland. “Unprotected budgets” are defined as those areas of activity that are not included in Scottish Government manifesto commitment to the NHS, Police Scotland and Early Years and Childcare.

- 3.5 Under the terms of the Fiscal Framework agreed between the UK and Scottish Government to implement the Scotland Act 2016, the size of the Scottish Budget is not only comprised of the UK Treasury block grant. It is now determined by the three elements set out in Table 3 below.

**Table 3: Scottish Block Grant Allocation Determination**



- The block grant allocations from the UK Budget – changes in this block are determined by increases or decreases in English spending on functions that are “comparable” to those devolved to the Scottish Parliament.
  - A block grant adjustment, which is essentially a forecast of the revenue the UK Government has foregone by devolving taxes to the Scottish Parliament (such as Scottish Income Tax).
  - The Scottish Fiscal Commission will produce forecasts of the tax revenue raised from taxes devolved or transferred to the Scottish Government
- 3.6 The Scottish Fiscal Commission published its forecast of Scottish tax revenues on 14 December which are factored into the Scottish Government’s budget assumptions which are set out in Section 4 below. These estimates are the sum available to the Scottish Government to draw down from the UK Treasury throughout 2018/19. These forecasts will be reconciled to final data once it is available, and the Scottish budget adjusted up or down in subsequent years to account for this.

#### **4. SCOTTISH GOVERNMENT BUDGET – 14 DECEMBER 2017**

- 4.1 Local Government Finance Circular 5/2017 was issued by the Scottish Government on 14 December 2017 and included the Financial Settlement for 2018/19 at an individual Council level. As anticipated the Settlement included information for 2018/19 only with no information from the Scottish Government for 2019/20 and beyond. The full Finance Circular can be found at the following link - [Local Government Finance Circular, December 2017](#).

- 4.2 The Cabinet Secretary also wrote to the COSLA President on 14 December 2017 confirming the package of measures that make up the settlement to be provided to local government in return for the provisional funding allocations set out in the Finance Circular (see Appendix A).
- 4.3 The Circular provides details of the provisional total revenue and capital funding allocations for 2018/19, as well as the latest information on current known redeterminations for 2017/18. The Circular also provides details on a range of business rates measures, including the 2018/19 poundage and proposed changes to certain reliefs.
- 4.4 The provisional allocations form the basis for the annual consultation between the Scottish Government and COSLA ahead of the Local Government Finance (Scotland) Order 2018 being presented to the Scottish Parliament in late February 2018. Any individual authority **not** intending to agree the offer and accept the full package of measures and benefits has been requested to write to the Cabinet Secretary for Finance and the Constitution by no later than Friday 19 January 2018.
- 4.5 Finance Circular 5/2017 stated that “for 2018/19 the Scottish Government will work in partnership with local government to implement the budget and the joint priorities in return for the full funding package which includes:
- Baselineing from 2018/19 of the £130 million additional revenue investment announced earlier this year at Stage 1 of the Budget Bill for 2017/18;
  - £52.2 million revenue and £150 million capital to deliver on our joint agreed ambitious programme for the expansion of Early Years Education and Childcare provision. This is in addition to the £11 million of revenue which has been added to support the initial expansion of Early Years set out in the 2014 Act provisions;
  - An additional £24 million to cover the additional full year cost of the teachers’ pay offer for 2017/18;
  - A continued funding package of £88 million, made up of £51 million to maintain teacher numbers and £37 million to support the Teacher Induction Scheme. Local authorities will continue to be required to maintain an overall pupil:teacher ratio of 13:7, and secure places for all probationers who require one under the Teacher Induction Scheme;
  - An additional £66 million to support additional investment in social care in recognition of a range of pressures local authorities are facing, including support for the implementation of the Carers (Scotland) Act 2016, maintaining our joint commitment to the Living Wage (including our agreement to now extend it to cover sleepovers following the further work undertaken) and an increase in the Free Personal and Nursing Care payments;

- Maintenance of the £355 million baseline transfer from NHS Boards to Integration Authorities in support for health and social care; and
  - The continued flexibility to increase Council Tax by up to 3% which could generate an additional £77 million.”
- 4.6 The 2018/19 provisional allocations set out in this Circular assume that all councils will sign up to the package and therefore that the full current distributable revenue amount of £9,400.501 million will be issued.
- 4.7 Finance Circular 5/2017 also contained information on revenue funding that has still to be distributed. The following list outlines this undistributed funding and how much is available nationally.
- Teachers’ Induction Scheme - £37.469 million
  - Discretionary Housing Payments - £52.100 million
  - Gaelic - £0.110 million
  - Criminal Justice Social Work - £86.450 million
  - Early Years Expansion - £52.200 million
  - Customer First Top-Up - £1.940m
- 4.8 Based on Finance Circular 5/2017 the total revenue funding being made available by the Scottish Government to Perth and Kinross Council in 2018/19 is £239.094 million (see Table 4 below).

**Table 4: Scottish Government Grant Funding – Perth & Kinross Council**

|                              | <b>2018/19</b> |
|------------------------------|----------------|
|                              | <b>£m</b>      |
| General Revenue Funding      | 185.419        |
| Non-Domestic Rates           | 51.953         |
| Ring-Fenced Grants           | 1.722          |
|                              |                |
| <b>TOTAL REVENUE FUNDING</b> | <b>239.094</b> |

Source: Finance Circular 5/2017 – 14 December 2017

- 4.9 Table 5 below, summarises the movements in the total funding package from the Scottish Government to facilitate a comparison of the 2018/19 Settlement with the current year on a comparable basis.

**Table 5: Cash Movements between 2017/18 and 2018/19 (on a comparable basis)**

|                                                | <b>2018/19</b> |
|------------------------------------------------|----------------|
|                                                | <b>£m</b>      |
| Finance Circular 1/2017 – March 2017           | 242.629        |
| Adjustments                                    |                |
| - Community Justice (still to be allocated)    | (1.629)        |
| - Carer's Act Funding                          | 1.961          |
| - Teacher's Pay                                | 640            |
| - Temporary Accommodation                      | 508            |
| - Other Net Adjustments                        | (0.577)        |
|                                                |                |
| <b>Updated 2017/18 (on a comparable basis)</b> | <b>243.532</b> |
|                                                |                |
| <b>Finance Circular 5/2017</b>                 | <b>239.094</b> |
|                                                |                |
| <b>Cash Reduction</b>                          | <b>4.438</b>   |
|                                                |                |
| <b>% Reduction</b>                             | <b>1.8%</b>    |

- 4.10 The total amount of funding, on a cash basis, reduced by £3,535,000 between 2017/18 and 2018/19. However the 2018/19 allocation includes funding for the Carer's Act (£1,961,000), Teacher's Pay (£640,000) and Temporary Accommodation (£508,000) and does not include Community Justice Social Work (£1,629,000) which has still to be allocated. There are other net minor adjustments of £577,000 across the entire Perth & Kinross Council settlement for 2018/19.
- 4.11 Therefore on a like for like basis, the cash reduction in funding from the Scottish Government between 2017/18 and 2018/19 is estimated at £4,438,000 or 1.8%. This figure does not take account of the additional impact of inflation, which could be significant in 2018/19 or demand growth resulting in a real terms cut of around 5% (using CPI as the inflationary uplift).
- 4.12 The Finance Circular does not contain any funding information beyond 2018/19 and the assumptions on levels of funding included in the 2019/20 and 2020/21 Provisional Revenue Budgets remain based on the Medium Term Financial Plan approved by Council on 4 October 2017 (Report No. 17/317 refers).
- 4.13 By continuing to plan for the medium term the Council provides authority for officers to roll out the programme of significant change (including transformation) which will seek to protect front line services for the communities within Perth and Kinross.

### **Implications for 2018/19 Provisional Revenue Budget**

- 4.14 The Medium Term Financial Plan approved by Council on 4 October 2017 assumed Scottish Government funding reductions of £7,178,000 in 2018/19 (Report No. 17/317 refers). The actual funding reduction for 2018/19 (on a comparable basis) is £4,438,000 (see Table 5 above). In terms of the 2018/19 Provisional Revenue Budget this means additional resources (a smaller reduction) of £2,740,000.

### **Implications for the 2018/19 Capital Budget**

- 4.15 Finance Circular 5/2017 also includes individual Capital Grant allocations for 2018/19. In setting earlier Capital Budgets, the Council had previously made assumptions on the level of funding in 2018/19. The figures in the Finance Circular show additional Capital Grant funding of £676,000. However, £440,000 of this relates to Flood Allocations which were previously assumed to be paid in 2019/20 and are already reflected in the approved Capital Budget. Accordingly, there is a net additional £236,000 of Capital Grant available for application in 2018/19.
- 4.16 These additional resources will be included in the Capital Budget report which will be considered by the special meeting of the Council in February 2018.

### **Non-Domestic Rates**

- 4.17 Finance Circular 5/2017 provisionally set the Non Domestic Rate poundage for 2018/19 at 48.0p (46.6p in 2017/18), an increase of 3%, and the Large Business Supplement at 2.6p (2.6p in 2017/18). The threshold for the supplement is applicable only to properties with a rateable value over £51,000 (£51,000 in 2017/18).
- 4.18 Transitional arrangements (including transitional relief) are proposed to continue into 2018/19 for hospitality properties (with a rateable value of up to £1,500,000). The level of the cap on bill increases from 2017/18 to 2018/19 will be 12.5% in real terms (equivalent to 15.88% in cash terms) (2017/18 12.5% in real terms, 14.75% in cash terms). No other transitional arrangements will apply for 2018/19 bills. Eligibility is subject to compatibility with European Union State Aid rules.
- 4.19 The Small Business Bonus Scheme threshold for 100% relief remains at £15,000, so that the overall scheme is applicable as per Table 6 below (which is consistent with the 2017/18 scheme).



**Table 6: Small Business Bonus Scheme 2018/19**

| Combined Rateable Value of all Properties | 2018/19                                                           |
|-------------------------------------------|-------------------------------------------------------------------|
| Up to £15,000                             | 100%                                                              |
| £15,001 to £18,000                        | 25%                                                               |
| £18,001 to £35,000                        | 25% on individual property each with rateable value up to £18,000 |
|                                           |                                                                   |

- 4.20 The Implementation Plan in response to the Barclay Review was also published on 14 December 2017. The implementation plan set out the Scottish Government's response to all of Barclay's recommendations, together with their delivery actions.
- 4.21 Specifically in relation to ALEOs the Scottish Government do "not intend to change charity relief or sports club relief eligibility for council ALEOs. However, in light of concerns regarding the continuing expansion of the ALEO approach, they will offset further relief benefit to councils to mitigate against future ALEO expansion."

## **5. PROVISIONAL REVENUE BUDGETS 2018/19, 2019/20 & 2020/21**

- 5.1 In line with the recommendations included in the Medium Term Financial Plan approved by Council on 4 October 2017, Services have been developing updated Revenue Budget submissions for 2018/19 and new detailed submissions for 2019/20 and 2020/21.
- 5.2 For 2018/19 the submissions include new corporate savings targets which reflect revised assumptions in relation to funding reductions and pay awards as well Service specific updated expenditure pressures and savings proposals. For 2019/20 and 2020/21 the submissions include corporate savings targets and Service expenditure pressures and savings proposals.
- 5.3 On the basis of the revised assumptions for 2018/19, budget submissions from Services are summarised in the following table. For the avoidance of doubt the information in Table 7 below only includes the **movements** in the 2018/19 Provisional Revenue Budget i.e. decisions taken in February 2016 and 2017 in relation to 2018/19 are **excluded**. The Service Provisional Revenue Budget submissions were circulated to all Elected Members on Monday 18 December 2017.

**Table 7: Summary of Service Provisional Revenue Budget Submissions  
(as at 14 December 2017)**

|                         | 2018/19    | 2019/20      | 2020/21    | Total        |
|-------------------------|------------|--------------|------------|--------------|
|                         | £'000      | £'000        | £'000      | £'000        |
| Total Pressures         | 7,739      | 9,300        | 4,151      | 21,190       |
|                         |            |              |            |              |
| Total Savings Proposals | 7,561      | 7,773        | 3,831      | 19,165       |
|                         |            |              |            |              |
| <b>"Gap"</b>            | <b>178</b> | <b>1,527</b> | <b>320</b> | <b>2,025</b> |
|                         |            |              |            |              |

- 5.4 Table 7 demonstrates that in 2018/19, 2019/20 and 2020/21, expenditure pressures exceed savings proposals by £178,000, £1,527,000 and £320,000 respectively. Cumulatively there is a funding gap of £2,025,000 over the three years. This is primarily due to the lead in times that are required for a number of savings proposals and the levels of projected funding reductions (particularly in 2018/19 and 2019/20).
- 5.5 The Local Government Finance Circular includes funding information for 2018/19 only. It remains critical, however, that the Council continues to plan over the medium term to allow sufficient lead in times to deliver the savings that are likely to be necessary in future years. The delivery of the transformation programme and savings options in financial years 2019/20 and 2020/21 require a longer term planning horizon.

#### 2018/19 Pay Award – Scottish Government Announcement

- 5.6 The Scottish Government Budget for 2018/19 includes a commitment to lifting the public sector pay cap. Specifically the Cabinet Secretary announced a 3% increase for all employees earning up to £30,000, 2% for all earning up to £80,000 and a maximum increase of £1,600 for all earning over £80,000. However the Scottish Government Budget goes on to say that this commitment only applies to the NHS, police officers, fire fighters and teachers. For other Council employees the Budget stresses that "pay and other employment matters are delegated to local authorities". This commitment is in excess of the Council's revised pay award assumption of 2% for all staff groups and will undoubtedly influence national negotiations with individual Trade Unions.
- 5.7 This is an unfunded additional expenditure pressure facing the Council. If the Scottish Government's commitment was applied to all Council staff then the estimated additional cost would be approximately £1,500,000 in 2018/19 for Perth and Kinross Council. At this stage it is considered prudent to earmark this funding in advance of setting the budget on 15 February 2018 by which time there may be more information available. It is also considered prudent to increase the provisional pay award assumptions in 2019/20 and 2020/21 from 1.5% to 2% at an estimated additional cost of approximately £900,000 in 2019/20 and a further £900,000 in 2020/21.

### Options for Managing the Imbalance

- 5.8 As set out in Table 7, the Council currently has an estimated funding “gap” in its Provisional Revenue Budgets of £178,000 in 2018/19, £1,527,000 in 2019/20 and £320,000 in 2020/21 based on the Local Government Finance Settlement announced on 14 December 2017 and the assumptions in the Medium Term Financial Plan. There is also potential additional cost pressures of £1,500,000 in relation to the 2018/19 pay award; an additional £900,000 in relation to the 2019/20 award and a further £900,000 in relation to the 2020/21 award— see para 5.7 above.
- 5.9 Options for managing this imbalance over 2018/19, 2019/20 and 2020/21 have been developed and are set out below. These options are intended to demonstrate that it will be possible to achieve a balanced Revenue Budget over the three years under consideration, if the savings proposals currently being developed are accepted by the Council.

### 2017/18 Pay Award

- 5.10 Revenue Monitoring Report No. 1, considered by the Strategic Policy and Resources Committee on 13 September 2017, included information on the outcome of the 2017/18 pay negotiations for all non-teaching staff groups (Report No. 17/279 refers). At that time, the SP&R Committee were advised of potential unallocated resources of £122,000. The teachers’ pay award for 2017/18 was agreed on 14 December 2017 and the Council has received additional funding in Finance Circular 5/2017.

### 2018/19 Pay Allocation – Perth and Kinross Council

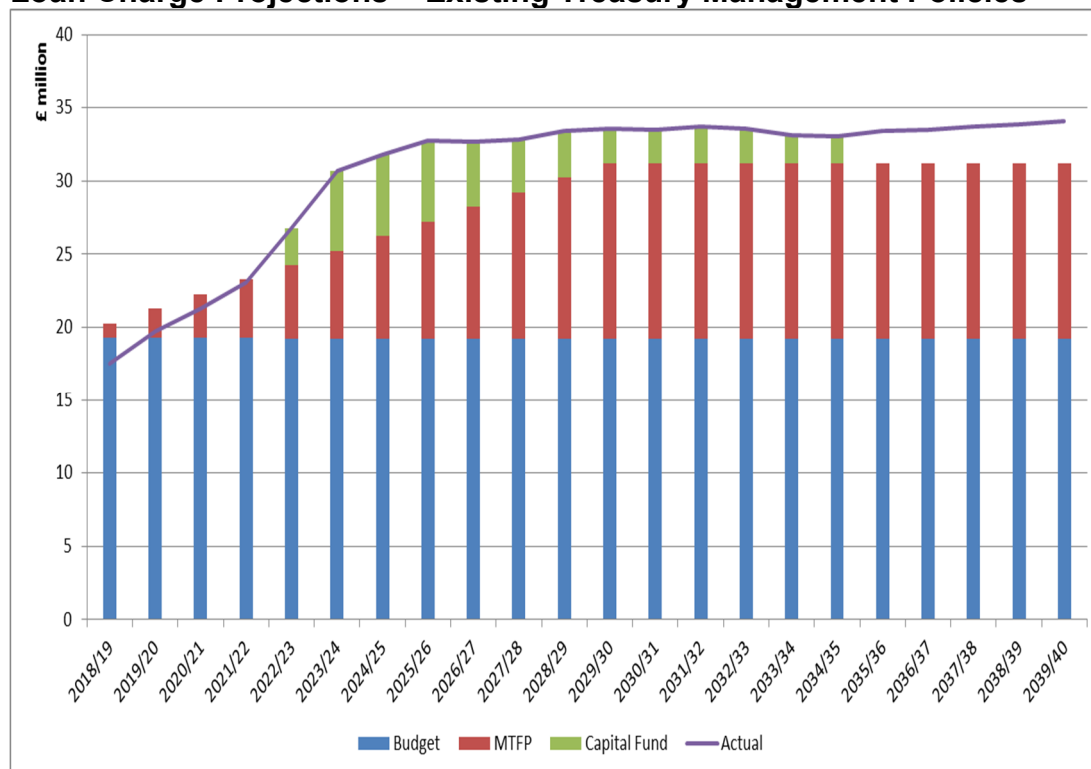
- 5.11 The 2018/19 Provisional Revenue Budget includes an estimated provision for pay award for all staff groups across the Council. This initial estimate is based on Council wide assumptions of 2% on headline staff costs. As per normal practice, a technical review is undertaken with all Services to examine the detailed implications of the wider assumptions. This review has identified £193,000 that is not required for 2018/19 and is therefore available to contribute to the options for managing the imbalance in Service submissions.

### Treasury Management

- 5.12 The 2018/19 Provisional Revenue Budget includes a £1,000,000 increase in the Loan Charges budget. The Medium Term Financial Plan, approved by Council on 4 October 2017, (Report No. 17/317 refers) also assumes further increases of £1,000,000 in every year of the updated plan. Financial modelling demonstrates that the £1,000,000 increase is actually required in each and every year through to 2029/30 based on existing treasury management policies. This significant increase in the Loan Charges Budget is required to fund the approved Capital Programme.
- 5.13 The following graph sets out current projections in relation to the Council’s borrowing costs. The graph shows the existing Loan Charges budget (blue

column), the £1,000,000 increase in the budget through to 2029/30 (red column) and contributions from the Capital Fund (green column) with a “gap” emerging in 2035/36. The purple line sets out the latest projected borrowing costs of the approved Capital budget.

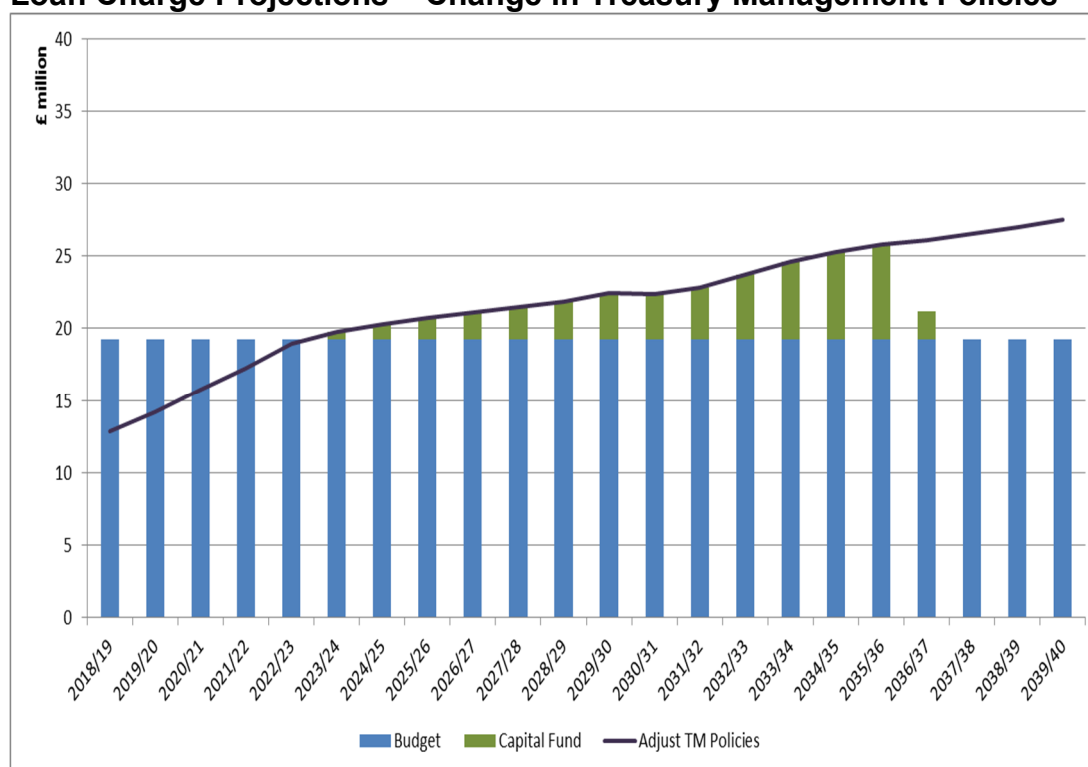
### Loan Charge Projections – Existing Treasury Management Policies



- 5.14 The Treasury Activity and Compliance Report – 2017/18, Quarter 1, approved by Council on 4 October 2017 (Report No. 17/318 refers), authorised the Head of Finance to review the operation of the Loans Fund with a view to bringing back any proposals to a future meeting of the Council.
- 5.15 This review has now taken place and has focussed on Asset Lives and the Repayment Basis.
- 5.16 In terms of Asset Lives, the Council has, historically, written-off/amortised capital expenditure over a period of up to a maximum of 30 years. However this does not reflect the anticipated asset life of much of the Council’s infrastructure and property assets. It is now proposed that the Council review the asset lives assumed in the Loan Fund, to match the actual useful lives, up to a maximum of 50 years.
- 5.17 This adjustment will ensure that charges reflect the actual use of assets and therefore future charges are levied on an equitable basis. Repayments would also then be consistent with the capital charges reflected in the Council’s Annual Statement of Accounts. This change in policy will bring Perth and Kinross Council into line with other Scottish Local Authorities and the asset lives will now match the borrowing periods.

- 5.18 In terms of the Repayment Basis, the Council has historically written-off/amortised capital expenditure on an annuity basis, i.e. principal payment lower in earlier years (and interest charges higher), and vice-versa in later years – thus the annual charge in total is broadly constant each year. Scottish Government statutory guidance issued in 2016 required the repayments from 2021/22 to be made on a “prudent basis” but it was for each authority to decide which method to apply. It was therefore decided to change to the straight-line method of loans fund principal repayment, and consequently Loans Fund modelling used this method from 2021/22. This has the effect of increasing the charges in early years, and reducing them in later years. It is now proposed that the annuity method should continue for all debt, i.e. continues with the current practice, on the basis that this change ensures consistency with current practice and also smooths the total charges from year to year, all other things being equal.
- 5.19 The implications of making the adjustments to treasury management as set out above are shown in the following graph. The graph demonstrates that the Council can support the approved level of expenditure in the Capital Budget without having to increase the Loan Charges budget by an additional £1,000,000 each year from 2018/19 onwards and that the “gap” does not start to emerge until 2036/37. This gives the Council time to start making small adjustments to the Loan Charges budget to manage borrowing costs over the longer term. The graph includes the existing budget (blue column) and contributions from the Capital Fund (green column). The purple line sets out the latest projected borrowing costs of the approved Capital budget, based on the revised methodology.

**Loan Charge Projections – Change in Treasury Management Policies**



- 5.20 This proposed adjustment in treasury management practice to negate the requirement for the additional £1,000,000 increase in the Loan Charges budget is predicated on the under spends in this area being transferred to the Capital Fund (as has become the norm in recent years).

#### Council Tax Income

- 5.21 The level of Council Tax income received by the Council is based on two main factors, firstly, the number of Band D equivalent properties, and secondly, the actual level of the charge.
- 5.22 For budgeting purposes the number of properties as at 30 September each year is used for future years planning. The number of Band D properties on 30 September 2017 was 69,864. The mid-range assumption included in the recent update of the Medium Term Financial Plan was of growth in the number of Band D equivalent properties of 600 per year. This would result in tax bases of 70,464, 71,064 and 71,664 in 2018/19, 2019/20 and 2020/21 respectively.
- 5.23 Furthermore, the 2018/19 Provisional Revenue Budget, approved by Council on 22 February 2017, included an indicative rise of 3% in Council Tax (Report No. 17/47 refers). For financial planning purposes, the Medium Term Financial Plan approved by Council on 4 October 2017 also included indicative Council Tax increases of 3% for 2019/20 and 2020/21 (Report No. 17/317 refers).
- 5.24 The factors listed above contribute to additional potential Council Tax income of £181,000, £857,000 and £977,000 in 2018/19, 2019/20 and 2020/21 respectively.
- 5.25 A summary of the options for managing the imbalance in the Provisional Revenue Budgets is set out in Table 8 below.

**Table 8: Options for Managing the Imbalance**

|                             | 2018/19      | 2019/20      | 2020/21      | Total        |
|-----------------------------|--------------|--------------|--------------|--------------|
|                             | £'000        | £'000        | £'000        | £'000        |
| 2017/18 Pay Award – Actual  | 122          |              |              | 122          |
| 2018/19 Pay Award – Assumed | 193          |              |              | 193          |
| Loan Charges                | 1,000        | 1,000        | 1,000        | 3,000        |
| Council Tax                 | 181          | 857          | 977          | 2,015        |
|                             |              |              |              |              |
| <b>Funding Options</b>      | <b>1,496</b> | <b>1,857</b> | <b>1,977</b> | <b>5,330</b> |

- 5.26 When the resources identified in Table 8 above are applied to the Service Revenue Budget submissions in Table 7, in combination with the Settlement implications described at 4.12 and the revised pay implications at para 5.7, there is the potential for Revenue Budget headroom of £2,558,000 in 2018/19, and £757,000 in 2020/21 with a potential budget shortfall of £570,000 in

2019/20 as summarised in Table 9 below. Revenue Budget headroom is the excess of income over expenditure and provides capacity for the Council to reject savings proposals or identify new expenditure pressures.

- 5.27 It is not intended that Council approve the options identified above at this stage as they will be further developed and updated in line with the final Local Government Finance Settlement for 2018/19 and presented to Council on 15 February 2018 for consideration.

**Table 9: Summary Position for 2018/19, 2019/20 and 2020/21 Provisional Revenue Budgets**

|                                                        | <b>2018/19</b> | <b>2019/20</b> | <b>2020/21</b> | <b>Total</b> |
|--------------------------------------------------------|----------------|----------------|----------------|--------------|
|                                                        | £'000          | £'000          | £'000          | £'000        |
| "Gap" (ref. Table 7)                                   | (178)          | (1,527)        | (320)          | (2,025)      |
| Settlement Implications (ref. para 4.13)               | 2,740          |                |                | 2,740        |
| Revised Pay Award Assumptions (ref. para 5.7)          | (1,500)        | (900)          | (900)          | (3,300)      |
| Funding Options (ref. Table 8)                         | 1,496          | 1,857          | 1,977          | 5,330        |
|                                                        |                |                |                |              |
| <b>Potential Revenue Budget Headroom / (Shortfall)</b> | <b>2,558</b>   | <b>(570)</b>   | <b>757</b>     | <b>2,745</b> |
|                                                        |                |                |                |              |

- 5.28 Members are also reminded that there were significant savings included in the Provisional Revenue Budgets for 2018/19 (approved by Council in February 2016 and February 2017). These, together with the proposals identified at Table 7 above are summarised in Table 10 below.

**Table 10: Summary of Total Potential Savings (excluding P&K IJB)**

|                                                    | <b>2018/19</b> | <b>2019/20</b> | <b>2020/21</b> | <b>Total</b>  |
|----------------------------------------------------|----------------|----------------|----------------|---------------|
|                                                    | £'000          | £'000          | £'000          | £'000         |
| <b>Savings Approved February 2016 and 2017</b>     | <b>5,178</b>   |                |                | <b>5,178</b>  |
|                                                    |                |                |                |               |
| <b>Savings Options February 2018 (see Table 7)</b> | <b>7,561</b>   | <b>7,773</b>   | <b>3,831</b>   | <b>19,165</b> |
|                                                    |                |                |                |               |
| <b>Total Potential Savings</b>                     | <b>12,739</b>  | <b>7,773</b>   | <b>3,831</b>   | <b>24,343</b> |
|                                                    |                |                |                |               |

### **Application of Revenue Budget Headroom**

- 5.29 As outlined in the Medium Term Financial Plan, considered by Council on 4 October 2017 (Report No. 17/317 refers), the potential for cash and real terms **reductions in future funding** beyond financial year 2018/19 is considered to

represent a significant risk in the management of the budget over the medium term. However, it is very difficult to estimate the probability of various levels of reduction with any certainty. The magnitude of the reduction will be influenced by many aspects of the wider economic climate and UK and Scottish Government policies. Future levels of public sector funding will be more heavily dependent upon the economy.

- 5.30 With this in mind and with the potential for a budget shortfall in 2019/20, the Council is advised to consider a **prudent approach** in applying any eventual Revenue Budget Headroom towards recurring expenditure proposals in the Provisional Revenue Budgets. The protection of recurring headroom does, however, allow the Council to **reject** Service savings proposals. In recent years, headroom has also been committed, on a non-recurring basis to, amongst other areas, economic development and employability.

## **6. NEXT STEPS**

- 6.1 As set out above, the Local Government Finance Circular was received by the Council on 14 December 2017. A preliminary analysis of its contents has been included in this report to Council. However, over the coming weeks it is likely that additional information will be received that will allow further analysis on the impact to Perth and Kinross Council to be undertaken. This will include a review of all existing savings proposals to ensure that they are compatible with the “offer” from the Scottish Government.
- 6.2 This analysis will also be undertaken in advance of the Scottish Government finalising its budget in January and February 2018. All additional information and any adjustments will be considered and analysed with updates being provided to Budget Review Groups as they become available in advance of the special meeting of Council on 15 February 2018.

## **7. WORKFORCE MANAGEMENT**

- 7.1 The Council’s Voluntary Severance Scheme continues to be available for staff expressing an interest in leaving the Council.
- 7.2 As at 18 December 2017 the Council had received 66 formal applications for staff to access the Voluntary Severance Scheme.
- 7.3 Under delegated authority, Service Management Teams and the Executive Officer Team will scrutinise individual applications and associated business cases to ensure that financial savings can be delivered whilst minimising the impact on service delivery or facilitating change or transformation. The outcome of this will be reported to Council in February 2018. The Council’s existing approach is consistent with good practice outlined in the Accounts Commission report “Managing Early Departures from the Scottish Public Sector”. Members will also receive information on the Voluntary Severance Scheme via the annual reports on Savings Arising from Early Retirement Decisions.



- 7.4 The exact number of employees who will eventually be affected by the Revenue Budget decisions in February 2018 is not known at this time and will be dependent upon the detailed implementation of the savings proposals and the number of employees in post at any particular time.
- 7.5 The Council's approach to date has helped to keep compulsory redundancies to a minimum. However, this approach will be kept under review and the Council will continue to rigorously apply its workforce management measures with a view to avoiding or mitigating the impact of compulsory redundancies. These measures include:
- The approved approach to the management of vacancies and scrutiny of all staff costs will be rigorously applied.
  - The Council will seek to maximise employment opportunities for existing employees through preparing employees for change, equipping them with the skills and confidence to consider new roles, retraining and supporting redeployment into alternative posts throughout the Council.
  - Existing levels of staff turnover and the application of workforce management measures are anticipated to create capacity for some redeployment within the Council. However, as the workforce reduces in size, opportunities for redeployment may become more limited.
  - The promotion of the Voluntary Severance Scheme as set out above.
- 7.6 As has been the case in previous years, the trade unions have met with the Chief Executive and senior officers for a briefing on the financial situation and the Council's approach. These discussions encompass the workforce implications from revenue budget decisions taken in 2016 and 2017 and which have yet to be implemented. There are specific obligations on employers regarding redundancy situations, including collective consultation with the trade unions on how the Council may achieve the required reduction in the workforce, the rationale behind the proposals, and the steps it is taking to mitigate the consequences of redundancy on its employees. The Council will continue to monitor the potential workforce impact and ensure its legal obligations are met. This will include working closely with the trade unions in order to achieve these objectives and to promote a shared understanding of the extent of the financial challenges and the steps being taken to lead our people through change and sustain a workforce equipped to deliver the best possible services within available resources to its communities.
- 7.7 The Council will continue to work closely with the trade unions in order to achieve these objectives and to promote a shared understanding of the extent of the financial challenges and the steps being taken to protect jobs and sustain a workforce equipped to deliver the best possible services within available resources to its communities.

## 8. CONCLUSION AND RECOMMENDATIONS

8.1. In common with all Scottish local authorities and the wider public sector, Perth and Kinross Council continues to anticipate a period of continued financial constraint and growing demand for Council Services. The Council continues to take proactive measures to enable it to address this challenge from a robust financial position and continues to develop and strengthen its arrangements for financial and resource management.

8.2. It is recommended that the Council notes the contents of this report.

### Author(s)

| Name         | Designation      | Contact Details                                                  |
|--------------|------------------|------------------------------------------------------------------|
| Scott Walker | Chief Accountant | <a href="mailto:chxfinance@pkc.gov.uk">chxfinance@pkc.gov.uk</a> |

### Approved

| Name              | Designation                                        | Date             |
|-------------------|----------------------------------------------------|------------------|
| Stewart Mackenzie | Head of Finance                                    | 18 December 2017 |
| Jim Valentine     | Depute Chief Executive and Chief Operating Officer |                  |

## ANNEX

### 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

#### 1. Strategic Implications

##### 1.1. Corporate Plan

- 1.1.1. The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

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

- 1.1.2 This report relates to all of these objectives.

#### 2. Resource Implications

##### 2.1. Financial

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

## 2.2. Workforce

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

## 2.3. Asset Management (land, property, IT)

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

## 3. **Assessments**

### 3.1. Equality Impact Assessment

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

### 3.2 Strategic Environmental Assessment

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

### 3.3 Sustainability

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

#### **4. Consultation**

##### **4.1 Internal**

- 4.1.1 The Chief Executive, Senior Depute Chief Executive, Depute Chief Executive and all Executive Directors have been consulted in the preparation of this report.

#### **2. BACKGROUND PAPERS**

- 2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

#### **3. APPENDICES**

Appendix A – Correspondence from Cabinet Secretary for Finance and Constitution to COSLA President – 14 December 2017



Cabinet Secretary for Finance and the Constitution  
Derek Mackay MSP



Scottish Government  
Riaghaltas na h-Alba  
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T: 0300 244 4000  
E: scottish.ministers@gov.scot

Councillor Alison Evison  
COSLA President  
Verity House  
19 Haymarket Yards  
Edinburgh  
EH12 5BH

Copy to: The Leaders of all Scottish local authorities

14 December 2017

Dear Alison,

Today I set out the Scottish Government's draft spending and tax plans for 2018-19. Further to my announcement I write now to confirm the details of the local government finance settlement for 2018-19.

Details of the indicative allocations to individual local authorities for 2018-19 are also being published today as set out in Local Government Finance Circular No. 5/2017.

This settlement is set against the context of the continuing austerity imposed on Scotland by the UK Government, which means that by 2019-20 the Scottish Government's fiscal block grant allocation will be £2.6 billion (8.0%) lower in real terms than it was in 2010-11.

I have considered carefully the representations and evidence COSLA have presented on behalf of local government and have welcomed the constructive approach with which you have approached our negotiations.

I have noted the issues COSLA have said are important for local government and have tried where possible to address these in this settlement. I recognise the continuing financial pressures local government, along with the rest of the public sector, is facing in a very challenging fiscal environment. However, I believe that the outcome, presented in the measures set out in this letter, is the best that could be achieved in the circumstances and continues to provide a fair settlement for local government to enable them to meet our shared ambitions for the people and communities we serve.

Turning now to the detail of the package of measures, the total revenue funding to be provided through the settlement for 2018-19 will be £9630.8 million, which includes distributable non-domestic rates incomes of £2,636 million.

The core Capital funding is set at £726.4 million but with the inclusion of the expansion of Early Years provision as set out below this increases the Capital funding within the settlement to £876.4 million.

The total funding which the Scottish Government will provide to local government in 2018-19 through the settlement is therefore £10,507.1 million. This includes;

- Baseline from 2018-19 of the £130 million additional revenue investment I announced earlier this year at Stage 1 of the Budget Bill for 2017-18;
- £52.2 million revenue and £150 million capital to deliver on our joint agreed ambitious programme for the expansion of Early Years provision;
- £11 million of revenue to support the initial expansion of Early Years set out in the 2014 Act provisions;
- £24 million for the full year cost of our contribution to the Teachers' pay offer; and
- £66 million to support additional investment in social care in recognition of a range of pressures local authorities are facing.

I have also had to look very seriously at the capital allocation to Local Government, in particular the calculation of the share commitment which guarantees that Local Government will receive a fixed percentage of the overall Scottish capital budget each year until 2019-20, based on the position as at the 2015 Spending Review. However, I believe that the context has changed since this commitment was originally made, including the introduction of additional funding streams outwith the settlement which local authorities will directly benefit from.

For 2018-19 the calculation of the capital share allocation takes into account, at least in part, the additional funding streams outwith the settlement, except in the case of Early Years which is additional to the share allocation. The value of the capital funding I have made available to local government exceeds the percentage commitment made and equates to 31 per cent. Taking into account the Early Years grant, the percentage increases to 36 per cent.

The commitment to repay £150 million of re-profiled capital from an earlier settlement remains and this will be repaid in full in 2019-20.

For 2018-19 local authorities will continue to have the flexibility to increase Council Tax by up to a maximum of 3%. This local discretion will preserve the financial accountability of local government, whilst also potentially generating around £77 million to support services.

The revenue allocation delivers a flat cash settlement for local government for 2018-19 compared to 2017-18, including the additional resources to meet our commitments on the expansion of Early Years, teachers pay and support for social care. Taken together with the additional spending power that comes with the flexibility to increase Council Tax (worth around £77 million next year) the total funding (revenue and capital) delivers an increase in the overall resources to support local government services of 1.6%.

In my response on 12 September to the Barclay Review of non-domestic rates I made clear that there were certain recommendations that I wished to engage further on before coming to a conclusion, including the removal of charity relief for council arm's-length external organisations (ALEOs). In these discussions I heard a strong and consistent message from local government and other stakeholders about the importance of this benefit, to sports, leisure and culture facilities in particular, and of keeping the costs of these services affordable especially in disadvantaged and vulnerable communities.

As a result I confirmed on 28 November that charity relief will continue to be applicable to qualifying properties currently occupied by council ALEOs. However I am aware that some



councils are planning to increase the numbers of ALEOs or the number of properties occupied by existing ALEOs. To mitigate against this it is my intention to offset any further charity relief benefit awarded in respect of both new council ALEOs and additional properties occupied by existing ALEOs since my announcement, by implementing an equal compensating reduction in General Revenue Grant for the councils in question.

In addition, a new relief for public sector and private sector day nurseries is proposed. This will offer 100% relief for properties wholly or mainly used to provide day nursery care for pre-school children. The relief will be applicable under EU State aid rules.

We will require local authorities to achieve a pupil:teacher ratio of 13.7, and ensure that places are provided for all probationers who require one under the Teacher Induction Scheme. This is supported by a continued funding package of £88 million, made up of £51 million to maintain teacher numbers and £37 million to support the Teacher Induction Scheme. In order to support delivery of this commitment the Scottish Government will work with COSLA to consider how the use of existing or additional data on unfilled posts and teacher vacancies could be better utilised to inform how delivery of this commitment is measured. As in previous years teachers whose posts are funded through the Attainment Scotland Fund, including Pupil Equity Funding, are additional and do not contribute towards the delivery of this commitment. An additional £24 million is also be included in the settlement to cover the additional full year cost of the teachers' pay offer for 2017-18.

We have committed to provide certainty to local authorities over the quantum of multi-year funding for the expansion of early learning and childcare to support authorities in planning for and implementing the delivery of the commitment.

I understand the Deputy First Minister has been very encouraged by the constructive discussions which are taking place through the Early Learning and Childcare Finance Working Group to reach a shared understanding of the costs arising from the expansion. It is right and proper that Scottish Government and local authority colleagues take the time to challenge and refine cost estimates for this significant investment in the education and care of our youngest children, so that we can all be assured that we make best use of public funds.

On that basis, we are content to agree to the proposal made by COSLA leaders that we should agree revenue and capital funding for 2018-19 (adds £52.2 million and £150 million respectively) in our draft spending plans announced today and to continue to work closely together to agree funding levels for 2019-20 onwards in early 2018. For 2018-19 the £52.2 million includes revenue funding for free lunches and implementation of the additional graduate commitment (from August 2018). There is also a further additional £11 million included in 2018-19 for implementation of the 2014 Act provisions.

In 2018-19 an additional £66 million is included in the settlement allocations to support additional expenditure by local government on social care in recognition of a range of pressures they and integration authorities are facing, including support for the implementation of the Carers (Scotland) Act 2016, maintaining our joint commitment to the Living Wage (including our agreement to now extend it to cover sleepovers following the further work we have undertaken) and an increase in the Free Personal and Nursing Care payments. This funding is provided directly to local authorities and is in addition to the £355 million baselined provision transferred from NHS Boards to Integration Authorities. I will look to local authorities to continue to prioritise their financial support for social care.

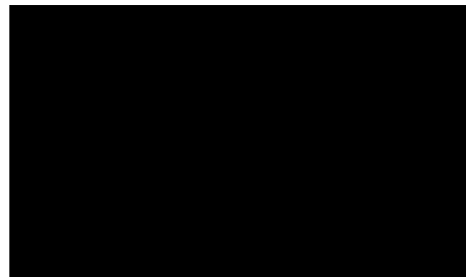
The Scottish Government is fully committed to further engagement with COSLA as we seek to make local taxation as a whole fair and progressive. We will work with COSLA to consider your objectives for local tax reform and our commitments for local government to retain the net incomes from the Crown Estate for the benefit of island and coastal communities.

I can also restate my commitment to our partnership working and can confirm my intention that this will again be a sanction free settlement.

The measures set out in the settlement offer must be viewed as a package to protect our shared priorities. In order to access all of the benefits involved, including those priorities supported by specific financial benefits, local authorities must agree to deliver all of the measures set out in the package and will not be able to select elements of the package.

Any individual authority not intending to agree the offer and accept the full package of measures and benefits should write to me by no later than 19 January 2018. For those authorities not agreeing the offer a revised, and inevitably less favourable, offer will be made.

I have carefully considered the representations made to me by COSLA and this is reflected in the detail of the settlement and the package of measures included. My aim throughout our discussions has been to reach an agreement with councils around the implementation of these commitments. I now invite local authorities to agree the terms of the settlement which I consider delivers the best outcome for local government that can be achieved in the circumstances.



**DEREK MACKAY**

**BEYOND THE FAIR CITY: DELIVERY PLAN****Report by Depute Chief Executive and Chief Operating Officer****PURPOSE OF REPORT**

This report sets out a proposed delivery plan to enhance our existing events and cultural transformation programmes, building on the momentum generated by the UK City of Culture 2021 bid for Perth. It asks Council to approve up to £725,000 from reserves to deliver the proposed outcomes in the plan, matched by investment to be raised from the business sector and elsewhere.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 Report [17/260](#) updated Council on the outcome of the UK City of Culture 2021 (UKCC) competition and the impact of the Perth bid campaign. It recommended the preparation of a delivery plan to maintain/build on the momentum created by the UKCC campaign and this was approved.
- 1.2 Delivery of our £30M capital cultural transformation programme is on track:
- A Programme Board chaired by the Leader of the Council is established and overseeing programme delivery.
  - Architects for City Hall, Perth Museum and a new museums store are all appointed and designs for all 3 projects are under development.
  - Perth Creative Exchange has received outline planning permission and completion is expected in late 2018.
  - City Hall, Perth Museum and Creative Exchange remain key Tay Cities Deal projects.
  - An application for just under £5M for City Hall has been submitted to the Heritage Lottery Fund.
  - Discussions with Scottish Government and Historic Environment Scotland to bring the Stone of Destiny to Perth, housed in City Hall, are ongoing.
- 1.3 There are some key external factors to consider:
- Growing recognition of the importance of culture and creative industry (CI) to economic growth reflected in both the UK Government and Scottish Government industry and economic strategies.
  - Increasing focus on the need to stimulate CI growth across the UK, reflected in the Bazalgette Review published in September. The Review estimates CI can generate an additional **£128BN** to the UK economy and an additional **1M** jobs by 2030<sup>1</sup>. The review recommends £500M investment in 'Creative Clusters' – CI hubs outwith major UK cities.

<sup>1</sup> *An Independent Review of the Creative Industries*, UK Department of Digital, Culture Media & Sport, 22 Sept 2017

- The growing profile of the Tay Cities Region as a major cultural location, underpinned by the ongoing investment highlighted in the Tay Cities Deal and the desire to build on the skills and experience gained through bidding for major initiatives.
- Increasing market competition in Scotland for high quality events and cultural programmes. Scottish Government and its agencies committed to provide £10M for Paisley to deliver UK City of Culture 2021; an additional £5M has been committed for Edinburgh Festivals from 2018 and an additional £10M in the Scottish screen industry.
- But as the recent Scottish Budget announcements show, core revenue funding for the arts will reduce over the next 3 years and this will impact on Perth and Kinross.

1.4 Our capital programme, majority funded by the Council, is a significant investment to transform our cultural tourism offer as part of our wider economic growth strategies including the Perth City Plan. Additional investment through a successful UKCC bid would have enabled us to significantly expand our events and cultural programmes, delivered not just in cultural venues but throughout Perth city and across our rural areas to reach and re-engage many more people and audiences. The outline events programme proposed for Perth 2021 was costed at £15M with a £3M contribution (£2.5M cash, £0.5M in-kind) from the Council. The total projected visitor numbers in 2021, excluding existing aligned events (e.g. Winter Festival) was **740,000** with an additional **650,000** participants via digital and outreach projects.

1.5 Delivery at this scale is not achievable without an initiative like UKCC and the major additional investment it would have levered in. But to remain competitive and grow our market share of the regional and national tourism economy we need to continue to invest in events and cultural programmes which respond to visitor growth potential. This should include growing and diversifying new income streams to fund delivery and working with our partners to strengthen our regional offer.

## 2. PROPOSALS

2.1 Appendix 1 is an outline delivery plan, *Beyond the Fair City*, for key activities originally proposed in our UKCC bid and subsequently reviewed/refined or already underway. If approved by Council, the intention is to align delivery with our wider Events Strategy which will be presented to Environment, Enterprise and Infrastructure Committee in mid-2018. Activities are aligned against the original 3 key outcomes in the UKCC bid, in turn aligned with the wider strategic outcomes of the Perth City Plan and the Tay Cities Deal:

- **Creative Collaboration:** a competitive knowledge-based economy which attracts and retains creative people and talent
- **Creative Capital:** flourishing, resilient communities through active involvement in cultural life
- **Creative Excellence:** cultural events and programmes which set the bar for great small cities.

- 2.2 **Creative Collaboration** is about growing and diversifying our local creative industries to create more high value jobs, including the development of digital skills; and better utilising local creative skills to address some of the inequalities identified in *Fairer Futures*. This collaboration needs to be developed at a regional level, building on the knowledge gained through the UK City of Culture and European City of Culture processes. This workstream includes Perth Creative Exchange and employability/development opportunities for local young people.
- 2.3 **Creative Capital** is about building community capacity to deliver great cultural events and programmes in localities and tackling practical barriers to participation including rural public transport. This workstream includes a major digital outreach project, *Touchstones* celebrating the local significance of the Stone of Destiny to Perth and Kinross and *Future of Place* a programme of events celebrating cultural diversity in localities across our area.
- 2.4 **Creative Excellence** is about delivering high quality, innovative events and programmes which build Perth's reputation as one of the great small cities of Europe. This workstream includes some of the major events first proposed in the UKCC programme including *The Festival of Vennels*, envisaged as a series of large, mass participation events starting in the medieval city vennels and expanding across Perth and Kinross to engage wider communities.
- 2.5 Based on visitor projections prepared for the UKCC bid, the events and programmes proposed in the delivery plan are expected to attract in the region of **250,000** additional visitor numbers to Perth and Kinross in the 3 year period of the plan, with the majority of these in 2021 when City Hall and Perth Museum are scheduled to open. A further **60,000** digital participations are anticipated from the *Touchstones* engagement project targeted at local communities and the global Scottish diaspora. Destination marketing will be supported by new regional collaboration arrangements for economic development under development via the Tay Cities Deal.
- 2.6 The delivery plan is costed at a cost of up to **£1.44M**, of which a non recurring sum of up to £725,000 is requested from Council reserves. The remaining £750,000 is to be sought from key business partners who supported the UKCC campaign and relevant Trusts and Foundations. The Council and its partners has a strong track record in external funding procurement for culture, heritage and tourism initiatives but is not currently resourced to focus on major arts funders, philanthropic and business sources. Report 17/260 included a recommendation to use remaining UKCC bid funding on fundraising activity over the next 12-18 months and this post is now under recruitment.
- 2.7 Programme governance and delivery will be overseen by the Depute Chief Executive, Chief Operating Officer. As the plan indicates, aspects of delivery will be commissioned from the Council's key partners including Culture Perth and Kinross and Perth and Kinross Heritage Trust. A review of the current delivery arrangements via Culture Perth and Kinross and Horsecross Arts will start in January 2018 in line with the Council's existing commitment to create

a single delivery body for culture. Further advice and recommendations will come to Council in May 2018.

2.8 Following the outcome of the UKCC bid process, the UK Minister for Arts and Tourism requested a meeting with the Perth bid team to discuss the issues facing small cities highlighted in our bid and enable him to consider future policy measures to support culture-led regeneration. The meeting was attended by the Chair of the UK City of Culture 2021 judging panel; the Council was represented by the Chief Executive and the Head of Culture and PSR. Feedback on the quality of the Perth bid, as outlined in report 17/260, was reinforced in this discussion and we submitted a number of proposals to inform future policy including the creation of a Small Creative Cities Alliance. We expect further dialogue with the Minister's team in early 2018 on this. Culture is a devolved matter and we have kept Scottish Government and Creative Scotland fully updated on these discussions and sought their input on our proposals.

2.9 Other relevant workstreams already underway are:

- The **Cultural Capital Programme** (outlined in para 1.2)
- **Placemaking** – the programme is well advanced and City Plan proposals are being considered as part of review of Local Development Plan. The Mill Street works supporting the Perth Theatre project were completed the end of October 2017. The City Of Light Plan is agreed and design and supply services commissioned September 2017. Resources have been secured for modelling transport and assessing opportunities for further public realm improvements. Initial public realm and lighting projects are being developed to complement City Hall, Rail Station, St Paul's and Thimblerow investments report no [17/371](#) refers.
- **Creative Industry sectoral support** – Planning permission has now been granted for the proposed Creative Exchange in the former St John's Primary School. Capital & revenue budget allocation is secured, subject to the outcome of the Tay Cities Deal negotiations, and agreement on organisation and management structure confirmed. This will provide much needed studio and business space as well as a hub for the wider network of creative industries. The Exchange will incorporate the Famous Grouse Ideas Centre as a technology and innovation hub within the centre.
- **Smart City** – A Smart City strategy has now been agreed and Wifi has been deployed in 11 public buildings. Additional funding has been secured from Scottish Futures Trust for the public wireless programme. The City Wireless programme is now being implemented with testing scheduled for the end of October. In addition, 118 businesses benefitted from the digital voucher scheme exceeding the target of 113. The Intelligent street lighting programme is progressing and linked to the roll-out of these infrastructure improvements the commissioning of a number of Playable Cities projects is now being considered - <https://www.playablecity.com>
- **Tay Cities Branding** – marketing our broad cultural offer across the Tay Cities area to a global audience.

### 3. CONCLUSION AND RECOMMENDATION

3.1 It is recommended that the Council:

- (i) Approves the proposed delivery plan, *Beyond the Fair City*, attached at Appendix 1;
- (ii) Instructs the Depute Chief Executive and Chief Operating Officer to develop/align the plan with the Council's wider Events Strategy and bring an update to Environment, Enterprise and Infrastructure Committee in mid-2018;
- (iii) Approves the allocation of up to £725,000 from reserves as the Council's contribution to delivery and the fundraising target of £750,000 from business and other sources;
- (iv) Notes progress with the wider cultural transformation programme outlined at para 1.2 and 2.8;
- (v) Notes that further advice/recommendations on future delivery models for culture will come to Council in May 2018.

#### Author(s)

| Name            | Designation                               | Contact Details                         |
|-----------------|-------------------------------------------|-----------------------------------------|
| Fiona Robertson | Head of Culture and Public Service Reform | 01738 475000<br>ecscommittee@pkc.gov.uk |

#### Approved

| Name          | Designation                                        | Date            |
|---------------|----------------------------------------------------|-----------------|
| Jim Valentine | Depute Chief Executive and Chief Operating Officer | 5 December 2017 |

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

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <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>No</b>         |
| Workforce                                           | <b>No</b>         |
| Asset Management (land, property, IST)              | <b>No</b>         |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>N/A</b>        |
| Strategic Environmental Assessment                  | <b>N/A</b>        |
| Sustainability (community, economic, environmental) | <b>N/A</b>        |
| Legal and Governance                                | <b>No</b>         |
| Risk                                                | <b>No</b>         |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>Yes</b>        |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>No</b>         |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

1.1 The proposals relate to the delivery of the Perth and Kinross Community Plan/Single Outcome Agreement in terms of the following priorities:

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

1.2 This report relates to Objective No (ii) .

#### Corporate Plan

1.3 The Perth and Kinross Community Plan 2013-2023 and Perth and Kinross Council Corporate Plan 2013/2018 set out five strategic objectives:

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



- 1.4 This report relates to Objective No (ii)
- 1.5 The report also links to the Education & Children's Services Policy Framework in respect of the following key policy area: Learning: Developing Communities.

## **2. Resource Implications**

### Financial

- 2.1 There are financial implications to this report. £725,000 is requested from reserves as the Council's contribution to the delivery plan. Para 2.6 refers.

### Workforce

- 2.2 None.

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

- 2.3 None.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Assessed as **not relevant** for the purposes of EqIA

### Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. However, no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

### Legal and Governance

- 3.3 None.

### Risk

- 3.4 None.

#### **4. Consultation**

4.1 The following have been consulted in the preparation of this report:

##### Internal

- Chief Executive
- Interim Executive Director, Environment
- Interim Head of Economic Development
- Head of Corporate Finance

##### External

- Creative Scotland
- The Gannochy Trust
- Culture Perth and Kinross
- Perth and Kinross Heritage Trust

#### **5. Communication**

5.1 A Communications Plan will be prepared and implemented to support the delivery plan.

#### **2. BACKGROUND PAPERS**

None.

#### **3. APPENDICES**

Appendix 1 – Delivery Plan

| Creative Collaboration                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                        |                                                                                        |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------|
| <ul style="list-style-type: none"> <li>• A competitive, knowledge based economy which attracts and retains creative people and talent</li> <li>• Collaboration between the business and public sectors to unlock the potential of our creative industry</li> <li>• Bringing the skills of our creative industries to bear on our wider social challenges</li> </ul> |                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                        |                                                                                        |           |
| Outcome                                                                                                                                                                                                                                                                                                                                                             | Key Activities                                                                                                                                                                                                                                                         | Targets/milestones to 2021                                                                                                                                                                             | Resource                                                                               | Resource* |
| Growth and diversification in our creative industry sector                                                                                                                                                                                                                                                                                                          | Establish a hub to support, incubate and accelerate creative industry start-ups (Perth Creative Exchange)                                                                                                                                                              | Perth Creative Exchange complete 2018<br>24 creative industries a year receiving incubation support by 2021<br>12 CI a year receiving accelerator support by 2021                                      | Fully funded                                                                           |           |
| Digital infrastructure and skills which make us internationally competitive and boost economic growth                                                                                                                                                                                                                                                               | Smart City Programme for Perth including public Wi-Fi, signage, traffic management and lighting<br><br>Innovation Programme to build new digital skills required to grow high value creative industries & jobs                                                         | City Wi-Fi Operational Nov 2017<br>Digital Signs installed Jan 2018<br>Playable Cities Projects Commissioned June 2018<br><br>TCED Sector Support and Innovation Programme in place Oct 2018           | Fully funded<br><br>Additional                                                         |           |
| Talent paths and development opportunities for creative people enabling them to find and sustain local high quality jobs                                                                                                                                                                                                                                            | Mentoring for local creative industries (Famous Grouse Ideas Centre)<br><br>'Made At Home' mentoring scheme for culture/creative graduates from Perth College/UHI<br><br>Apprenticeships offering entry level opportunities into culture and creative industry sectors | 72 individuals a year supported to grow higher value CI by 2021<br><br>6 mentoring placements a year by 2021<br><br>6 traditional heritage skills and creative industry apprenticeships a year by 2021 | Fully funded<br><br>Additional (business support)<br><br>Additional (business support) |           |
| Innovative approaches to tackling 'wicked' social issues                                                                                                                                                                                                                                                                                                            | Creative Foresights Programme bringing Local Action Partnerships together with local culture/CI leaders to work on tackling key inequalities identified by Fairer Futures Commission                                                                                   | April-Sept 2018: engagement with LAPs to design programme focusing on 6 priority issues<br>2019: Programme delivery                                                                                    | Additional (Trust & Foundation support)                                                |           |

| Creative Capital                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                 |                                                                                            |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------|
| <ul style="list-style-type: none"> <li>• Flourishing resilient communities across Perth and Kinross through active involvement in cultural life</li> <li>• Cultural programmes which better reflect our diversity and tackle barriers to participation</li> </ul> |                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                 |                                                                                            |           |
| Outcome                                                                                                                                                                                                                                                           | Key Activities                                                                                                                                                                                                                                                                       | Targets/milestones to 2021                                                                                                                                                                                                                      |                                                                                            | Resource* |
| Passionate, skilled and supported people making great culture and heritage happen in their localities                                                                                                                                                             | <p>Creative Community Hubs and 'Belong' volunteer programme</p> <p>'Ancient Roots' outreach programme as part of City Hall development</p>                                                                                                                                           | <p>2018/19: programme design &amp; launch</p> <p>2019/20-2020/21: programme delivery</p> <p>Jan 2019-Dec 2021: programme delivery</p> <p>2021: 400 volunteers engaged &amp; 5 Creative Community Hubs established</p>                           | Additional (Trust & Foundation/HLF support)                                                |           |
| Increased participation in culture through digital engagement, tackling practical barriers to participation and reconnecting Perth city with wider communities across P&K/beyond                                                                                  | <p>'Touchstones' digital project within 'Ancient Roots' outreach programme celebrating the Stone of Destiny &amp; Perth's place in Scotland's story</p> <p>'Make a Friend/Take a Friend' community-led transport scheme to increase participation in city centre cultural events</p> | <p>Autumn 2018: project launch</p> <p>2019/20-2020/21: project delivery</p> <p>60,000 participants in total across P&amp;K and Scottish global diaspora</p> <p>Autumn 2018: project launch</p> <p>1,000 people taking part annually by 2021</p> | <p>Additional (HLF)</p> <p>Additional (business support)</p>                               |           |
| Increased audience diversity including amongst Perth city centre residents, young people and our culturally significant ethnic minority communities                                                                                                               | Future of Place intergenerational programme celebrating cultural diversity across all localities and guest curated by leading creative figure CoDesign Board to provide advisory input to PKC and partner-delivered events & cultural programmes                                     | <p>2019/20: programme design &amp; launch</p> <p>2020/21: programme delivery</p> <p>10,000 'Future of Place' participants</p>                                                                                                                   | Additional: PKC plus Trust & Foundation/business support Fundable within current resources |           |

| Creative Excellence                                                                                                                    |                                                                                                                                                                                                                           |                                                                                                                                                                                                |                               |           |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------|
| <ul style="list-style-type: none"> <li>Cultural events and attractions which set the bar for great small cities.</li> </ul>            |                                                                                                                                                                                                                           |                                                                                                                                                                                                |                               |           |
| Outcome                                                                                                                                | Key Activities                                                                                                                                                                                                            | Targets/milestones to 2021                                                                                                                                                                     | Delivery lead                 | Resource* |
| Ambitious and distinctive cultural programmes which strengthen cultural tourism & support wider economic growth across Perth & Kinross | The Festival of Vennels: programme of art installations and performance projects celebrating the Perth Vennels and extending across the wider rivers roads and pathways of P&K.                                           | Programme design April-Sept 2018<br>Programme delivery Oct 2018 onwards<br>50,000 total participants                                                                                           | Additional (PKC)              |           |
|                                                                                                                                        | WaterWorks: programme of new commissions from local, Scottish & UK artists celebrating the water industries (mills, whisky, dye, hydro-electric) of P&K based in key sites eg Pitlochry, Lower City Mills, Stanley Mills. | Programme design 2018<br>Programme delivery May 2019 onwards<br>12,000 total participants                                                                                                      | Additional (PKC)              |           |
|                                                                                                                                        | Beyond the Fair City: major promenade event marking the opening of City Hall, PMAG and (potential) return of the Stone of Destiny. To be commissioned internationally                                                     | Event commissioning & design 2019-20<br>Event delivery December 2021<br>150,000 total participants<br><br>Total projected additional annual cultural attendances in 2021: 240,000 <sup>1</sup> | Additional (PKC)              |           |
| A transformed culture and heritage offer in Perth city                                                                                 | Suite of 4 major venues: City Hall, Perth Museum & AG, Perth Theatre & Perth Concert Hall                                                                                                                                 | Perth Theatre opens November 2017<br>City Hall – mid 2021<br>Perth Museum – end 2021                                                                                                           | PKC<br>Additional (UK Gov/SG) |           |
| An enhanced reputation for cultural leadership and collaboration                                                                       | Creative Small Cities Network with reciprocal leadership skills and research programme and joint resourcing arrangements where appropriate eg digital, commissioning, marketing                                           | Mid 2018: Network launch                                                                                                                                                                       |                               |           |

<sup>1</sup> Excludes existing planned or potential events eg Rewind, Royal National MOD, Southern Fried, Enchanted Forest. Also excludes visitor numbers for City Hall and Perth Museum projected 218-280,000 pa by 2023/24.

### Funding/budget summary

| Initiative                                                           | Revenue/capex requirement                                                                    | Source                                                                                         |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Made at Home mentoring scheme<br>Creative Apprenticeships scheme     | £240,000 revenue over 3 years                                                                | Additional: business support plus 50% match from Culture & Business Fund Scotland <sup>2</sup> |
| Innovation Programme                                                 | £100k over 3 years                                                                           | Via Business Gateway and TCED                                                                  |
| Creative Foresights                                                  | £20,000 revenue over 2 years                                                                 | Additional: Wellcome Foundation Public Engagement & Creative Industries Fund                   |
| Creative Community Hubs & 'Belong' volunteer programme               | £120,000 revenue over 3 years                                                                | Additional: HLF Resilient Heritage or Major Projects Fund <sup>3</sup>                         |
| Touchstones digital engagement project                               | £90,000 cap & revenue over 3 years                                                           | Additional: HLF Major Projects Fund                                                            |
| Make a Friend, Take a Friend community transport scheme              | £150,000 revenue over 3 years                                                                | Additional: business support plus 50% match from Culture and Business Fund Scotland            |
| Future of Place                                                      | £50,000 revenue over 2 years                                                                 | Additional: PKC                                                                                |
| The Festival of Vennels                                              | £150,000 revenue over 3 years                                                                | Additional: PKC                                                                                |
| WaterWorks                                                           | £300,000 revenue over 3 years                                                                | Additional: PKC                                                                                |
| Beyond the Fair City                                                 | £150,000 over 2 years                                                                        | Additional: PKC                                                                                |
| Coordination/support costs                                           | £75,000 over 3 years                                                                         | Additional: PKC                                                                                |
| TOTAL estimated programme value                                      | <b>£1,445,000</b>                                                                            |                                                                                                |
| TOTAL to be sought from business, Trusts & Foundations, Lottery      | <b>£720,000</b>                                                                              |                                                                                                |
| TOTAL maximum PKC investment sought                                  | <b>£725,000</b>                                                                              |                                                                                                |
| TOTAL existing approved PKC expenditure for infrastructure projects: | £2.7m Creative Exchange<br>£2M Smart City<br>£20M City Hall, Perth Museum, collections store | Additional £14.3 sought from Tay Cities Deal                                                   |

<sup>2</sup> Funds 50% of total costs up to £40,000 in each delivery year

<sup>3</sup> As part of the Activity/Outreach Plan for City Hall, within £4.9M application to HLF Large Projects Fund

**PERTH AND KINROSS COUNCIL**

**20 December 2017**

**GAELIC LANGUAGE PLAN 2018-2022**

**Report by Senior Depute Chief Executive**

**PURPOSE OF REPORT**

This report summarises the development process for the new Council Gaelic Language Plan 2018-2022. It asks Council to approve the Plan subject to final review by Bòrd na Gàidhlig which monitors Gaelic Language Plans on behalf of Scottish Ministers.

**1. BACKGROUND / MAIN ISSUE**

- 1.1 The Council's first Gaelic Language Plan (GLP) 2012-2017 <http://www.pkc.gov.uk/CHttpHandler.ashx?id=14727&p=0> was approved by Full Council on 19 December 2012. The GLP is a statutory plan intended to support the promotion and protection of the Gaelic language in Scotland. Implementation of the GLP is monitored by Bòrd na Gàidhlig, the national Gaelic language agency which formally advises Scottish Ministers on matters related to the language. Delivery is coordinated by the Council. Council last received a delivery progress update on the 2012-2017 Gaelic Language Plan in February 2017. This will expire at the end of 2017.
- 1.2 The new draft GLP has been submitted to Bòrd na Gàidhlig for feedback and feedback will be provided by 20 December 2017. There has already been significant dialogue with Bòrd na Gàidhlig during the development phase of the GLP.

**2. GAELIC WORKING GROUP**

The GLP has been developed by a working group consisting of officers from across the Council including:

- Human Resources
- Organisational Development
- Corporate Communications
- Education and Children's Services
- Communities Service
- Community Planning
- The Environment Service
- Corporate Finance

### **3. OUTLINE OF THE GAELIC LANGUAGE PLAN (GLP)**

The plan sets out Perth & Kinross Council's strategic commitments, key performance results and enabling actions with the priority of the National Plan for Gaelic. These commitments are set out in 4 Steps:

- Step 1: We recognise Gaelic as a living language. We will increase the visibility and use of Gaelic with our staff, communities and partners.
- Step 2: We will continue to develop and invest in front line services which enable Gaelic to be spoken and learned at home, at school and in the community.
- Step 3: Our people are central to delivering great public services. We will develop and invest in their Gaelic learning.
- Step 4: Gaelic is part of our heritage and our modern-day Story of Place. We will actively promote it as part of the unique cultural identity of Perth and Kinross.

### **4. CONSULTATION ON THE GLP**

- 4.1 The draft GLP for 2018-2022 was issued for public consultation from 18 September – 27 October 2017. The consultation was available online as a survey and was also made available in libraries and Community Campuses across Perth & Kinross.
- 4.2 67 responses were received and a summary of the feedback received is at Appendix A. The largest number of responses were in relation to provision of Gaelic education. A number of respondents also commented on the importance of promoting Gaelic culture and heritage. There was positive feedback from respondents about the clarity of the layout and the key priorities set out in the GLP.

### **5. CONCLUSION AND RECOMMENDATION**

- 5.1 This report provides an overview of the Gaelic language Plan 2018-2022.
- 5.2 It is recommended that the Council:
- (i) Approves the implementation of the new GLP 2018-2022 subject to any final review comments received from Bòrd na Gàidhlig after 20 December 2017.



**Author**

| <b>Name</b>  | <b>Designation</b>             | <b>Contact Details</b>                                                                     |
|--------------|--------------------------------|--------------------------------------------------------------------------------------------|
| David Stokoe | Service Manager<br>Communities | <a href="mailto:ECSCCommittee@pkc.gov.uk">ECSCCommittee@pkc.gov.uk</a><br><br>01738 475000 |

**Approved**

| <b>Name</b> | <b>Designation</b>               | <b>Date</b>     |
|-------------|----------------------------------|-----------------|
| John Fyffe  | Senior Depute Chief<br>Executive | 5 December 2017 |

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## 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>Yes</b>        |
| Asset Management (land, property, IST)              | <b>None</b>       |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>None</b>       |
| Strategic Environmental Assessment                  | <b>None</b>       |
| Sustainability (community, economic, environmental) | <b>None</b>       |
| Legal and Governance                                | <b>None</b>       |
| Risk                                                | <b>None</b>       |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>Yes</b>        |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>Yes</b>        |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 Successful delivery of the Gaelic Language Plan 2018-2022 contributes to the delivery of the Perth and Kinross Community Plan in terms of the following priorities:

- (i) Giving every child the best start in life
- (ii) Developing educated, responsible and informed citizens

This report relates to Objective No (i) and (ii).

#### Corporate Plan

- 1.2 The Perth and Kinross Community Plan 2017-2027 and Perth and Kinross Council Corporate Plan 2013/2018 set out five strategic objectives:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;

This report relates to Objective No (i) and (ii).

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

- Learning: Realising Potential

## **2. Resource Implications**

### Financial

- 2.1 The GLP identifies where financial resources are required to deliver the commitments it includes. Commitments in relation to corporate communications, signage etc are intended to be proportionate: for example bilingual signage will be installed when signs are due for renewal. Many Gaelic related initiatives are externally funded via Scottish Government or Bòrd na Gàidhlig. The Council will continue to submit bids for this external funding in order to implement key GLP commitments in education and elsewhere.

### Workforce

- 2.3 There are no direct workforce implications to this report. Gaelic Language Plan has provided opportunities for staff development in relation to learning staff accessing Gaelic awareness and training classes.

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

- 2.4 There are no asset management implications to this report.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 The proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

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

### Strategic Environmental Assessment

- 3.2 The proposals have been considered under the Act however, no action is required as the Act does not apply to the matters presented in this report. This is because the Council are requested to note the contents of the report only and the Council are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

### Sustainability

- 3.3 N/A

## Legal and Governance

3.4 N/A

## Risk

3.5 N/A

## **4. Consultation**

### Internal

4.1 The Gaelic Language Plan Working Group and ECS SMT have been consulted during the development stages of the draft Gaelic Language Plan 2018-2022.

### External

4.2 A public consultation on the draft plan took place 18 September – 27 October 2017.

The draft GLP for 2018 – 2022 was submitted to Bòrd na Gàidhlig in November 2018 for approval.

## **5. Communication**

5.1 A Communications Plan will be prepared to support the launch of the GLP once approved. .

## **6. BACKGROUND PAPERS**

The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above report:

Draft Gaelic Language Plan 2018-2022.

## **7. APPENDICES**

Appendix 1 – Draft Gaelic Language Plan 2018-2022.

Appendix 2 – Public Consultation Feedback Summary

# Comhairle Pheairt is Cheann Rois **Plana Gàidhlig 2018 – 2022**

Perth & Kinross Council

## **Draft Gaelic Language Plan 2018 – 2022**



Co-chomhairleachadh Poblach  
18 Sultain gu 27 Dàmhair 2017

Public Consultation  
18 September-27 October 2017

[www.pkc.gov.uk/gaelic](http://www.pkc.gov.uk/gaelic)



Perth & Kinross Council's Draft Gaelic Language Plan 2018 – 2022 has been prepared under section 3 of the Gaelic Language (Scotland) Act 2005

The final version of Perth & Kinross Council's Gaelic Plan will be published bilingually.

# Contents

## Part 1: Introduction

Foreword by the Council Leader (*This will be included within the final draft of the Plan*)  
Summary  
Developing a Gaelic Language Plan  
How this Plan is structured  
Our Story: Gaelic in Perth and Kinross

## Part 2: Our Future – 4 Steps for Gaelic

## Part 3: Implementation and Monitoring

Statement of Implementation and Monitoring  
Resourcing our Plan  
Working with External Agencies  
Contact Details

## Appendices

**Appendix A: Statistical Information on  
Gaelic Speakers in Perth and Kinross**

**Appendix B: Statistical Information on  
Gaelic Education in Perth and Kinross**

**Appendix C: Statistical Information on  
Gaelic Speakers within Perth & Kinross Council**

**Appendix D: Statistical Information on  
Draft Plan 2018 – 2022 Public Consultation Survey Results**

# Part 1 Introduction

## Summary

Perth & Kinross Council is one of 32 unitary local authorities in Scotland. The Council delivers a range of public services across the fifth largest geographical area in Scotland, to one of the fastest growing populations in Scotland. Perth and Kinross is located in the heart of Scotland covering approximately 5,286 km<sup>2</sup> and is a large and varied area with an estimated population of 150,680.

Perth & Kinross Council has always been actively involved in supporting Gaelic language and culture, and recognises Gaelic as an integral part of our heritage, national and local identity and cultural life. Perthshire Gaelic had its own distinct dialect and traditions and until the late 19<sup>th</sup> century nearly 13% of the population spoke Gaelic.

Perth & Kinross Council is committed to supporting delivery of the objectives of the National Gaelic Language and recognises that if Gaelic is to flourish and grow as a living language in Scotland all partners across the public, private and community sectors need to play their part in order to:-

- enhance the status of Gaelic
- promote the acquisition and learning of the language
- encourage the increased use of Gaelic

This is the Council's second Gaelic Language Plan, prepared within the framework of the Gaelic Language (Scotland) Act 2005, having regard also to the *National Gaelic Language Plan* and Bòrd na Gàidhlig's *Guidance on the Development of Gaelic Language Plans*.

It sets out how we will:

- use Gaelic in how we deliver public services
- enable the use of Gaelic when communicating with the public and our partners
- promote and develop Gaelic language and culture

## Developing a Gaelic Language Plan

The Gaelic Language (Scotland) Act 2005 was passed by the Scottish Parliament with a view to securing the status of the Gaelic language as an official language of Scotland, commanding equal respect to the English language.

The purpose of the Act is to promote the use of Gaelic in Scottish public life, and to encourage the increased use of Gaelic in the home, community, place of learning and workplace.

One of the key features of the 2005 Act is the provision enabling Bòrd na Gàidhlig as the national Gaelic language agency to require public bodies to prepare Gaelic Language Plans; to assess them for quality and to monitor delivery progress. This provision was designed to ensure that the public sector in Scotland plays its full part in creating a sustainable future for Gaelic by raising its status and profile and creating practical opportunities for its use.

In line with our statutory duties in respect of Gaelic, we have completed a full public consultation on this Plan and incorporated feedback and views generated from the consultation process.



## How this Plan is structured

This Plan is divided into three sections:

### **Part 1: Introduction**

This section provides background to the Gaelic Language (Scotland) Act 2005 and how we have developed this Plan. It describes the structure and responsibilities of our organisation and the historic and current position of the Gaelic language in the area.

### **Part 2: 4 Steps for Gaelic**

This section sets out Perth & Kinross Council's strategic commitments, key performance results and enabling actions in accordance with the priority areas of the National Plan for Gaelic.

### **Part 3: Implementation and Monitoring**

This section sets out how our Gaelic Language Plan will be delivered, and how we will monitor progress.

# Our Story: Gaelic in Perth and Kinross

## Our Past

From Highland Perthshire (host of the second largest provincial Mod held on mainland Scotland) to Eastern Perthshire (birthplace of Hamish Henderson), across to Strathearn and down to Kinross-shire, the history and continuing traditions of Perthshire Gaelic are fundamental to Scottish Gaelic: past, present and future.

In 1881 the national Census began to record Gaelic speakers and found 60% of people living in our area spoke Gaelic. In some localities the figure was higher, for example in Aberfeldy it was 75% and in Blair Atholl it was 80%

At the beginning of the 20th century, 13% of the people of Perth and Kinross spoke Gaelic, with a sizeable number of speakers having migrated into the city of Perth itself.

Following the First and Second World Wars the language had retreated to a few areas around Aberfeldy. Before the last of the native speakers of Perthshire Gaelic passed away, collections and recordings were gathered for posterity.

The memory of Perthshire Gaelic remains alive in those who met or lived among the last remaining speakers of the local language. It is also alive in the place-names that surround us throughout the area, found in the hills, villages and towns.

## Our Present

Today we have below the national average of speakers and addressing this is a key objective. The 2011 Census identified that 2169 people aged three and over in Perth and Kinross (1.5%) had some Gaelic language skills compared with 87,100 (1.7%) of the population of Scotland overall.

See **Appendix A** for Statistical Information on Gaelic Speakers in Perth and Kinross.

Work by Perth & Kinross Council and its partners has brought about a revival of the language in the last 10 years. Gaelic education and adult learning initiatives have established a new generation of Gaelic speakers in the area. Population migration has also meant that Gaelic speakers from other parts of Scotland have descended into this area and can be found throughout Perth and Kinross.

## Early Learning and Education

Gaelic Playgroups in Perth and Aberfeldy provide an introduction to Gaelic for 0-5 year olds and their parents.

Gaelic Medium Education has been available in Perth since 1993 and a new GME provision was established in Breadalbane Academy, Aberfeldy in 2011.

Gaelic (Learners) and Gàidhlig (Fluent) are offered as subjects at Perth Academy and Breadalbane Academy, Aberfeldy. Pupils from all four secondary schools within Perth City have the option to choose Gaelic (Learners) at National 4 level from S5 as part of the Perth City Campus (PCC) initiative.

Weekly Gaelic sessions are delivered in six schools across the Highland Perthshire region to over 600 primary pupils per year as part of the GLPS initiative.

Perth College, part of the University of the Highlands & Islands, delivers seven Gaelic learners' classes across Perth and Kinross as part of their adult learning programme. Perth & Kinross Council provides three additional classes in the community.

## **Community**

The Gaelic Society of Perth, established in 1880, has supported and promoted Gaelic across three centuries. The society has evolved throughout its history and adapted its programme of educational events and cèilidhs to respond to the needs of each successive generation. The Gaelic Society of Perth hosts monthly Cèilidhs in the centre of Perth featuring a mix of Gaelic singers, choirs, poets, instrumental music and lectures.

Two informal Gaelic conversation groups meet in Perth and are attended by both fluent speakers and learners of all stages.

Gaelic Bookbug sessions are available in libraries across Perth and Kinross.

Community groups, Comann nam Pàrant Obar Pheallaidh and Comann nam Pàrant Peairt actively support and promote Gaelic and Gaelic Medium Education within the area. A recent family learning weekend celebrating Gaelic language and culture, held in and around Aberfeldy alongside the provincial Mòd, brought GME pupils and their families from across Perth & Kinross, Angus and Stirling together.

## **Arts, Culture, Heritage & Tourism**

The Perthshire & Angus Mòd delivered by the Aberfeldy & District branch of An Comunn Gàidhealach takes place in Aberfeldy attracting over five hundred entries annually.

A range of Gaelic music, arts and literature events are included in the annual programme of events at Perth Concert Hall, Birnam Institute, Pitlochry Festival Theatre, The Birks Cinema and other arts venues in the area. This includes visits from the Fèis Rois and Fèis Spè Cèilidh Trail.

Perthshire is home to two Gaelic Choirs - Aberfeldy Gaelic Choir who celebrated their 50<sup>th</sup> Birthday in 2017 and Perth Gaelic Choir who re-founded in 2012.

The Perth and Kinross area is renowned for other forms of traditional music, with a number of world-famous musicians being born and remaining resident in the area. Traditional music sessions form part of the weekly social scene in the City of Perth and surrounding towns. Traditional and Gaelic Musical events in the area are regularly broadcast on national media and Perth Concert Hall has played host to the Trad Awards on two occasions.

## Part 2: Our Future – 4 Steps for Gaelic

**Step 1:** We recognise Gaelic as a living language.

We will increase the visibility and use of Gaelic with our staff, communities and partners.

**Step 2:** We will continue to develop and invest in front line services which enable Gaelic to be spoken and learned at home, at school and in the community.

**Step 3:** Our people are central to delivering great public services.

We will develop and invest in their Gaelic learning.

**Step 4:** Gaelic is part of our heritage and our modern-day Story of Place.

We will actively promote it as part of the unique cultural identity of Perth and Kinross.

## Step 1: We recognise Gaelic as a living language.

### We will increase the visibility and use of Gaelic with our staff, communities and partners.

| <b>Objective: Gaelic is part of how we do business and we will reflect this in our corporate identity.</b>                                                                  |                  |                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------|
| <b>We will:</b>                                                                                                                                                             | <b>Timescale</b> | <b>Lead or Partnership</b>                                                      |
| Adopt a bilingual (Gaelic and English) corporate logo for PKC                                                                                                               | 2018             | Corporate Communications                                                        |
| Include Gaelic in welcome signs at new PKC buildings and buildings being refurbished.                                                                                       | 2018 - 2022      | The Environment Service (TES)<br>- Technical Services<br>TES – Property         |
| Increase the visibility of Gaelic in signage (internal and external) throughout the Perth and Kinross area.                                                                 | 2018 - 2022      | TES – Technical Services<br>TES - Properties Team<br>Transport Scotland         |
| <b>We will continue to :</b>                                                                                                                                                |                  |                                                                                 |
| Include a Gaelic translation on vehicles being renewed or replaced.                                                                                                         |                  | Corporate Communications<br>TES – Operations                                    |
| Use bilingual signs when town/village nameplates are being renewed or replaced.                                                                                             |                  | TES – Technical Services;<br>Planning and Regenerations.                        |
| Implement a programme of bilingual internal and external signs starting with schools which offer Gaelic.                                                                    |                  | TES – Technical Services<br>Education & Children’s<br>Services (ECS) – Property |
| Publish bilingual documents where appropriate and continue to provide a translation service on request for all external Council publications and forms.                     |                  | Corporate Communications                                                        |
| Consult with Ainmean Àite na h-Alba when delivering Gaelic signage and apply SQA Gaelic Orthographic Convention rules to any Council communications translated into Gaelic. |                  | Corporate Communications                                                        |

| <b>Objective: We will use Gaelic as a living language in delivering relevant front-line services</b>                        |                  |                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------|
| <b>We will:</b>                                                                                                             | <b>Timescale</b> | <b>Lead or Partnership</b>                                                       |
| Make a standard bilingual email signature and out-of-office reply available to all staff.                                   | 2018             | Corporate Communications,<br>IT, Gaelic Development                              |
| Introduce guidelines for staff in how and when to use Gaelic in relevant meetings.                                          | 2018             | Gaelic Development                                                               |
| <b>We will continue to :</b>                                                                                                |                  |                                                                                  |
| Maintain Gaelic pages on our website and use social media to promote Gaelic opportunities in the Perth and Kinross area.    |                  | Gaelic Development<br>Corporate Communications                                   |
| Respond to correspondence received in Gaelic within the same deadline for responses provided in English or other languages. |                  | All Services                                                                     |
| Continue to provide a telephone translation service for Gaelic speakers.                                                    |                  | Corporate Communications<br>Housing & Community Care-<br>Customer Service Centre |
| Include Gaelic wherever it is the main subject of a public or internal meeting.                                             |                  | All Services                                                                     |
| Include Gaelic greetings at relevant civic and other events.                                                                |                  | All Services                                                                     |

**Step 2: We will develop and invest in front line services which enable Gaelic to be spoken and learned at home, at school and in the community.**

| <b>Objective: We will continue to develop Gaelic Education.</b>                                                                                                                                                                                 |                  |                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>We will:</b>                                                                                                                                                                                                                                 | <b>Timescale</b> | <b>Lead or Partnership</b>                                                                                                                            |
| Support Gaelic Early Learning and Childcare provision (Sgoil Araich) to complement our current GMPE provision, taking into account results of parental consultation.                                                                            | 2018-2020        | ECS Early Learning & Childcare                                                                                                                        |
| Include questions relating to Gaelic Medium early learning and childcare in the statutory biennial parental consultation.                                                                                                                       | 2018 - 2020      | ECS Early Learning & Childcare<br>Gaelic Development<br>Bòrd na Gàidhlig Early Years                                                                  |
| Formulate a statement that outlines the Council's position on Gaelic education to complement education policies and systems in keeping with our statutory duties with reference to the Statutory Guidance on Gaelic Education.                  | 2018             | ECS Primary and Secondary                                                                                                                             |
| Seek to increase uptake of Gaelic Education year on year by 15% through the delivery of a promotional strategy and formalising enrolment procedures within available resources and in response to the demand as appropriate.                    | 2018-2022        | ECS Early Years, Primary and Secondary<br>ECS Communications<br>Gaelic Development                                                                    |
| Review and redesign the delivery of GLPS through appropriate staff training and development opportunities.                                                                                                                                      | Annually         | ECS Primary<br>Gaelic Development                                                                                                                     |
| Review and implement any new arrangements for transition between Gaelic Medium Primary and Secondary education.                                                                                                                                 | 2018-2020        | ECS Primary & Secondary                                                                                                                               |
| Further develop the Gàidhlig experience for young people at Perth Academy and introduce to Breadalbane Academy with particular consideration for those who have accessed GMPE throughout the broad general education and into the senior phase. | 2018-2022        | ECS Secondary<br>Gaelic Development                                                                                                                   |
| Investigate the possibility of delivering Gaelic (learners or fluent) digitally through the GLOW platform, ESgoil or other options where demand and resources exist.                                                                            | 2018             | ECS<br>IT                                                                                                                                             |
| <b>We will continue to :</b>                                                                                                                                                                                                                    |                  |                                                                                                                                                       |
| Deliver two informal Cròileagan groups in areas where continuity of Gaelic education is available.                                                                                                                                              |                  | Gaelic Development<br>ECS Early Learning & Childcare<br>Bòrd na Gàidhlig Early Years<br>Comann nam Pàrant                                             |
| Provide parents of children in early learning and childcare with information on the choice of Gaelic Medium Education prior to enrolment into Primary.                                                                                          |                  | ECS Early Learning & Childcare<br>Gaelic Development                                                                                                  |
| Work with library, early learning and childcare and parenting team staff to deliver regular Gaelic Bookbug sessions across Perth and Kinross and promote the availability of Gaelic Bookbug packs.                                              |                  | Gaelic Development<br>Adult & Family Learning<br>ECS Early Learning & Childcare<br>Culture Perth & Kinross<br>Bòrd na Gàidhlig<br>Scottish Book Trust |
| Monitor the quality of Gaelic education in accordance with local and national policy and guidance                                                                                                                                               |                  | ECS Primary and Secondary                                                                                                                             |
| Publicise the choice of Gaelic Medium Education on statutory enrolment adverts in local press and PKC website.                                                                                                                                  |                  | ECS Communications                                                                                                                                    |
| Raise awareness of the benefits of bilingualism by offering regular 'drop-in' sessions for parents of prospective Gaelic Medium Education pupils in areas where continuity                                                                      |                  | ECS Early Years & Primary<br>Gaelic Development                                                                                                       |

|                                                                                                                                                                                                                           |                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| of Gaelic education is available, providing information and support on current availability and choice.                                                                                                                   | Communications<br>Comann nam Pàrant                                                                                                  |
| Support pupils and parents in Gaelic Medium Education through the delivery of after school activities where funding is available.                                                                                         | Gaelic Development                                                                                                                   |
| Continue to strengthen links between our GME Primary Schools and Whitehills Primary School, Angus through regular communication and engagement and joint project work.                                                    | ECS Primary<br>Gaelic Development<br>Angus Council                                                                                   |
| Engage in inter-authority initiatives in order to enrich the provision of, and access to Gaelic primary and secondary education throughout the PKC.                                                                       | ECS Primary and Secondary,<br>Gaelic Development, CLDRG,<br>GLAN, Fife Council, Dundee<br>City Council, Angus Council                |
| Annually promote opportunities for Gaelic learning at FE/HE level for Secondary pupils studying Gaelic (learners or fluent) through visits to Sabhal Mòr Ostaig UHI and visits from Gaelic/Celtic University departments. | ECS Secondary<br>Schools liaison from:<br>Sabhal Mòr Ostaig UHI<br>Glasgow University<br>Edinburgh University<br>Aberdeen University |
| Support Skills Development Scotland and Gaelic Agencies to raise awareness of Gaelic career opportunities within our secondary schools where Gaelic is delivered through careers fayres and other initiatives.            | ECS Secondary<br>Skill Development Scotland                                                                                          |

| <b>Objective: We will grow adult and community learning opportunities across Perth and Kinross.</b>                                                                                                                                                                   |                  |                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------|
| <b>We will:</b>                                                                                                                                                                                                                                                       | <b>Timescale</b> | <b>Lead or Partnership</b>                                                                      |
| Work with education providers to facilitate the delivery of Gaelic Language Adult Learning opportunities in partnership with and on behalf of the Council.                                                                                                            | 2018 - 2022      | Gaelic Development<br>Adult & Family Learning<br>Perth College                                  |
| Support and facilitate the development of a Gaelic community forum for Perth and Kinross.                                                                                                                                                                             | 2018             | Gaelic Development<br>Community Capacity Building<br>Community groups and Gaelic organisations  |
| Include Gaelic community projects within Participatory Budgeting initiatives.                                                                                                                                                                                         | 2018 -2022       | Community Planning<br>Local Action Partnerships<br>Health & Social Care<br>PB Support Network   |
| <b>We will continue to :</b>                                                                                                                                                                                                                                          |                  |                                                                                                 |
| Work with local partners to develop an annual programme of accessible Gaelic events and activities for people of all ages in the Perth and Kinross area featuring a broad range of situations where Gaelic can be used. This includes cultural and sports activities. |                  | Gaelic Development<br>Adult & Family Learning<br>Culture Perth & Kinross<br>Live Active Leisure |
| Deliver a programme of Gaelic Awareness and language taster sessions for the community.                                                                                                                                                                               |                  | Gaelic Development<br>Adult & Family Learning<br>Community Capacity Building                    |
| Support the development of volunteer-led opportunities to enable both Gaelic speakers and learners to use their Gaelic skills.                                                                                                                                        |                  | Gaelic Development<br>Adult & Family Learning<br>Community Capacity Building                    |
| Build a collection of modern Gaelic self-learning resources available in selected Perthshire Libraries and provide links to online resources via the Council website.                                                                                                 |                  | Gaelic Development<br>Culture Perth & Kinross                                                   |

**Step 3: Our people are central to delivering great public services.  
We will develop and invest in their Gaelic learning.**

| <b>Objective: We will develop a Gaelic Learning Plan for the Council as part of our wider organisational development framework</b> |                  |                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------|
| <b>We will:</b>                                                                                                                    | <b>Timescale</b> | <b>Lead or Partnership</b>                                                  |
| Integrate Gaelic into our core induction programme for PKC staff.                                                                  | From 2018        | Organisational Development<br>Gaelic Development                            |
| Train front-line staff to use Gaelic where appropriate in day-to-day business.                                                     | 2018 - 2022      | Gaelic Development<br>Organisational Development                            |
| Provide Gaelic learning opportunities to support the wider personal and professional development of our staff.                     | 2018 - 2022      | Gaelic Development<br>Organisational Development                            |
| Train and invest in our Gaelic teaching staff.                                                                                     | 2018 - 2022      | ECS Primary and Secondary<br>Organisational Development<br>Bòrd na Gàidhlig |
| Carry out a staff survey to identify staff with Gaelic skills and those who would like to develop Gaelic skills.                   | 2019 & 2021      | Gaelic Development<br>Organisational Development<br>HR                      |
| <b>We will continue to :</b>                                                                                                       |                  |                                                                             |
| Promote Gaelic as a useful skill in the workplace                                                                                  |                  | All Services                                                                |
| Provide taster sessions and language awareness sessions.                                                                           |                  | Gaelic Development<br>Organisational Development                            |
| Support staff with Gaelic as part of their core remit to develop their language skills.                                            |                  | All Services<br>Gaelic Development<br>Organisational Development            |
| Support the specialist professional needs of Gaelic teaching staff.                                                                |                  | ECS<br>Gaelic Development                                                   |
| Support teaching staff to participate in GLPS training.                                                                            |                  | ECS<br>Gaelic Development<br>GLPS Consortium                                |

| <b>Objective: We will grow our Gaelic workforce across Perth and Kinross</b>                                                        |                  |                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------|
| <b>We will:</b>                                                                                                                     | <b>Timescale</b> | <b>Lead or Partnership</b>                                                  |
| Identify what staffing resource is required to support the growth of Gaelic.                                                        | 2018-2022        | Organisational Development<br>HR                                            |
| Monitor how staff attending Gaelic training sessions are using their newly acquired Gaelic skills.                                  | 2018-2022        | Organisational Development<br>HR                                            |
| Offer Gaelic learning opportunities to our Community Planning Partners.                                                             | 2018 - 2022      | Gaelic Development<br>Community Planning                                    |
| Work with our communities to give them skills to undertake roles where Gaelic is required.                                          | 2018-2022        | Gaelic Development<br>Adult & Family Learning<br>Organisational Development |
| <b>We will continue to :</b>                                                                                                        |                  |                                                                             |
| Advertise posts with Gaelic as part of their core remit in relevant places to ensure we attract the widest possible pool of talent. |                  | HR, ECS & Corporate<br>Communications                                       |
| Seek interest from teaching staff with appropriate levels of Gaelic for the Gaelic Immersion for Teacher's course.                  |                  | ECS                                                                         |



**Step 4: Gaelic is part of our heritage and our modern-day Story of Place.**  
**We will actively promote it as part of the unique cultural identity of Perth and Kinross.**

| <b>Objective: The Council will promote and support Gaelic as part of the unique culture and heritage of Perth and Kinross</b>                                                                                                                                                    |                  |                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>We will :</b>                                                                                                                                                                                                                                                                 | <b>Timescale</b> | <b>Lead or Partnership</b>                                                                                                                                                             |
| Work with Bòrd na Gàidhlig / Creative Scotland Gaelic Arts and Culture Officer in order to advance and enhance the Gaelic arts and culture within the PKC area.                                                                                                                  | 2018 - 2022      | Gaelic Development<br>Bòrd na Gàidhlig / Creative Scotland                                                                                                                             |
| Support the development of an annual volunteer run Fèis in the Perth and Kinross area.                                                                                                                                                                                           | 2019 -2022       | Gaelic Development<br>Fèisean nan Gàidheal<br>Comann nam Pàrant<br>Birks Cinema<br>Horsecross Arts                                                                                     |
| Support schools where Gaelic is available to participate in local and national Gaelic activities including Perthshire & Angus Provincial Mòd, The Royal National Mòd and Film G.                                                                                                 | 2018-2022        | Gaelic Development<br>ECS Primary & Secondary<br>Film G<br>MG Alba, Heartland FM<br>An Comunn Gàidhealach                                                                              |
| Work with An Comunn Gàidhealach and local partners to deliver a Royal National Mòd in Perth in 2021/2022.                                                                                                                                                                        | 2018-2022        | Gaelic Development<br>Horsecross Arts<br>TES Economic Development<br>An Comunn Gàidhealach<br>The Gaelic Society of Perth<br>Aberfeldy Mòd<br>Comann nam Pàrant                        |
| Work to bring the Film G Awards to Perth.                                                                                                                                                                                                                                        | 2018-2022        | Gaelic Development<br>TES Economic Development<br>Horsecross Arts                                                                                                                      |
| Develop Gaelic heritage resources linked to the Perth and Kinross area, including place names, stories, Gaelic in the landscape, etc.                                                                                                                                            | 2018-2022        | Gaelic Development<br>Culture Perth & Kinross<br>Aimmean Àite na h-Alba<br>Soldiers of Killiecrankie                                                                                   |
| Highlight and include Gaelic language and culture within large scale Council run cultural events within Perth and Kinross where appropriate.                                                                                                                                     | 2018-2022        | Gaelic Development<br>TES - Economic Development<br>Culture Perth & Kinross                                                                                                            |
| Identify Gaelic tourism opportunities in the Perth & Kinross area to feed into Visit Scotland's Gaelic Tourism Strategy.                                                                                                                                                         | 2018-2022        | Gaelic Development<br>TES – Tourism<br>Visit Scotland<br>Historic Environment Scotland<br>National Trust for Scotland<br>Culture Perth and Kinross                                     |
| <b>We will continue to :</b>                                                                                                                                                                                                                                                     |                  |                                                                                                                                                                                        |
| Promote existing Gaelic events and activities led by voluntary organisations and other agencies within the Perth and Kinross area including the Perthshire & Angus Provincial Mòd.                                                                                               |                  | Gaelic Development<br>TES – Economic Development<br>An Comunn Gàidhealach                                                                                                              |
| Work in partnership with local arts organisations to develop the annual programme of Gaelic events for all ages in the Perth and Kinross area. Aiming to promote and encourage interest in Gaelic, this could include music, language learning, literature, history and culture. |                  | Gaelic Development<br>National Gaelic Organisations<br>Culture Perth & Kinross, Horsecross,<br>An Comunn Gàidhealach<br>Birks Cinema, Pitlochry Festival<br>Theatre. Birnam Arts, KLEO |
| Produce bilingual marketing and promotional materials for events and cultural activities that feature Gaelic tradition, history or culture.                                                                                                                                      |                  | Corporate Communications<br>Gaelic Development                                                                                                                                         |

## Part 3: Implementation and Monitoring

### Timetable

This Gaelic Language Plan will remain in place for a period of five years from 2018 or until a new plan has been put in place. In Section 2 we have set out the individual target dates for implementing specific commitments in our Plan.

### Publicising our Plan

Perth & Kinross Council's Gaelic Language Plan will be published bilingually on our website with hard copies available in our public offices and Perth and Kinross libraries.

Copies of the plan will be distributed to our arms-length organisations, community planning partners, agents and contractors, where appropriate as well as to Gaelic organisations and other interested parties.

The Plan will be available to PKC employees via the intranet.

Through the press and social media we will publicise the launch of our Plan.

### Administrative Arrangements for Implementing our Gaelic Language Plan

Following public consultation and approval by Bòrd na Gàidhlig, the Senior Management Team and Elected Members of Perth & Kinross Council, this plan will become the policy of Perth & Kinross Council

The Senior Depute Chief Executive (Equality, Community Planning & Public Service Reform) will be responsible for ensuring we deliver the commitments set out in this Plan.

### Resourcing our Plan

Perth & Kinross Council will meet the resource requirements for this Plan from our existing budgets and will apply for assistance from external bodies such as Bòrd na Gàidhlig and the Scottish Government funding for specific educational programmes.

### Monitoring and Implementation of our Plan.

Our Language Plan covers the period from 2018 to 2022. We have established a Gaelic Working Group within the Council, which will meet quarterly to co-ordinate actions and oversee and evaluate progress on our Plan.

Implementation of our plan will be monitored through the strategic planning processes of our Budget and Service Plans and our Annual Performance Reports (both service level and corporate). Monitoring will be carried out through:

- Quarterly Gaelic Working Group meetings
- liaison with the Executive Committee Member with responsibility for Gaelic
- reports to the Senior Management Teams of the Council
- annual report to Bòrd na Gàidhlig
- surveys, questionnaires, course evaluations, as appropriate
- external evaluations, if appropriate

## **Working with Partners and External Agencies**

Perth & Kinross Council recognises the importance of partners and stakeholders in taking the plan forward, both within the communities we serve and beyond. We will continue to work in partnership with local and national organisations to develop opportunities for Gaelic to grow within the Perth and Kinross Area.

On a local level our partners include Culture Perth & Kinross, Perth College UHI, Horsecross Arts, Birks Cinema, PKAVs, Live Active Leisure and local community organisations mentioned within this plan.

We will work on a national level with Visit Scotland, Historic Environment Scotland, Scottish Natural Heritage, Skills Development Scotland and use local links with our community planning partners.

We will work with national Gaelic organisations including Bòrd na Gàidhlig, , An Comunn Gàidhealach, Comunn na Gàidhlig, Fèisean nan Gàidheal and Film G.

## Contact Details

**The Senior Officer with operational responsibility for overseeing the preparation, delivery and monitoring of Perth & Kinross Council's Gaelic Language Plan is:**

Senior Depute Chief Executive (Equality, Community Planning & Public Service Reform)  
Perth and Kinross Council  
Council Buildings  
2 High Street  
Perth PH1 5PH

01738 475000

**Queries about the day to day operation of the plan should be addressed to:**

Gaelic Development Officer  
Perth and Kinross Council  
Council Buildings  
2 High Street,  
Perth  
PH1 5PH

01738 476495

[Gaelic@pkc.gov.uk](mailto:Gaelic@pkc.gov.uk)

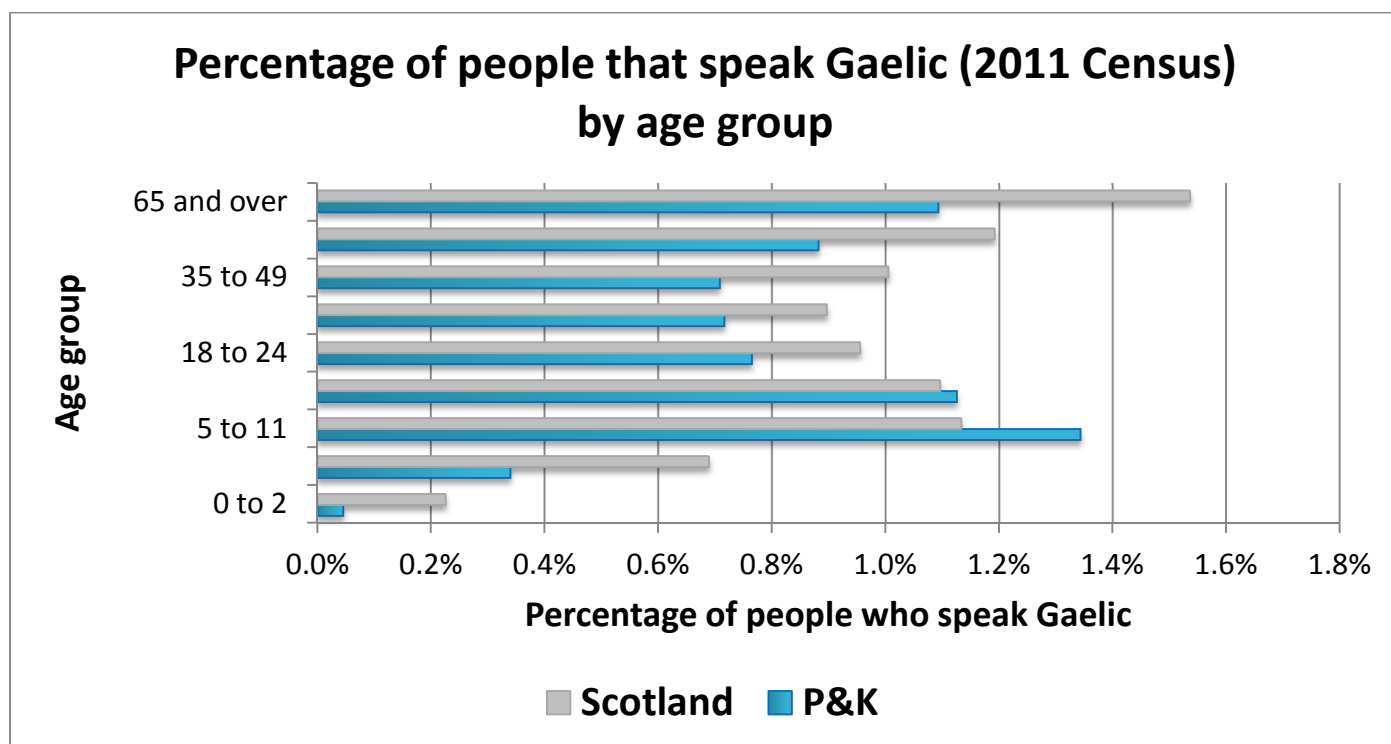
## Appendix A: Statistical Information on Gaelic Speakers in Perth and Kinross

In 2011, 2,169 people aged 3 and over in Perth and Kinross (1.5%) had some Gaelic language skills (compared to 2,480 or 1.9% in 2001). Between 2001 and 2011 the number of people who have some Gaelic language skill has decreased by 311 people (13%).

### Perth and Kinross Administrative Area - Breakdown by Mode

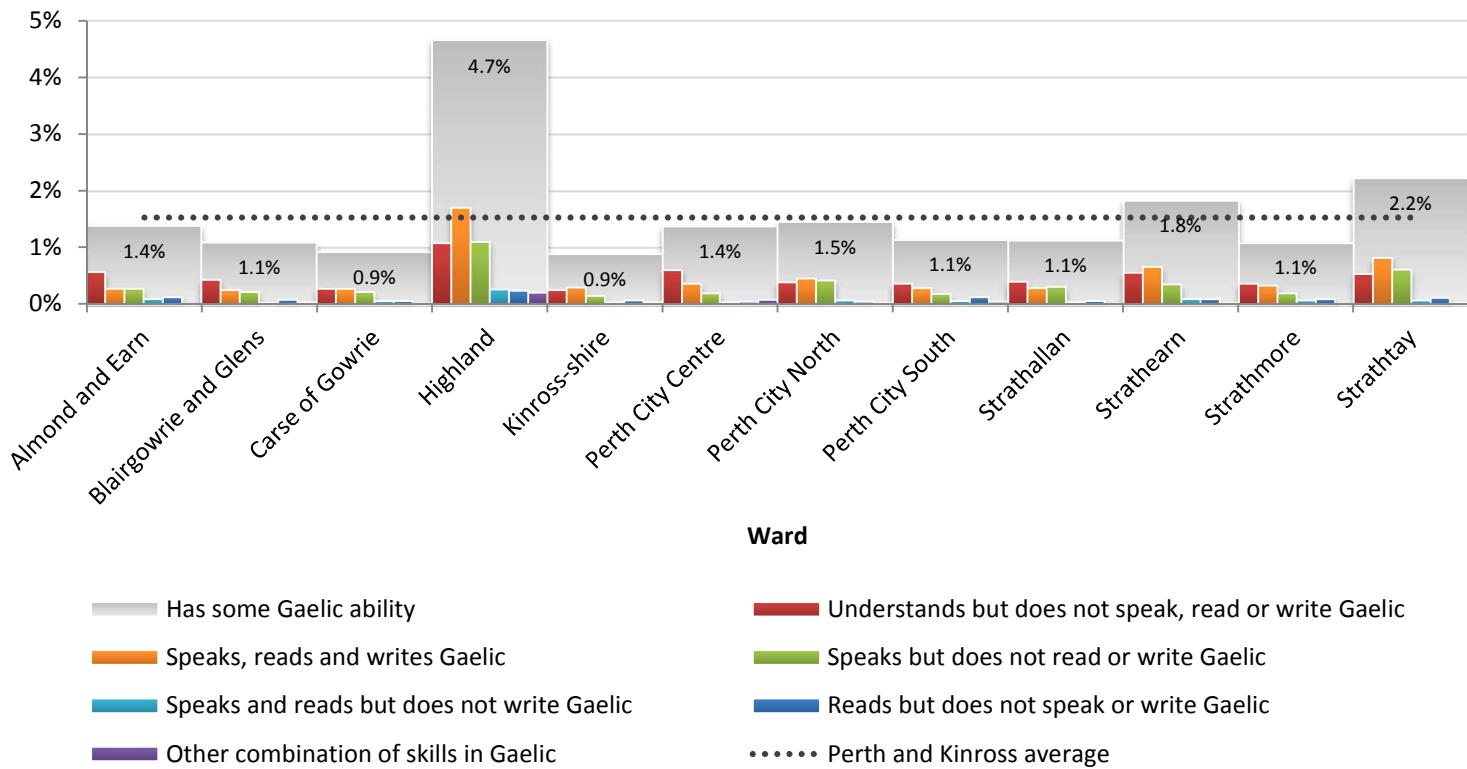
|                                                                                                                                                                | 2001    | %    | 2011    | %    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------|---------|------|
| <b>Total population (all people over age 3)</b>                                                                                                                | 130,802 |      | 142,277 |      |
| <b>Total with Gaelic skills</b><br><i>(Replaces "People who can read, write, or speak Gaelic" which was recorded as 1,727 in 2011 Census and the last GLP)</i> | 2,480   | 1.9% | 2,169   | 1.5% |
| <b>People who can speak Gaelic</b>                                                                                                                             | 1,453   | 1.1% | 1,287   | 0.9% |
| <b>People who can read Gaelic</b>                                                                                                                              | 1,166   | 0.9% | 938     | 0.7% |
| <b>People who can write Gaelic</b>                                                                                                                             | 853     | 0.7% | 678     | 0.5% |
| <b>People who can understand Gaelic</b>                                                                                                                        | 753     | 0.6% | 681     | 0.5% |

[Scotland's Census 2011 - National Records of Scotland](#)



[Scotland's Census 2011 - National Records of Scotland](#)

## Gaelic language ability by ward (2011 Census) as a percentage of ward population



## **Appendix B: Statistical Information on Gaelic Education and Early Learning in Perth and Kinross**

### **Gaelic Medium Education Provision in Perth & Kinross Council**

| <b>Location</b> | <b>School</b>                 | <b>No. of pupils (17/18)</b> |
|-----------------|-------------------------------|------------------------------|
| Aberfeldy       | Breadalbane Academy (Primary) | 17                           |
| Perth           | Goodlyburn Primary            | 19                           |
|                 | Perth Academy                 | 1                            |

### **Early Learning and Childcare Provision in Perth & Kinross**

| <b>Location</b>     | <b>School/ Centre</b>                                                                                     | <b>GME Feeder School</b>      | <b>No. of children (17/18)</b> |
|---------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------|
| Aberfeldy           | Gaelic Nursery Session (Wednesday Afternoon)                                                              | Breadalbane Academy (Primary) | 5                              |
|                     | Cròileagan Obar Pheallaidh ( Gaelic Playgroup)                                                            | Breadalbane Academy (Primary) | 23 registered                  |
| Highland Perthshire | Weekly Gaelic Learners Sessions in Nurseries at Royal School of Dunkeld & Kinloch Rannoch Primary School. | Breadalbane Academy (Primary) | 35                             |
| Perth               | Cròileagan Obar Pheallaidh (Gaelic Playgroup)                                                             | Goodlyburn Primary            | 25 registered                  |

### **Gaelic Learners in The Primary School (GLPS) Provision in Perth Kinross**

| <b>Location</b>                                                                                                                                | <b>No. of pupils (17/18)</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Highland Perthshire – Royal School of Dunkeld, Glenlyon PS, Blair Atholl PS, Kinloch Rannoch PS, Pitlochry High (PS), Breadalbane Academy (PS) | 619                          |

### ***Gaelic Learners at Secondary Level in Perth and Kinross Council***

| <b>Location</b> | <b>School</b>       | <b>No. of pupils (17/18)</b> |
|-----------------|---------------------|------------------------------|
| Perth           | Perth Academy       | 5                            |
| Aberfeldy       | Breadalbane Academy | 95                           |

## **Appendix C: Statistical Information on Gaelic Speakers within Perth & Kinross Council**

Perth & Kinross Council employ the following staff in roles where Gaelic language skills are deemed essential or desirable.

| <b>Role</b>                       | <b>No. of staff employed</b> | <b>Essential/Desirable</b> |
|-----------------------------------|------------------------------|----------------------------|
| Secondary Gaelic Language Teacher | 2                            | Essential                  |
| Primary Gaelic Medium Teacher     | 2.5                          | Essential                  |
| GLPS Teacher                      | 1                            | Essential                  |
| Gaelic Development Officer        | 1                            | Essential                  |
| Gaelic Playleader                 | 4                            | Essential                  |
| Pupil Support Assistant           | 2                            | Essential                  |
| Gaelic Projects Assistant         | 0.5                          | Essential                  |
| <b>Total No of Staff</b>          | <b>13.5</b>                  |                            |

A staff survey was conducted in 2016 on Gaelic language. A total of 225 members of Perth & Kinross Council participated. The results are displayed in table below.

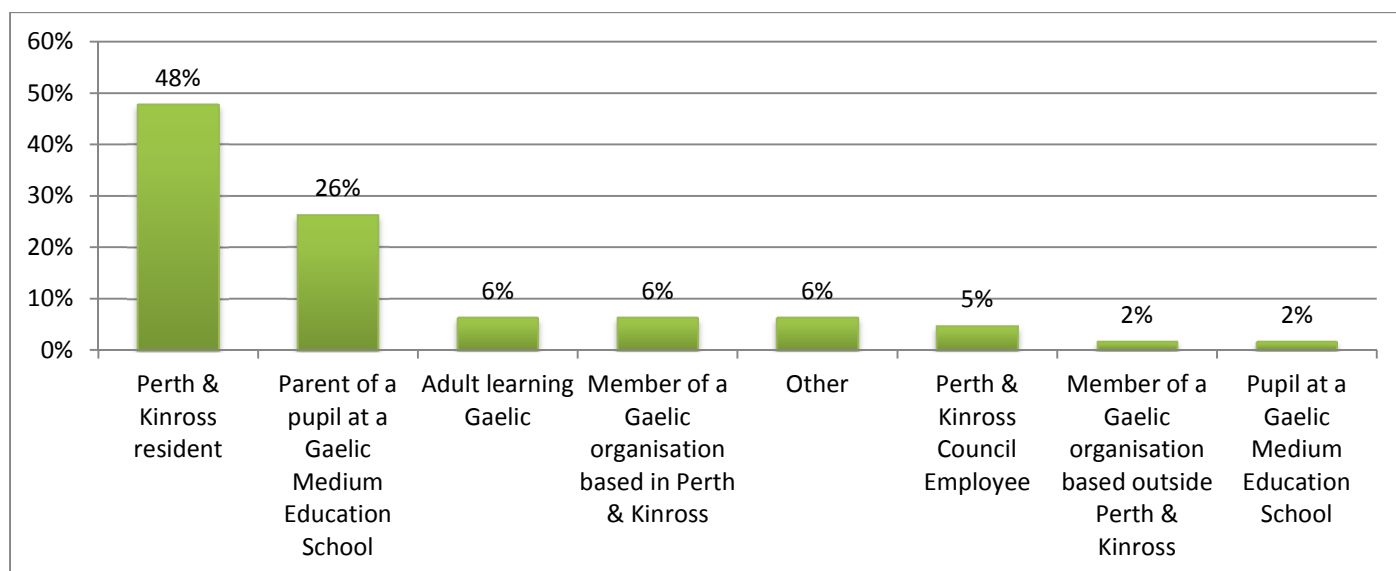
| <b>% of staff who</b>                                                       |       |
|-----------------------------------------------------------------------------|-------|
| Understand Gaelic                                                           | 24.9% |
| Speak Gaelic                                                                | 22.5% |
| Read Gaelic                                                                 | 19.1% |
| Write Gaelic                                                                | 13.4% |
| Expressed an interest in learning to speak Gaelic                           | 37.6% |
| Expressed an interest in learning to read and write Gaelic                  | 37.6% |
| Expressed an interest in improving their existing Gaelic skills.            | 4.9%  |
| Think Gaelic would benefit their role within PKC.                           | 22.5% |
| Expressed an interest in using Gaelic Language Skills within a work setting | 39.8% |



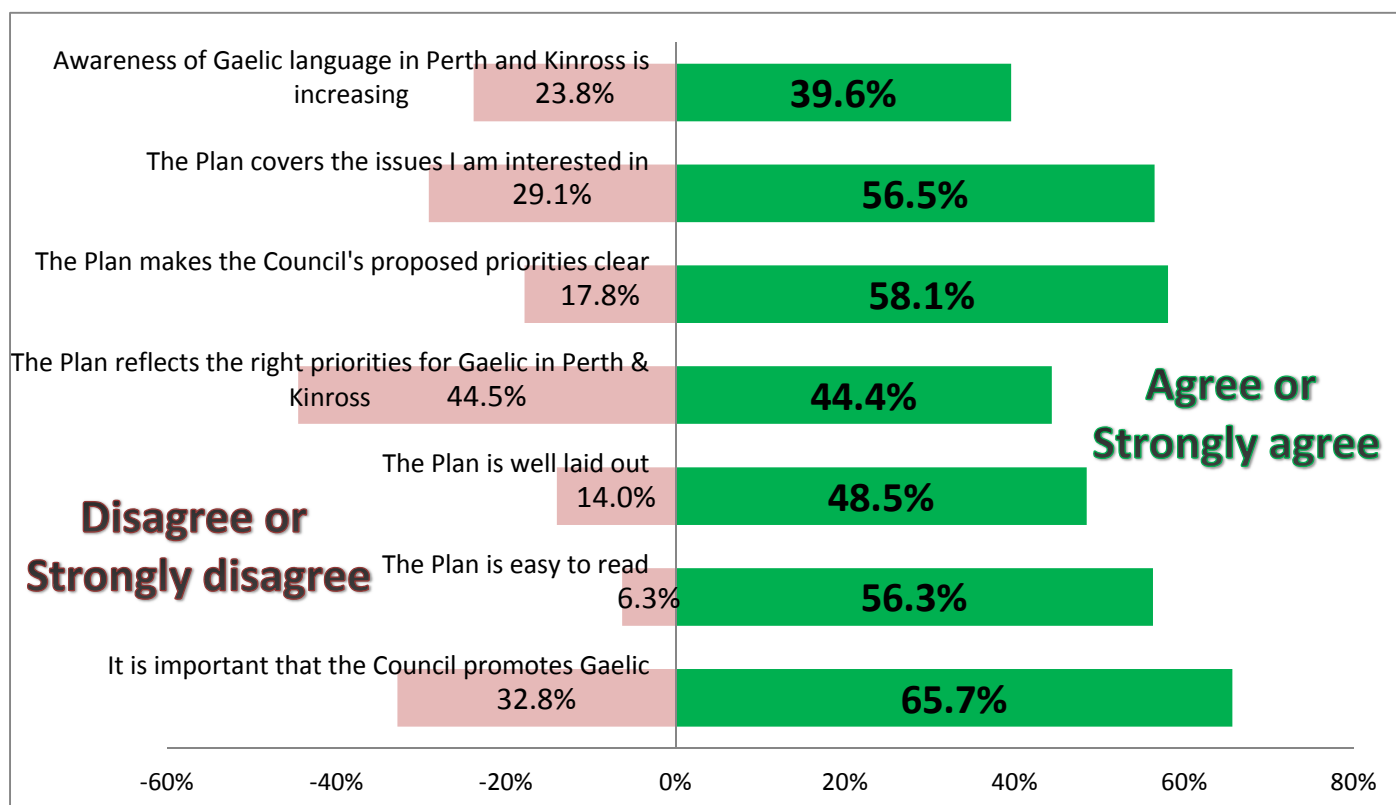
## Appendix D: Public Consultation Survey Results

Perth & Kinross Council's Draft Gaelic Language Plan 2018 – 2022 was out for public consultation for a period of six weeks from 18 September – 27 October 2017. The plan and survey were made available online and in libraries throughout Perth and Kinross.

There were a total of 67 responses to the survey.



People were asked...To what extent do you agree or disagree with the following statements about our Plan?





**a) Which, if any, parts of our plan did you find useful?**

| Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Has some ability in Gaelic (Y/N) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Very little. The whole Plan is misguided. Language maintenance depends on the private individual Gael promoting his or her language in their daily life. It is not within the power of any public body to do this. In addition, Gaelic is not relevant in Lowland Perthshire south of the Highland Line, or in Kinross. It is relevant in Highland Perthshire. Does Perth & Kinross Council recognise the distinction? How many hotels, restaurants, cafes and shops in Aberfeldy, Pitlochry, Kenmore or Kinloch Rannoch can provide service to customers in Gaelic? | Yes                              |
| It's clear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | No                               |
| The plan gives an outline of how P&K will take forward Gaelic Language over the next 5 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No                               |
| Well set out.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | No                               |
| It is good to understand what the council is planning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | No                               |
| Step 4 the section on heritage which also covers tourism                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | No                               |
| None found the plan vague bland and not informative.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | No                               |
| Commitment to playgroup provision in localities where primary school Gaelic immersion is available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | No                               |
| Did not find the plan useful the main aims and ambitions seem to focus on the council's workforce. Very disappointing now left very concerned for the longevity of GME.                                                                                                                                                                                                                                                                                                                                                                                              | No                               |
| Step 4 the section on heritage which also covers tourism                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | No                               |
| Information regarding GME schooling and the council's intention to try to increase numbers of pupils in GME. The intention to bridge the gap between primary and secondary school.                                                                                                                                                                                                                                                                                                                                                                                   | Yes                              |
| Outlining how Gaelic would be promoted and expanded through all areas of life in Perth and Kinross.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Yes                              |
| Education areas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes                              |
| Timescales to which each objective would be delivered, fact sheets demonstrating the stats as they stand now.                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Yes                              |
| Useful to introduce it to schools at an early age                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Yes                              |
| The plan has summarised what is already in place very well, with the next steps to take it forward over the immediate term.                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes                              |
| It was useful to see that secondary GME and nursery is an area for development within the plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes                              |
| All of it                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Yes                              |
| Recognition that awareness is increasing but no plans on how to continue raising awareness                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes                              |
| The statistical information in Appendix A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Yes                              |
| Statistics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes                              |
| I don't think usefulness is the issue or best metric. The plan should be the framework upon which a strategic plan is formulated. I don't think the draft plan meets this requirement, it is vague and non-committal in its outlook and reach.                                                                                                                                                                                                                                                                                                                       | Yes                              |
| A clear description of current provisions for Gaelic learners (children and adults), and what is planned next.                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes                              |

**b) Which, if any, parts of our plan did you not find useful?**

| Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Has some ability in Gaelic (Y/N) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Not enough importance given to a National Mod commitment for Perth .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Yes</b>                       |
| Most of it. There is a lot of emphasis on education. What are these children doing with their Gaelic after they leave school?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Yes</b>                       |
| The cost and it's madness to add Gaelic words to road signs - visitors who are the predominant users of road signage will merely be confused and potentially distracted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>No</b>                        |
| With only approx 30,000 people in Scotland speaking Gaelic what is the point in this. Money would be better spent promoting Science, The Arts, History, economics etc in schools than this complete waste of money.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>No</b>                        |
| Everything, the plan for our family has missed out or been so vague on the most important part for us is that our children can continue Gaelic Immersion in secondary school so they can carry on with the Gaelic language they have acquired.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>No</b>                        |
| Absence of commitment to a flexible approach to providing transport to primary school for children seeking access to the Gaelic immersion provision. There's no point in promoting the availability of the provision if there are insuperable obstacles for parents in getting their children to and from school. Lack of aspiration to provide extensive secondary schooling in Gaelic.                                                                                                                                                                                                                                                                                                                                                                 | <b>No</b>                        |
| All are useful, but it seems over and above maintaining ongoing Gaelic education, classes etc, you have too many other initiatives to be completed within the given timescale. If this is all to be feasible, the Gaelic Development officer would need lots of support from the council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Yes</b>                       |
| Road signs vehicles etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Yes</b>                       |
| Some of the objectives read more like aims, 'promote the use of Gaelic in workplaces etc' how exactly? What measures are you going to implement to do this? Set up Gaelic events? Allocate funding to gaelic agencies that already have more defined measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Yes</b>                       |
| I am disturbed at the lack of input for teaching secondary GME. Having two children learning Gaelic in primary, with the intention of continuing the language until the higher stage, I find no plan in place for secondary teaching in order to keep up the fluency of the language outlined.                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Yes</b>                       |
| I thought it was a shame that it didn't stress the encouraging growth in GME numbers or say how many percent it should increase by each year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Yes</b>                       |
| lack of focus on facilitating and offering GME to children now and into senior. promises and commitments that were made 6-7 years ago have been completely ignored. lack of direction and clarity lack of affective and realistic next steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Yes</b>                       |
| the plan feels ill researched and lacking in commitment to action progressive steps to offer GME to our talented children ignores targets that were set before and have yet to be achieved lack of clarity on what the councils goals are                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Yes</b>                       |
| As key stakeholders we are extremely disappointed with the Draft Gaelic Language Plan 2017-2022 from Perth & Kinross Council. Our key concerns are listed below. A fundamental flaw is that the Draft Plan is missing any key measurable targets. We question how any Stakeholders, Bòrd na Gàidhlig and indeed the Council itself can actually measure the effectiveness of the proposed plan without any key performance results? Gaelic Education (page 10 & 11) The Draft GLP drops the target of 15% year on year growth in the numbers of children in Gaelic Medium Education (GME) that is included in the current Perth & Kinross Council Gaelic Language Plan. We consider this is a retrograde step. The language used in this section is very | <b>Yes</b>                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <p>weak and with many caveats, for example: - 'Work towards supporting Gaelic Early Learning and Childcare provision' why not simply 'Support Gaelic Medium Early Learning- 'Seek to increase uptake of Gaelic Education year on year through the delivery of a promotional strategy and formalising enrolment procedures within available resource's and in response to the demand as appropriate' why not 'Increase uptake of Gaelic Medium Education? - Investigate the possibility of delivering Gaelic (learners or fluent) digitally through the GLOW platform, ESgoil' why not 'Deliver' There is no commitment to provide Sgoil Araich at the GME primary schools, again this is in the current plan, and hasn't been achieved yet. We consider this a significantly retrograde step and fails to take account of the doubling in childcare provision by 2020. There is no mention of the Statutory Guidance on Gaelic Education. There is no mention of any new areas targeted to grow the GME provision in Perth &amp; Kinross. The commitment in to Secondary Gaelic Medium Education is simply limited to the statement "Further develop the Gaidhlig experience". We are unsure what this actually means??? It is undefined in the draft plan. There is no commitment to supporting children who have gone through GMPE to continue in GME in Secondary or even take qualifications through the medium of Gaelic. The current GLP does contain this commitment, so we consider this a retrograde step. There is no commitment to Promote GME, simply a statement to 'raise awareness'. Active promotion of GME is a key part of the duties of Local Authorities in the new Education Act 2016. There is no mention of Additional Support Needs specifically around supporting children with ASN in GME. Given that Perth &amp; Kinross Council has been awarded the National MOD, which was based on a commitment to supporting and developing Gaelic in Perth &amp; Kinross we are very disappointed that the Draft Gaelic Language Plan is weaker than the existing plan and fails to secure the ongoing development of GME in our area.</p> |            |
| <p>The Draft GLP drops the target of 15% year on year growth in the numbers of children in Gaelic Medium Education (GME) that is included in the current Perth &amp; Kinross Council Gaelic Language Plan. We consider this is a retrograde step.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Yes</b> |
| <p>As a parent of child in GME I am very disappointed with the Draft Gaelic Language Plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Yes</b> |
| <p>I didn't find any mention of GME at nursery level in Perth - did I miss this? This is badly needed. I also didn't see anything about plans for provision of Secondary Education in Gaelic - not simply continuing it as a subject but having the opportunity to continue full GME at Secondary level.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Yes</b> |

**c) Do you have any suggestions on how we could improve our Plan?**

| Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Has some ability in Gaelic (Y/N) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| More communications between all organisations involved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Yes                              |
| <ol style="list-style-type: none"> <li>1. A Gantt chart showing timescales to make section 2 more visual. Most of the actions seem to have a 5 year timescale, but it would be great to have an idea for example of what is planned for next year and what you hope to achieve by when - with an easy to understand breakdown. Difficult to monitor progress without clearly defined targets.</li> <li>2. I realise this is a draft but in the real version perhaps you could include photos / case studies of "Gaelic" projects that are happening across P&amp;K (Choir, Bookbug, Celdih, locations etc.). Seeing specific activities might inspire new people to get involved and help achieve your purpose.</li> <li>3. Include something that tells people who are interested how they can get involved.</li> <li>4. I think the tables are a bit difficult to read in Section 2.</li> <li>5. Include a link to the Gaelic PKC webpage - or somewhere people can find out more.</li> </ol> | No                               |
| I feel the plan is not a sensible use of council funding. Only 1% of residents speak Gaelic and whilst I understand the provision of learning opportunities in the borough I think it is wholly unnecessary to suddenly have all signs and documentation in dual languages. I would imagine there are other ethnic groups within the borough that constitute more than 1% of the population and whose primary language is not being considered. It is a vanity project by the Scottish government which wastes resources which could be better diverted on to our schools and education system which is falling behind year on year. A complete waste of money                                                                                                                                                                                                                                                                                                                                  | No                               |
| Cut it considerably. In particular I don't think bilingual public signage is a good idea.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | No                               |
| Yes Listen to the parents of GME children and set out clear targets. For example:: Have a second teacher for GME primary in place for Breadalbane by August 2018. Have a Secondary GME teacher in place at Breadalbane by August 2018 to teach at least two subjects. Employ a Gaelic Nursery Worker for Breadalbane and Goodlyburn by 2018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | No                               |
| Improve attitude towards flexibility around school transport from rural areas. Set an intention to extend access to Gaelic for at least parts of the secondary school curriculum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | No                               |
| Yes Please focus on the important issues. Aims and ambitions I want is. 1) To expand GME in Breadalbane and Goodlyburn. 2) To have a GME Nursery Immersion in Breadalbane and Goodlyburn. 3) To have Secondary GME in Breadalbane and Goodlyburn.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | No                               |
| Would like to see even more promotion of GME, possibility of a Gaelic school housing croilegan, nursery, primary and secondary GME. Would also like the question of transport for GME raised.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes                              |
| More GLPS classes in Highland Perthshire and then spreading to feeder schools for Perth Academy. Concentrated targeting of parents of pre schoolers to encourage admission to GME.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes                              |
| Forget putting up signs and changing logos. Concentrate on increasing the number of people using Gaelic first and then alter signage. At present, changing signage across the county will do more harm than good, by upsetting the vocal minority, who will then upset parents of prospective future pupils. Whilst it is beyond ridiculous that a matter such as this attracts such vitriol from those opposed, these are the challenges that must be faced. The cause would be far better served by having more pupils speak Gaelic and displaying the benefits of a bilingual childhood.                                                                                                                                                                                                                                                                                                                                                                                                     | Yes                              |
| Set up a database of all place and feature names within P&K which have a Gaelic origin, showing present spelling, origins in Gaelic, phonetic pronunciation and meaning. This should not just be limited to Ordnance Survey details, but should involve archivists and local people searching and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes                              |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| researching both recorded and written records. Also, new names in Gaelic could be created for features where the original Gaelic description has been lost. How about a monthly/quarterly prize for the most creative new Gaelic place/feature name rediscovered or recreated?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |
| I have searched this web site in vain for any mention of Perthshire and Angus Provincial Mod, an event which has been held annually in Aberfeldy for nigh on 100 years. No mention at all of it in the history of Gaelic in Perthshire! "Investigate the feasibility of developing an annual Gaelic Festival for all ages in Perthshire. Aiming to promote and encourage interest in Gaelic, this could include music, language learning, literature, history and culture." Aberfeldy Mod already does this and, as we can see, gets no recognition from the council at all! The Perthshire and Angus Mod attracts around 500 children and 200 adults to Aberfeldy over the weekend. It includes music, both singing solo and choral, musical instruments, oral delivery, and drama, with cultural activities running throughout the weekend and a ceilidh in the Town Hall. This event runs with no support at all from the Council Gaelic Development Dept. and receives no funding. We even have to pay for the use of the school building to host the event and accommodate the 500 odd children who come to The Aberfeldy Mod from throughout the region. Financially it survives on the committee running a Thrift Shop and raffles!! Last year the council put money into showing 2 Gaelic films at the cinema during the Mod weekend, when no charge was made for entry. I understand about 50 children attended the children's film but only 38 for the adult film, 2 more than the one we, as a Mod committee, put on the previous year, when an entry fee was charged. Is this a good use of limited resources? We have shown a film for the past 5 years and there is nothing here to indicate that people will go if it is free but not if they have to pay!! A Gaelic Festival is an excellent idea but why not build it around what you already have with a committee who have been trying desperately to get support to not only survive, but to expand and develop the Mod to encompass literature, history, learning and culture! We DO NOT need another Festival! Just support the one you already have! | <b>Yes</b> |
| Make more specific objectives Increase the number of children in Primary GME to 1000 by 2020 Increase the number of children in Secondary GME to 500 by 2025 etc Establish provisions for council services to be provided in Gaelic were requested - phone lines etc by 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Yes</b> |
| I think there has to be a focus to on working adults too and more education about generally how much Gaelic was used in the area in the past, (perhaps learning or using it discouraged?) and how it is part of our heritage. I think resources should be made available to adults not just children or those working in the council. See below.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Yes</b> |
| Both the National Mod and the Perth, Angus and Dundee provincial mod held in Aberfeldy get a small mention. I feel that they are an excellent target for schools and perhaps might be highlighted more in the plan. 'Aberfeldy' Mod attracts more children than any other when the Gaelic teachers are in place. It is recovering somewhat from the great loss of teaching about three years ago. This is noted by other provincial mod organisations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Yes</b> |
| I believe an in depth plan into secondary delivery of GME should be highlighted. The parents of the children who are close to secondary are now very anxious as to how PKC are going to deliver the national curriculum to GME pupils.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Yes</b> |
| As above plus address the inequality the council creates in the fact that only those who are in a small catchment of a GME school or those who are in a good financial situation (i.e. as parents need to transport their children each day and therefore can only work part time. Also the petrol contribution is arrears and apart from being a contribution not covering the cost, therefore large amounts need to be paid out as first instalment not until nearly November) therefore GME is not 'free to all'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Yes</b> |
| With regards to the education section I am very disappointed that no clear goals have been outlined with phrases such as working towards, seeking to increase and investigate the possibility being used instead of positive targets that can be measured. It is not clear what aims are for secondary education and the phrase 'further develop the Gaelic experience' is very vague. In all this Gaelic plan seems to promise a lot less than the current Perth & Kinross Council Gaelic Language Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Yes</b> |
| Intergrate Gaelic into all aspects of education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Yes</b> |
| listen to parent groups and teachers, they are very well informed and have wonderful ideas about how to improve                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Yes</b> |

|                                                                                                                                                                                                                                                                                 |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| consult parent groups and teachers and action their wishes as opposed to have meeting after meeting with little progress                                                                                                                                                        | <b>Yes</b> |
| There is no mention of Additional Support Needs specifically around supporting children with ASN in GME                                                                                                                                                                         | <b>Yes</b> |
| Go back to the first plan and update it and refine it where necessary, rather than scrap it and replace it with this vague and non-committal draft plan.                                                                                                                        | <b>Yes</b> |
| Add nursery and Secondary GME to the plan. Link with health visitors to ensure parents are made aware of GME options (playgroups, nursery, schools) at an early stage. It needs to have specific goals/ targets in connection with improving gaelic knowledge in the community. | <b>Yes</b> |

**d) Are there any aspects of the Gaelic language that you would like to see better promoted in your area?**

| <b>Comment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Has some ability in Gaelic (Y/N)</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Work with children                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Yes</b>                              |
| All street signs and buildings . Regardless if they only need replaced or are new. One size should fit all .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Yes</b>                              |
| Employers could take on more Gaelic speaking staff, if any suitable candidates are available. Gaelic voluntary organisations should aim for financial self-sufficiency instead of relying on funding. I understand there is to be a Gaelic coffee morning held at the Birks on Saturday 28 October. I hope to attend this.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Yes</b>                              |
| Yes Nursery and Secondary Gaelic full immersion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>No</b>                               |
| Where place names, mountains and attractions are given in Gaelic in documentation - leaflets - websites etc, it may sometimes be helpful and appropriate to provide guides to pronunciation. Non-speakers may not venture to use Gaelic terms without a little confidence that they're making a good stab at saying them right. Names of guest houses in accommodation lists, for instance.                                                                                                                                                                                                                                                                                                                                                                                           | <b>No</b>                               |
| Yes GME Nursery and Secondary needs developed now. Why is this not a key priority?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>No</b>                               |
| We live in Strathmore/ Blairgowrie area and there is no information in local nurseries or playgroups regarding Gaelic education. The catchment area is the whole of the surrounding area of the Gaelic school, not just the Goodlyburn or Breadalbane catchments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Yes</b>                              |
| As above, promote learning of Gaelic in as many Primary schools as possible. Still not properly using 2 teachers trained in GLPS a couple of years back. Also wider advertising of Gaelic choirs within the area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Yes</b>                              |
| Greater uptake of Gaelic Medium Education. Despite the efforts of CNP Peairt, annual enrollment to the school in Perth is not huge and to make a real impact, a larger number of pupils enrolling would really improve the long term situation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Yes</b>                              |
| The general public need help with pronunciation of Gaelic words and place names. The more they are heard on radio, TV and in performances, the more popular will Gaelic become.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Yes</b>                              |
| Perthshire and Angus provincial Mod.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Yes</b>                              |
| It's good to see Aberfeldy and Perth have Gaelic medium units but I don't see why we couldn't be the second council in Scotland (Glasgow being the first) to establish our own fully GME school - not just a unit. Sgoil Glaschu started off with small numbers but has now grown to a school of around 750. The problem with units is that they are always constrained to one or two classes max which doesn't really promote Gaelic - it only does so long as there's less than 30 - once you have more than that you have to turn kids away or put them on a waiting list which isn't promoting Gaelic at all. A school based somewhere accessible by public transit like Perth or even Dunkeld would be a good milestone in placing Perth and Kinross on the map as a place where | <b>Yes</b>                              |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Gaelic really is taken seriously. Blairgowrie and Pitlochry would also benefit from some GME provisions, units or schools.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |
| Yes, there are very few Gaelic resources in my local library. Today I could only see one old dictionary and another little book. I also think there should be more done to make people aware of poetry literature and music as that is what stimulated my interest and made me curious about the language as well as being curious about mountain names.. As above I don't think people are generally aware of past use of Gaelic in Perth and Kinross and that it was not only a language of the islands.                                                                                                                                                                                                                                                 | <b>Yes</b> |
| Aberfeldy is short of classes at present which will take people to the required standards of choirs. active at the Mod. I know that it does have one at Braedaldane Academy which unfortunately I have not been able to attend.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Yes</b> |
| Classes to learn gaelic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Yes</b> |
| The benefits of bilingualism and some more street signs as in other councils in Scotland                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Yes</b> |
| Bring Gaelic in to the community giving awareness and education to all age groups                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Yes</b> |
| music and conversation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Yes</b> |
| music and arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Yes</b> |
| I would like to see better advertisement of the GME in the Aberfeldy area. Its benefits and achievements. It's an amazing opportunity for children in the area and I just don't understand why our local council are not supporting it and encouraging it to grow. My children are having a fantastic education and it feels like it's down to their amazing teacher and a handful of parents who have to fight to get the support from the council, it is sad, disappointing and exhausting for the Gaelic parents. Also there needs to be more presence of the language locally. Bilingual signage. Festival/celebrations of the Gaelic language in our area also!                                                                                       | <b>Yes</b> |
| 'Our Past'. this would get a lot of people's interest and give them a connection to gaelic speaking. The availability of gaelic learning in Perth and Kinross, in particular within Perth.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Yes</b> |
| Yes, considering that Gaelic was the native tongue in Highland Perthshire until well into the 20th Century (until it was belted out of the school children thanks to the Scottish Education Department), and Aberfeldy still hosts the largest provincial MOD in Scotland, and that Bredaldane Academy now has a successful GME class in the Primary, I find it difficult to understand P&K's continued reluctance to erect bi-lingual signs at the entrances to Aberfeldy, (and other settlements in Highland Perthshire) to reflect this Gaelic heritage. Placenames are important, and bi-lingual signs for key villages in Highland Perthshire would be an effective and simple way to increase the awareness and preliminary understanding of Gaelic. | <b>Yes</b> |
| The option of GME needs to be brought to parents' awareness more prominently. We moved to Perth at the end of 2015 and needed to find a new school for our P2 son, so we spent a lot of time looking at info about school on the pkc website. At no point did I notice GME as an option (he'd been in English medium in our old area). Unless it is promoted on the opening page about schools in P&K, busy parents will not think of it unless they already know they want GME for their child and seek it out.                                                                                                                                                                                                                                           | <b>Yes</b> |

**e) Would you be interested in helping to take forward any aspects of the Gaelic Language Plan?**

| Comment                                                                                                                                                                                                                                                                        | Has some ability in Gaelic (Y/N) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Presently Trophy Convenor for the Aberfeldy Provincial Mod . So very interested in being involved with National Mod bid .(As a Mod Silver Medillist with 30 years experience look forward to being involved in whatever capacity suits ).                                      | <b>Yes</b>                       |
| I am not convinced that Language Plans are relevant to the needs of the Coimhearsnachd (Gaelic speaking community) so I prefer to work through the private individual and the private sector.                                                                                  | <b>Yes</b>                       |
| In its current state i think its hard for people to see where they can get involved in taking forward the Plan.                                                                                                                                                                | <b>No</b>                        |
| Yes as part of the wider Gaelic Tourism Strategy we are leading the development of                                                                                                                                                                                             | <b>No</b>                        |
| Yes. I want GME in primary extended and GME in secondary at Breadalbane. I'm sure I will do what ever I can to make this happen for all the children this is vital to keep the language they have acquired.                                                                    | <b>No</b>                        |
| Yes The council states it wants to provide a sustainable future for Gaelic but I do not read this in the plan in relation to GME.                                                                                                                                              | <b>No</b>                        |
| Yes as part of the wider Gaelic Tourism Strategy we are leading the development of                                                                                                                                                                                             | <b>No</b>                        |
| Keen to help with raising awareness where feasible.                                                                                                                                                                                                                            | <b>Yes</b>                       |
| Would help with Gaelic Bookbug sessions and possibly help out in Craoligeans.                                                                                                                                                                                                  | <b>Yes</b>                       |
| I am an expecting parent and would like to send my child to GME when they are of school age. My husband is a Gaelic speaker and I am a learner. I hope that by the time our child is of school age, the provisions of GME in Perth and Kinross will be better than at present. | <b>Yes</b>                       |
| Yes, it might be good to have a section in the plan now around the mod and also have a committee including GME pupils                                                                                                                                                          | <b>Yes</b>                       |
| yes, happy to get involve in any way possible that would support and further my daughters education                                                                                                                                                                            | <b>Yes</b>                       |
| I'm willing to discuss my ideas, but am not qualified to help in any other way.                                                                                                                                                                                                | <b>Yes</b>                       |

**f) Do you have any other comments on the Plan?**

| Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Has some ability in Gaelic (Y/N) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Groupings and organisations need to work closer together to create a fuller overall togetherness.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes                              |
| The Highland people made a grave mistake when they campaigned at the Mound for a Gaelic Act. You cannot promote a minority language through legislation. It is up to the Highland people themselves to show the commitment that is required for language maintenance.                                                                                                                                                                                                                                                                                                                                                                                          | Yes                              |
| Include visuals that show what is happening in P&K.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | No                               |
| The idea of preserving and promoting Gaelic is commendable. It is a native language and although its use may decline, it should not be allowed to disappear from neglect or lack of support for existing Gaelic speakers. I suggest that money is best spent working with those who best espouse the cause and who can teach and inspire enthusiasm not just for the language, but for its associated Scots background, history and culture. Best wishes to you!                                                                                                                                                                                               | No                               |
| Without wanting to denigrate the role that Gaelic may or may not have played in the history of Perthshire, this seems like a large investment for very questionable results. If you're wanting to invest in languages (a good thing) then perhaps equipping young people with something relevant to the modern world would be appropriate (e.g. Chinese). If you want to invest in culture, arts and heritage (also a good thing) then a more holistic approach (incorporating Gaelic) would be better. I don't think attempting to revive Gaelic as a living language in Perth and Kinross is an appropriate use of limited funds or other limited resources. | No                               |
| Encouraging to see specific mentions of the cultural and events related activity planned as part of the new plan. Delighted to see a specific reference to you feeding in to the Gaelic Tourism Strategy currently being developed                                                                                                                                                                                                                                                                                                                                                                                                                             | No                               |
| Very disappointed with the plan. Usual council mediocrity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | No                               |
| Perth Theatre is being newly done out - are the signage and literature - and artistic content - also taking account of this Plan???                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | No                               |
| You have not provided any measurable targets. You have focused on many areas that the council is already doing for example more Gaelic awareness in the workplace and better information produced for staff and the community. More social activities and working with other organisations. Why is there no mention of growth in GME provision and why aren't resources being given to GME for the creation of new services that are needed now GME in Secondary and Nursery?                                                                                                                                                                                  | No                               |
| Encouraging to see specific mentions of the cultural and events related activity planned as part of the new plan. Delighted to see a specific reference to you feeding in to the Gaelic Tourism Strategy currently being developed                                                                                                                                                                                                                                                                                                                                                                                                                             | No                               |
| Keep up the good work and let's get better and better.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Yes                              |
| Was pleased to see that it was easy to read and understand.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Yes                              |
| We are pleased there is a plan, although we recognise that it is a requirement. Parents would like to feel the council (education) is properly committed and not just because it has to or responding to almost crisis situations (i.e. having a plan for growth)                                                                                                                                                                                                                                                                                                                                                                                              | Yes                              |
| We need secondary Gaelic medium education the primary is good but secondary is inadequate Transport to gme schools and more gme schools after all this is our language and heritage                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                  |



## PERTH AND KINROSS COUNCIL

20 December 2017

## CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2016/17

## Report by Chief Social Work Officer

**PURPOSE OF REPORT**

This report provides the Chief Social Work Officer's overview of social work and social care in Perth and Kinross during financial year 2016/17. It sets out how social care and social work services are being delivered and the key challenges in planning and delivering improvement through service redesign and transformation. The report shows how well social care and social work services are responding to new responsibilities associated with major legislative and policy direction as well as managing increasing demand and associated budget pressures.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The Social Work (Scotland) Act 1968 requires every Local Authority to appoint a single Chief Social Work Officer (CSWO).
- 1.2 In July 2016, Scottish Ministers revised the guidance on the role of the CSWO which was first issued in 2009 and published statutory guidance under section 5 of the 1968 Act. This guidance is for local authorities and partnerships to which local authorities have delegated certain social work functions. It provides an overview of the CSWO's role, outlining the responsibility for values and standards, decision making and leadership. The guidance also covers accountability and reporting arrangements. The CSWO role was established to ensure the provision of appropriate professional advice in the discharge of the full range of the local authority's statutory functions and this updated guidance is helpful in setting out the importance of the CSWO role in integrated arrangements brought about by the introduction of the Integrated Joint Board.
- 1.3 The CSWO is accountable to elected members of the Council and must be:
  - a qualified social worker, registered with the Scottish Social Services Council;
  - designated as a 'proper officer' of the local authority;
  - of sufficient seniority and experience in both the operational and strategic management of social work services; and
  - a non-voting member of the integration authority.
- 1.4 The CSWO is a role and function, rather than a specific job description and in practice, the role is usually held by a senior officer who also carries out management responsibilities for a range of services. The role is therefore distinct from the post holder's operational management responsibilities and from the role of the chief officer of the integration authority. It is for the CSWO to use their authority to challenge and intervene when proposals may have a

detrimental impact on vulnerable citizens or to the workforce on whom they depend. In leading the social care and social work profession, the CSWO provides:

- professional independent advice to the Chief Executive and elected members in relation to the discharge of the local authority's statutory functions as outlined in the Social Work (Scotland) Act 1968;
- strategic and professional leadership in the delivery of social work services;
- assistance to local authorities and their partners in understanding the complexities and cross-cutting nature of social work services and the key role they play in meeting local and national outcomes; and
- support for performance management and the management of corporate risk.

- 1.5 Both CSWOs and elected members have duties to oversee effective, professional and high quality social care and social work services delivered to the highest of professional standards. The CSWO annual report is a tool that the Council and the Integrated Joint Board can use to gauge the quality of performance of social care and social work services as well as to develop services which meet the needs of local people and communities into the future.
- 1.6 The CSWO should assist local authorities and their partners in understanding the complexities and cross-cutting nature of social work service delivery, including corporate parenting, child protection, adult protection and the management of high risk offenders. The CSWO also has a contribution to make in supporting overall performance improvement and management of corporate risk. The annual CSWO report and its consideration by Perth and Kinross Council and the Perth and Kinross Integrated Joint Board is one important way to accomplish this.
- 1.7 The Office of the Chief Social Work Adviser (CSWA) has devised a template for all 32 CSWO Reports which allows the CSWA to produce a national summary report and provides us with an opportunity to set our local social care and social work services in the wider national context.
- 1.8 Bill Atkinson, Director of Housing and Social Work was the CSWO through 2016/17 retiring in June 2017. The role was taken up by Jacquie Pepper alongside her responsibilities as Head of Services for Children, Young People and Families from May 2017 and the report prepared after Mr Atkinson's retirement.

## **2. PROPOSALS**

- 2.1 The report considers how social care and social work services have been delivered over the last financial year (1 April 2016 to 31 March 2017). It identifies challenges which will arise in the following year and describes how these will be addressed. The Council has a well-developed performance management framework reported via individual Business Management and Improvement Plans and the Council's Annual Performance Report and this report needs to be considered in conjunction with these.
- 2.2 This year, the report attempts to be more evaluative by assessing the quality of service using the findings of external inspection, service self-evaluation and practice highlights which show creativity and examples where the experience of service users comes to the fore. There is still headroom for improving the way in which the impact of social care and social work services is measured and reported and for the individual stories of people who use services to be told.
- 2.3 The report identifies a selection of performance highlights which demonstrate how social care and social work services have delivered sustained and improving outcomes for service users over 2016/7 against a backdrop of increasing demand and budget pressures. These include:
- High quality care services provided by the Council for children, young people, adults with learning disabilities and older people.
  - Sustained strong performance in the balance of care for looked after children with a high percentage in family placements.
  - An encouraging sign that young people are confidently opting for Continuing Care and that a high percentage of young people remain in touch after leaving care.
  - Sustained strong performance in reconvictions rates for adult offenders against national comparisons.
  - The numbers of young people involved in offending is at an all-time low.
  - Continued upward trend in the numbers of people opting for Self Directed Support.
  - Almost all (99%) people received support for problematic substance use within three weeks.
- 2.4 The report sets out how key priorities for the last year have been taken forward within a context of integration and multi-agency partnership working. This includes the actions to address demand pressures in services of older people and for looked after children. Substantial progress has been made in taking forward the transformational change programmes across social care and social work services. All of these are aimed at prevention and earlier intervention and new models of service delivery which are sustainable and more coherent to better meet the needs of our communities.

- 2.5 The Perth and Kinross Community Justice Partnership was established over 2016/17 with the aim of preventing and reducing offending and to support those who have committed offences to integrate into their local community. The Community Justice Outcomes Improvement Plan for 2017 – 2020 has also been published.
- 2.6 The integration of health and social care continues to take hold and after a full year of operation, the Perth and Kinross Health and Social Care Partnership published its first annual performance report for 2016-2017. This report sets out the extent to which the partnership has addressed the priorities within its Strategic Commissioning Plan 2016-2019 and provides evidence of notable achievements as well as those areas which need to improve. Those that relate to social care and social work services are referenced within the CSWO Annual Report for 2016/17.
- 2.7 The key challenges that face social care and social work services over the next few years are highlighted in the report and include:
- population projections and an increasing number of older people with complex care needs;
  - increasing expectations on social care and social work services arising from legislative and policy change;
  - increasing demand for services across all care groups in Perth and Kinross and the need to shift the balance of care into locally provided community services;
  - transforming the social care and social work landscape moving away from traditional models of care to more person and family centred arrangements; and
  - the impact of anticipated budget savings over the next 2 to 3 years on the ability to maintain high quality social care and social work services.

### **3. CONCLUSION AND RECOMMENDATION**

- 3.1 The CSWO's assessment of performance over the last year is that good progress has continued, despite major challenges. The strong partnership approach that exists in Perth and Kinross is evident in the shared aspirations for vulnerable people but these significant achievements and the high quality of service delivered to our citizens is entirely due to determined and committed staff.
- 3.2 The challenges ahead for social care and social work services are unparalleled. Rising demand, the need to redesign and change while maintaining business continuity all at a time of diminishing resources creates significant pressures on the workforce. The Council is investing just under £4 million in an ambitious transformation programme across social care and social work services. This will allow the focus on prevention, earlier intervention, personalisation and building resilient and self-caring communities to continue at a time of unprecedented budget constraints. However, all of this will mean that the social care and social work workforce will experience considerable organisational change as well as adjustment to their professional



roles over the next few years. Without a skilled, flexible and adaptable workforce which has access to learning and development and effective support there is a risk that we will be unable to achieve the planned programme of change and business transformation. This is unquestionably the key priority for the next few years.

- 3.3 It is recommended that Council approves the CSWO Annual Report as set out in Appendix 1.

#### Author

| Name           | Designation               | Contact Details                                                                        |
|----------------|---------------------------|----------------------------------------------------------------------------------------|
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## 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>n/a</b>        |
| Workforce                                           | <b>n/a</b>        |
| Asset Management (land, property, IST)              | <b>n/a</b>        |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>n/a</b>        |
| Strategic Environmental Assessment                  | <b>n/a</b>        |
| Sustainability (community, economic, environmental) | <b>n/a</b>        |
| Legal and Governance                                | <b>n/a</b>        |
| Risk                                                | <b>n/a</b>        |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>None</b>       |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>n/a</b>        |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 This report sets out the key challenges that are faced by Social Work Services in relation to the delivery of the Perth and Kinross Community Plan/Single Outcome Agreement in terms of the following priorities:
- (i) Giving every child the best start in life
  - (ii) Developing educated, responsible and informed citizens
  - (iii) Supporting people to lead independent, healthy and active lives

#### Corporate Plan

- 1.2 The Council's Corporate Plan 2013-23 outlines the same objectives as those detailed about in the Community Plan:
- (i) Giving every child the best start in life
  - (ii) Developing educated, responsible and informed citizens
  - (iii) Supporting people to lead independent, healthy and active lives
- 1.3 The report also links to the Education & Children's Services Policy Framework in respect of the following key policy area:
- Integrated Working

## 2. Resource Implications

### Financial

- 2.1 There are no financial implications arising from the contents of this report.

### Workforce

- 2.2 There are no additional workforce implications arising from the content of this report.

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

- 2.3 There are no land and property, or information technology implications arising from the contents of this report.

## 3. Assessments

### Equality Impact Assessment

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

This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

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

### Strategic Environmental Assessment

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

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

### Sustainability

- 3.3 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.

### Legal and Governance

- 3.4 There are no legal implications arising from the content of this report.

### Risk

- 3.5 Key risks associated with this report are captured within and across various risk assessments and risk profiles for service and change and improvement projects across the various Service teams. Risk is at the heart of Social Work through universal and targeted services and evidence based interventions which lead to improved outcomes. In responding to any new legislation, new service structures and new additional policies risks are considered a key part of continuous improvement and the Council's wider strategic improvement framework. This forms part of the Corporate Risk Profile and as such are continually monitored and reported through various mechanisms.

## **4. Consultation**

### Internal

- 4.1 The Chief Executive, the Executive Officer Team and members of the Joint Management Teams of Housing & Community Safety and Services for Children, Young People & Families have been consulted in the preparation of this report.

### External

- 4.2 No external consultation has been required in relation to the content of this report.

## **5. Communication**

- 5.1 This report will be communicated to council officers through the Joint Management Teams of Housing & Community Safety and Services for Children, Young People & Families.




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## Perth & Kinross Council Chief Social Work Officer Annual Report 2016/17

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

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# 1 Introduction

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Social work and social care services deliver essential services day and night to support vulnerable people in Perth & Kinross. These wide-ranging services perform a crucial role in protecting the vulnerable and at risk, enabling them to live their lives safely at home, in the community or within care services with independence, choice and dignity. Social work and social care services are delivered by statutory, third sector and independent organisations and therefore strong partnership working across all sectors is essential in order for them to be effective in meeting the diverse needs of local communities.

The national Vision and Strategy for [Social Services in Scotland 2015-20](#) sets out the unique contribution social work and social care services can provide towards achieving a socially just Scotland. This vision continues to guide us towards excellent social work and social care services delivered by a strong and valued workforce that works with others to empower, support and protect people, with a focus on prevention, early intervention and enablement.

Each year the Chief Social Work Officer's annual report highlights the challenges facing social care and social work services. In the last year this includes changes in legislation, national policy, and the required changes in organisational governance to implement them. This report covers the first year of operation of the Health & Social Care Partnership; the shadow year of the Criminal Justice Partnership; and changes in Services for Children, Young People and Families to implement new legislation and policy. All this has been delivered within a context of increasing demand in most areas which places a significant pressure on staffing and resources.

Despite these pressures, internal self-evaluation and external scrutiny evidences a year of sustained and continuously improving performance, which is a credit to the commitment of a motivated and high performing workforce. Continuous positive performance in these services can only be achieved in the current climate by making the best use of resources through significant transformational change; high professional standards; strong partnership working and making the most of new technology. Going forward it will be essential to maximise the contribution that local communities can make to creating their own solutions and supporting themselves in recovery.

Bill Atkinson was Chief Social Work Officer until June 2017 and he was proud to be responsible for high quality social work performance across Perth and Kinross. It was a privilege to work alongside Bill as he made preparations for his retirement and to take on the role of Chief Social Work Officer alongside responsibilities as Head of Services for Children, Young People and Families.

*Jacquie Pepper*

Chief Social Work Officer  
September 2017

## 2 Executive Summary

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This annual report considers how social care and social work services have been delivered over the financial year 1 April 2016 to 31 March 2017 and puts forward the key challenges for the year ahead.

Performance has remained very positive in social care and social work services despite major challenges. We have delivered ***sustained and improving outcomes for service users*** against a backdrop of increasing demand and budget pressures.

Substantial progress has been made in taking forward the transformational change programmes across social care and social work services. All of these are aimed at prevention and earlier intervention and new models of service delivery which are sustainable and more coherent to better meet the needs of our communities.

Notable performance highlights in social care and social work services include:

- The continued delivery of high quality care services for children and young people; adults with learning disabilities; and older people as confirmed by the conclusions from inspections carried out by the Care Inspectorate.
- Sustained strong performance in the balance of care for looked after children with a high percentage cared for within family placements.
- Increasing numbers of care experienced young people between 16 and 21 years are remaining in their care placements. Young people are confidently opting for Continuing Care and staying on within nurturing caring placements into adulthood.
- A high percentage of young people remain in touch after leaving care benefiting from support, advice and guidance.
- Continued strong performance in reconviction rates for adult offenders against national comparators.
- The numbers of young people involved in offending is at an all-time low.
- Continued upward trend in the numbers of people opting for Self Directed Support allowing them to make personal choices about how they receive the care and support they need.
- Almost all (99%) people received support for problematic substance use within three weeks of seeking help.

The report sets out how key priorities for the last year have been taken forward within a context of integration, multi-agency partnership working and responding to legislative and policy changes.

The Perth and Kinross Community Justice Partnership was established over 2016/17 with the aim of preventing and reducing offending and to support those who have committed offences to integrate successfully into their local community. It includes statutory and non-statutory partners and has published the [Community Justice Outcomes Improvement Plan for 2017 – 2020](#) to achieve a local partnership approach to improving community justice outcomes.



The integration of health and social care continues to take hold and after a full year of operation the [Perth and Kinross Health and Social Care Partnership](#) published its first annual performance report for 2016-2017. This report sets out the extent to which the partnership has addressed the priorities within its [Strategic Commissioning Plan 2016-2019](#) and provides evidence of notable achievements as well as those areas which need to improve.

The report points to the challenges ahead for social care and social work services. Perth and Kinross is preparing for population increases and an associated increase in the number of older people and people living with dementia and long-term conditions. Rising demand for social care and social work services is predicted to continue at the same time as we will need to meet increasing expectations and deliver significantly improved outcomes.

In health and social care there is a need to be shifting the balance of care by reducing the use of large hospital services and to invest more in community health and social care services. A major challenge will be to reduce unscheduled care admissions to hospital, ensure that admission to acute hospital is for as short a time as possible, and that after appropriate treatment ensure people are able to live at home with good support after hospital treatment. Over the next year more improvements are needed across the whole system including:

- Redesigning and introducing new innovative models of care which enable people to be supported in and by their local communities for example through the Communities First transformation project.
- Progressing with our transformation projects to radically change services and achieve challenging savings targets.
- Further developing locally-based integrated teams to drive and manage health and social care locally and develop locality-based planning and commissioning.
- Recruiting and retaining health and social care staff where there are shortages and supporting staff to adapt to new ways of working.
- Implementing the responsibilities and duties within the Carers (Scotland) Act 2016.
- Continuing to embed the work of the [Community Justice Partnership](#) with a focus on reducing inequalities of outcomes and mitigating the effects of socio-economic disadvantage.

For Services for Children, Young People and Families, our objectives and approaches will be guided by, and aligned with the [Tayside Plan for Children, Young People and Families 2017-2020](#). Young people are afforded more choice and a continuity of support through Continuing Care, which meets the welfare needs of the young person up to the age of 21, providing a bridge from the protected status of a looked after child to adult independence. This places pressures on budgets and placement availability for younger children. Budget planning and the transformation projects aimed at preventing teenagers coming into care and increasing the pool of family based carers have been designed to ease these pressures over the next 4-5 years.

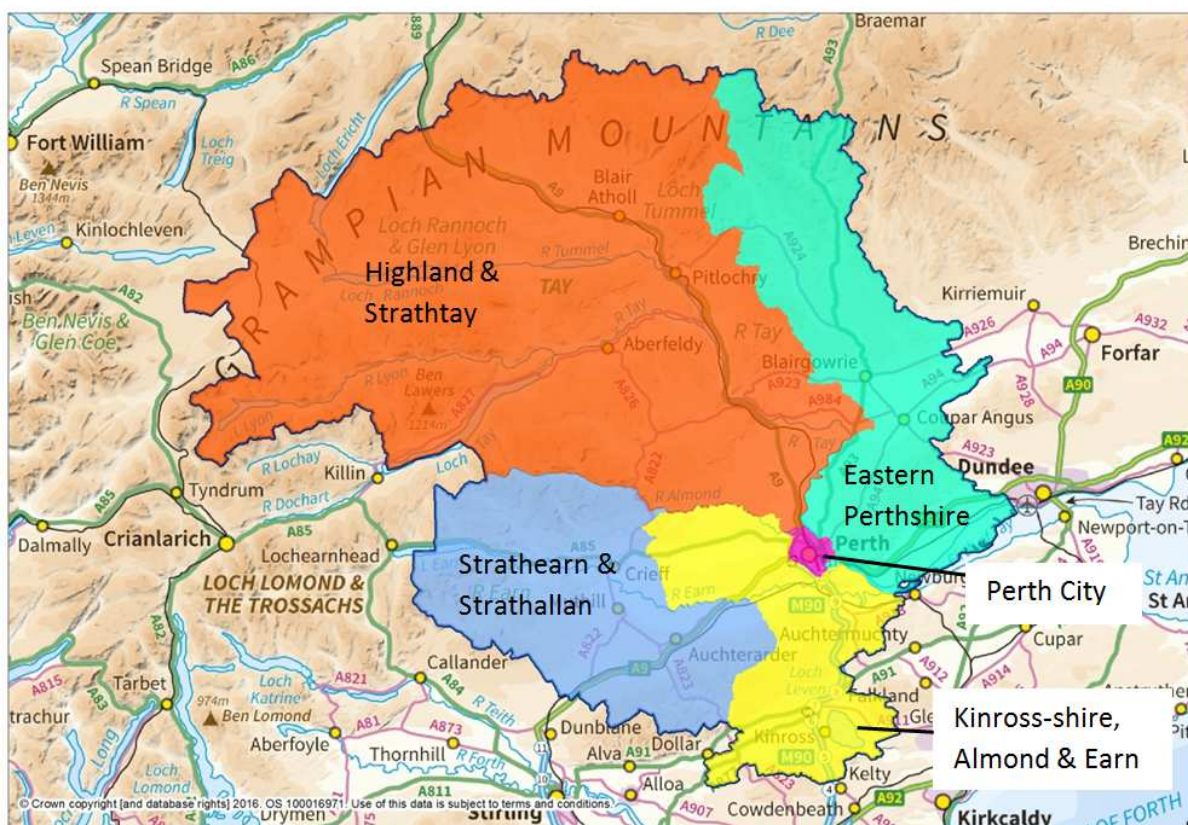
Our priorities for 2017/18 include:

- working with key partners, including NHS Tayside and CELCIS to improve the levels of support pre-birth and the effectiveness of responses to unborn babies.
- expanding and enhancing highly quality, flexible family support services targeted at children and young people on the edge of care through our transformation projects and the commissioning strategy for children's services.
- further improving permanence planning and helping children to reach secure and nurturing positive destinations without unnecessary delay.
- implementing the [Corporate Parenting Plan for 2017-2020](#) through a collaborative partnership of Corporate Parents
- continuing our work to meet the requirements for Continuing Care arising from the Children and Young People (Scotland) Act 2014; supporting young people to make the transition into adulthood
- continuing to embed the culture, systems and practice of personalisation and Self-Directed support across social work services for children, young people and families

The challenges ahead for social care and social work services are unparalleled and this creates significant pressures on the workforce. The social care and social work workforce will experience considerable organisational change as well as adjustment to their professional roles over the next few years. The key priority for the year ahead will be to support a skilled, flexible and adaptable workforce which has access to learning and development. This will be essential to achieving the planned programme of change and business transformation.

### 3 Local Authority Context

#### 3.1 Perth and Kinross and the five Local Action Partnership areas



#### 3.2 The political make-up as at May 2017

| Political Party                          | Number of Elected Members |
|------------------------------------------|---------------------------|
| Scottish Conservative and Unionist Party | 17                        |
| Scottish National Party                  | 15                        |
| Scottish Liberal Democrats               | 4                         |
| Independents                             | 3                         |
| Scottish Labour Party                    | 1                         |
| <b>Total</b>                             | <b>40</b>                 |

### 3.3 Socio-demographics

Perth and Kinross Council is responsible for the delivery of public services across a large landward area of approximately 5,286 square kilometres to a population of approximately 152,728<sup>1</sup>. Perth and Kinross is ranked 5<sup>th</sup> in Scotland in terms of area and 12<sup>th</sup> in terms of population. The population is projected to grow by 20% by 2037, the third highest growth rate in Scotland. In 2016 there were 67,101 households and it is predicted that there will be 77,794 by 2037. Levels of deprivation remain relatively low. Perth and Kinross has a diverse mix of urban and rural communities and the geographical distribution of the population brings challenges for the delivery of services. Around one third of the population lives in Perth City.

Other main towns include Blairgowrie, Crieff, Kinross, Scone, Pitlochry and Auchterarder which have populations between 3,000 and 9,000. The rest of the population is located within numerous rural villages and remote settlements.

Children and young people (0-15 years) make up 16% of the population and education is delivered to 18,000 school aged pupils and early learning and child care to 7,000 children of pre-school age. There are 10 secondary schools, 69 primary schools, 4 all-through schools and 1 school for children with complex needs. Early Learning and Childcare is provided by 45 nursery classes, 33 partner provider centres and one early years centre. Performance in attainment levels is high and improving continuously year on year. There are 11 independent schools operating in the local authority area and there are strong links with the Community Planning Partnership and involvement in key strategic developments such as the implementation of Getting it right for every child (GIRFEC) and the work of the Child Protection Committee.

A range of socio-demographic information, including locality information, is available at the Community Planning Partnership's [Story of Place](#).

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<sup>1</sup> Source: [National Records of Scotland Population Projections for 2016](#)

## 4 Performance Highlights for 2016/17

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### 4.1 Community Care and Criminal Justice

The Perth & Kinross population has an average life expectancy of 79.8 years for males and 82.6 for females<sup>2</sup>, higher than the national average of 77.1 and 81.1 and ranked 2<sup>nd</sup> out of 32 local authority areas. The older population (65+) make up 23% of our population, and has increased by 14% since 2011 from 29,840 to 33,916 (NRS Mid-year population estimates). Those aged 75+ are projected to increase by 70% in the next 20 years from 15,512 to 26,694 and the 85+ population is projected to more than double from 4,544 to 10,007.

Perth and Kinross continues to remain a safe place to live. The number of recorded crimes committed has continued to decline and is at its lowest level for over 10 years (4,527 in 2016/17 against 6,890 in 2007/08). Notably, crimes of dishonesty have reduced by 40% in this period. The reconviction rate in Perth and Kinross is one of the lowest in Scotland at 21.5% compared with 28.2% for Scotland as a whole.

In 2016/17 key priorities included:

- **Reducing unplanned admissions to hospital**

This is complex and requires a range of partners to work together, including GPs, independent care providers, third sector, health and social work staff, to deliver person-centred care. Although there has been a decrease in emergency admissions and a reduction in the length of time people spend in hospital, it has been a challenging period, and there is still a need for continued improvements across the system.

- **Managing delayed discharge**

A comprehensive improvement plan is in place to which includes:

- a new, more flexible, care at home contract with external providers
- working with providers to attract people into the care profession
- a new procedure whereby the Council will take over Welfare Guardianship when families are not in a position to do so quickly
- doubling the hospital discharge team to ensure we have sufficient social work capacity to manage assessments

- **Establishing Enhanced Community Support**

A multidisciplinary approach to support people to remain in their homes has been established through 10 GP practices in Perth City and Strathmore. This is now being rolled out across Perth and Kinross (North West and South Perthshire) with the aim of preventing hospitalisation or minimise the length of a hospital stay. It provides prompt identification of healthcare needs and timely support to adults and older people avoiding crises and prolonged hospital or care home admissions.

- **Establishment of a new model for Community Justice**

The Community Justice (Scotland) Act 2016 has transformed the community justice landscape by bringing a local perspective to community justice and a requirement for partners to prepare a local improvement plan. A [Community Justice Partnership](#) has been established involving the statutory partners and third sector organisations and a Perth and Kinross improvement plan published in April 2017.

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<sup>2</sup> Source: National Records of Scotland Life Expectancy 2013-2015 published 29 November 2016



The following presents a selection of **performance highlights** where social work and social care services are demonstrating sustained and improving outcomes for service users.

|                                      |                                                                                                                                                                                                                                                                                               |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Outcome Focussed Assessments         | 100% of clients achieved goals set out in their outcome focussed assessment, against a target of 87% and compared to 84% in 2015/16.                                                                                                                                                          |
| Older People Living at Home          | 97% of 65+ clients live in housing, rather than a care home or a hospital setting over the last two years.                                                                                                                                                                                    |
| Self-Directed Support                | There has been an increase in the number of people using SDS Option 1 and 2. This represents 14.4% as a percentage of all people accessing Services via SDS compared to 11.7% in 2015/16.                                                                                                     |
| Customer Satisfaction                | 87% of adults were satisfied with social care services in 2016/17, similar to the feedback provided in 2015/16.                                                                                                                                                                               |
| Technology Enabled Care              | We continue to perform well in this area and have seen a 13% increase in people using Technology Enabled Care (TEC) from 2015/16                                                                                                                                                              |
| Social Circumstances Report          | 84% of social circumstances reports were completed within 28 days following Emergency or Short Term detentions against a target of 80% and compared to 76% in 2015/16                                                                                                                         |
| Adult Protection                     | 95% of adult protection cases were screened within 24 hours of notification compared to 94% in 2015/16.                                                                                                                                                                                       |
| Drug and Alcohol Intervention        | 99% of clients received their first intervention and waited no longer than 3 weeks from the point of referral, against a target of 90% and compared to 89% in 2015/16                                                                                                                         |
| Reconviction Rates                   | As at March 2017 data for the 2014/15 cohort of offender's shows that the reconviction rate for Perth and Kinross is 21.5%, last year the reconviction rate was 23.4%. The Scottish Average is 28.2%                                                                                          |
| Care Inspections of Council services | 6 inspections were carried out by the Care Inspectorate during 2016/17 of Day Care Services for Older People, Housing Support for Adults with Learning Disabilities and Care Homes. Independent inspection indicates high quality of service with 3 Excellent, 7 Very Good and 3 Good grades. |

## 4.2 Services for Children, Young People and Families

The number of children and young people who are looked after has continued to rise year on year since 2010 and this presents a major challenge for social work services for children, young people and families to meet increasing demand and maintain high quality practice in service delivery. The number of looked after children has increased from 201 to 286 over the last 6 years representing an increase of 42%. In 2016/17 there was a spike in the number of children becoming looked after in May and June 2016 which levelled off by the 31 March 2017. This is against a national trend which has shown a decrease of 4% over the same period. At 31 July 2016, 286 children and young people were looked after by Perth and Kinross Council at a rate of 10.1 per 1000. This is slightly higher than comparator authorities at a rate of 9.3 per 1000 of population and significantly lower than the national rate for Scotland at 14.9 per 1000.

Strategic priorities in 2016/17 have included:

- **Maintaining resources for child protection as the number one priority with increasing volume and case complexity.**

We increased capacity for the chairing of child protection case conferences and to achieve practice improvement through the appointment of a temporary Improvement Officer for this purpose. We also increased social worker capacity by 2.0 FTE to manage an increase in volume of concerns arising pre-birth which arose in December 2016.

- **Promoting an autonomous, confident workforce and an authorising environment and supporting the importance of professional judgement in policy, process and practice.**

We improved and increased multi-agency learning and development opportunities, and issued new and revised guidance to help frontline staff manage complex professional judgements.

- **Leading and managing practice change and improvement.**

We committed to a number of national pathfinders and pilots to achieve lasting change to working practices such as Stop to Listen (Children 1<sup>st</sup>) by adapting practice to better meet the needs of children affected by Child Sexual Abuse and Exploitation, and Addressing Neglect and Enhancing Wellbeing (CELCIS) by learning in partnership and working to improving our multi-agency approach to Getting it Right in the pre-birth period.

- **Investing in organisational and transformational change.**

We have taken forward three major transformation programmes to establish a Commissioning Strategy; expand the number and range of family based carers; and develop options for the remodelling of residential care for young people.

- **Establishing an integrated service for children, young people and families.**

From April 2016, Services for Young People which included Youth Work, Opportunities for All, and Youth Justice have become integrated with social work and social care services for children and families. Over the year, this has included a shift towards a more targeted approach to meet the needs of vulnerable and at risk young people.

- **Consolidating changes arising from new duties under Parts 9, 10 and 11 the Children and Young People (Scotland) Act 2014**

We have realigned budgets and enhanced the support for young people entitled to Continuing Care and After Care. Working alongside our care experienced young people produced information materials to promote the ethos of Staying Put and encourage young people to take up the option of Continuing Care.

The following presents a selection of **performance highlights** where social work and social care services are demonstrating sustained and improving outcomes for service users.

|                                                  |                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Improving outcomes for 2 year olds               | High uptake of Strong Starts 2 places for 2 year olds who are looked after, whose names are on the Child Protection Register or for whom there is a lead professional social worker. Of 28 children with additional eligibility, 25 were in early learning and child care placements. |
| Balance of care for looked after children        | Sustained positive balance of care with lower numbers of young people in residential care and 95% of children and young people looked after in community placements (foster and kinship care)                                                                                         |
| Securing stable and nurturing care placements    | The vast majority of children and young people who are looked after and accommodated have stable placements with 84% experiencing two or less placements in a care episode.                                                                                                           |
| Improving permanency planning and reducing delay | Almost 70% of children and young people fewer than 12 years had a permanence plan approved at Fostering and Permanence Panel within 4 months of the Looked After Review decision to proceed to permanence compared to 48% in 2015/16.                                                 |
| Implementing Staying Put and Continuing Care     | At 31 March 2017, 22 young people were supported to remain in their foster or kinship care placement after their 16 <sup>th</sup> birthday and 7 had taken up their entitlement to a Continuing Care placement.                                                                       |
| Staying in touch with Care Leavers               | 84% (231 out of 276) of care leavers between the ages of 16 and 26 remained in touch with After Care Services over 2015/16 ensuring access to support, advice and guidance.                                                                                                           |
| Youth Offending                                  | The numbers of young people involved in offending is at an all-time low with a total of 197 young people in 2016/17 compared to 342 in 2010/11.                                                                                                                                       |
| Positive post-school destinations                | 88% of looked after young people entered a positive post-school destination in 2016/17 compared to 84% in the virtual comparator and 77% in each year between 2012 to 2015                                                                                                            |



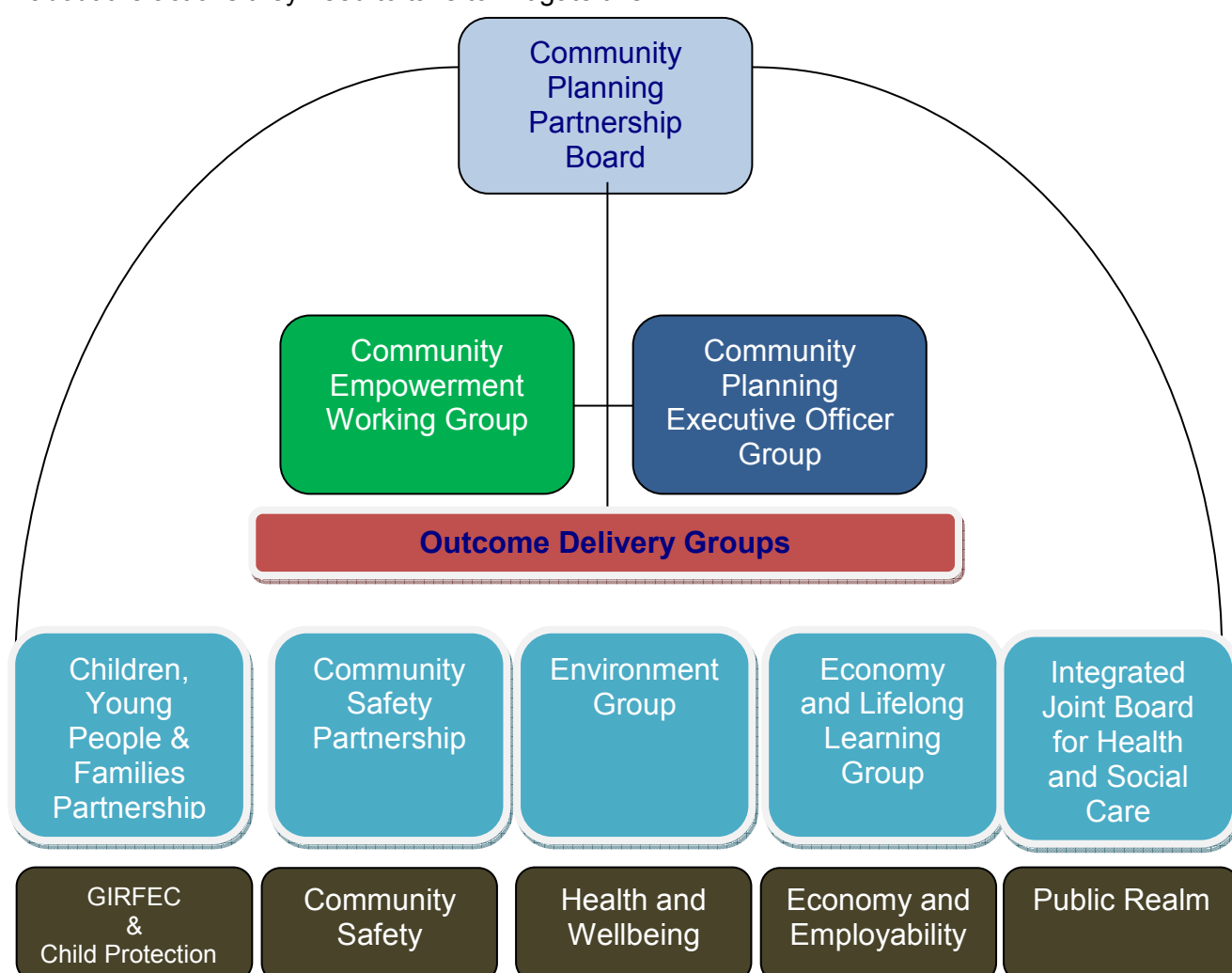
## 5 Partnership Working, Governance and Accountability

### 5.1 Community Planning Partnership (CPP)

The Community Planning Partnership (with broad representation of all relevant partners including the Third Sector), Chief Officers and elected members have sustained a clear and ambitious vision for the citizens of Perth and Kinross. This shared vision benefits from unanimous political support and is the golden thread which aligns the strategic direction across the partnership. This has created a culture of high aspirations for our citizens.

The Community Plan for 2013 – 2023 shows the journey of improvement and how aspirations are achieved through shared strategic objectives which are based on consensus of specific local needs and direct how we work together to deliver tangible improvements. A new Local Outcome Improvement Plan will be prepared by October 2017 underpinned by a shared ownership of taking positive action towards tackling inequalities, valuing diversity and closing outcomes gaps across our communities.

The Community Planning Partnership Framework remains strong and robust, strengthened by exceptional partnership working. Partners have collaborated successfully to realign resources towards prevention and earlier intervention to prevent negative outcomes. Over 2016/17, through the work of the Fairness Commission, partners have reached a deeper understanding about the impact of poverty and inequality in local communities and are clear about the actions they need to take to mitigate this.



Wherever possible we plan our work in partnership and in collaboration. For example, our approach to Corporate Parenting was designed to ensure that Corporate Parents were not only seeking step change within their own organisations to improve outcomes for care experienced young people but also working together and cooperating to develop an aspirational and outcome focused approach to corporate parenting. Reporting to the CYPFP, the Corporate Parenting Group has wide membership and has developed meaningful engagement and positive relationships with young people. The group submitted a bid to Life Changes Trust (LCT) in 2016 which was successful in securing 3 years of funding to support the development of our engagement and involvement with older care experienced young people (14–26) from April 2017. Our Corporate Parenting Plan is focused on making substantial improvement for care experienced young people in key aspects of their lives. [Corporate Parenting Plan](#)

The Child Protection Committee (CPC) is chaired by the Head of Services for Children, Young People and Families and this ensures a close connection between the work of the Committee at a strategic level and the operational delivery of services to protect children. The CPC is a mature and very effective multi-agency partnership focused on the protection of children and young people with a clear sense of purpose and strong commitment to continuous improvement through self-evaluation. The CPC improvement plan aims to ensure that practices to protect children and young people are embedded within a continuum of early intervention and effective family support.

The CPC is active in its promotion of child protection as an integral part of *Getting it right for every child (GIRFEC)* with the GIRFEC National Practice Model; a common understanding of the Wellbeing Indicators (SHANARRI); the functions of the Named Person and the implementation of the Child's Plan. The range of activities to improve practices in child protection and to deliver the GIRFEC approach in Perth and Kinross have become inextricably linked. The work of the CPC is reported to the CYPFP, the Chief Officers Group for Public Protection.

The CYPFP and the CPC held a workshop in 2016 to jointly identify key risks and future challenges in protecting children and young people. Participants identified many strengths in partnership working and together identified the key risks and challenges ahead in protecting Children and young people and suggested a number of solution-focussed actions to mitigate these risks.

The Adult Protection Committee (APC) is well-established and chaired by an Independent Chair appointed by the Chief Officers Group for Public Protection. The APC (The Adult Protection Committee) is accountable to the Chief Officers Group which comprises the Chief Executives of the Council, NHS Tayside and the Area Commander for Police Scotland. The work of the committee is reported to the Community Safety and Environment Outcome Delivery Group within the local community planning structure.

## 5.2 Governance and Accountability

The Council's Corporate Plan (2013-2018) supports the delivery of the Community Planning Partnership's (CPP) Single Outcome Agreement and sets out how individual and community outcomes will improve within a climate of major public sector reform, significant financial restraint and heightening public expectation. Strategic objectives include:

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

The CYPFP agreed in November 2016 to prepare and publish a new Children's Services Plan (CSP). Chief Officers agreed a collaborative approach to devising a shared, strategic CSP across the professional and geographical boundaries of Angus, Dundee and Perth and Kinross. Endorsed by the Scottish Government this plan was prepared by a working group with representation from the three Councils; NHS Tayside; Police Scotland and links to third sector partners across the area. Evidence of the progress achieved in Perth and Kinross and local priorities helped to inform and shape this plan which is more focused on outcomes and supports new ways of working across the Tayside Collaborative. The [Tayside Plan for Children, Young People and Families 2017 – 2020](#) was finalised and submitted to Scottish Government in April 2017.

The contribution of social work and social care to these strategic objectives is detailed within Service Business Management and Improvement Plans (BMIPs) which detail performance against an agreed set of indicators. BMIPs are reported quarterly through Senior Management Teams to the Council's Executive Officer Team and scrutinised six-monthly by relevant service Committees and annually to Council and Scrutiny Committee.

[Perth and Kinross Health and Social Care Partnership](#) is one of three partnerships which have responsibility for services previously planned for and delivered by NHS Tayside, some of which operate on a Tayside-wide basis. Whilst it has been relatively straightforward to transfer resources for some services to individual partnerships, in other cases it is much more complicated. Agreement has therefore been reached among the three partnerships and NHS Tayside as to how these services should be managed to ensure they operate as effectively and efficiently as possible. As a result, the services for which the Perth and Kinross Integration Joint Board is responsible include:

- Services that are managed through the [Perth and Kinross Health and Social Care Partnership](#);
- Services that are managed by Angus or Dundee Health and Social Care Partnerships on behalf of all three organisations - these are referred to as 'hosted' services; and
- Services that are managed by NHS Tayside but used by one or more of the Health and Social Care Partnerships where it is not sensible to split the resources.

The [Health and Social Care Partnership](#) through the delivery of its Strategic Plan aims to deliver improved outcomes for individuals and communities. The [Annual Performance Report for 2016/17](#) sets out local performance in relation to the nine national health and social care outcomes. The Health and Social Care Partnership's Strategic Commissioning Plan 2016 – 2019 has five key themes:

1. Prevention and early intervention
2. Person-centred health, care and support
3. Working together with our communities
4. Reducing inequalities and unequal health outcomes and promoting healthy living
5. Making best use of available facilities, people and other resources

The Social Work (Scotland) Act 1968 requires local authorities to appoint a single Chief Social Work Officer (CSWO) and guidance for the Council and the Integrated Joint Board on the scope of the role of the CSWO was published by The Scottish Government in July 2016. The CSWO role was established to ensure the provision of professional advice in the discharge of a local authority's social work functions and through integrated arrangements as a result of the Public Bodies (Joint Working) (Scotland) Act 2014 which provides for the delegation of social work functions to an integration authority.

Over 2016/17, the functions of the CSWO were carried out within Perth and Kinross through clear lines of accountability. The CSWO reports directly to the Chief Executive of the Council and through membership and attendance of a large number of strategic and operational forums, is able to advise chief officers, elected members, Council committees and the Integrated Joint Board on matters which may present risks to vulnerable people or impact on the quality and performance of social work services.

In the year 2016-17, the CSWO was the Director of Housing and Social Work, which was a temporary post created by the Council to build social work leadership capacity at a time of significant change and to support succession planning. The CSWO provided professional supervision and advice to the Head of Adult Social Work Services, Head of Services for Services for Children, Young People & Families and the Service Manager for Community Safety and Criminal Justice. The Head of Services for Children, Young People & Families and Head of Adult Social Work Services deputised for the CSWO. As the CSWO was due to retire in June 2017, arrangements were made to appoint a new CSWO from May 2017.

The CSWO was a member of the Council's Executive Officer Team (EOT) and led the Housing and Community Safety Senior Management Team (SMT). The CSWO was also a non-voting member of and professional adviser to the Integrated Joint Board on social work matters and chaired the Health and Social Care Partnership's Clinical Care and Governance Group jointly with the Clinical Director.

The CSWO was also a member of key Community Planning Groups including [Children, Young People & Families Partnership](#); [Community Justice Partnership](#); [Child Protection](#) and [Adult Protection](#) Committees, and professional adviser to the Integrated Joint Board; and Chair of the Alcohol and Drug Partnership.

The CSWO chaired the Integrated Social Work Strategy Group to bring together social work managers to take forward a shared vision and to work to deliver integrated services through jointly developing cross cutting issues; and develop a well maintained, supported and led workforce.

The CSWO continued to provide visible leadership by meeting with staff teams across Perth & Kinross to learn first-hand of the issues the workforce in social work services. Social work and social care services continue to play a key part in the delivery of the Council's Corporate Plan and the Community Plan.

### **5.3 Specific Decisions by the Chief Social Work Officer**

There are a number of decisions where legislation confers responsibility directly on the CSWO by name. These areas relate primarily to the curtailment of individual freedom and the protection of both individuals and the public. Such decisions must be made either by the CSWO or by a professionally qualified social worker, at an appropriate level of seniority, to whom the responsibility has been formally delegated and set out within local authority arrangements. Even where responsibility has been delegated, the CSWO retains overall responsibility for ensuring quality and oversight of the decisions. These areas include:

- deciding whether to implement a secure accommodation authorisation in relation to a child (with the consent of a head of the secure accommodation), reviewing such placements and removing a child from secure accommodation if appropriate;
- the transfer of a child subject to a Supervision Order in cases of urgent necessity;
- acting as guardian to an adult with incapacity where the guardianship functions relate to the personal welfare of the adult and no other suitable individual has consented to be appointed;

- decisions associated with the management of drug treatment and testing orders; and
- carrying out functions as the appropriate authority in relation to a breach of a supervised release order, or to appoint someone to carry out these functions.

Over the last year the specific decisions made by the Chief Social Work Officer include the following:

### **Children and young people**

Over the last year, there were no secure accommodation authorisations in relation to a child.

Responsibility for making decisions for the urgent transfer of place of residence of a child subject to a Compulsory Supervision Order was delegated to the Head of Services for Children, Young People and Families. A few children were moved as a result of placement breakdown when the assessment indicated that it was in the child's best interests to be moved with immediacy and in advance of a Children's Hearing. In all cases, a Children's Hearing was arranged urgently to agree appropriate plans for the child.

Decisions to pursue Permanence Orders for children and agree to adoptive placements for children: following recommendation by the Fostering and Permanence Panel, the Agency Decision Maker has approved 14 Permanence Orders and 14 Adoptive Placements.

### **Adults and Welfare Guardianship Orders**

Over the last year, there has been a predicted rise in both private welfare guardianship applications and applications made by the Local Authority. The need for welfare guardianships is likely to continue to rise year on year as a consequence of an increasingly ageing population. Two additional Mental Health Officers in 2017/18 will allow to the Council to meet the increase in demand and to complete guardianship applications within the timescales set within the Adults with Incapacity (Scotland) Act 2000.

| <b>Date</b>   | <b>Private Orders</b> | <b>LA Orders</b> | <b>Total</b> |
|---------------|-----------------------|------------------|--------------|
| March 2014–15 | 201                   | 96               | 297          |
| March 2015–16 | 226                   | 95               | 321          |
| March 2016-17 | 234                   | 103              | 337          |

## 6 Finance and Resources

Perth & Kinross Council continues to maintain strong financial management in respect of monitoring costs, forward planning and reporting to elected members. During budget setting, there is ongoing consultation with members, service users and other key stakeholders. This allows an open and transparent budget setting process and supports effective financial management. Budget pressures are managed through a range of measures including efficiencies, savings, procurement and commissioning and through transformation of service delivery. As in previous years, the Chief Social Work Officer was a key participant in budget decisions providing advice on the potential impact on social work services and vulnerable and at risk groups directly to Chief Officers and Elected Members. The changing demographics of the area associated with population growth; an ageing populations and an increasing number of people with complex needs; at a time of financial austerity creates a complex landscape of budget pressures for social work and social care services. The Council and the Health and Social Care Partnership work closely to mitigate these pressures. There has been substantial financial investment by the Council to support transformational change as traditional forms of service delivery will not continue to meet the needs of the people of Perth and Kinross in the future.

### 6.1 Community Care and Criminal Justice Services

#### Budget and Expenditure

Over the last three financial years, Perth and Kinross Council has **increased** expenditure on Community Care & Criminal Justice Services by £6.76M.

| Community Care and Criminal Justice Services           | 2014/15<br>£m  | 2015/16<br>£m  | 2016/17<br>£m  |
|--------------------------------------------------------|----------------|----------------|----------------|
| <b>Net Expenditure</b>                                 | 51.63          | 53.52          | 58.39          |
| <b>Budget Savings</b>                                  | <b>2014/15</b> | <b>2015/16</b> | <b>2016/17</b> |
|                                                        | <b>£,000</b>   | <b>£,000</b>   | <b>£,000</b>   |
| Client Contributions Policy (Non-Residential Services) | 170            | 0              | 200            |
| Rationalisation of Properties                          | 20             | 0              | 0              |
| Reconfiguration of Safer Communities Team              | 0              | 24             | 0              |
| Review of Client Transport Arrangements                | 54             | 0              | 0              |
| Revised Charges (Non-Residential Services)             | 0              | 0              | 63             |
| Review of Locality Teams                               | 80             | 0              | 0              |
| Review of Commissioned Services                        | 184            | 0              | 0              |
| Redesign: Learning Disability Services                 | 199            | 290            | 0              |
| Redesign: Community Safety Service                     | 0              | 0              | 119            |
| Redesign: Care at Home Service                         | 420            | 200            | 0              |
| Redesign of Mental Health Services                     | 50             | 0              | 0              |
| Reduce Residential Placements (Older People)           | 0              | 667            | 0              |



| <b>Budget Savings</b>                                     | <b>2014/15</b> | <b>2015/16</b> | <b>2016/17</b> |
|-----------------------------------------------------------|----------------|----------------|----------------|
| Reductions in supplies, property and Third Party Payments | 0              | 0              | 222            |
| Housing with Additional Support                           | 0              | 0              | 80             |
| Development of Communities First Initiative               | 0              | 0              | 72             |
| <b>TOTAL</b>                                              | <b>1,177</b>   | <b>1,181</b>   | <b>756</b>     |

## 6.2 Services for Children, Young People & Families

Over the last three financial years Perth and Kinross Council has **reduced** expenditure on Services for Children, Young People & Families by £0.53M. In 2015, the Council approved investment funding of £287,000 to support transformation projects to address demand pressures.

| <b>Services for Children, Young People &amp; Families</b>              | <b>2014/15<br/>£m</b> | <b>2015/16<br/>£m</b> | <b>2016/17<br/>£m</b> |
|------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|
| <b>Net Expenditure</b>                                                 | 17.75                 | 17.68                 | 17.22                 |
| <b>Main Savings Approved</b>                                           | <b>2014/15</b>        | <b>2015/16</b>        | <b>2016/17</b>        |
|                                                                        | <b>£,000</b>          | <b>£,000</b>          | <b>£,000</b>          |
| Secure Accommodation/ Residential Schools                              | 500                   | 0                     | 0                     |
| Service Level Agreements including NHS                                 | 246                   | 69                    | 45                    |
| Central staff and slippage                                             | 23                    | 12                    | 58                    |
| Integration of Youth Justice Services                                  | 55                    | 100                   | 0                     |
| Freeze in Foster Carer & Kinship Carer Payment Rates                   | 61                    | 71                    | 0                     |
| Closure of Gowans Family Centre and establishment of Family Focus team | 0                     | 0                     | 165                   |
| Policy for Approved Kinship Carers                                     | 0                     | 0                     | 198                   |
| <b>TOTAL</b>                                                           | <b>773</b>            | <b>252</b>            | <b>466</b>            |

## 6.3 Change and Transformation

The Council's 5-year transformation programme 2015-20, Building Ambition provides a framework for innovation, creativity, flexibility and greater entrepreneurship to meet future challenges and in addition to a number of cross-cutting corporate programmes there are a number of projects to transform social work and social care services over the period in both community care and children's services. The Building Ambition Transformation Strategy 2015-2020 sets out plans to further transform the Council services to meet current and future challenges and to keep on track to achieve the vision in the context of increasing demand, new duties and financial constraint [Building Ambition Report 2015](#).

This ambitious transformation programme is escalating the pace of change and focusing on key priority areas linked to greater efficiency and targeted savings, community co-production; redesign; partnership working; technology; and tackling inequality.

The focus for transformation in Community Care has been towards earlier intervention and prevention; services which are planned and delivered with local communities, and tackling inequalities through personalisation, choice and control for service users. Increasing demand and budget pressures require a transformational response alongside stronger partnerships and more integrated services.

The focus for transformation in Services for Children, Young People and Families has been to design new responses and consider alternative business models to adapt to the increasing demand of children and young people who are becoming looked after and who are at risk of becoming looked after. Within this a number of key projects are aimed at changing and improving services for children, young people and families. These projects are supported through significant investment of just under £2m from Council funds over 5 years to support transformation and use proven models of project management to support transformational practice change and include:

- Review and remodelling of residential care services for children and young people (to better meet the increasing and changing demands of looked after children and avoid escalating costs)
- Expansion of family based care (to meet the increasing demand for foster carers and supported lodging providers)
- Strategic Commissioning (to develop new ways of commissioning services to meet evidenced need and establish a commissioning strategy for children's services).



## 7 Service Quality and Performance

### 7.1 Health and Social Care

Overall, regulated social care services in Perth and Kinross are providing high quality care to local people with the majority of all quality themes evaluated as good or very good across all of the services inspected during 2016/17.

Six social care services managed by the Health and Social Care Partnership received an inspection. These were: Home Care (February 2017); Parkdale Care Home (February 2017); Adults with Learning Disabilities Housing Support (October 2016); Dalweem Care Home (June 2016); Kinnoull Day Opportunities (April 2016); and Lewis Place Resource Centre (April 2016). A total of 13 quality themes were graded and all were reported to be “good” or above. The table below provides details on grades awarded at the time of inspection.

|                         | Grades awarded to public social care services 16/17 |                        |                   |                       |                   |                             |
|-------------------------|-----------------------------------------------------|------------------------|-------------------|-----------------------|-------------------|-----------------------------|
|                         | Excellent<br>(Level 6)                              | Very Good<br>(Level 5) | Good<br>(Level 4) | Adequate<br>(Level 3) | Weak<br>(Level 2) | Unsatisfactory<br>(Level 1) |
| Care & Support          | 2                                                   | 3                      | 1                 | -                     | -                 | -                           |
| Staffing                | 1                                                   | 1                      | 1                 | -                     | -                 | -                           |
| Management & Leadership | -                                                   | 3                      | 1                 | -                     | -                 | -                           |
| <b>Total (Nos)</b>      | <b>3</b>                                            | <b>7</b>               | <b>3</b>          | <b>0</b>              | <b>0</b>          | <b>0</b>                    |
| <b>%</b>                | <b>23%</b>                                          | <b>54%</b>             | <b>23%</b>        | <b>-</b>              | <b>-</b>          | <b>-</b>                    |

A total of 41 inspections of Care Homes within the independent care sector were carried out by the Care Inspectorate in 2016/17. 87% (142 out of 164) quality themes were graded as good or above. No Care Home was awarded an unsatisfactory grading and out of the 41 Care Homes inspected only 4 had Requirements imposed by the regulator.

|                         | Grades awarded to independent social care services 16/17 |                        |                   |                       |                   |                             |
|-------------------------|----------------------------------------------------------|------------------------|-------------------|-----------------------|-------------------|-----------------------------|
|                         | Excellent<br>(Level 6)                                   | Very Good<br>(Level 5) | Good<br>(Level 4) | Adequate<br>(Level 3) | Weak<br>(Level 2) | Unsatisfactory<br>(Level 1) |
| Care & Support          | 1                                                        | 17                     | 17                | 6                     | -                 | -                           |
| Environment             | 1                                                        | 18                     | 17                | 5                     | -                 | -                           |
| Staffing                | 1                                                        | 21                     | 14                | 5                     | -                 | -                           |
| Management & Leadership | 1                                                        | 17                     | 17                | 5                     | 1                 | -                           |
| <b>Total (Nos)</b>      | <b>4</b>                                                 | <b>73</b>              | <b>65</b>         | <b>21</b>             | <b>1</b>          | <b>0</b>                    |
| <b>%</b>                | <b>2%</b>                                                | <b>45%</b>             | <b>40%</b>        | <b>13%</b>            | <b>1%</b>         | <b>0%</b>                   |

## Early Intervention and Prevention

Over 2016/17, the [Health and Social Care Partnership](#) reviewed and redesigned local care and support. Local integrated teams of social work, social care and health staff have been established to provide an enhanced range of services in local communities. Integrated working practices which include the third sector have been established to ensure that a wide range of needs can be met locally. A new model of service delivery supports staff to intervene early, provide timely joined-up support for people and promote better outcomes. This change means that the local Early Intervention and Prevention teams support all new referrals for 12 weeks offering help and support to people when they need and enabling them to retain their independence and to achieve this within that time frame. People with more complex needs who require longer term support are assisted by a professional within their local area who will work with them to help achieve identified outcomes.

## Older People Services

The vision for older people is to maintain independence and positive wellbeing of older at home or in a homely setting. The Perth and Kinross Health and Social Care Strategic plan (2016-19) sets the ambition to create integrated services that support older people to live successfully in the community, avoiding unnecessary prolonged periods in hospital. Against the backdrop of an increasing elderly population, we are successfully keeping people at home and overall performance shows significant upward trends over the last three years.

The Reablement Service is key to supporting people following discharge from hospital and over 2016/17 42% did not require ongoing support following this intervention. There has also been a 44% increase in people using Technology Enabled Care (Telecare) since 2014/15.

The flexibility of home care provision has been enhanced to enable more people to receive the care they need when they need it. More people are now considering the options they have under Self Directed Support, to receive a more personalised service and to receive their care in the manner they prefer. In the context of an increasing population who have home care support needs and increasingly complex needs, the average care package per client has risen from 7.4hrs per week to 9.9 hrs per week (a 34% increase) over the last two years

### Practice Highlight 1: early support for older people at home

Perth and Kinross Health and Social Care Partnership (HSCP) is working closely with the Scottish Ambulance Service (SAS) to reduce falls amongst elderly and frail people, and to increase referrals to the Rapid Response Service. One of the main aims of the HSCP is to ensure that people are supported to live at home independently for as long as they can, and it is hoped that by working closely with SAS unnecessary hospital admissions can be reduced.

From November 2015 to October 2016, there were 228 people over age 75 who had fallen and who did not need to be conveyed to hospital in Perth and Kinross. Of those, only 16 (9%) were referred for a falls assessment. The introduction of the new pathway aims to increase the referral rate which means fast support will be provided to many more people who need it. The Pathway is being piloted in Perth City to assess its effectiveness. The improvement project forms part of the national SAS Falls and Frailty Pathways improvement programme, and outcomes will be shared widely with all partnerships across Scotland.

## Practice Highlight 2: Friendship Network helping to reduce social isolation

A new 'Friendship Network' was launched in October 2016 helping to connect older people in their communities with the aim of keeping older people active and reduce social isolation. A series of tea dances were held, views were gathered as to how people can get involved and support social activities where they live. Feedback was positive and many people expressed an interest in getting more advice about setting up a social or friendship group in their community.

### Care at Home

The Health and Social Care Partnership's strategy is to reduce the provision of in-house Care at Home provision and to commission services more cost effectively from the independent sector. The link between delayed discharge from hospital and waiting lists for the provision of appropriate packages of care is a high priority for improvement.

- **Stepping into the Future – Care at Home**

The overall purpose of this project is to improve outcomes for people over 65 by supporting them from hospital into their own homes as soon as they are medically fit and to remain living there as long as they can. A Business Improvement Event was held in March 2017, options were reviewed and it was agreed that this was best served by "Discharge to Assess" model. In this model, patients are discharged once they are medically fit and social work assessments take place in the community, rather than in hospital. The person is supported in their return home with social care, as required, during this process. This model is proving highly successful in other parts of the UK.

- **Recruitment Campaign – Why Care?**

In some rural areas there continues to be challenges in Care at Home where there are waiting lists for care packages as providers have difficulty recruiting care staff. A recruitment campaign is underway along with local arrangements to incentivise local people to become carers. A new publicity campaign was launched in Perth and Kinross in March 2017 to find additional care and support workers to help meet the needs of the area's growing elderly population, and allow them to continue to live independently at home. All companies who provide care services on behalf of the Council have now signed up to the Living Wage and fair working practices, carers receive a minimum of £8.25 per hour and are also paid for travel time and mileage. Carers also receive full training and will be supported to gain their SVQ qualification in Health and Social Care.

### Delayed Discharge

The Perth and Kinross Health and Social Care Partnership has experienced significant challenges in relation to the high number of people delayed in hospital after being declared medically fit. The Chief Officer of the Integrated Joint Board (IJB) has been leading the work across the Partnership to alleviate the situation including:

- **Additional Resources to the Hospital Discharge Team** - we have doubled the capacity of the Hospital Discharge Team to manage the number of assessments. The idea for this came from our learning visits to Fife, Renfrewshire and Dundee, all of whom had significantly larger HDTs. In addition, length of time to complete social work assessments has been reduced from 3 days to 1 day.

- A new **Housing Liaison Officer** post has been created to support timely discharge from hospital where housing issues have been identified, ensuring that accommodation is suitable, linking with services to identify alternative accommodation if required and facilitating Care and Repair, TEC enables care, furnishings, benefit assistance and grant assistance where appropriate.
- **Reducing waits due to Welfare Guardianship** – the completion of private Welfare Guardianships also contributed to delayed discharges. A Mental Health Officer (MHO) has been added to the Hospital Discharge Team to oversee this work.
- **‘Deep Dives’ into Care Home Placements** - three multi-agency in-depth explorations of the reasons people require care home placements have been conducted to understand the high level of demand. In the majority of cases, it was unpaid carer breakdown that was the catalyst for clients requiring a care home placement. The learning is being taken forward through the development of integrated intermediate care and additional flexible respite for carers.
- **Funding process** – the funding panel has been disbanded and the manager responsible authorises care home placements as required halving the time people wait for funding.

### **Intermediate Care**

The aim of this project is to integrate Health and Social Care teams in an intermediate care approach to support people to remain within their homes for as long as possible. Perth and Kinross has not yet met the national target of 98% of people aged over 65 living in their own homes. This project will integrate resources to maximum effect and shape services so that people are supported in the community as long as possible to avoid a crisis and for people who need rehabilitation following a stay in hospital to have this provided in a homely environment. While the overarching aim of this project is to improve services, it is recognised that we must do this within continuing financial restraints.

### **Discharge to Assess**

Discharge to Assess is the development of a new model for integrated locality working across the Health and Social Care Partnership. The aim is to join up Health and Social Care teams that support rehabilitation to support Discharge to Assess and use resources more effectively. The teams included are those that have a front facing rehab/reablement role. It is founded on the premise that this would be a fully integrated service under single, integrated management.

### **Day Services for Older People**

The Day Centres at New Rannoch and Lewis Place in Perth offer a wide range of activities, therapeutic interventions and opportunities to promote and maintain social, physical and mental health well-being in friendly, safe and welcoming environments. They act to de-stigmatise and increase confidence by providing a sense of belonging, security, continuity, purpose and achievement. The plan is to create a service that is more personalised and has an outcome focus for the client.

### **Care Homes for older people**

The majority of residential care services for older people are provided by the independent sector. The Council offers three residential units in Perth, Auchterarder and Aberfeldy which provide permanent and respite accommodation to support individuals who, for reasons of age or disability, are no longer able to live fully independent lives in the community.

## Self Directed Support

Service users are becoming better informed about the choices available to them and empowered to take control of the types of support they receive. Staff are becoming more confident and are promoting the full range of options to people who require services.

There has been an uptake in the use of Direct Payments (Option 1) with 270 service users in 2016/17 compared to 224 in the previous year. There are many ways that service users can use Direct Payments to provide the support they need and help them experience positive outcomes, for example:

- Service User A had no independent living skills and was at risk of residential care when her parent was no longer able to look after her. The client did not want to leave her home and a team of Personal Assistants are employed to meet her needs for overnight assistance and to attend social activities.
- Service User B employed a Personal Assistant with experience in horticulture to assist her to cultivate a small plot of land which was used to grow vegetables she could then sell. This improved her health and well-being significantly.

Partnership with local Social Enterprises and providers is developing new offers for people looking to utilise their SDS budgets.

Our SDS priorities for 2017/18 include improving and strengthening our local networks and forums to ensure effective sharing of resources. This will improve access to investments that will benefit key stakeholders in particular service users on the personalisation journey, for example, Contract Compliance attending Care Forums. We will continue to focus on the recruitment of Personal Assistants or Registered Care providers to provide service users with options.

### Practice Highlight 3: Self Directed Support - Community Catalysts

Community Catalysts, a social enterprise operating in Crieff brought together a wide range of partners to identify opportunities and barriers to real choice. As a result of extensive consultation, an action plan was developed to address the key issues identified and increase the choices available to people which can enable them to remain safe and well in their own homes for longer. Key challenges included:

- Community assets could be better linked to social care and self-directed support
- A need for greater options for people with mental ill health and dementia
- The need for clearer distinctions between employee and commissioned services
- Opportunity for more creative and personalised care options
- Challenges with Homecare

Joint working between social work staff and the community engagement team is taking forward key aspects of the action plan.

#### **Practice Highlight 4: Self Directed Support - The Care and Wellbeing Co-operative**

The Self Directed Support team assisted the development of the Care and Wellbeing Co-operative in Highland Perthshire. The Co-operative supported by Growbiz with SDS Innovation Fund now has 24 members providing care, support and promoting wellbeing throughout Highland Perthshire. Support has been provided to 16 families in rural areas, many of whom are using the SDS Option 1 of Direct Payments to pay for support.

Key areas of work during 2016/17 included:

- A Referral Scheme pilot 'Social Prescription' in partnership with GP surgeries to measure impact of support provided by the Co-operative which included a variety of community and wellbeing activities. 12 patients from Aberfeldy and Kinloch Rannoch Health Centres were part of the pilot. The Warwick-Edinburgh Mental Health Wellbeing Scale was used to monitor the wellbeing of patients and over a three month period all patients demonstrated an improvement in their wellbeing indicating the support provided had positive impact on the patients.
- A 'Wellbeing for Practitioners' programme with Co-operative members in recognition of the 'burn out' of care staff, the programme will be offered and made accessible to local private care providers.
- We also provided work experience and volunteering opportunities for pupils at Breadalbane Academy and are currently working with Social Work on a presentation that can be used to raise awareness and to encourage young people to consider a career in care, health and social support.

#### **Participatory Budgeting**

'Your Community, Your Budget, Your Choice' was the first Health and Social Care Partnership community based Participatory Budget initiative in Perth and Kinross. Over £23,000 was made available for each of the communities of Rattray, Crieff and Craigie (Perth), and £5,000 of SDS personalisation government monies was allocated to Participatory Budgeting. A variety of Community Projects were funded including Community Gardens, Enhanced Transport, Adapted Bikes for the Disabled and Friendship Cafés. Individual community groups and new partnerships will now deliver a range of important preventative support opportunities that increases choice for local people and also increase the support options open to local services. The projects will enable people to achieve their outcomes when choosing SDS options.

#### **Technology Enabled Care**

Perth & Kinross Health & Social Care Partnership is currently progressing a number of technology-enabled care (TEC) projects across four broad work streams to identify how technology can be utilised to improve services, reduce costs, and support people to maintain or increase their independence. We have seen an overall increase in people using Technology Enabled Care (TEC) over the last two years; as at March 2017 the number of service users with TEC increased from 814 as at March 2015 to 1,177 as at March 2017. 3,853 people across Perth and Kinross were supported by the Council's Community Alarm Service this represents an increase of 11.5% since March 2015.



- **SmartFlat**

We launched a TEC SmartFlat at Beechgrove House in December 2016 and this showcases a range of telecare equipment, including personal alarms, falls monitors, smoke detectors and GPS locators, which support people to live in their home or in a homely setting for longer. This is helping to give assurance to service users and their families about how the technology monitors wellbeing ensures that help will arrive quickly when necessary.

- **Community Alarm Service**

The Community Alarm Service has also invested in replacing the analogue telecare server with a digital platform and we will have one of the first digital alarm receiving centres in Scotland which will bring benefits of increased efficiency, reliability and functionality. In time, the digital server will also ensure that the Service is able to embrace the latest technology as it comes to market.

- **Home-Health Monitoring**

Home-health monitoring is being trialled by users of Tayside Weight Management Service. Through using a text-messaging system called “Florence”, patients are able to send in their weight readings on a regular basis to their clinician. This will allow for their weight to be monitored remotely between appointments and furthermore the clinician will also receive alerts if the patient’s weight levels go out with agreed parameters. Following the conclusion of this pilot project, we will look to explore other areas where people can be supported to self-manage their condition through “Florence”.

- **Brain in Hand (BiH)**

A method of supporting people to self-manage their condition through a healthcare mobile app called “Brain in Hand” which supports individuals with autism to increase their independence and reduce their anxiety levels. Through funding from the Council’s Angel’s Share Programme this app is being trialled with ten young adults. This smart web-based software helps the user to achieve greater independence, manage mood problems and reduce reliance on support. Outcomes that Brain in Hand has supported so far seen include:

- Enabling service users to live more independently.
- Providing support to travel.
- Reducing sleeping and waking night support.

- **Video-Conferencing**

To reduce the need for patients living in rural or remote areas to travel significant distances for sometimes short hospital appointments, video-conferencing is being trialled with patients from the Tayside Weight Management Service who will take part in fortnightly video-consultations for a period of 18 weeks. The findings from this pilot project will then inform future projects as we look to increase the use of video-conferencing across Perth and Kinross.

## **Mental Health and Wellbeing**

Wellbeing in Perth and Kinross is reported as higher than the UK average. The National Statistics Wellbeing survey charts the levels of happiness, life satisfaction, levels of anxiety and feelings of leading a worthwhile life in the population of the United Kingdom. Perth and Kinross has better than average scores in all categories. Suicide rates have fallen in Perth and Kinross since 2014. Distress calls to police fluctuate but calls concerning attempted suicides have decreased while calls regarding self-harm incidents are fairly static.

An evaluation of the Mental Health and Wellbeing Strategy was carried out in October 2016 and highlighted key areas of success along with areas for improvement. A range of activities took place in 2016/17 to support mental health including:

- **Mental Health Roadshow** - A partnership mental health roadshow was held in Perth to raise awareness and reduce stigma.

- **Wellbeing Fair** - Co-ordinated by The Recovery Project, the Wellbeing Fair 2016 built on the successes of previous years, the project has grown and developed to become a unique flagship series of partnership events to promote mental wellbeing, self-management and sustainability, and to help tackle stigma. The Wellbeing Fair received a Silver Securing the Future Award in May 2016.

- **Suicide Prevention Week** - A Community Event was held in Perth in September 2016 involving a range of partners which aimed to raise awareness of their services and other initiatives which can contribute towards preventing suicides. One of the key suicide prevention projects in Perth and Kinross has been the 'Bereaved by Suicide' initiative. This is the first project of its kind in Scotland and the processes have been shared with six other local authorities (Dundee, Angus, Dumfries and Galloway, Fife, Highland, Midlothian). The Bereaved by Suicide packs received a Silver Securing the Future Award in May 2016.

## Learning Disabilities

The Perth and Kinross Joint Strategy (2016-2019) for people with Learning Disabilities sets out local priorities in line with Scotland's national strategy for people with learning disabilities, the 'Keys to Life'. Social work staff with expertise in working with adults with a learning disability are now located in locality teams to help improve local responses to needs.

- **Improved Access to Health Care**

We work closely with health colleagues across localities to ensure improved access to healthcare for people with a learning disability.

- Quicker access to specialist health provision including: Down's Dementia Screening; sexual health and reproduction anxiety groups; dental services; Keeping Safe workshops; and Falls Clinic. This is having a positive impact on improving health outcomes for people with a learning disability.
- A Pregnancy Pathway has been developed which ensures that for all pregnant mothers who may have a learning disability midwives will liaise with social work from the outset which allows expectant mothers access to services and support from the earliest opportunity.
- The 'Josephine' resource (anatomically correct cloth lady) is supporting women with a learning disability to understand how to care for their own health and wellbeing and has also been helpful in assisting women who may be at risk of abuse or exploitation to describe what has happened to them within Adult Support and Protection procedures. Over the last year Josephine has proven to be an asset in relation to positive health approaches.

## Transitions

The Transitions team continues to work with young people and their families, who are transitioning from school into adult life and who will require additional support during this time. Early intervention is key to providing a smooth transition for the young person and their family and as a result of the Transitions within the Community transformation project there is much earlier engagement of families and young people as children enter their secondary school years and making early preparations post school. 54 young people are being assisted by the Transitions team and below are examples of how independence, social inclusion and wellbeing are being promoted:



- **Independent Travel Training (ITT)** enables people to travel to and from college promoting their independence and confidence whilst lowering their anxieties and the anxieties of their relatives. During 2016/17, ITT assisted 12 new people to become independent and completed 17 successful Journey Plans.
- **Respite Break Bureau** offers respite to 41 adults with Learning Disabilities. Through Self Direct Support, families and service users have the option as to how they want to manage their own respite either using the traditional method of residential homes or more creatively arranging respite which is person centred to the individual and of benefit to the main carer.
- **Supporting People to Live in the Community** is ensuring that housing providers can meet the aspirations and needs of service users with a learning disability. Redesign of the housing environment and multi-agency partnership working enables service users to live or return to live in the community in living environments appropriate to their circumstances.
- **Support and Care Worker post funded by P&K Council.** Perth College Social and Vocational Studies (SVS) Department offers educational, social and vocational opportunities to young people who have additional support needs due to a specific learning disability, general developmental delay and/or social and emotional disorders. The role of the support and care worker is to provide support in classrooms, lunch/breaks and also plays a key role in allowing classes to go on outings and/or use local community facilities.

#### Practice Highlight 5: Supporting People with a learning disability to live independent and happy lives

The Making Where We Live Better group formed in 2010 to promote inclusion through raising awareness of issues faced by those with learning disabilities. They explore issues that affect people with learning disabilities and work together to identify solutions and improve their lives. They held a conference in 2016 in which they invited everyone to share their opinions and thoughts about what could make their lives better. They provided ten dynamic workshops that addressed relevant matters and offered support and advice for the participants. The event gave the opportunity for everyone to have their voice heard and all the feedback will be used to update the Learning Disability Strategy for Perth & Kinross, to ensure the needs of those living with a learning disability are being met.

Making Where We Live Better: <https://youtu.be/iWGF8cNzANI>

#### Practice Highlight 6: Friends Unlimited Network (FUN)

Friends Unlimited Network provides (FUN) opportunities for people with learning disabilities to meet new people; allowing them the chance to develop friendships. At present FUN has 53 active members who experience regular social events through a calendar of activities such as bowling, discos, pub nights, club nights, craft sessions, workshops and pub quizzes.

Since April 2016, FUN has had an advisory group with 14 active members who attend bi monthly meetings. The future planning for the Friends Unlimited Network is to continue to promote inclusion and participation through regular use of mainstream resources and also provide support resources and skills to help people connect out with FUN.

## Physical Disabilities and See Hear

The See Hear initiative is aimed at improving choices for people with a physical disability and/or sensory impairment and ensuring the Quality of Life for Adults with a Physical and/ or Sensory Impairment. A local consultation exercise was carried out in early 2016 with the sensory impaired community and a range of local recommendations were drawn up. Using both the national framework and findings from the local consultation exercise several areas for improvement and development were identified and as a result a range of See Hear (sensory impairment) projects were developed:

- **Hearing Aid Batteries in Mobile Library Vans**

Hearings aids require replacement batteries on a regular basis and were only available from many GP practices through Perth and Kinross and the local Perth Royal Infirmary (PRI). Since 2016 people are able to collect batteries for their NHS hearing aid from four mobile library vans which are regularly out and about around Perth and Kinross.

- **VisionPK**

From October 2016 services for people who are deaf or hard of hearing are provided by VisionPK in partnership with Action on Hearing Loss (Scotland). This joint approach supports the empowerment of people with a sensory impairment to take a full and fulfilling role in society and to help them to achieve their personal outcomes and aspirations.

- **Hear to Help in Perth and Kinross Care Homes**

During 2016/17 Action on Hearing Loss (Hear to Help) worked in Care Homes to ensure that residents were provided with the best possible sensory service and supported to communicate and participate fully in their communities. Sensory Impairment packs were offered to 145 staff in 17 care homes have received training.

- **Listen Up! - Supporting Young People in School with a Hearing Impairment**

Listen Up! Is a DVD resource created by the Hearing Support Service (HSS) and secondary school pupils to demonstrate to staff the challenges faced by deaf pupils in schools. The DVD will become a key element of staff training from 2017. All pupils enjoyed the project and feedback was positive including this comment from a participant. *"It's been a great experience with taking part and making friends, and I hope the DVD helps people in our situation"*.

## Autism Action Plan

The local Autism Action Plan was developed in co-operation with people across the autism spectrum, carers and professionals, ensuring that the needs of people with ASD and carers are reflected and incorporated within local policies and plans, and is driven by the Scottish Autism Strategy. We have maintained strong, positive links with our two autism specific charities, Perth Autism Support (PAS) and Autism Initiatives (No3), working collaboratively on several autism specific projects.

- **Autism Work Experience and Ease the Move**

During 2016/17, Perth and Kinross Council in partnership with Perth Autism Support (PAS) and support from the Scottish Government Autism and Innovation Development Fund has implemented enhanced support for people with Autism Spectrum Disorder and increase the number entering and sustaining employment for whom this was previously not a feasible option.

- Autism Work Experience – provides appropriate transition from senior school age to adult life and into employment. The project enables those with an ASD to be in active and valuable work and 10 young people have been supported into work experience.

- Ease the Move – aimed at young people 16-25 years to move on to further education, independent living or supported employment opportunities, other more mainstream services and to lead happier more fulfilled lives. A further 10 young adults are meaningfully engaged aged in a variety of activities including:
  - Prince's Trust Fairbridge Access programme
  - Work experience placement with Community TreeCycle
  - New Opportunities/New Skills courses

- **ASC Modern Apprentice Scheme.**

The scheme piloted last year and continues to support and encourage job applications from under-represented groups and in particular, those with an ASC condition. We have worked with a company called IDTC, who are funded by Skills Development Scotland and provide work readiness skills. Some young people have now entered the Council's Modern Apprentice scheme underlining that the Council is an inclusive employer offering a tailored approach to those seeking employment.

### **Practice Highlight 7: ASC Modern Apprentice Scheme Case Study – Employer Feedback**

The Modern Apprentice commenced employment with us through the ASC modern apprentice programme in August 2016, and is completing a Modern Apprenticeship in Administration, and will also achieve the SVQ 3 by the end of their time with us.

We tailored the MA Scheme to fit the young person's needs including working hours. On a day to day basis colleagues helped the MA with any issues they might have and also invested their time in understanding autism and how it impacts on the young person. The Autism coordinator intensively supported them and accompanied the service user at SVQ meetings.

The investment and care and support has been invaluable and allowed them to enter employment in a way that suits their needs, without this investment work can be very challenging for those with autism and means that only a few individuals can cope with paid employment. The young person's line manager has also commented:

*'Having Y in our team has been both rewarding for Y and for the team. They have embraced their duties with enthusiasm and professionalism and the nature of autism has actually benefited us and allowed her to embrace the tasks I have allocated Y'.*

This young person was given an opportunity to join the workforce that would have been otherwise impossible, and with a small amount of support initially has flourished and completes work to a very high standard; Y is an incredibly polite and hardworking individual and would be a benefit to any team.

## Employability Network

The Employment Support Team (EST) offers guidance and support to people who have a Personal Assistant or use other SDS options to support their employability. EST has provided support to 140 clients to find and sustain employment. 68 supported into Paid Employment and 59 into Work Experience/Voluntary Placements, as a pathway to employment. EST has provided Works Skills Courses during 2016/17 for 18 people some of whom are in transition. Some comments from service users included:

*“Valuable to learn how to be towards customers”*  
*“Valuable to practice on my presentation for job interviews”*  
*“Helped me get a paid job” ....*  
*“Helped me get work experience and a temporary paid job” ....*

The Employability Network strives to improve employability services for young people and adults in Perth and Kinross who have ill health, a disability or barrier to employment. The reasons for the drop in local employers will be explored further to understand the local issues and context for this:

- The increase in the total number of clients supported into employment achieved in 2015/16 has been maintained in 2016/17 at over 1800 clients.
- Following a substantial increase in the number of employers engaged in the Network last year increased from 212 in 2014/15 to 565 employers in 2015/16, the number has fallen to 469 in 2016/17.

### Practice Highlight 8: Support into Employment

D was referred to The Employment Support Team in January 2016. She is 30 years old, has a learning disability and works part time at a children's nursery. An additional challenge to ongoing employment arose when it was envisaged that all staff would need to be registered with the Scottish Social Services Council and obtain SVQ 3 qualification in childcare. D's learning disability was acknowledged and a request was made for "Reasonable Adjustments" in relation to the post held by D. It was agreed that D could be supported to achieve a level 2 SVQ instead. Through some in-work support and building a good relationship with the employer D achieved her qualification and maintained her employment.

### Practice Highlight 9: Gold Star Employer

The Council launched a new business awards scheme called the Perth and Kinross Gold Star Employer Awards. The scheme helps to raise the profiles of businesses across the local area through nominations for and from businesses which actively recruit young jobseekers, the long-term unemployed and those with varying disabilities where often reasonable adjustments may be required. The Employability Network has supported the Gold Star Employers Awards since August 2016, 11 Employers have been nominated with 4 acknowledged as Gold Star Employers. An awards ceremony was held in March 2017 to and the Overall Gold Star Employer 2016 was Inchoonans Equestrian in Errol.

## 7.2 Criminal Justice

The Scottish Government provides 'ring-fenced' funds to the Council for criminal justice social work services. Criminal justice social work services act on behalf of Scottish Courts to:

- supervise offenders aged 16 and over who have been made subject to a community disposal;
- provide reports to courts to assist with sentencing decisions; and
- provide statutory supervision (called 'throughcare') for certain offenders released from prison.

Criminal justice social work services are responsible for:

- assessing the risks and circumstances of offenders in the community and in custody. Core services include Social Enquiry Reports and Home Background which contribute to Court and Parole Board decisions as to whether an offender is able to remain in, or return to, the community;
- supervision and monitoring of offenders placed on a range of court and post-release orders and licences. These are intended to reduce the risk of reoffending and harmful behaviour towards others while assisting an offender's return to their community;
- social work services for the HMP Castle Huntly and HMP Perth;
- specific services for female offenders; and
- provision of unpaid work opportunities for people otherwise at risk of custody.

### New Framework for Community Justice

The new model for Community Justice, underpinned by the Community Justice (Scotland) Act 2016, will transform the community justice landscape to bring a local perspective to community justice. There is a requirement in the Act for the statutory partners to work together to prepare a community justice outcomes improvement plan for their area, following engagement and consultation with relevant local stakeholders and appropriate third sector and community bodies who are involved in community justice. The Perth and Kinross Improvement Plan was published in April 2017. [A Community Justice Partnership](#) has been established involving the statutory partners and third sector organisations and it will have the responsibility of ensuring the delivery of the improvement plan.

Criminal Justice Services work in partnership with a wide range of statutory and voluntary agencies, and with our communities, to reduce crime, identify public protection issues, maintain strong communication channels, to listen to communities and work to develop high levels of community confidence. A number of successful interventions are effectively minimising re-offending and promoting alternatives to custodial sentences, such as the One-stop Women's Learning Service (OWLS) and the Short Term Prisoner Protocol.

Criminal justice social work services and community safety teams are jointly managed and are working in an integrated way to reduce antisocial behaviour, such as neighbour noise, vandalism and litter, through services such as Community Wardens. The service works with people who are the victims or perpetrators of crime and antisocial behaviour and has a strong focus on preventative measures and make every effort to put services in place to reduce offending and thereby reduce the harm caused to communities.

**Performance highlights** for 2016/17 include:

- **Self Neglect and Hoarding**

High on the agenda is Self-Neglect & Hoarding; Self-neglect differs from the other forms of harm as it does not involve a perpetrator, hoarding can result in self-neglect. Working with partners from the Scottish Fire and Rescue Service free home safety visits are available to all people in Perth and Kinross and will work closely with the council to promote fire safety, and intervene in cases of hoarding and other fire safety issues.

- **Hoarding Protocol**

Staff in Housing and Community Safety have led the development of a Hoarding Protocol in partnership with Police Scotland, Scottish Fire and Rescue Service and NHS Tayside. This was approved in March 2017 alongside Operational Guidance to help identify self neglect & hoarding behaviour, make links to adult and child protection, support for mental ill-health, and to respond appropriately.

- **One-Stop Women's Learning Service (OWLS)**

The Public Protection Team through the multi-agency One-stop Women's Learning Service (OWLS) has continued to further develop. In 2016/17 the service have move forward with community engagement taking an active part in the organisation and production of events such as Reclaim The Night, part of the 16 days of action through the Violence Against Women Partnership, Co-production and delivery of the "Be Kind to Yourself" sessions as part of the International Women's day celebration jointly with Soroptomists Perth.

- **Prison Based Social Work**

HMP Open Estate Castle Huntly is unique in that it is the only national facility of its kind in Scotland. The role of the Open Estate continues to play a vital role in affording prisoners, particularly those serving long-term sentences, an opportunity to both be tested and reintegrated into the community. The primary function of the prison based social work team is to provide risk assessments and risk management plans for all prisoners subject to statutory supervision on both temporary and full release. This information is utilised in a range of forums including Tribunals (both Scottish and elsewhere in the UK), Parole Board, MAPPA and HMP Castle Huntly's Risk Management Team (RMT). Prior to being allowed any community access, the RMT considers all appropriate information from relevant partners.

Closed Estate at HMP Perth - we have been working with the Scottish Prison Service in recognition of the impact of imprisonment on all family members. We are an active partner in the prison's Children and Family strategy group and plan to build on this work in 2017 to develop our links with the family link centre to offer advice and to support partners working with families during what is a difficult and stressful time.

Over the past year we have continued to support individuals who are preparing for release through the risk assessment and risk management process. Child protection is often a central feature of this, and the team have worked closely with community partners to highlight concerns and to offer support and advice to prisoners and professional partners in planning for release.

- **Electronic Monitoring**

The Public Protection Team has taken part in the pilot of Electronic Monitoring (EM) and are currently trialling different uses for it. With the Team leader being the Local Electronic Monitoring champion we are keen to take part in other trials such as the alcohol bracelets. EM offers a new and different response to criminal justice social issues and the team can see benefits for both high risk and repeat offenders.



- **Multi-Agency Hub at St Martins**

The SCT/Police Hub at St Martins Continues to flourish and provide an intelligence and operational function for the agencies that no single agency could resource. The Hub includes areas such as Police Intelligence, MAPPA Housing SOLO, Anti-Social Investigation Team, Community Safety Sergeant and Violence Against Women. In 2017 there are plans to co-locate the Police Scotland Offender Management Unit Officers which will further enhance joint-working. A good example of how the Hub facilitates policy development and operational delivery is in the case of Missing People. In 2015 the Scottish Government published its Missing People Strategy. Perth and Kinross Council and the Safer Communities Partnership were asked to become a pathfinder area.

- **Safer Communities Hub**

During 2016/17 a new approach focussing on early intervention and partnership working was developed. As part of the Safer Communities Hub some activities included:

- Joint Visits: Police, Housing, Anti Social Behaviour Investigators, Community Wardens carry out joint visits to perpetrators.
- Street a Week: Community Wardens carry out House to House visits to create a problem profile rather than depend on reported incidents.
- Accelerated ASBO (Antisocial Behaviour Order) Process- Improved partnership with Legal Services means Initiation to Interim ASBO is achieved in around 12 days
- ASBO Police Response Plans – Each ASBO has a plan to improve Police Enforcement.
- Housing Liaison – Problem-solving approach to improving enforcement activity and streamlining processes so they are done concurrently rather than consecutively.

- **Unpaid Work Team**

The Unpaid Work Team in Perth and Kinross is very much part of the broader Safer Communities Partnership. The Unpaid Work Team is now a self-sufficient, not for profit, contracting business which has established excellent relationships with internal and external customers – Housing, The Environment Service, Shaw Trust, Working Roots (LD) PLUS (LD), Community Councils, Perth In Bloom and most of the other Bloom Groups in Perth and Kinross, Beautiful Perth, Perth Prison, Right Track (Young High Tariff Offenders), Schools, Care Homes etc. Staff are currently in discussion to develop a Work Experience Project with St Johns School in Perth. This year it has carried out a range of activities which are supporting communities and the environment including:

- Graffiti Removal
- Expanded relationship with Beautiful Perth
- Established the City Centre Hit Squad to improve appearance and challenge ASB
- Painted homes of vulnerable people
- Environmental changes – bushes trees etc. as part of Multi Agency response to ASB
- Renovation of Garden Furniture for Schools and Care Homes
- Development of low-level income generation through sales of garden furniture to order, kindling, firewood – which is used to fund additional tools to improve capability e.g. fencing equipment, power washers, log splitter etc.

## 7.3 Drug and Alcohol Services

### Alcohol and Drug Partnership

The Alcohol & Drug Partnership (ADP) has been redesigning services to enable the implementation of a Recovery Orientated System of Care (ROSC) as mandated by Independent Expert Review of Opioid Replacement Therapies in Scotland, 2013. A Redesign Project was established in 2016 and a key part of this is the development of a Whole Family Approach.

### Whole Family Approach

The pervasive impact of parental substance use on the wellbeing of children and young people, compounded by incidents of domestic violence and poor mental health, has been well documented.

A fresh approach to delivering key services for the **whole family** is central to improving outcomes in Perth and Kinross. Research indicates that the early initiation of substance use by children and young people increases the risk of alcohol related problems and social and health issues in later life. There is also close correlation between substance misuse and higher risk taking behaviour in relation to anti-social behaviour, offending and risky sexual behaviour which can lead to a higher level of dependence on public services in the long term. Therefore, by focusing on the needs and aspirations of the whole family, this will ultimately, contribute to improving outcomes in a range of other areas. The promotion of coordinated, efficient and effective services which avoid duplication of effort is the primary aim and a Whole Family Approach is the vehicle to achieve this objective.

### Practice Highlight 10: Getting Our Priorities Right

#### Working Together with Children, Young People and Families Affected by Problematic Drug or Alcohol Use

Following publication of the Scottish Government's GOCR Guidance (Revised 2013) and in compliance with this national guidance, Perth and Kinross Child Protection Committee (CPC) and Perth and Kinross Alcohol and Drug Partnership (ADP) developed a Joint Local Partnership Agreement and Joint Action Plan to take GOCR forward across Perth and Kinross. Between November 2013 and August 2014, working collaboratively with CPC partner agencies; Perth and Kinross Children's Services; Adult Services; the Drug and Alcohol Team; the Information Commissioner's Office: Scotland (ICO); SCRA and STRADA and following three-local multi-agency practice workshops, the partnerships developed and published a [Perth and Kinross Practitioner's Guide and Toolkit: Getting Our Priorities Right \(GOCR\)](#) to support and empower local practice.

This guide and toolkit was developed with contributions from over 250 Perth and Kinross multi-agency local practitioners and managers who attended a total of four multi-agency practice workshops, all of which were evaluated very highly. It aims to support and empower all practitioners and managers working across all services and agencies in Perth and Kinross, including all those working in children's services and adult services. It aims to keep children and young people safe; promotes early identification, effective intervention and support. It promotes partnership working across children's services and adult services and practice is supported by a Toolkit with Checklists to aid professional judgement and early assessment.



Recovery Oriented System of Care is a coordinated network of community-based services and supports that is person-centred and builds on the strengths and resilience of individuals, families and communities to achieve abstinence and improved health, wellness and quality of life for those with or at risk of alcohol and drug problems. The aim of the Redesign Project is to support the implementation and delivery of a Recovery Oriented System of Care (ROSC) which emphasizes prevention and recovery. The Redesign Project objectives are to:

- Review and redesign the delivery of services within localities to reflect strategic priorities of Early Intervention, Prevention and Recovery and the delivery of a Recovery Oriented System of Care (ROSC).
- Adhere to the Quality Principles and Care Standards to deliver improved person centred outcomes for individuals.
- Deliver a service that meets our legal and statutory responsibilities.
- Deliver a service that has the flexibility to respond to changes in demand at a service and individual level.
- Offer an efficient and value for money service that delivers improved outcomes for individuals, families and communities and cost savings.
- Meet the ADP strategic aims of Whole Family Approach, Whole Population.

An options appraisal of the preferred option for implementing the ROSC was considered and a short life working group has been set up to implement the preferred option with community, hospital and hosted services via a Tayside wide group.

### **Validated Self-Evaluation**

In 2016 Perth and Kinross Council participated in the first ever Alcohol and Drug Partnership Validated Self- Evaluation of the Quality Principles. This was carried out by the Care Inspectorate and Healthcare Improvement Scotland in partnership with local managers and staff. This identified a number of key strengths which were making a positive difference for individuals and families and areas for improvement. Notable strengths include:

- Exceeding the three week referral to treatment target consistently over a number of years
- Service users are offered high quality, evidence informed treatment, care and support interventions.
- The strong foundations of community work, ROSC activity, mutual aid, whole population approach, NPS/naloxone strategies developed through the ADP and the strong links to other thematic groups.
- The positive shift of strategic policy and investment, supported by all sectors, away from traditional treatment services and towards a whole family approach.
- A high level of innovation, commitment to self-evaluation and ongoing improvement.

A number of areas for further improvement were also highlighted which are being addressed by the ADP which included the need to:

- Review 'prescribing pathways' to ensure service users can easily access services.
- Raise awareness about the single point of access arrangements to maximise accessibility.
- Review resources and ensure projects such as Social Prescribing Project and Wellbeing and Recovery project are designed to be sustainable in the longer term.
- Refresh the commissioning plan to be in line with the IJB's strategic plan and ensure it is consistent with the needs of the population and the ADP vision.

## Practice Highlight 11: Alcohol and Drug Partnership

### Social Prescribing Project

The Project was a sound and well integrated approach that featured an appointed lead officer who had collaborated closely with a large number of stakeholders and local communities to raise awareness of addiction issues develop mutual aid and a range of sustainable support networks. The project had also developed an evaluation framework in order to measure the positive impact the work had on communities and had demonstrated a range of positive results to date. There was good evidence that this project had strengthening community capacity across Perth and Kinross.

### Change is a Must(CIAM)/Small Test of Change

In 2016 the Change is a Must multi-disciplinary team developed the Rickter Scale to include child focussed questions to improve the motivation of parents to affect change in these areas. The Alcohol and Drugs Partnership (ADP) Strategy 2015-20 outlines the need to ensure a 'Whole Family Approach' and recognises that supporting policies play an important role in achieving positive outcomes for parents and children. This 'small test of change' will help to cement integration between services.

## 7.4 Services for Children, Young People & Families

There is shared responsibility across the CPP for monitoring and reviewing our performance and progress towards our key objectives. We have ensured that this is informed by reliable data about the extent to which outcomes are improving across a wide range of measures and have used this to identify those areas which need greater focus. The Education and Children's Services Business Management and Improvement Plans (BMIPs) monitors and reports on performance against an agreed set of indicators.

Overall, the quality of regulated care services provided by the Council is high with all grades awarded by the Care Inspectorate being good and above consistently for the last 5 years. The Council provides five care services which are regulated by the Care Inspectorate and in 2016/17 two of the five services received an inspection. These were Woodlea Cottage in September 2016 which provides services for children with complex disabilities and their families (it is only the residential respite care which is inspected) and the Cottages at Almondbank House in December 2016 which is a registered care home for young people.

**The Cottages, Almondbank House:** Inspectors noted: *"The Cottages provided young people with well-structured care in a safe and comfortable environment. Young people were encouraged to participate in community-based activities which promoted their health and wellbeing. The focus of the work with most of the young people was on the assessment of family relationships and building capacity to support young people to return home. Staff were working closely with parents, social workers and other relevant agencies to help to achieve this. We observed sensitive, skilled interaction between staff and parents and found evidence that complex shared plans were moving forward as anticipated."*

**Woodlea Cottage:** Inspectors noted: “*This service provided excellent care and support, demonstrating a highly impressive capacity for improvement and innovation. This allowed staff to support children to achieve very positive outcomes and have enjoyable experiences. There was a strong emphasis on the provision of child-centred care by a team of well-trained, skilful and motivated staff with a clear vision for maintaining Woodlea as a model of its type. The foundation for this was that 'all children can learn.'*”

|                         | Grades awarded to regulated care services for children and young people 16/17 |                        |                   |                       |                   |                             |
|-------------------------|-------------------------------------------------------------------------------|------------------------|-------------------|-----------------------|-------------------|-----------------------------|
|                         | Excellent<br>(Level 6)                                                        | Very Good<br>(Level 5) | Good<br>(Level 4) | Adequate<br>(Level 3) | Weak<br>(Level 2) | Unsatisfactory<br>(Level 1) |
| Care & Support          | 1                                                                             | -                      | 1                 | -                     | -                 | -                           |
| Staffing                | -                                                                             | -                      | -                 | -                     | -                 | -                           |
| Management & Leadership | 1                                                                             | -                      | 1                 | -                     | -                 | -                           |
| <b>Total (Nos)</b>      | <b>2</b>                                                                      | <b>-</b>               | <b>2</b>          | <b>0</b>              | <b>0</b>          | <b>0</b>                    |
| <b>%</b>                | <b>50%</b>                                                                    | <b>-</b>               | <b>50%</b>        | <b>-</b>              | <b>-</b>          | <b>-</b>                    |

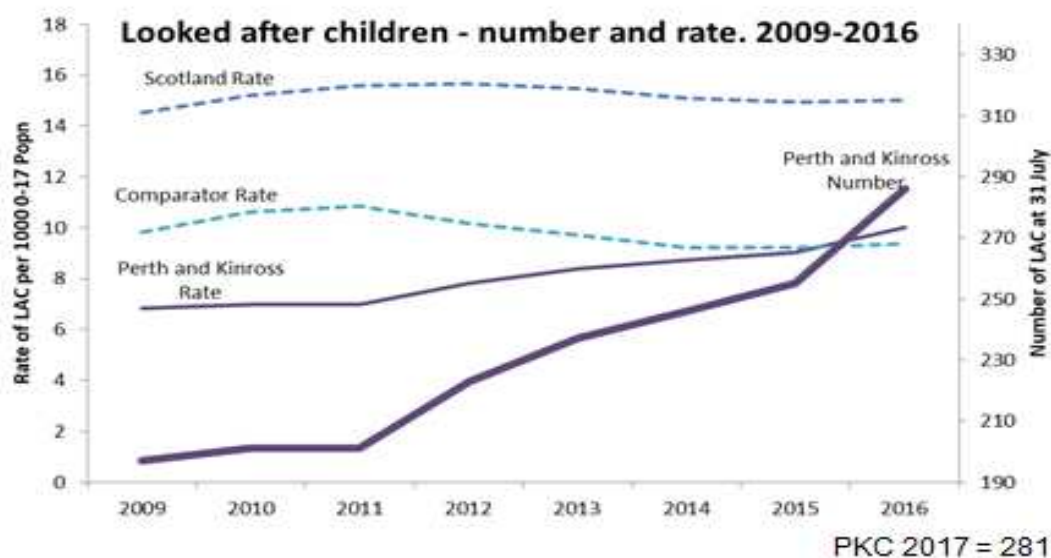
Data for looked after children is based on national statistics obtained on 31 July each year. The number of children and young people looked after in Perth and Kinross has continued to grow year on year since 2011 (both looked after at home and away from home). At 31 July 2016, 286 children and young people were looked after by Perth and Kinross Council at a rate of 10.1 per 1000 of population which is higher than comparator authorities at a rate of 9.3 and significantly lower than the national rate for Scotland at 14.9.

There is a strong drive to avoid residential placements wherever possible and to place children locally within their communities in Perth and Kinross. Perth and Kinross has a higher proportion of looked after children and young people in community placements (relatives and foster care) and in 2015/16 was ranked 3 out of 32 local authorities nationally (93.7% in 2015/16 and 92.2% 2014/15 compared to 90% and nationally for each year).

#### The number of Looked After Children as at 31 July 2016:

| Accommodated Children                 | 2014       | 2015       | 2016       |
|---------------------------------------|------------|------------|------------|
| Kinship Care                          | 88         | 80         | 78         |
| Foster Carers                         | 91         | 99         | 118        |
| Prospective Adopters                  | 7          | 10         | 11         |
| In other Community (e.g. hospital)    | 3          | 2          | 2          |
| Local Authority Home                  | 12         | 13         | 10         |
| Residential School                    | 5          | 7          | 7          |
| Other Residential (intensive support) | 2          | 0          | 1          |
| Secure                                | 0          | 0          | 0          |
| <b>Total</b>                          | <b>208</b> | <b>211</b> | <b>227</b> |
| <b>Home Supervision</b>               | <b>38</b>  | <b>44</b>  | <b>59</b>  |
| <b>Total Looked After Children</b>    | <b>246</b> | <b>255</b> | <b>286</b> |

# Looked after children



There is a strong focus on securing permanency for children and young people who are unable to remain in the care of their birth family. The majority of children and young people who are looked after and accommodated have stable placements, with 84% experiencing two or less placements in a care episode, and most of these having only one change in placement, or no changes. This allows children and young people to benefit from secure and stable relationships and nurturing environments.

There is also improvement in the timely decision-making for which children identified as needing permanent care and thereafter considered by the Fostering and Permanence Panel to be formally approved for permanence. Nearly 70% of children and young people (in 2016/17) have a permanence plan approved at Panel within four months of the LAC Review decision, compared to 48% in the previous year. Early identification of children who should be progressing to permanency and effective planning to avoid delays is demonstrated through increasing numbers of children being considered by the Fostering and Permanence Panel year on year.

The Council has recognised the pressures resulting from increasing demand and has supported the Children, Young People and Families Service to redesign and make plans to transform the shape of service delivery to stem and reverse this trend. This includes:-

- Transformation and remodelling of residential care to refocus on teenagers on the edge of care.
- Recommissioning strategically intensive and flexible family support focusing on primary school aged children who are at risk of statutory intervention.
- Redesigning the early years family centre towards community and family based support through the Family Focus team.

- Taking part in the national programme to address neglect and enhance wellbeing with CELCIS along with health colleagues with a particular focus on getting it right pre-birth and into the first year of life
- Continuing to blend community development and early intervention with our work to support children and young people who are at risk of statutory intervention or looked after at home.

### **PRACTICE HIGHLIGHT 12: Family Support through Family Focus**

The Family Focus team was created following a review of social work support services for families with very young children. The review highlighted the need for early intervention and support to families with children pre-birth to five within their homes and communities. The needs of these families were around routines, confidence building and establishing parenting skills. The ethos of the team is to support families into universal provision and by intervening early to prevent an escalation of difficulties and to avoid statutory intervention. The Family Focus team is now fully operational and provide outreach across Perth and Kinross. In collaboration with midwifery and maternity services, work is ongoing to deliver early support to pregnant women in need.

The team has also delivered 2 pilot projects at two primary schools where there are concerns about child development and working alongside education and health staff assisted parent to promote their child's development within the family.

### **PRACTICE HIGHLIGHT 13: Active Beginnings - Splashtots**

Active Beginnings is a project involving Family Focus and Live Active Leisure to improve the physical and emotional wellbeing of parents and very young children. Over the year, 55 families benefitted from a number of sporting activities with the most successful being Splashtots. Splashtots was introduced to work towards improving the Health & Wellbeing of vulnerable parents and children and to enable families to access local facilities by reducing financial barriers. We have built relationships between staff and parents, and among parents who are socially isolated. Most of our parents are young, lone parents, on benefits experience poor mental health and low self-esteem. Parents and their babies are learning to be confident in the water and to swim. Parents have grown more confident and now make use of the pool in their free time, they have made a new support network of friends and their overall wellbeing has improved.

## Practice Highlight 14: No 5 Project, Rattray

To tackle the consequences of poverty and isolation we continue to run No. 5, a community based project in Rattray for 30 hours per week. Staffed by Senior Social Care Officers attached to the Blairgowrie Children and Families Social Work Team, group work for children 0-17 years and their parents promotes social inclusion. Guidance, advice and support is provided on managing children's behaviour, maintaining healthy family relationships, parenting, healthy lifestyles and healthy eating. A GIRFEC approach is supporting children and their families to develop greater resilience and improved self-esteem. Approximately 50 children and young people attend on a weekly basis, some of them have a Lead Professional Social Worker as their names have been included on Child Protection Register or they are looked after children and their attendance is part of the Child's Plan. The success of the project is demonstrated by the willingness of other, locally based, children and families to participate in the varied range of activities available.

## Attainment of Looked After Children and Young People

| Indicator                                                                  | 2014    |                |       | 2015    |                |       | 2016    |                |       |
|----------------------------------------------------------------------------|---------|----------------|-------|---------|----------------|-------|---------|----------------|-------|
|                                                                            | At home | Away from home | Total | At home | Away from home | Total | At home | Away from home | Total |
| % of CYP leaving care who attained at least one subject at SCQF Level 3    | 100%    | 71%            | 79%   | 67%     | 77%            | 76%   | 100%    | 100%           | 100%  |
| % of CYP leaving care who achieved English and Mathematics at SCQF Level 3 | 80%     | 64%            | 67%   | 0%      | 64%            | 56%   | 40%     | 79%            | 68%   |
| Number of CYP ceasing to be looked after <sup>3</sup>                      | -       | -              | 19    | -       | -              | 25    | -       | -              | 19    |

Source: ECS: 2016: BMIP Indicators

Source: LAC SQA Attainment 2014/15

## Attainment of Looked After Children by end of S4 and S5/S6

A wider measure of attainment is used locally to monitor the progress of the 35 young people in S4 and S5/S6 who have been looked after at some point during academic session 2015/16. Care should be taken with interpretation in view of the small number of young people.

| S4                                   | % S4 Looked After Children achieving... |      |      |
|--------------------------------------|-----------------------------------------|------|------|
|                                      | 2014                                    | 2015 | 2016 |
| English and Maths @ Level 3 or above | 62%                                     | 64%  | 74%  |
| 5+ passes @Level 3 or better         | 48%                                     | 71%  | 57%  |
| 5+ passes @Level 4 or better         | 24%                                     | 64%  | 26%  |

<sup>3</sup> Due to the size of the cohort, numbers have not been presented for at home and away from home.



| S5/S6                                | % S5 or S6 Looked After Children achieving... |      |      |
|--------------------------------------|-----------------------------------------------|------|------|
|                                      | 2014                                          | 2015 | 2016 |
| English and Maths @ Level 3 or above | 93%                                           | 87%  | 100% |
| 5+ passes @Level 3 or better         | 93%                                           | 87%  | 75%  |
| 5+ passes @Level 4 or better         | 43%                                           | 87%  | 67%  |

Source: ECS: 2016: BMIP Indicators

The Education Additional Support Officer, together with Looked After Co-ordinators in schools, track the attendance and achievement of looked after young people on an individual basis and ensure that appropriate support is in place.

The [Corporate Parenting Plan](#) was developed in 2016/17 in consultation with care experienced young people sets out a clear and unambiguous vision to tackle the inequality of outcomes experienced by looked after children and young people with care experience. This plan includes an assessment of needs and sets out five strategic priorities to ensure better performance in relation to:-

- **Home:** our children and young people will be safe and nurtured
- **Voice:** we will listen to our children who will be respected and included
- **Health:** our children and young people will be active and healthy
- **Achievement and Attainment:** our children and young people will achieve positive outcomes throughout their lives
- **Skills for learning, life and work:** our children and young people will be responsible and achieving adults

Under the Children and Young People (Scotland) Act 2014, young people now have the choice to ask the Council for a continuing care placement after the age of 16. It is expected that this will help some young people stay in school beyond the statutory leaving age (S4), and subsequently achieve greater attainment in S5 or S6.

At 31 July 2017 84% of care leavers (up to age 25) were in touch with our after care services. We had 15 young people over 16 staying on in foster care and 10 young people in a community Continuing Care placement. 88% of care experienced young people had a positive post-school destination comparing favourably to our virtual comparator which stood at 84%.

### Services for Young People

A new approach is broadening the focus of targeted intervention provided by the Youth Justice Team/Intensive Support Team from youth offending towards promoting interventions that support a wider group of vulnerable risk taking young people who may be at risk of Child Sexual Exploitation, misusing substances and/or alcohol, mental health issues and/or at risk of homelessness. This change in direction is aimed at offering similar levels of support and a more integrated response to all young people with high levels of vulnerability.

Services for Young People supported 150 individual young people with varying degrees of intensity and commissioned services for a further 48 young people from third sector partners.

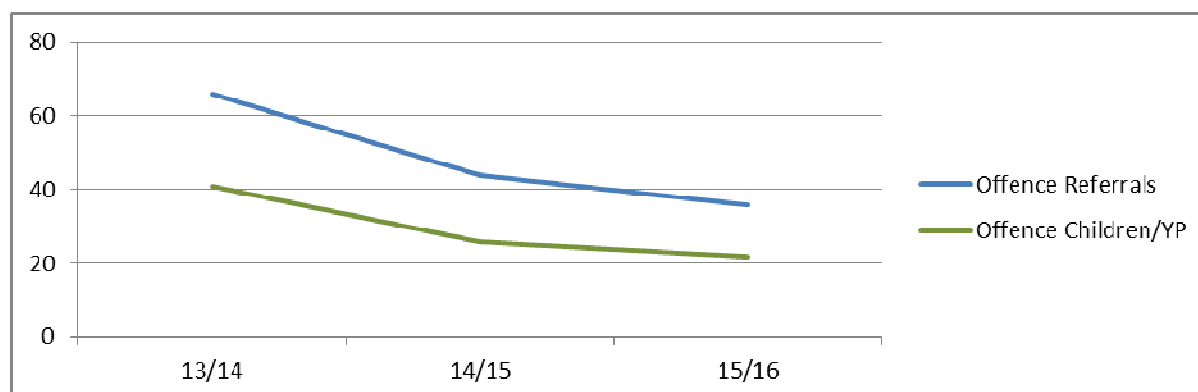
## Offending Rates: Young People

|         | Individual YP under the age of 16 involved in Offending | Number of Persistent Offenders <sup>4</sup> | Youth Crime |
|---------|---------------------------------------------------------|---------------------------------------------|-------------|
| 2016/17 | 197                                                     | *                                           | 325         |
| 2015/16 | 215                                                     | *                                           | 326         |
| 2014/15 | 200                                                     | *                                           | 254         |

This data also shows that while crime detection rates have increased substantially in 2015/16 and 2016/17 compared to previous years, the number of young people being referred to the Children's Hearings on offence grounds, as well as the number of offence referrals, continue to reduce. This is strong evidence of early and effective intervention and diversion from the Children's Hearings system.

In 2016/17, the rate of young people committing offences has remained the same as previous year. The total number of young people involved in these offences decreased by 18. 38% of all young people detected in relation to offences were first time offenders. There was an increase in Assault offences by 10% (11 crimes); Breach of the Peace by 29% (14 crimes) and Theft by 22% (13 offences). There was a significant decrease in Sexual Offences by 67% (24 offences). The offences most frequently committed by both males and females were Assault. The gender split saw 71% males detected in relation to offending and 29% of females; a decrease in male offending by 16% and an increase in female offending by 16%.

## Children and Young People referred to SCRA on offence grounds



This data shows that while crime detection rates have increased substantially in 2015/16, the numbers of young people being referred to the Children's Hearings on offence grounds, as well as the number of offence referrals, continue to reduce. This underpins our strong evidence of early effective intervention and diversion from the Children's Hearings system.

The service will continue to focus on reducing youth offending further, whilst addressing levels of vulnerability and harmful risk taking behaviours by supporting young people through appropriate assessment and intervention and delivering youth programmes throughout Perth and Kinross.

The Participation Measure reports on the Scottish Government's *Opportunities for All* pledge, which aims to ensure that all young people are supported into sustainable employment. The latest report, from August 2017, shows that for the third year in a row,

<sup>4</sup> Due to small numbers (i.e. numbers 5 and less), these have been redacted



Perth and Kinross is performing above the national average, in every age group with around 93% of all young people aged 16-19 taking part in employment, education or training.

|                 | <i>Overall</i> | <i>Individual age groups</i> |           |           |           |
|-----------------|----------------|------------------------------|-----------|-----------|-----------|
|                 | <b>16 – 19</b> | <b>16</b>                    | <b>17</b> | <b>18</b> | <b>19</b> |
| <b>PKC</b>      | 93.1%          | 99.1%                        | 97.2%     | 92.2%     | 84.2%     |
| <b>Scotland</b> | 91.1%          | 98.8%                        | 94.0%     | 88.9%     | 83.4%     |

The Perth and Kinross Out of Hours Service (OOH) established in 2010, continues to provide a robust response out of hours to children, young people, families, vulnerable adults and older people who need care and protection. There are highly effective working relationships and very good communication between OOH staff and daytime staff. For example, where a plan indicates that a child protection order for a new born baby is required there is a high level of confidence that appropriate actions will be taken out with normal working hours. OOH staff are included appropriately in joint management meetings and staff development opportunities.

Legal measures are used well to protect children, including seeking compulsory measures of supervision. Social Work staff and the Council's Legal Services work very effectively together to implement appropriate measures to support intervention to safeguard children's welfare. Appropriate care placements are found for all children when it is no longer safe for them to remain at home and there are clear arrangements for assessing the suitability of kinship carers and significant others.

Staff in Perth and Kinross led on the development of the Tayside Practitioner's Guide: Chronologies and the Child's Plan to enable the efficient delivery of co-located multi-agency services. We recognise the importance of building and maintaining useful chronologies and the need to continue to support staff across services with this complex task and have developed a bespoke multi-agency learning and development course.

The single Child's Plan/Young Person's format was introduced from April 2016 alongside single agency and multi-agency training and guidance. The vision was that planning to meet children's needs would be consistent across all statutory agencies irrespective of the level of need, age of child or young person or stage of intervention. The content of the Plan meets the legislative requirements of an Individual Educational Programme informing a separate Coordinated Support plan as appropriate. The Plan is also able to meet the legislative requirements for Looked After Children.

There is now a shared language and common approach to identifying needs and making plans to improve children's circumstances and wellbeing. The Child's Plan sets out the responsibilities of the Plan Partners to agreed actions to achieve desired outcomes. The plan format was designed to support to focus on wellbeing indicators and a SMARTer planning structure. Over the last year training for Named Persons, social workers as well as Chairs of Child Protection Case Conferences, Core Group Meetings and Child's Plan Meetings has been delivered to help improve the focus on outcomes. It is recognised that this is an area for continued development and we are in the early stages of developing a quality assurance process for plans coordinated by Lead Professional Social Workers.

Parents and carers are invited to Child's Plan Meetings, Child Protection Case Conferences and Looked After Review Meetings and are encouraged to take part in discussion and be part of the decision making process. Children of an appropriate age are encouraged to attend and/or contribute their views through an advocate.

### **Practice Highlight 15: Children's Rights and Advocacy**

In order to ensure that children and young people are being listened to it is essential that there are skilled advocacy workers available to meet their needs and who are equipped with the appropriate tools to engage with children effectively. In Perth and Kinross the Children and Youth Rights Officer (CYRO) based within Services for Young People and the Advocacy worker employed with Who Cares? Scotland provide advocacy for individual children and young people who need it when they are looked after or are in need of protection. The CYRO and Independent Chair of child protection case conferences have recently carried out a self-evaluation of the extent to which children and young people's views and wishes are sought and taken into account within key child protection processes and prepared an improvement plan to secure greater participation and involvement.

Performance in relation to the statutory review of Looked After Children and Child Protection Case Conferences is reported quarterly at service level and to the Council's Lifelong Learning Committee every six months. Reviews of children's circumstances are carried out by independent senior staff who are not directly involved in the management of the child's care. Over the last year the Child Assessment and Reviewing Officers have taken up a greater role in challenging practice and promoting greater emphasis on returning children home quickly during an episode of care.

Decision making to support children into permanence has continued to be strong over the last year. Looked After Child Reviews successfully identify children who need permanent care away from their birth families, with the vast majority identified within 6 to 9 months of becoming looked after. Most children identified in need of permanency are considered by the independently chaired Fostering and Permanence Panel within 4 to 6 months. Our strong performance in achieving permanent loving and nurturing care for children who need it ensures that drift and delay is minimised.

### **Practice Highlight 16: Concurrent Planning**

The Adoption team along with Change Is A Must team have developed a concurrency planning tool. Concurrent planning is for a very young child who cannot safely stay with their birth parents. They are fostered by concurrent carers while the birth parents participate in a Parenting Capacity Assessment to determine whether or not the child can return to their care. If a return is not possible then the concurrent carers will be supported to adopt the child. This means there are only two possible outcomes with a concurrent care plan: the child returns home or they are adopted by their concurrent carers.

The model has been researched nationally and indicates very good outcomes for children. The key elements to the success of the model is early assessment and therefore the development of the model relies on both Health and Social Work working together to identify the unborn babies who are at risk.

The processes for assessing and supporting Kinship Carers within Services for Children, Young People and Families are improving year on year. The introduction of an Independent Chair of the Kinship Panel, multi-agency and professional membership of the panel, is now ensuring greater challenge and rigour to decision making. The expansion of the Kinship Care Team has also increased the level of support to Kinship Carers. Perth and Kinross Council provides high levels of practical and financial support for Approved Kinship Carers

and our allowances have been at an equivalent level to local authority Foster Carers since 2015. Increasing numbers of Kinship Carers are being supported to obtain Residence Orders and we continue to support these care placements and ensure children thrive in nurturing families once they are no longer looked after.

The Welfare Rights Team works closely with social work staff to ensure that kinship carers receive their entitlements.

Families supported by registered services are signposted to the Compass membership which provides free and reduced cost access to Live Active Leisure services.

In May 2016, Services for Children, Young People and Families established the Contact Team to coordinate and deliver high quality contact between Looked After Children and their families. Strathmoor has been adapted to provide office accommodation and a homely base for contact sessions. The quality of experience and the consistency in the assessment of contacts for Looked After Children and families have improved significantly as a result.

There has been an increased focus on improvements in the recruitment, support and training of carers, whether kinship or fostering. The number of placements for children who are looked after with family or friends carers in Perth and Kinross has continued to increase since the introduction of the Looked After Children (Scotland) Regulations 2009. There were 24 kinship carers in 2010 and this has risen to 74 at 31 July 2017.

The balance of care towards community placements is good and there continues to be strenuous efforts to ensure that all looked after children and young people benefit from stable and nurturing care within their own extended families wherever possible, or, within high quality family based care in their own communities.

#### **Practice Highlight 17: Family Change Team**

Family Change has continued to offer a range of therapeutic services for children, young people and their care givers who have experienced trauma. Perth and Kinross provide a dedicated reparative service and this year the project will be celebrating its 20th anniversary. The project continues to offer a service to a wide range of children both in home and out of home care and there is an increasing demand for one to one therapy with children who have been referred post adoption.

In addition, staff implemented and reviewed a small test of change which led to piloting of a new assessment process for all those starting individual therapy. This has led to a change in practice and wherever possible, work is now split so that the child and adult(s) are offered four separate, individual sessions instead of an initial eight focusing on the child. This allows us to engage more openly and quickly with those providing care in order to identify and support any changes needed within the child's home environment.

#### **Support for children with a disability and their families**

The Child Health Team (CHT) provides services for children, young people and their families affected by disability and/or additional support needs (ASN) from birth to leaving school. The CHT has changed its focus over the last year to become more accessible to a wider range of needs and to provide an outreach service. The aim is to intervene as early as possible and to work alongside families and other professionals to help families manage difficult and challenging behaviours at an early stage and to prevent the need for more intensive support. Examples of this include: sleep programmes; managing challenging behaviour, communication assistance and toileting.

This complements the outreach service provided by staff at Woodlea Cottage and the residential and non-residential support programmes for children, young people and their families affected by disability. Individual programmes are designed around the needs identified within the Child's Plan.

### **Self-Directed Support**

To support wider use of Self-Directed Support with children and families, a budget of £25k was allocated from Scottish Government SDS monies. Opportunities were specifically identified around transition needs and ensuring that GIRFEC principles were clearly built into this process. Example provided below:

- Family C. An opportunity to meet the individual needs of one young person with complex and enduring disabilities was identified by building a separate adapted structure in the family garden to provide separate accommodation for the young person and carers. This helped to keep the family unit together and removed the need for residential care.

During 2017/18 further learning and development opportunities are planned for all frontline staff to maximise uptake of SDS and further embed creative solutions for families. This will also support changing from traditional Service Level Agreement provision and in house provision to development of a new approach for respite services for young people in conjunction with SHIP. In 2017/18 a commissioning strategy for children's services will be developed which will have personalisation as a key principle behind all social services commissioned by the Council. An Evaluating Outcomes Workshop was held in Perth and Kinross, hosted by the Children, Young People and Families Partnership on 20 January 2017. This workshop defined our strategic priorities for improving outcomes. Our Commissioning Priorities for 2017-2020 will include:

#### **1. Tackling inequalities**

- *Tackling the adverse consequences of poverty*
- *Closing gaps in attainment and achievement*
- *Taking forward corporate parenting responsibilities and ensuring outcomes of care-experienced young people mirror those of their peers*
- *Ensuring children, young people and families attain positive emotional and mental health and wellbeing*

#### **2. Strengthening families and building resilient communities**

- *Continued focus on the early years from pre-birth*
- *Consistent support for parenting*
- *Early intervention and strengthening universal services to promote high levels of family wellbeing*
- *Reaching out to families who need support at an early stage to build parental confidence, avoid escalation and decrease reliance on specialist support*

#### **3. Meeting the needs of our most vulnerable children, young people and families**

- *Earlier identification of children, young people and families who would benefit from personalised and more intensive support*
- *More flexible approaches to meeting needs and reducing risks including domestic violence, substance misuse and parental mental health, personal safety and sexual exploitation.*

## 7.5 Public Protection

### Child Protection

Child Protection Case Conferences are chaired by Social Work Improvement Officers and Senior Managers, who are not responsible for the management of the case. These meetings consider both the immediate and longer term needs of a child or young person. Performance in relation to holding a Child Protection Case Conference within agreed timescales has been improving steadily since 2014. In the last quarter of 2016/17 we appointed a Temporary Improvement Officer and Statutory Case Conference Recorder to further improve processes and to enhance child and parental involvement in meetings. There has been an associated improvement in the effective and efficient distribution of decisions and actions arising from Child Protection Case Conferences. Revised guidance, report templates and multi-agency training has supported ongoing improvement in this area.

In 2016 a multi-agency review of child protection practice in 63 cases and through an examination of minutes of meetings and supporting documentation such as Assessment Reports and Child's Plan used by Child Protection Case Conference and Core Group meetings. This was a robust and rigorous review which explored key elements of child protection processes. The high level findings demonstrate consistent standards in partnership working; information sharing; building and sustaining trusted relationships; assessment of needs and risks; respectful communication, and recording the views of children and families.

#### **Practice Highlight 18: Child Protection Case Conferences: improving performance and user experience**

Although there had been steady and incremental improvement in performance in meeting national and local timescales for holding case conference since 2014, it was recognised that the pace of change could be improved further alongside practice improvement to enhance family involvement in assessment and decision-making at these meetings. Ongoing evaluation and monthly monitoring of performance by Services for Children, Young People and Families showed that there was a need to improve the coordination of these meetings as well as consistency in the practice of chairing meetings and the distribution of minutes and decisions. An 18 month fixed term post was created for an Independent Chair of Child Protection Case Conference with additional administrative capacity. These posts were intended to have an improvement focus to:

- Improve the efficiency and effectiveness of Child Protection Case Conferences building on recognised risk assessment frameworks;
- Promote transparency and meaningful parental involvement;
- Improve the arrangements for ensuring that children's views are given prominence; and
- Ensure adherence to national and local guidance in relation to timescales.

As a consequence, there has been significant change in practices since January 2017, decisions and minutes are now distributed quickly and effectively. Progress is being closely monitored and reported to the Child Protection Committee. Further improvements will be embedded by Spring 2018



The Child Protection and Duty Team along with the police Public Protection Unit provide a highly skilled and effective joint response to child protection concerns which are investigated quickly. Inter-Agency Referral Discussion (IRD) are held consistently when there are concerns that a child or young person may be at risk of harm, abuse or neglect. Our IRD arrangements are a dynamic process and not a one off. The IRD allows police, social work, health and education staff to share and exchange information proportionately; to make an initial multi-agency assessment of risks and to plan for a child protection investigation when necessary. Over the last year a multi-agency review of IRD records has taken place and improvements have been made to the recording practices to ensure consistency.

Joint Investigative Interviews (JII) are carried out exclusively by trained police and social work staff, who have completed Joint Investigative Interviewing Training (JIIT) in accordance with the [Scottish Government \(2011\): Guidance on Joint Investigative Interviewing of Child Witnesses in Scotland](#). All JII are visually recorded and take place at a specially designed location at Almondbank House in Perth. Since 2015, the Child Protection and Duty Team have introduced a mechanism to evaluate via peer review, social work-led JII which has raised professional confidence and competence and improved practice for children and young people. In March 2017, this facility was updated, taking account of lessons from the Barnehus and Stop to Listen Pathfinder. We are currently enhancing our Joint Investigative Interview Training to ensure that practice is trauma informed.

#### **Practice Highlight 19: Case Study - Response to Child Sexual Exploitation**

Partners in Perth and Kinross have a long established working group to tackle the emerging threat of Child Sexual Exploitation. This example describes an operational response to a young person, who came to the attention of Police and partners in 2014 for a number of missing episodes. As the risk of sexual exploitation was identified, traditional Child Protection responses were triggered however the young person did not recognise herself as a victim and did not engage with Joint Investigative Interview procedures.

Rapport building was crucial to this investigation with identified professionals from Police, SWD and NHS Tayside co-ordinating engagement with the victim and delivering the same supporting messages, whilst at the same time developing professional relationships, helping to agree common operational objectives.

Innovative proactive packages were developed by the Police utilising detailed multi-agency information and a briefing strategy was put in place for community officers and specialist investigators, to ensure the whole police family understood the importance of the disruption strategies

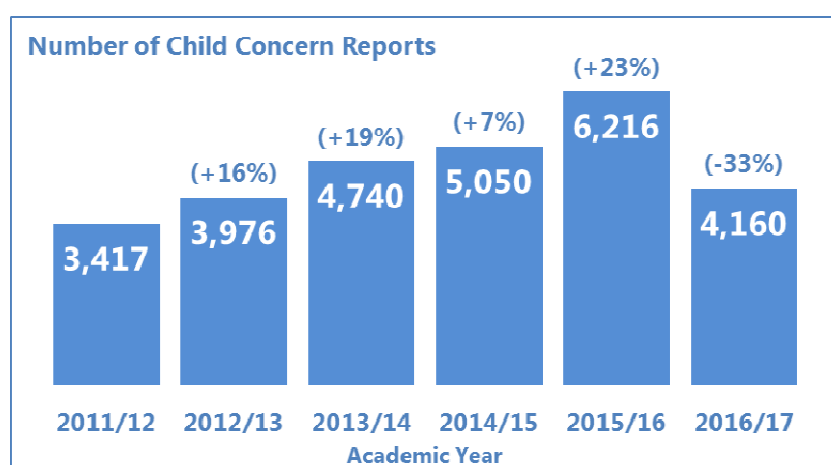
Despite the young person approaching her 16th birthday, Police and Social Work worked with the Scottish Children's Reporter Agency to obtain a supervision order through the Children's Hearing System, which provided the Police with additional enforcement opportunities under the Children's Hearing (Scotland) Act 2011. In addition to maximising her safety, this has also allowed time and space for workers to develop relationships with the perpetrator's young children who are believed to have also been victims of abuse.

In response to a need from one of the Secondary schools in Perth a group work approach was developed over a few weeks. This group work approach was well received by the young people and the intention is that this will be rolled out to other schools.

The Child Protection Committee and the Children, Young People and Families Partnership monitors performance and trends in child protection through quarterly reports. The following is a summary of the high level messages in relation to child protection during the 2016/17 academic year (1 August 2016 to 31 July 2017).

There were 4,160 Child Concern Reports (reports which relate to concerns about wellbeing and welfare). This significant drop, the first in recent years, was predicted last year, as Police Scotland's Vulnerable Person's Database was embedded and with the introduction of internal triaging and quality assurance of low level reports. Each individual may have more than one report recorded, and the 4,160 Child Concern Reports related to 2,334<sup>5</sup> individuals, which also shows a reduction from 3,258 individuals who had a report in 2015/16. The majority of children who were the subject of a Child Concern Report (65%) had a single Child Concern Report submitted about them during the 2016/2017 academic year. This has increased slightly since last year.

#### Child Concern reports received annually



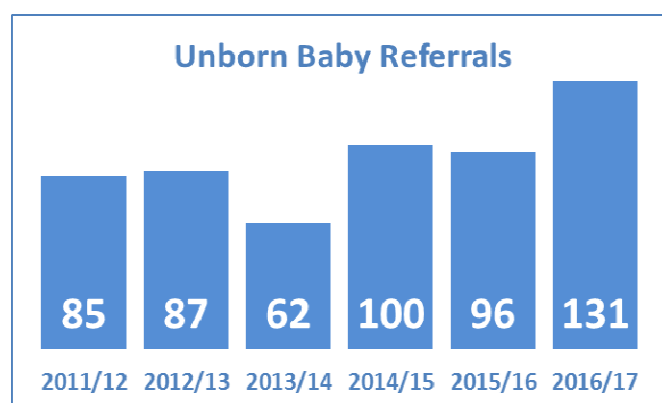
#### Unborn Baby Referrals

An Unborn Baby Referral is a mechanism by which any practitioner or manager across the public, private or third sectors, can raise a worry or concern they may have about an unborn baby's health or wellbeing; or in relation to whether or not that baby will be safe or in need of care and protection, pre-birth or after birth. This allows for early and effective intervention and support to be provided to the vulnerable unborn baby and mother.

The number of Unborn Baby Referrals raised by NHS Tayside has risen significantly in 2016/2017, particularly from November 2016 onwards, at which time NHS Tayside reviewed their operational practices in terms of unborn babies. The majority of these concerns were proportionately shared with partner services and agencies for further multi-agency review, investigation or assessment. The others were taken forward by way of multi-agency child protection procedures or single agency response, assessment and ongoing support. This is an area of focus for ongoing improvement and Getting it right pre-birth and into the first year of life will be the priority for the work supported by CELCIS to address neglect and enhance wellbeing at the earliest stage.

<sup>5</sup> May also include duplicates due to multiple SWIFT records for an individual.

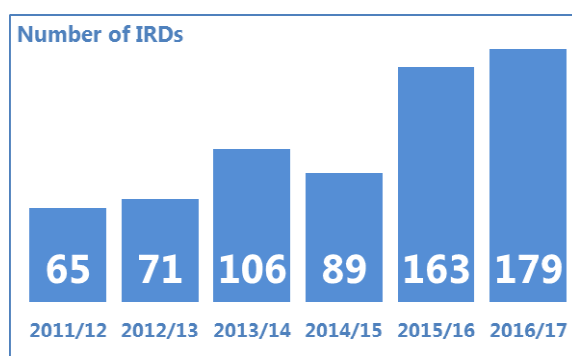
### Unborn Baby Referrals



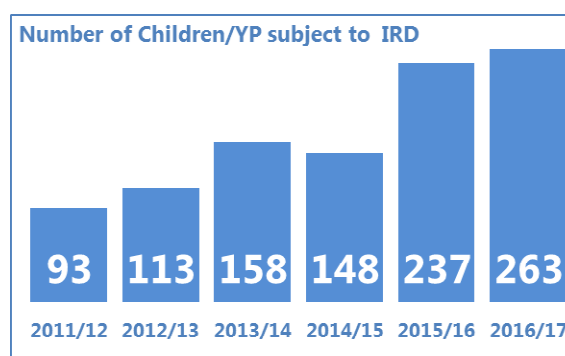
An Inter-Agency Referral Discussion (IRD) must be held where referral or multi-agency screening arrangements have determined that a child or young person may be at risk of harm, abuse or neglect. An IRD is the starting point to determine the next steps by all relevant core services. Routinely, health, police, social work and education staff take part in IRDs and other key staff or services are included wherever this is necessary, for example housing or adult social work services.

In 2016/17 there were 179 IRDs undertaken relating to 263 individual children. This equates to an increase of 10% compared to 2015/16, and continues a long-term positive trend of rising numbers of IRDs to ensure that there is robust sharing of information and decision-making at this early stage.

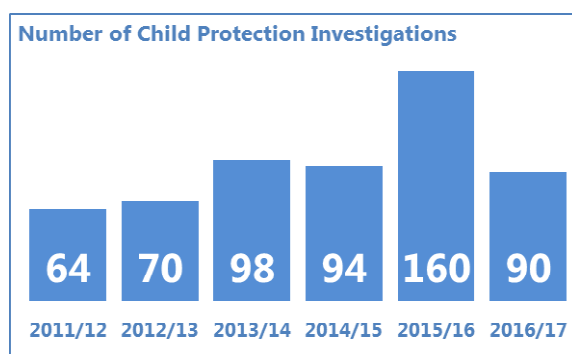
### Inter-Agency Referral Discussions



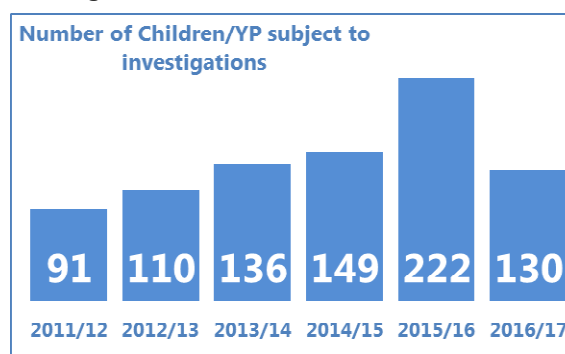
### Children subject to Inter-Agency Referral Discussions



### Child Protection Investigations



### Children subject to Child Protection Investigations





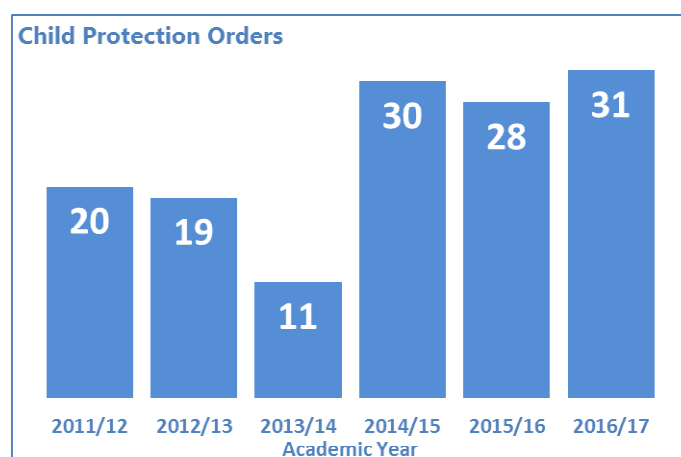
A child protection investigation is defined as a joint investigation, between police and social work, where a Child Concern Report or Unborn Baby Referral indicates that a child or young person is in need of care and protection from harm, abuse or neglect; or there is a likelihood or risk of significant harm, abuse or neglect.

In 2016/17 there were 90 child protection investigations undertaken relating to 130 individuals. This equates to a decrease of over 40% compared to 2015/16, when there was a significant increase over the previous year, and shows a general downward trend since 2013/14.

### Child Protection Orders

A Child Protection Order (CPO) is a legal measure to protect children who are suffering or threatened with 'significant' harm, and often requires removal of a child from their parents to a place of safety. The number of CPOs granted within Perth and Kinross has been relatively steady for the last three years.

**Child Protection Orders**

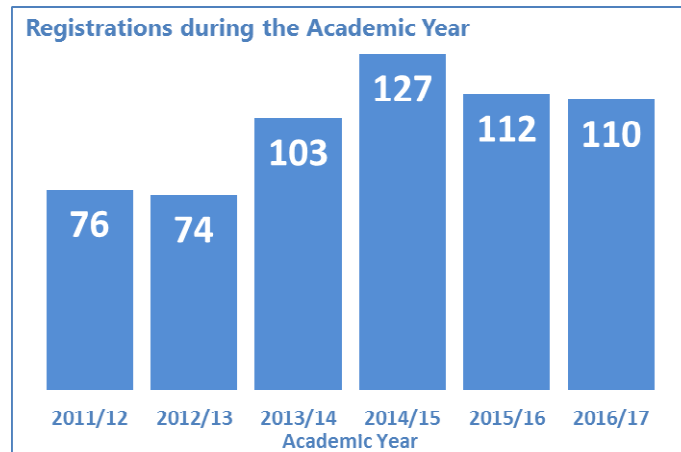


### Child Protection Register (CPR)

All local authorities responsible for maintaining a central register of all children and young people – including unborn babies – who are the subject of a Child's Plan. This is called the Child Protection Register (CPR). The decision to put a child or young person on the CPR will be based on a multi-agency assessment, and within Perth and Kinross, Services for Children, Young People and Families maintain the CPR on behalf of all services and agencies.<sup>6</sup> During 2016/17 there were 110 registrations to the Child Protection Register. This is relatively unchanged from the number of registrations (112) in 2015/16.

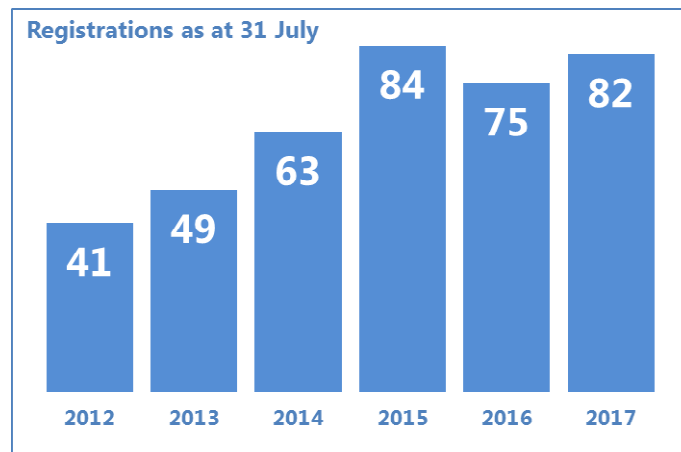
<sup>6</sup> Extract from [Perth and Kinross Inter-Agency Child Protection Guidelines 2017](#)

### Child Protection Register: Registrations during the year



As at 31 July 2017, 82 individuals were on the Child Protection Register, a slight increase on the previous year, following a general upward trend since 2012. This is the date for which the Scottish Government reports statistics.

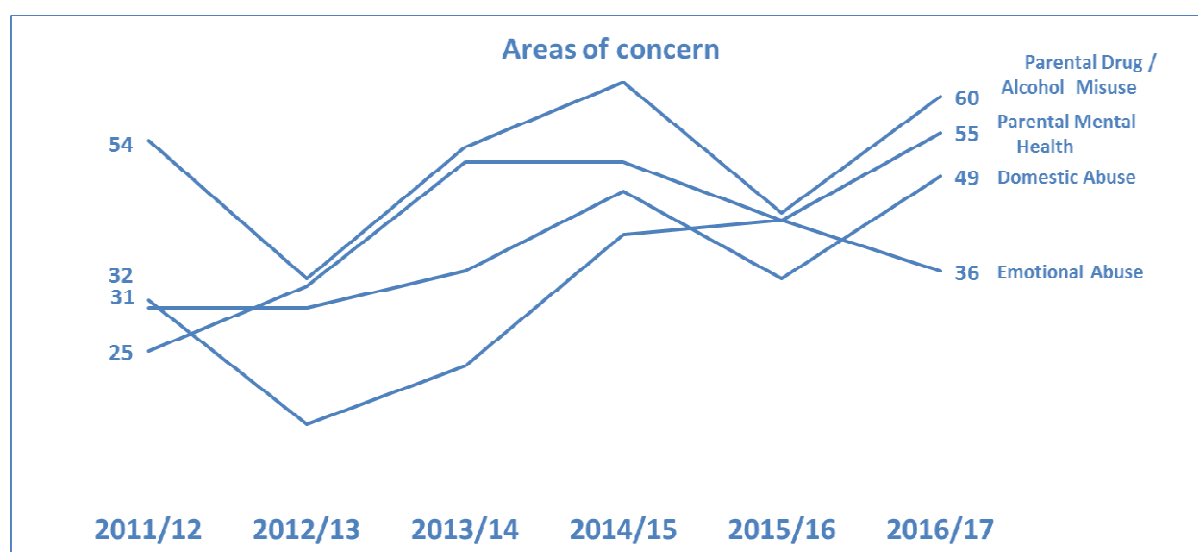
### Child Protection Register: Registrations at the end of the Academic Year



As in previous years, the majority of registrations are for children in the 0-4 age group, and children in the 5-10 age group make up the second largest number. However, the last three years has seen a general reduction in the number of registrations for children aged 0-4.

There has been a noteworthy decrease over the last two years in the number of children and young people whose names are included on the CPR who are affected by emotional abuse, while those affected by domestic abuse, parental mental ill-health, problematic parental drug and / or alcohol misuse (sometimes referred to as the toxic trio) have all risen.

### Child Protection Register: Areas of concern



*Note: More than one area of concern can be identified for each child whose name is placed on the CPR.*

Most registrations last less than a year, and only 8 out of 104 children and young people removed from the CP Register in 2016/17 had been on the CPR for 15 months or more. In comparison to last year, more children and young people are staying on the CPR for 4-9 months. The most common reason for de-registration is 'Improved Home Situation', and this has been the case over the last 6 years.

As in previous years the Child Protection Committee will analysis a comprehensive report in relation to trends over the last year and use this to inform the self-evaluation and improvement activity for 2017/18.

### Multi Agency Public Protection Arrangements (MAPPA)

There is a well-established partnership across Tayside for the Management of High Risk Offenders through the MAPPA Strategic Oversight Group, we remain committed to maintaining partnerships and evaluating performance to ensure we are working to minimise risk and better protect communities across Tayside. To support individuals to reintegrate in communities following liberation from HMP Perth, the prison based social work team engage with them in a risk assessment and risk management process pre-release, providing support and advice to prisoners and partner agencies as appropriate.

**MAPPA Extension:** The Public Protection Team also saw the implementation of MAPPA extension covering other offenders. This has proved a beneficial change in that the joint working and assessment process between the Open Estate and community has been improved and streamlined. The Public Protection Team has made its first application for an Intensive Support Package from Scottish Government to provide the appropriate support care for integration for one of these cases.

**The MAPPA Housing SOLO** (Sex Offender Liaison Officer) is co-located at St Martins House with the Police and the Safer Communities Team. This enhances information sharing and means the SOLO has a much more broadly based role in the management of dangerous and anti-social people than would exist otherwise. A recent service review means the role is shared across 3 members of staff along with ASB Investigation, Environmental Crimes and Early Intervention. One of these staff remains the designated

SOLO and he has developed an innovative mapping system which significantly improves the identification of risk when carrying out Environmental Risk Assessments.

**MARAC** (Multi Agency Risk Assessment Conferences) are held monthly in Perth and in the past 12 months have provided comprehensive safety plans for 62 women considered to be most at risk. 76 children were within the households under consideration at these conferences.

### **Missing Person Working Group**

In November 2016, a Missing Person Working Group was established including – Police, Safer Communities, Homeless Charity (CATH), Action for Children, SHELTER, Balnacraig School, Seamab School – It developed a new process whereby the Hub takes responsibility for developing the response to regular and High Risk Missing People. This reduces bureaucracy in the Police, improves ownership and ensures a person centred preventative approach where risk is recognised, assessed and managed. In the first year of operation a performance management regime has been established which demonstrates a gradual but significant reduction in the numbers of missing person reports.

### **Adult Support and Protection**

The Adult Support and Protection Committee published a biennial report in 2016 and following on from that report the Adult Support and Protection Lead Officer has been focussing work on raising awareness across the Partnership and the public in relation to adult protection. As part of an annual self-evaluation programme, three multi-agency case review audits took place with colleagues from NHS, Police and Health and Social Care Partnership. The work in the cases audit was evaluated positively with over 80% effective responses for all areas. An improvement plan has been developed to address the areas for further development identified.

Following on from the recommendations outlined within the 2014-2016 Bi-annual report, closer working with Care Homes and Care at Home agencies has resulted in an increase in the number of care homes reporting incidents of potential abuse or harm. Next steps include working jointly with Contracts and Commissioning to ensure that contract rigorously ensure that commissioned services are adhering to procedures for the protection of vulnerable people.

Financial harm has been one of the main priorities and the Adult Protection Co-ordinator has been very proactive in engaging partner agencies. An event held in October 2016 to address need to raise the awareness of Financial Harm across all organisations in Perth & Kinross was very well attended and the feedback extremely positive. This has helped to build stronger links with Banks and increases the possibilities for further training to aid staff working in these environments.

Work continues to develop a strategy with Black and the Ethnic community and other groups where it is recognised by the committee that partnership working has been poorer than in other areas, especially in relation to hate crime and sexual exploitation.

A review of the Vulnerable Person's Report (VPR) was completed in 2016 which resulted in a significant reduction of VPR submitted to the Council. The aim of Police Scotland is to ensure the most relevant and proportionate referrals are sent to enable higher percentage of vulnerable adults are provided with the appropriate supports.

Financial harm, self-neglect and hoarding are key challenges for the Adult Protection agenda.

## 7.6 Complaints

Between 1 April and 31 March 2017, the following complaints were investigated at Stage 2 of the Council's Complaints Handling Procedure:

| Stage 2 Complaints                             | Number of complaints | Number acknowledged on target | Number of complainants satisfied with response | Number of Complaints at Review Committee (CRC) |
|------------------------------------------------|----------------------|-------------------------------|------------------------------------------------|------------------------------------------------|
| Community Care                                 | 20                   | 20                            | 11                                             | *3                                             |
| Services for Children, Young People & Families | 2                    | 2                             | 1                                              | 0                                              |
| <b>Total</b>                                   | <b>22</b>            | <b>22</b>                     | <b>12</b>                                      | <b>3</b>                                       |

From 2017, a new policy and process for handing social work complaints will be introduced to meet changes in legislation. Complaints will be recorded within a unified management information system which will provide an enhanced profile of the number of complaints received, including Front Line Resolution complaints.

### Community Care

Between 1 April 2016 and 31 March 2017 there were 20 Stage 2 Complaints (Investigations) this is a 50% increase from the previous year and in addition, there were 65 complaints dealt with at Stage 1 (Front Line resolution) with a small increase on the previous year. 3 complaints progressed to CRC. In addition, there were 2 CRCs withheld as a result of a decision from the SPSO.

Main areas of complaint continue to relate to Care at Home Services and funding issues.

### Services for Children Young People and Families

Within the same period, Services for Children, Young People & Families had 2 Stage 2 complaints none of which progressed to CRC. There were also 18 Stage 1 (Front Line resolution). This trend has altered from the previous year with the majority of complaints being resolved at Stage 1.

Main areas of complaint related to staff, customer service standards, inadequate service, and disputed decision. These complaints influenced changes in practice such as:

- the involvement of parents at professional meetings; and
- the Appeals process

## 8 User and Carer Empowerment

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There is a collective commitment to working alongside local communities and service users to design, develop, deliver, evaluate and improve services across the CPP. Throughout this report, there is very clear evidence of involvement of service users in influencing and signs that there is a genuine commitment to empowering people who use services and carers to be at the heart of service redesign. Staff are already working to create opportunities for people who use services to be involved at an individual level, an establishment, team or care service level, as well as more strategically. There are increasing numbers of examples where there is greater partnership working and co-production including:

- The Learning Disability Charter
- Joint Mental Health Strategy
- Equalities Strategy
- Carers Strategy

### **Integration Joint Board Service Users and Carers Representation**

Legislation requires user and carer representation on the [Integration Joint Board](#), the decision was taken by Perth and Kinross to appoint both a principle and substitute representative. In order to ensure that the Carer and User voice is represented on the Integrated Joint Board (IJB) a selection process was carried out. A service user and substitute service user were identified along with Carers representatives chosen from the existing Perth and Kinross Carers Forum. It was agreed to call the representatives Public Partners.

The Public Partners are offered support including induction programme, preparation for each IJB meeting, and bi-monthly meetings with the Chief Officer to enable understanding of IJB issues and the opportunity for Public Partners to have items included on the agenda.

### **Corporate Parenting**

Over 2016/17, staff in Services for Children and Young People have supported the continued development of a group of care experienced young people. They are supported to meet weekly and successfully completed the Columba 1400 Young People's Leadership Academy. Their confidence has grown and they are now working alongside Corporate Parents meaningfully to champion change for looked after children and care leavers. A number have now gained employment as Participation Assistants within the service and now helping to set the agenda for strategic meetings and participate in service developments.

### **Participatory Budgeting**

'Your Community, Your Budget, Your Choice' was the branded title for the first Health and Social Care Partnership community based Participatory Budget initiative in Perth and Kinross. The aim was to provide funding to local community organisations to enable them to develop vital preventative provision and reduce the demand on specialist services. By providing small sums of money, a range of local conversations developed, and new creative provision initiated.

- A Community Engagement Worker was given the lead in each area to provide encouragement and support to community groups to generate applications.
- 47 community project proposals were received with 21 projects being fully funded and a further 21 receiving part funded.
- The participatory budget approach resulted in 1562 local people voting for the projects that they felt would deliver the care and support required in their community.
- A variety of Community Projects were funded including Community Gardens, Enhanced Transport, Adapted Bikes for the Disabled and Friendship Cafés.

## Practice Highlight 20: Rural Wisdom Project - Older People Living in Rural Areas

Due to the national profile of the work in Aberfeldy, “Outside the Box” a Scottish Wide Voluntary Project approached the Community Engagement Worker to discuss if people in Aberfeldy would want to work in partnership with Outside the Box in the development of the Rural Wisdom project. Rural Wisdom is a community development and shared learning project that explores the impact of community-based activities that are led by older people living in rural areas.

The project is looking to explore how older people can take the lead in setting the agenda and developing resources that meets the needs of older people in the area. Outside the Box and Volunteering Matters Cymru (Wales) have now been successful in a £975,370 lottery application to develop this work across Scotland and Wales.

Aberfeldy and the surrounding areas will be one of the pilot sites and the Community Engagement worker is playing a central role in ensuring that local people remain at the centre of this exciting new development.

## Carers

Participatory Budgeting for carers was launched in 2016/17. Called ‘Carers Voice, Carers Choice’, carers made decisions on how £20k would be allocated across Perth and Kinross.

We are developing a model of service delivery that will provide Intermediate Support for Carers. This model will look to radically enhance the support we provide to unpaid carers and families. Our research demonstrates that 70% of crisis placements and permanent care home placements occur due to carer breakdown or incapacity. This new model of carers support will enhance the support we provide to people in the community, to enable them to continue in their caring role. It was developed after consultation with large numbers of local carers and is intended to enhance the support to people in the community enabling them to continue in their caring role.

The service will consist of three strands:

1. Investment in flexible respite
2. Provision of evening/night time support
3. Additional capacity for telecare solutions

Carer Positive is one of the Scottish Government’s key policies to help Scotland’s carers. The Council as a major employer in the local authority area recognised that many of its staff had caring responsibilities. Perth and Kinross Council was awarded Level 1 **engaged** status as a **Carer Positive Employer** in the last year and is working to achieve Level 2 established. To achieve this, the Council has had to demonstrate

- Involving carers in the development of policies and processes to support carers within the workforce
- A culture of support is embedded within the organisation
- Carers feel comfortable in identifying themselves and in accessing available support both from within and outside the organisation

## 9 Workforce

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Perth and Kinross is privileged to have a highly committed social care and social work workforce. Recruitment and retention rates are positive in relation to comparators and national rates. Across social work and social care services there are high levels of staff motivation with staff reporting in the annual survey in September 2016 a strong commitment to their work, clarity about the vision and a strong and positive team ethos. This is a significant advantage when there is largescale redesign and transformation and it will be a challenge going forward to maintain staff buy-in and high levels of morale as services undergo continued change and experience budget reductions. The chart below shows highlights from the survey and the percentage of respondents who agree or strongly agree with the selections of statements.

### Community Care Employee Survey 2016

|                                           |       |
|-------------------------------------------|-------|
| I am clear what is expected of me at work | 91.8% |
|-------------------------------------------|-------|

|                                                                    |       |
|--------------------------------------------------------------------|-------|
| My team are passionate about delivering excellent customer service | 87.7% |
|--------------------------------------------------------------------|-------|

|                                                          |       |
|----------------------------------------------------------|-------|
| The people I work with are committed to doing their best | 86.4% |
|----------------------------------------------------------|-------|

|                             |       |
|-----------------------------|-------|
| I am treated fairly at work | 85.3% |
|-----------------------------|-------|

|                                                                      |       |
|----------------------------------------------------------------------|-------|
| There is a good fit between the job I do and my skills and abilities | 85.3% |
|----------------------------------------------------------------------|-------|

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### Services for Children, Young People & Families Employee Survey 2016

|                                           |       |
|-------------------------------------------|-------|
| I am clear what is expected of me at work | 91.5% |
|-------------------------------------------|-------|

|                                                                    |       |
|--------------------------------------------------------------------|-------|
| My team are passionate about delivering excellent customer service | 92.3% |
|--------------------------------------------------------------------|-------|

|                                                          |       |
|----------------------------------------------------------|-------|
| The people I work with are committed to doing their best | 94.9% |
|----------------------------------------------------------|-------|

|                             |       |
|-----------------------------|-------|
| I am treated fairly at work | 89.7% |
|-----------------------------|-------|

|                                                                      |       |
|----------------------------------------------------------------------|-------|
| There is a good fit between the job I do and my skills and abilities | 88.0% |
|----------------------------------------------------------------------|-------|



Staff are encouraged to innovate, generate new ideas and to put them into practice. For example, Services for Children Young People and Families hold an annual whole service development day for all staff. In 2016, theme for the day was “*Restoring the Balance*” which included workshop activities aimed at reducing and streamlining bureaucratic processes to become more efficient and effective. The ultimate aim was to redress the balance of social worker time in order that more could be spent face to face with children and their families. A number of workshop activities were designed to consider the priorities for improving our processes and practices generating new ideas. As a result, staff chose “3 Top Ideas” for the next year which were: a redesign of the assessment process and templates; the creation of a contact centre to provide high quality environment for children and families; and to find and trial new technology. All three were achieved within 12 months.

The Learning and Development team aims to create the best learning experience for housing, social work and social care staff. In 2016/17 the work of the team has been important to ensure that staff were supported to adapt to the major changes associated with the transition towards the establishment of the Health and Social Care Partnership and to support integration and integrated working practices.

The key challenges include:

- SDS and Personalisation – supporting the workforce to feel confident and skilled around working with communities to identify new and creative ways of delivering support locally
- Locality Learning – Developing relationships to support the partnership working
- Ensuring workforce meetings SSSC Registration requirements through SVQ and qualification support
- Digital presence – connecting beyond PKC
- Customer participation and collaboration and continue to make/create connections

### **Multi-agency GIRFEC and child protection training**

All child protection learning and development opportunities are compliant with the National Framework for Child Protection Learning and Development in Scotland 2012 (Scottish Government: 2012), the National Guidance for Child Protection in Scotland 2014 (Scottish Government: 2014) and are delivered through the Inter-Agency Child Protection Learning and Development Framework. Child protection staff learning and development opportunities are embedded within the Getting it right practice approach. We are continuing to provide a wide range of inter-agency staff learning and development opportunities, which are evaluated highly, to the general contact workforce; specific contact workforce and the intensive contact workforce.

We continue to provide these opportunities in a number of flexible ways:- online; seminars; workshops and group learning activities; within our existing budget and free of charge at the point of delivery.

Throughout the year we have also taken the opportunity to review these courses to ensure they remain fit-for-purpose and we have developed a number of new courses to support new and emerging practice issues.

### Practice Highlight 21: Conference on Neglect and ANEW

To help address the persistent problems associated with childhood neglect the service organised a conference in November 2016 aimed at enhancing practitioner understanding and confidence in tackling neglect. ***“Are we caring enough? Tackling Childhood Neglect”*** attracted eminent and expert speakers including Brigid Daniel and Sally Wassell. The conference was arranged to coincide with in-service training day for teachers. Over 200 practitioners attended a highly evaluated conference. The *Are we caring enough?: Tackling Childhood Neglect* conference coincided with the commencement for our partnership with CELCIS as part of the national child protection improvement programme, ‘Addressing Neglect and Enhancing Wellbeing’ (ANEW) and enabled facilitation of two exploratory workshops with over 80 staff to help understand the nature of the difficulties they were experiencing.

The partnership work with CELCIS has continued to date and through the exploratory phase of a 2-4 year project the focus has settled on ***Getting it Right in the pre-birth period***. This is as a result of recognition of the need to improve the identification of and response to vulnerability in pregnancy. Discussion via a multi-agency group is continuing and beginning to reach the design phase of the project. The aim will be to provide non-stigmatised support to address unmet needs in pregnancy.

### Practice Highlight 22: Code of Practice for Information Sharing

Following the UK Supreme Court’s Judgement (28 July 2016) we identified a need to develop a new Code of Practice, to ensure all staff continued to understand their legal responsibilities and obligations to share information proportionately, where there is a need to safeguard, support and promote the welfare of children and young people.

In February 2017, following further partnership work between local Perth and Kinross partner agencies; the CPC, GIRFEC Strategy Group; Council Legal Services and the Information Commissioner’s Office: Scotland (ICO) we published a new [Perth and Kinross Code of Practice: Information Sharing, Confidentiality and Consent](#) which reflects accurately the requirements of The Data Protection Act 1998 and Article 8 ECHR. Since publication, it has been widely circulated across all service and agencies, including children’s service and adult services; it is now embedded in all inter-agency child protection learning and development opportunities and is to be further supported by locality-based development opportunities beginning autumn 2017. It has also generated further interest nationally across Scotland.

## 10 Key Challenges and priorities for the year ahead

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Perth and Kinross is preparing for population increases and an associated increase in the number of older people and people living with dementia and long-term conditions. We are predicting unparalleled rising demand for social care and social work services at the same time as we will need to meet increasing expectations and deliver significantly improved outcomes.

There is a need to be shifting the balance of care by reducing the use of large hospital services and to invest more in community health and social care services. For health and social care services, a major challenge will be to reduce unscheduled care admissions to hospital, ensure that admission to acute hospital is for as short a time as possible, and that after appropriate treatment ensure people are able to live at home with good support after hospital treatment.

Lost bed days and delayed discharges impact on performance and has an adverse impact on good outcomes for older people in particular. We need to plan and deliver across the whole system of health and social care to make the progress required and include the Third and Independent Sectors, as well as Housing and other key partners to enable people to have the health and care services they need in their local communities. They need to be empowered and supported to have greater control over their lives and manage their own health and care where appropriate. Working to prevent unnecessary and unplanned admissions to hospital and developing personalised support to people discharged from hospital, rolling out reablement and expanding telecare will all help to improve lives.

To achieve this we have identified the improvements we will need to make across the whole system and over the next year take forward huge changes including:

- Redesigning and introducing new innovative models of care which enable people to be supported in and by their local communities for example through the Communities First transformation project.
- Progressing with our transformation projects to radically change services and achieve challenging savings targets.
- Recruitment and retention of health and social care staff particularly as there are local as well as national shortages.
- Supporting staff with a culture of new ways of working, individual personalised care and support.
- Continuing our review of Care at Home provision to ensure it meets demands.
- Further developing locally-based integrated teams to drive and manage health and social care locally and develop locality-based planning and commissioning.
- Continuing to engage, and with the General Practitioners using the established GP Cluster approach, to identify improvement actions for 2017/18.
- Working with primary care colleagues to integrate community health services that work with GP practices, community pharmacists, dental practitioners and optometrists; connect relevant third and independent sector staff into integrated care teams in localities; work with local communities, Primary and Secondary Care to identify how community hospitals can be developed to provide planned and enhanced care with better access to diagnostics.

- Enabling more effective planning with acute (hospital services) to support new ways of working.
- Expanding our use of technology, particularly in rural areas.
- Providing access to the extended Primary Care Teams and better support for mental health and wellbeing.
- Working with partners to mitigate the effects of fuel poverty and welfare reform and to support the delivery of recommendations in the Fairer Futures report.

The Carers (Scotland) Act 2016 comes in to force from 1 April 2018. It introduces rights for adult and young unpaid Carers to have Adult Carer Support Plans or Young Carer Statements to identify their personal outcomes and needs. It imposes a duty for local authorities to ensure that support is given to Carers to meet their personal outcomes and needs. Based on a recent self-audit by the Council and Health and Social Care Partnership, three areas have been prioritised:

- Consulting on and agreeing a Carers Eligibility Criteria
- Agreeing and implementing Adult Carer Support Plans and Young Carer Statements
- Agreeing and implementing a Short Breaks Statement

An implementation plan is underway to achieve these actions by March 2018 and approval for the Carers Eligibility Criteria will be sought from the IJB in January 2018.

The reforms set out in the Community Justice (Scotland) Act 2016 will take effect from 1st April 2017. The work to develop the local Community Justice Partnership and its Improvement Plan has been challenging but valuable undertaking. This task was important to ensure a smooth transition from regional Community Justice Authorities to local partnerships. An important part of this work will be to reduce inequalities of outcome which result from socio-economic disadvantage.

The expected introduction of Electronic Monitoring during 2017/18 will bring fresh opportunities and challenges. The Scottish Government's intention is for more to be achieved by extending the usage of electronic monitoring to a broader range of situations, introducing a range of person-centred supportive measures and new technologies. Moving from viewing electronic monitoring as purely a form of punishment or control to one which is individually tailored to reflect the needs, risks and circumstances of the individual in order to secure longer term desistance. There is an increase in the use of unpaid work by the courts and while this is welcomed the pressure on the services who deliver unpaid work to meet timescales and maintain quality of service needs to be managed carefully.

For services for children, young people and families, our objectives and approaches will be guided by, and aligned with the Tayside Plan for Children, Young People and Families 2017-2020, a multi-agency, cross-border approach towards improving the lives and the life chances of children and young people across the 3 Community Planning areas of Perth and Kinross, Angus and Dundee. Five multi-agency priority groups will be established to take forward priorities across the area and this brings more opportunities for sharing good practice, taking a more strategic approach to service improvement and to identifying areas where collaboration can lead to greater efficiency.

Our [Corporate Parenting Plan for 2017-2020](#) provides the framework for ensuring better outcomes for our looked after children and young people, and we work in partnership to provide holistic and flexible support to families to cope with the challenges they may face in their daily lives. We have been awarded £225,000 over three years by the Life Changes Trust to develop a Champions Board model and over 2017-20 this will allow us to build

further on our corporate parenting approach alongside our care experienced young people. The expected outcomes are for care-experienced young people have a meaningful voice to develop positive relationships and become active citizens, able to shape and influence policy/practice relating to their lives; service providers and corporate parents improve their understanding of corporate parenting within organisations and implement agreed improvements in policy and practice; service design, commissioning and funding decisions better meet the needs of care-experienced young people; and others are better informed and inspired in their interaction with care-experienced children.

Young people are afforded more choice and a continuity of support through Continuing Care, which meets the welfare needs of the young person up to the age of 21, providing a bridge from the protected status of a looked after child to adult independence. Our successful promotion of this and the ethos of Staying Put means that we are projecting increasing numbers between 16 and 21 who are remaining in their care placements. This places pressures on budgets and placement availability for younger children. Budget planning and the transformation projects aimed at preventing teenagers coming into care and increasing the pool of family based carers have been designed to ease these pressures over the next 4-5 years.

In partnership with NHS Tayside, resources have been redirected to enhance the multi-agency responses to vulnerable pregnant woman and their unborn babies. The NHS protocol has been rewritten to ensure health staff access relevant support for pregnant women, and the Multi-Agency Screening Group for Unborn Babies (UBB MASG) is now operational to receive and consider these requests. Dedicated interventions for young children affected by parental substance misuse and unborn babies who may be at risk are provided by the multi-agency *Change Is A Must* team and 2.0 FTE additional social worker posts will be created in 2017/18.

An Options Appraisal arising from the Transformational Review and Remodelling of Residential Care (Children and Young People) will recommend replacing traditional, council-run, residential care and to reduce the use of external providers of residential care by providing an innovative “hub” model to support young people within their local communities. A detailed implementation plan is now under development with the proposed transition phase to take place over 2018.

Improvements to how Child Protection Case Conference meetings are arranged and recorded have been introduced to provide greater focus on the needs of children and young people and bring increased clarity about risks and needs. The views of children and young people are being actively sought for their conferences and attendance is encouraged. There is a comprehensive plan in place to continue to bring about further improvements.

The Mind of My Own (MOMO) app went live in August 2017 to enhance the ways in which children and young people who have a Lead Professional Social Worker can give their views to staff, meetings, case conferences and looked after children’s reviews. It is not always easy to elicit young people’s views and consultation with young people showed that they would often prefer to use technology to convey what they think and feel.

Our priorities for 2017/18 include:

- working with key partners, including NHS Tayside and CELCIS to improve the levels of support pre-birth and the effectiveness of responses to unborn babies.
- through the commissioning strategy for children’s services, we will commission highly quality, flexible family support services targeted at primary school aged children on the edge of care

- reaffirming our commitment to GIRFEC, particularly focusing on children at the edge of care, who are at risk of becoming looked after, providing flexible and responsive support services
- continuing to improve Permanence Planning for looked after children, helping children to reach secure and nurturing positive destinations without unnecessary delay.
- helping to deliver the outcomes identified in the [Tayside Plan for Children, Young People and Families 2017-2020](#) through close collaboration with partners
- implementing the [Corporate Parenting Plan for 2017-2020](#) through a collaborative partnership of Corporate Parents
- implementing the plan for the remodelling of residential care for children and young people through the development of a preventative hub model
- consolidating improvements in performance in child protection case conferences, along with improved child and family involvement
- continuing our work to meet the requirements for Continuing Care arising from the Children and Young People (Scotland) Act 2014; supporting young people to make the transition into adulthood
- continuing to embed the culture, systems and practice of personalisation and Self-Directed support across social work services for children, young people and families

The significant achievements in this report and the quality of service delivered to our citizens are entirely due to the determined and committed staff in Perth and Kinross. They are genuinely passionate about their work and to making the biggest possible difference to our most vulnerable people. Successful, high quality social care and social work services are entirely dependent on a workforce who goes that extra mile because they care and who, without question, go above and beyond to improve lives for the better.

The Council is investing just under £4 million in an ambitious transformation programme across social care and social work services. This will allow the focus on prevention, earlier intervention, personalisation and building resilient and self-caring communities. The social care and social work workforce will experience considerable organisational change as well as adjustment to their professional roles over the next few years. Without a skilled, flexible and adaptable workforce which has access to learning and development and effective support there is a risk that we will be unable to achieve the planned programme of change and business transformation. This is unquestionably the key priority for the next few years.





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## PERTH AND KINROSS COUNCIL

20 December 2017

**BUILDING AMBITION – A WORKFORCE FOR THE 21<sup>ST</sup> CENTURY****Report by the Chief Executive****PURPOSE OF REPORT**

People remain at the heart of everything we do. Our positive people practices have helped ensure we have a skilled and dedicated workforce who are committed to making a positive difference to people's lives. Workforce planning and development help us understand the talent required to continue to deliver high quality services and to meet the challenges and opportunities emerging through public service reform, reductions in funding for public services and changes in service demand.

This report details the key achievements since the last annual workforce report in December 2016.

**1. BACKGROUND**

- 1.1 Perth & Kinross Council continues to be recognised as sector leading in many areas. We have a successful track record of delivering high quality services, modernising and transforming services as we focus on prevention, performance, place and people. Our positive people practices continue to be valued by our employees and are the hallmarks of being an employer of choice.
- 1.2 Perth & Kinross Council remains the largest employer in the area. Our people work in a diverse range of occupations which reflect the wide range of services we deliver to citizens, families and communities across Perth and Kinross. The services we provide have undergone significant transformation over the last decade and, in turn, the size and make-up of our workforce have changed too. Increasingly, services are being delivered in partnership with other public service organisations, the voluntary sector, private sector and with communities. And our employees have developed new skills and embraced new ways of working and thinking as the demands of jobs have evolved.
- 1.3 The extent and pace of modernisation and transformation is set to continue as we focus on early intervention and prevention, collaborate with public services partners, and co-design and co-deliver services with communities.
- 1.4 What sets us apart as a Council is our collective focus on the connection between leadership, employee engagement and culture as the means of creating the conditions to harness the talent of our people and preparing our organisation for the future. Our plans are only effective if they are developed

and implemented by people who connect with our communities and service users and who have the vision, knowledge, skills, behaviours and experience to do the right things and to do them well. This is why people remain at the heart of everything we do.

- 1.5 Each year, in our annual workforce report we review the progress we have made in developing our workforce – preparing our people for an emerging future, creating a learning ethos and a growth mind-set, developing leadership at all levels, creating a healthy and resilient workforce and reshaping the workforce. This report includes a look back over our journey and celebrates the collective efforts of our people and the progress we have made. Work is also well underway to develop our next Workforce Plan for 2018-2021. This will set out what we need to do to attract and retain the best people in ever changing labour market conditions; and how to continue to create the right conditions for employees to learn, adapt and flourish in uncertain and complex times.

## **2. CONTEXT**

### **Public Services Reform**

- 2.1 The challenges facing our public services are already well documented. Technology is radically changing society with automation and artificial intelligence developing at speed. Demographic change in Perth and Kinross is significant as people live longer and birth rates are rising. The devolution of powers from Westminster to Scotland and far-reaching public service reform has seen several significant pieces of new legislation (such as the Children & Young People (Scotland) Act 2014, the Education (Scotland) Act 2016, Community Justice (Scotland) Act 2016, and the Community Empowerment (Scotland) Act 2015 which have a major influence on how services are delivered and by whom.
- 2.2 All of this comes at a time when we continue to see greater demands for personalisation of council services and localisation. We also see opportunities for efficiencies and collaborative gain through working on a regional basis with neighbouring councils and other public service partners.
- 2.3 The Council operates in an increasingly complex environment. The Council role has been evolving as a direct provider of services, a commissioner of services, a partner in collaborative working as well as fulfilling a leadership role within a community planning context. This role has taken on a new significance as our five Local Action Partnerships set out their plans and communities start to embrace the opportunities to design, deliver and improve the impact of services to meet local priorities. The Council has invested heavily in supporting Services to re-design their practices and processes in order to be more efficient and effective in this context.
- 2.4 The strategic decisions that are taken by the Council on which services we will deliver, how they will be delivered and by whom inevitably impact on the number and nature of employees we require within our workforce.

## **Workforce Planning**

- 2.5 Within this context of change, we take a strategic approach to workforce planning and view it as a dynamic process, with adjustments as new influences emerge. We have been preparing our organisation and our employees for this uncertain and ambiguous future by creating the cultural conditions for a resilient and agile workforce. This work in service re-design has been engaged through our new work programme.
- 2.6 Our approach recognises the cumulative effect of strategies for attracting and retaining people with the right attributes, leadership, a culture of learning, innovation and growth, and healthy working lives in creating the best conditions for people to flourish and for the organisation to be successful.
- 2.7 Over the last 8 years, the composition and size of our workforce has changed as the Council has modernised its services, moved to new service delivery models, transformed services to have a greater focus on early intervention and prevention and embraced digital opportunities. Appendix 1 summarises the key changes in our Workforce Profile between 2009 and 2017.
- 2.8 Our workforce has reduced over the last eight years, with an overall reduction of approximately 11% in headcount over the period 2009 to 2017. Included within this figure is a 25% reduction in the number of chief officers and an 11% reduction in service managers.
- 2.9 Part of this reduction is attributed to strategic decisions to transfer functions and staff to other organisations, such as Culture Perth and Kinross, Live Active Leisure and Tayside Contracts. The actual reduction takes on greater significance when taking into account the lock on teacher numbers as part of the Local Government financial settlement (teacher numbers have increased by 1% over the 8 year period), increasing pressure on council services, additional external funding to expand provision in certain areas, such as early years, childcare and breakfast clubs (which saw an increase of 230 staff between 2015 and 2017), and planned growth in our apprenticeship and graduate traineeship programmes in support of Developing Scotland's Young Workforce.
- 2.10 Any future reduction in our workforce will continue to be tied into our future skills requirements, reflecting council priorities and the changing nature of how services are delivered, with particular emphasis on working differently with our communities and the impact of digitalisation. We have committed to supporting staff in enhancing their skills base through our 'design thinking work'.
- 2.11 Voluntary severance has been a successful tool to reduce our workforce through voluntary means as well as facilitating transformation and changes in the services we deliver. In February 2017, we agreed to release 39 staff on voluntary severance on various dates through to March 2018 where there are strong business cases which examine affordability, impact on service delivery

and achieving a balanced workforce. A further voluntary severance scheme is being promoted at the moment.

- 2.12 Along with voluntary severance, strict vacancy management provisions help to reduce the size of the workforce and ensure that only critical roles are filled. This is particularly effective where we can use voluntary turnover to plan for changes in the workforce, combined with retraining and deployment of staff. The development of job families across the workforce will provide greater flexibility in the deployment of staff as well as more visible career paths across services.

### **Recruitment Challenges**

- 2.13 Although our workforce is reducing, we must continue to recruit to key roles which are essential to service delivery. Like most Councils, we continue to experience recruitment challenges for teaching posts, and this is more pronounced in rural areas and for certain subject areas (e.g. STEM, Home Economics and Gaelic) and for some promoted posts. In order to address these issues, we are continually recruiting through generic adverts in order to maintain a pool of interested applicants, making permanent appointments wherever possible in order to offer security of tenure, attracting returners to teaching and encouraging more people to enter the profession. Working in partnership with the University of Dundee, we have retrained 13 PKC employees who have now completed their Initial Teacher Training and have secured employment in schools across Perth and Kinross. A further group of 7 employees, and another group of 8 employees are at various stages of their teacher training and will follow suit. We will continue to develop recruitment strategies which will make best use of Government led campaigns and new routes into teaching, social media and attract people with the right skills and behaviours to provide the best learning experiences for our young people.
- 2.14 Another area which has experienced recruitment challenges over the last year is Construction, Property and Engineers where our workforce requirements have increased in order to support the delivery of major capital projects which are essential to the economic growth of the area. We have continued to develop relationships with our partners to share best practice and knowledge, such as in roads collaboration with Angus and Dundee City Councils. We have also developed career grade structures to attract and retain staff, including a new Graduate Apprenticeship with the University of Dundee and other graduate programmes.

### **New Ways of Working**

- 2.15 The impact of the growth in online services, demands for improved accessibility of services so they are available at a time and place of choice, all influence the skills and abilities, numbers, patterns of work and ways of working of workers required in all public services. We have continued to see changes in where and how staff work, stimulated through the Perth Office Programme which brought more flexible work spaces and better use of technology to support mobile working and home working. These

developments have helped us reduce our property footprint and thereby make significant savings. We have also piloted changes in the flexible working hours scheme which facilitate greater flexibility in staff availability to meet the evolving nature of services.

- 2.16 The Mobile Working Transformation Project has focused on providing mobile workers with the information and functionality required to deliver services in our communities and on the move. These new ways of working make our staff more efficient, and improves the quality of services and consistency in service delivery. Over the last year, the deployment of a new mobile working system has been rolled out to housing and repairs staff and roll out is planned to other teams in forthcoming months. These developments are influencing the skills and behaviours required by our staff which is supported through a variety of learning opportunities to suit different learning styles. These changes are expected to be more pronounced as we work differently with communities and partners in future.
- 2.17 The Online Services Transformation project has identified opportunities to offer up to 300 services online, including housing repairs, reporting environment issues, school registration and further improvements to Council Tax and Benefits services. These services will be accessed from the Council website which will provide Live Chat with advisors and Assisted Digital functionality where a Customer Services Assistant can help an individual who prefer not to self-serve for whatever reason to make use of the services. It is expected that more and more people will continue to choose to use online methods of communicating with the council; however, some telephone and face to face provision will also continue.
- 2.18 New ways of working have also created opportunities to make our services more efficient and to make better use of our assets. In 2007, Direct Services within the Environment Service adopted seven day working and earlier this year, Grounds Maintenance staff adopted these new ways of working. The new shift patterns developed through consultation with trades unions and staff ensure effective service delivery, deliver efficiencies and provide employees with work – life balance opportunities. In effect, these new ways of working increase the percentage of time that plant and machinery are used over a seven day period ensuring that Direct Services are as efficient and lean as possible.
- 2.19 These are some of the many examples of how our employees have developed new skills and embraced new ways of working as council services are redesigned and modernised.

### **Young People**

- 2.20 As one of the largest employers within Perth and Kinross, the Council is in a unique position of having a significant impact on the local economy by providing rewarding and well paid jobs, training and entry level jobs for young people through our successful Modern Apprenticeship and Graduate traineeship programmes, and work experience placements for those who may

find it difficult to secure employment. We have continued to work with schools and colleges in promoting the diversity of local government careers, encouraging broader interest in jobs and careers where there are gender stereotypes and promoting modern apprenticeships as a genuine alternative to full time college/university courses for enhancing career prospects.

- 2.21 Our workforce planning approach recognises that young people are our future leaders. Five years ago, we started to address the age imbalance within our workforce by increasing the range and number of opportunities for young people to train and work with the Council. The number of young people aged 16 – 24 years has increased by 73% between 2009 and 2017. Quality is important too - 94% of young people leaving the MA programme have a positive outcome of qualification, employment or moving on to further education. Over the last few years, we have increased the range of occupational frameworks, with a shift to higher level qualifications at SVQ3 and above. We have also prioritised modern apprenticeships and professional trainees which are linked to hard to fill posts and areas of growth such as early years, property and construction. We will continue to nurture talent within our young people so they can have career paths to be part of our future workforce.

### **New Service Delivery Models**

- 2.22 The Council has a long tradition of using different service delivery models, such as Joint Boards and Arm's Length External Organisations, to improve the quality of service, enhance resilience, and deliver efficiencies and savings. Following a transformational review, in June 2017, the Council commissioned janitorial services and a school crossing patrol service from Tayside Contracts. 105 staff transferred to Tayside Contracts with the protection of TUPE (Transfer of Undertakings Protection of Employment Regulations). These new arrangements allowed the development of integrated services with cleaning and catering services which were already provided by Tayside Contracts. This transfer has resulted in a reduction in the Council workforce and secured best value, improved resilience and improved services through a model which involves integrated service delivery for the three Tayside Councils through Tayside Contracts. Recent feedback from schools indicate that the new model is operating very well.
- 2.23 Therefore, the examples cited in this section demonstrate that our planning for the workforce of the future is very closely linked to our financial planning and transformation programme. Our approach is designed to reinforce our place as learning and agile Council with a workforce which is ready, able and willing to deliver the ambition of the Council as it transforms, through to 2020 and beyond.

### **3. PREPARING OUR PEOPLE FOR AN EMERGING FUTURE**

#### **Learn, Innovate, Grow: Our Organisational Development Framework**

- 3.1 Learn, Innovate, Grow is the Council's organisational development framework which was approved in 2015, alongside the Council's Transformation Strategy (Report No 15/292). Our approach to supporting change and transformation is articulated around the Learn, Innovate, Grow framework (Appendix 2) which sets out our ethos for thinking, working and future growth. The three principles help us to explain how we will evolve our organisational culture and act as enablers for transformation and continued growth. The framework sets out what is expected of people, with a focus on learning, to support changing business needs and new ways of working with our communities.
- 3.2 Our ability to support individual and collective learning has a direct impact on our capacity to transform and grow as an organisation, and at a Corporate level, a wide range of opportunities are available to ensure that people have the support they need to adapt to changing circumstances, develop their skills, and fully contribute to rethinking and reshaping public services.

#### **Learn Innovate Grow Development Discussions**

- 3.3 The Learn Innovate Grow Development Discussion (previously the Employee Review and Development Scheme), was relaunched in January 2017 and now promotes a coaching style to agree priorities, identify individual goals and solutions, and set the expectation that employees take responsibility for their own learning.
- 3.4 Over 50% of employees have participated in this new approach to date, and there has been very positive feedback about the experience from managers and employees alike. In 2018, the timing of these discussions will be more closely aligned with the production of Business Management Improvement Plans (BMIPs). This aims to encourage a more strategic approach to learning needs analysis, to support the delivery of business and transformation priorities at Service and Corporate levels, and ensure maximum efficiency around use of resources.

#### **Leadership**

- 3.5 Chief Executive's Business Breakfasts, Senior Manager Briefings and Joint Executive Officer Team and Corporate Management Group sessions, continue as core elements of the approach to leadership development and networking. They offer a means of sharing information and knowledge, seeking views, making connections, and also creating the opportunity for dialogue on the range of subjects facing public services.
- 3.6 Clearly, a key element of leadership is ensuring that those working within the Council are fully committed to the journey of change, and able to offer their best efforts in service of the citizens and communities of Perth and Kinross. Developing talent and building capacity for growth is at the heart of the

leadership agenda, and there is a firm commitment to build on existing success, thus growing our capacity for change and improvement.

- 3.7 Formal learning opportunities continue as we embark on our third collaborative Leadership Development Programme for senior managers, with Dundee and Angus Councils. To date, fifteen senior managers have developed their own leadership skills, and this has contributed to the development of positive learning cultures within their own areas of influence.
- 3.8 Twenty five managers across the Council are piloting a two year online resilience programme, again in collaboration with partner local authorities, to improve personal wellbeing, performance and adaptability. The programme offers a range of concepts for consideration, to encourage self-reflection and action. In gaining a more in-depth understanding of their own their resilience, managers are better placed to recognise and support team members' resilience. These collective opportunities will contribute to building our resilience capability across the organisation.

### **Intent Based Leadership**

- 3.9 A new, system-wide focus on leadership will begin in January with the introduction of the Intent Based Leadership (IBL) model, created by US naval Commander David Marquet. His leadership techniques resulted in the highest people retention and operational standings in the history of the US Navy. The philosophy is entirely aligned with our Learn, Innovate, Grow ethos, and aims to support the further growth of the 'authorising environment', leadership at all levels, and the development of new thinking and action in relation to leadership of public services. Importantly this 'way of being' seeks to support the shift of authority and decision making as close to the service user as possible, which is entirely in keeping with the increasing focus on community empowerment.
- 3.10 This unique and practical approach will enable us to offer leadership development at scale, for all staff in a leadership role (over time). The programme will initially focus on executives to middle management, comprising the establishment of an evidence base, workshops, live coaching and the development of a cohort of IBL champions. These champions will subsequently share their knowledge through a range of practical learning opportunities for all those in leadership roles across the organisation.

### **360° Feedback**

- 3.11 To supplement the range of leadership programmes on offer, a 360° feedback model has been developed (in-house) around the Learn Innovate Grow ethos to support individual reflection, learning and growth. The model will be made widely available early in 2018.



## **A Positive Start: Induction**

- 3.12 In 2017, 150 employees participated in our 'Welcome to PKC' events, which provide new employees (and job changers within the Council) with the current contextual information they need to integrate more effectively into their roles, such as: innovation, locality working, community engagement, fairness and equalities. The events also provide an important opportunity to make new connections with colleagues, and hear inspirational stories about the difference we make to the citizens and communities of Perth and Kinross.

## **Induction for Managers**

- 3.13 A Manager's Induction programme is being developed for implementation in 2018 to offer support for newly appointed managers. This will create an opportunity for participants to explore all aspects of being a manager within the Council and network with peers.

## **A Learning Organisation**

- 3.14 Our organisational ethos places learning at the heart of transformation, and as such, organised sharing of knowledge, skills and expertise continues as a priority. The growth of our learning culture is evident in the increasing number of people accessing and contributing to our dynamic range of learning opportunities. The impact on our continuing focus of prioritising learning and development can be seen in our Employee Survey 2017 results (Appendix 3), which shows that almost 72% of respondents feel that their development is encouraged and supported.

## **Learners Wanted**

- 3.15 Our Corporate 'Learners Wanted' programme offers a variety of learning and development opportunities to all employees across the Council. Subject matter is wide ranging, and includes a whole range of topics associated with wellbeing, equalities, digital learning, coaching, knowledge sharing, as well as technical skills to support transformation.
- 3.16 Over the course of 2017, almost 2000 learners have participated in 294 learning opportunities, covering 55 different topics. Significantly, almost 75% of face to face learning opportunities were facilitated by 103 of our own (and Community Planning Partner (CPP)) colleagues, sharing their professional skills and expertise. Our average rating of 4.6/5 indicates a high quality experience for those attending.
- 3.17 This approach capitalises on the vast range of professional and technical expertise and experience which exists across the Council and CPP, and is an extremely cost effective means of supporting learning and development. Participants also benefit from expanding their professional networks and connections, and this is increasingly important, given the increased focus on collaborative working, at local and national levels.

- 3.18 The significant number of employees committing time to develop their skills and capabilities is extremely positive, particularly as many of the learning opportunities are offered in the form of Learning Lunches, with employees giving up their own time not only to participate, but to share their expertise and help others learn.

### **Coaching**

- 3.19 Coaching is a learning opportunity which supports the development of new ways of thinking and working, so crucial to transformational change. We continue to develop our offer in this area, with 7 qualified coaches working internally. This is enhanced by our ability to access qualified partnership coaches (at no cost to the organisation) through our membership of the Tayside Public Sector Coaching Alliance. Within the Council, we have expanded our skill set into the areas of team coaching, professional relationship coaching, and resilience coaching, to ensure that people can access the most relevant type of support for the issue they want to address.
- 3.20 Internal coaches also deliver a one day 'Introduction to Coaching' course, and this year, 80 managers across the Council have participated in this opportunity. The resulting coaching conversation skills help them get the most from their teams, through improved communications and interpersonal skills.

### **Digital Learning**

- 3.21 In addition to the range of face to face learning opportunities, our collaborative digital (d) learning platform offers a variety of topics, comprising 55 modules, where individuals can learn at their own pace, and at a time that suits them best. Half of these modules have been commissioned and produced in-house using internal expertise and we have 2,822 active d-learners with 19,465 modules completed this year.

### **Maximising Technology**

- 3.22 During the year, employees indicated they would benefit from learning opportunities delivered locally, at different times during the day and using a variety of delivery methods. In 2018, we will maximise the use of recently upgraded technology to pilot webinars in real time, as well as recording these to build a library of opportunities, which can be accessed at any time.

### **Developing Digital Skills**

- 3.23 The pace of digitalisation is increasing, and almost all jobs now require a degree of digital competency. Apps and web services are ingrained in almost every aspect of our lives, including banking, media viewing, socializing and communicating. To grow confidence in using new technologies, a 'developing digital skills' initiative is underway. This will include providing a bank of accessible resources accessible via a range of media. Significantly these resources will be created, curated and maintained using internal expertise.

## **Adaptive PKC Worker**

- 3.24 Building on the scale of our learning offer, an Adaptive PKC Worker learning framework is in development. This articulates the skills, behaviours and attitudes which will support employees through their career journey. The aim is to promote the vast range of learning opportunities on offer, and encourage people to develop their own learning packages – it is of course linked to the Learn, Innovate, Grow Development Discussion (3.3, 3.4). It is anticipated that this will further reinforce the importance of learning (particularly during times of change) for individuals, teams and the organisation as a whole. The framework will be available across the organisation in 2018.

## **4. INNOVATION**

- 4.1 We promote and encourage learning and innovative practice as part of everyone's everyday business, and in doing so, aim to grow our collective capacity to develop new solutions to the big challenges we are facing as an organisation.

### **Angel's Share**

- 4.2 Our annual Angel's Share challenge actively encourages entrepreneurial spirit. Since its launch, 39 projects have been awarded seed corn funding to turn employees' ideas into reality, ranging from the innovative use of digital technology, to supporting clients with learning difficulties to develop an outdoor sensory area for school pupils with complex needs.
- 4.3 Now in its fifth year, 13 applications came forward with innovative projects to make a big difference to their client group. Colleagues from across the Council vote for their favourite projects, and the level of interest and support for colleagues was evident with 26,489 votes cast this year. This initiative actively encourages people to bring forward their ideas, reinforces our commitment to supporting creativity and innovation, and brings the year to an end on a positive and upbeat note.

### **Acorn Transformation Fund**

- 4.4 This short-term funding opportunity aims specifically to invest in initiatives which focus on preparing people for the future, encourages innovative approaches to developing people and supports shifts towards new ways of working / models of service delivery.
- 4.5 To date, ten projects have been allocated funding, ranging from a project which promotes 'hard to recruit' areas by sponsoring employees to undertake professional qualifications in social work and social care, to supporting increased digital confidence across the Council to adopt technology-enabled change. A performance framework is in development to check progress, and importantly, measure the impact of these projects.

## **Rethinking Public Services**

- 4.6 Our Transformation Programme promotes a planned approach to change, and as we broaden our understanding of what transformation means in public services, we recognise that we need to keep the focus on innovation and creativity in our daily work, and develop a more entrepreneurial and commercial mind set. Whilst there may be evidence for the challenges our citizens and communities are facing, evidence for the solutions may not yet exist, and we need develop the confidence to take a leap of faith in pursuit of new ways of working, where it is appropriate.
- 4.7 Given the increasing focus on working differently with our communities, a methodology known as Service Design is becoming increasingly relevant, as it promotes a people-focused approach to designing customer interactions and experiences. To learn more, staff from all Services took part in a collaborative global event, Govjam, designed to provide people in public services with an introduction to design thinking skills.
- 4.8 This is a different approach to more traditional improvement methodologies, and as the organisation evolves, it will be important to be fully confident in the application of this methodology. Therefore, to further develop our design thinking capacity and capability, we will commission a Service Design organisation to work with us on two different transformation projects. This will allow us to develop confidence and experience of applying this methodology within a live and supported setting, and in doing so, create a cohort of internal expertise. Subsequently, we will build design thinking skills at scale across the organisation, to be further applied across the range of change and transformation activity emerging across the Council

## **Can Do: Innovation Challenge**

- 4.9 We recognise that incremental change will always be important; however, our transformation journey recognises the need for a more radical approach to change. In this respect, another opportunity which will be pursued in 2018 exists in the form of the Can Do Innovation Challenge Fund, which seeks to support Scottish public sector organisations to find and develop innovative solutions to societal and service delivery challenges, by linking them with private sector innovators. This is a 'Team Scotland' approach which aims to boost Scotland's innovation and economic development performance. Work is underway to identify the right challenges, so that bids can be submitted by 19<sup>th</sup> January 2018. If successful, there is much to be learned from participating in this process, which goes beyond purely funding, allowing participants the chance to experience a collaborative, service design approach to developing innovative practice / solutions for the identified challenge.

## **5. EMPLOYEE ENGAGEMENT**

- 5.1 The primary source of an organisation's success is dependent on the commitment and action of its people, and the business case for prioritising

employee engagement is well evidenced; encouraging, listening to and acting on employee voice is particularly important within these times of ongoing change and uncertainty.

- 5.2 Employee engagement is an *outcome* of people's experience of an organisation, and the entirety of this report outlines the range of dynamic and positive people practices which seek to ensure that employees remain committed to our goals and values, motivated to contribute to organisational success, and at the same time, are able to enhance their own sense of well-being.

### **Making a Difference**

- 5.3 Our approach is well established, seeking to promote leadership, engaging managers and employee voice; and we are fortunate to have a highly engaged workforce. Perth & Kinross Council is sector-leading in many areas, and we continue to deliver strong organisational performance across the board, as evidenced in the Annual Performance Report 2016/17 (17/321).
- 5.4 We can also see the return on our investment in employee engagement in the quantity and quality of projects recognised for awards, both internally (via the Securing The Future Awards, 6.3) and externally. Examples of this include the Men in Childcare Project, which gained a Scottish Public Service Award in December, and earlier in the year, the Zero Waste Highland Perthshire gained a bronze award in the COSLA Excellence Awards.
- 5.5 Similarly, the numbers of applicants coming forward for Angel's Share and Acorn funding, (4.2 and 4.4) are a clear indication of people's energy, commitment and belief in what the organisation stands for.

### **Maintaining Momentum**

- 5.6 In addition to the engagement events for Senior Managers outlined at 3.5, we have strengthened our focus on employee engagement over the last year, with almost 350 staff participating in seven Futures Thinking Conversations (across Perth City and localities) with Executive Officers. These events (which will continue in 2018) offered the opportunity for colleagues at all levels to discuss and understand the key challenges people are facing and also share their ideas about how these could be collectively addressed.

### **Stronger Communities Conference**

- 5.7 Our programme of conference and events is ongoing, and this creates opportunities to engage with large numbers of staff around emerging areas of focus and promote key organisational messages at both Council and CPP level.
- 5.8 In November, around 200 delegates from across the CPP attended the Stronger Communities conference, to further progress the localities agenda. During the course of the morning, delegates heard from keynote speaker Dr

Claire Bynner of What Works Scotland, as well as from members of the CPP Executive Officer Group. 90% of those completing the event evaluation stated the conference fulfilled their reason for attending.

### **Employee Engagement Survey**

- 5.9 Our annual Employee Survey (which takes place in September each year) is an important part of the Council's approach to continuous improvement, providing a consistent opportunity to understand a 'snapshot' of employee experience at a particular point in time (Appendix 3). It also serves to triangulate the information emerging from the range of engagement activity taking place across the Council, ensuring our work to support people focuses on what people are telling us is important.
- 5.10 In 2017, 2,494 employees (equating to 43.7%), took time to offer their views. Trends over 3 years and the longer term, continue to be generally positive, and this big picture view confirms the effectiveness of our dynamic and evolving approach to supporting people through challenging times. Services and Teams across the Council received their results during October and November, and are currently engaging staff in discussions about strengths and areas for improvement. Talking through, and acting on the results, are the most valuable aspects of the survey. The experience creates an opportunity for staff to shape and deliver improvements within their area of influence.
- 5.11 Additional support will be offered to Services to address areas of challenge emerging from the Employee Survey, and to design and deliver appropriate interventions which bring people and teams together, to develop their own solutions.

### **Pulse Surveys**

- 5.12 In growing our approach to the measurement of employee engagement, pulse surveys were introduced this year and piloted in Education & Children's Services. Pulse surveys aim to encourage more frequent conversation on emerging / important issues within the setting, and in doing so, gain 'real time' insight into people's views and experiences. Housing & Community Safety will be the next Service to pilot the pulse survey method in 2018.

### **Employee Engagement: Themes for Action**

- 5.13 Themes emerging from the range of engagement mechanisms taking place over the course of the year are detailed below. It is clear that whilst life in public services is becoming increasingly challenging, people remain as committed as ever, and this information is already driving our people and transformational priorities for 2018.
- Within the Council, keeping the channels of communication open is critical – such is the pace of change, that people appreciate being provided with real time information on developments. The same applies

for communities – there is a sense that people outside the organisation aren't fully aware of the level of challenge facing public services, and what this means for them.

- The ongoing reduction in workforce is impacting on those who remain in terms of increasing workloads. It is becoming increasingly challenging to maintain levels of performance, or the range of services currently on offer, within this environment. There is a greater reliance on discretionary effort, and this is unlikely to be sustainable in the longer term. Wellbeing of staff will be fundamental to continued organisational resilience.
- There are concerns that the cumulative impact of savings will impact negatively on priorities such as early intervention and prevention, and services which support those in most need.
- As the organisation gets 'leaner' we need to continue to reduce layers of bureaucracy, maximise the use of technology, and support the further growth of an authorising environment, so that people can work more efficiently and focus their efforts on what offers the most value to the citizens and communities of Perth and Kinross.
- The approach to transformation and collaboration needs to evolve to allow those involved adequate time and space to focus on the work in hand, and learn new skills which will help us rethink how we will deliver services, and support our communities. It is challenging to progress at the pace required whilst also managing operational services.
- Professional expertise is more important than ever - we need to ensure that people are multi-skilled, and able to move around the organisation as required to support the delivery of priorities. Digital skills are a key area for development, and the emphasis on working differently with communities means that we need to be open to different ways of working – this will mean 'letting go' of services we have delivered in the past, and supporting communities to develop and deliver their own solutions.

## **Healthy Working Lives**

- 5.14 Evidence shows that establishing a strategic approach to healthy working lives is much more likely to lead to successful business outcomes through better employee engagement, improved productivity and reduced sickness absence rates. The Council's approach to health and wellbeing recognises the combined impact of a range of factors on employee wellbeing, including environmental, organisational and societal. We have therefore developed a holistic approach which builds resilience and thereby benefits individual employees, their families, the council as employer and ultimately the wider community.

- 5.15 Over the last year, we have continued to raise awareness of health and wellbeing issues through Learning Lunches on Desk and Chair Yoga, Guided Meditation, taster complimentary therapies, posturite, Working through the Menopause, Keeping Employees in the Loop and Movement is Medicine. Both Inside News Magazines and Compass Magazines have highlighted national campaigns and internal projects and initiatives which encourage employees to take ownership of their own personal wellbeing. Some other examples are Health Promotion Events; winter flu vaccinations, and gaining Supporting Carers At Work – Established Status in the Carer Kitemark Initiative which recognises that proactive support from employers can alleviate some of the stresses and challenges associated with being an employee with caring responsibilities.
- 5.16 The Council has successfully maintained Healthy Working Lives Bronze and Silver Awards and is now actively working towards achieving Healthy Working Lives Gold Award in 2018. The benefits of participation in the Healthy Working Lives Award programme include the following;
- Enhancing the Council's reputation as an employer who values staff and is proactive in employee wellbeing
  - A healthier, more motivated workforce
  - Reduced accidents and work related ill health
  - Contributing to the health of the wider community
- 5.17 Our Jogging and Walking Groups are now well established. Over 30 employees have joined the "Walk this Way" Walking Group who meet Tuesday lunchtimes. Over 150 employees have joined "JogPKC" since the group was established and now averages around 20-30 employees per block. Employees take part in these activities in their own time.
- 5.18 Mental wellbeing and supporting mental health in the workplace remain our priority. Like most other public services employers, mental health continues to be the highest reason for sickness absence across the Council. We have used the See Me Campaign which focuses on workplace mental health issues, to survey employees on their views of the Council's policies, procedures and support in relation to mental health. This survey led to improvement actions which encourage more open dialogue about mental wellbeing within teams and increased access to mental health awareness training. This work is progressing with commitment and support from our trades unions.
- 5.19 Learning Lunches on "Let's Talk about Mental Health" confirmed the need for an extended session for managers to discuss key issues in more detail. This led to the development of a manager's session on Mental Health in the Workplace to raise awareness and support employees, and Mental Health First Aiders have also been trained.
- 5.20 Personal resilience is a key contributor to healthy working lives and it is vital that our people are supported to remain resilient through change and



transformation. Resilience building sessions are offered on both personal resilience led by our occupational health provider, and team resilience led by internal facilitators. In 2018, internal resilience coaches will widen the resilience support offer to managers and team leaders, for sharing at scale across the organisation.

- 5.21 In addition, the Council continues to encourage employees to use the counselling service, the early intervention mental wellbeing service and the physiotherapy service as part of the Occupational Health contract to support employees to remain in work and support/encourage an early return to work wherever possible.

## **6. CELEBRATING SUCCESS**

- 6.1 A key strength of our organisational culture is our ongoing commitment to visibly celebrating success and achievement, both at an everyday level, and also via our growing portfolio of events, such as the Modern Apprentice Graduation, Service Recognition Awards, and David White Award (which will be incorporated into next year's Securing the Future Awards).
- 6.2 These events are highly valued by those attending and create an opportunity to recognise individual, team and organisational achievements, as well as reinforcing key cultural messages around the importance of innovative practice and the impact of positive outcomes. They also serve to reinforce the emotional connection people have with the Council, and further secure the commitment and contribution of our employees.

### **Securing the Future Awards**

- 6.3 Clear evidence of innovative practice can be seen in the scope and scale of applications put forward within the annual Securing the Future Awards (STF) programme – this year, 41 entries competed to win gold in six categories related to the Council's priority areas.
- 6.4 The STF Award categories are currently being refreshed for 2018 to remain relevant and meaningful, and reinforce the increasing focus on community empowerment, and collaborative activity. Participating in the awards process is an extremely motivational experience, as it creates an opportunity to broaden understanding of the significant range of professional expertise, commitment and creativity in existence across the Council.

## **7. CONCLUSION AND RECOMMENDATIONS**

- 7.1 Whilst these are undoubtedly challenging times, we remain an ambitious Council, confident of our clear organisational vision and ethos, and our commitment to supporting and investing in the people who work for us to reach their full potential. Building capacity for change is our key focus, and this is allied to developing new ways of thinking and working, as described in this report. We will deliver bold action, and place greater emphasis on

involving consumers, citizens and communities in driving change, and designing services for a different future.

7.2 Our talented and skilled workforce demonstrates their passion and dedication to public service on a daily basis. This provides a solid foundation upon which to transform the way the Council does business.

7.3 It is recommended that the Council:

- Acknowledges and endorses the continued emphasis on supporting our people as the essential element of our ability to transform as an organisation;
- Notes the progress and achievements over the course of 2017, and
- Instructs the Depute Chief Executive / Chief Operating Officer to bring forward a new Corporate Workforce Plan in early 2018.

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#### Approved

| Name              | Designation     | Date             |
|-------------------|-----------------|------------------|
| Bernadette Malone | Chief Executive | 11 December 2017 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan / Single Outcome Agreement           | <b>Yes</b>        |
| Corporate Plan                                      | <b>Yes</b>        |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | <b>None</b>       |
| Workforce                                           | <b>Yes</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>Yes</b>        |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>Yes</b>        |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>Yes</b>        |

## 2. Strategic Implications

### Community Plan / Single Outcome Agreement

- 2.1 The report supports the overall delivery of the Perth and Kinross Community Plan / Single Outcome Agreement in terms of the contribution made by our workforce to the following priorities:

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

### Corporate Plan

- 2.2 The report relates to the overall achievement of the Council's Corporate Plan Priorities through the collective and individual efforts from our workforce:

- (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.

### **3. Resource Implications**

#### Financial

- 3.1 There are no financial implications arising directly from this report.

#### Workforce

- 3.2 This report sets out our people priorities for a learning and agile council.

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

- 3.3 There are no land, IT or property implications arising from this report.

### **4. Assessments**

#### Equality Impact Assessment

- 4.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Our people priorities enable the council to fulfil its obligations in this regard. Equality Impact Assessments will be carried out for specific initiatives and policies, as required.

#### Strategic Environmental Assessment

- 4.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. No further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

#### Legal and Governance

- 4.3 There are no legal issues arising directly from this report. The Executive Officer Team operates an annual programme of workforce governance to maintain strategic oversight of all workforce matters.

#### Risk

- 4.4 The people priorities and practices set out within this report are designed to ensure the council is resourced with a skilled, motivated and engaged workforce to enable it to modernise, transform and deliver its strategic objectives.

### **5. Consultation**

#### Internal

- 5.1 Trades unions are consulted and involved in shaping our employment framework and initiatives which affect our workforce. This takes place via

well-established fora such as the Employees Joint Consultative Committee, Joint Negotiating Committee for Teachers as well as through other meetings and workshops which are arranged for specific purposes.

#### External

- 5.2 There is regular and ongoing dialogue with other Councils, partner employers and professional bodies on workforce matters in order to share and develop good practice, exploit collaborative opportunities, seek efficiencies and influence the national agenda.

### **6. Communication**

- 6.1 We celebrate our workforce achievements and successes with staff via a variety of written media, such as Inside News Bulletins, Inside News Magazines, Service Newsletters and face to face opportunities, such as corporate events, Delayed Office Opening events and team meetings. As a major employer in the area, we also celebrate workforce achievements with the wider Perth and Kinross community via the press and social media, as well as through our influence and contact with other employers.

### **2. BACKGROUND PAPERS**

Building Ambition: The Council's Transformation Strategy 2015-2020 and Organisational Development Framework (Report No 15/292) – Council – 1 July 2015

Perth & Kinross Council Business Plan 2016-2019, Council, 22 June 2016 (Report No 16/283)

Building Ambition – A Workforce For the 21<sup>st</sup> Century (Report No 16/562) – 14 December 2016

Annual Performance Report 2016 / 2017 – Council, 4 October 2017 (Report No. 17/321)

### **3. APPENDICES**

Appendix 1 – Workforce Profile

Appendix 2 – Organisational Development Framework Learn Innovate Grow

Appendix 3 – Employee Engagement Survey 2017



## WORKFORCE PROFILE – KEY FACTS

|                               | 2009                     |                  | 2017                     |                   | Change                       |
|-------------------------------|--------------------------|------------------|--------------------------|-------------------|------------------------------|
| Headcount                     | 6,281                    |                  | 5595                     |                   | -10.9%                       |
| Full Time Equivalent (FTE)    | 5,248                    |                  | 4772                     |                   | -9.1%                        |
| Status                        | Perm<br>92%              | Fixed Term<br>8% | Perm<br>87%              | Fixed Term<br>13% | 5% increase in<br>fixed term |
| Hours                         | Full Time<br>61%         | Part Time<br>39% | Full Time<br>57%         | Part Time<br>43%  | 4% increase<br>in PT         |
| Gender                        | Male<br>28%              | Female<br>72%    | Male<br>28%              | Female<br>72%     | No change                    |
| Average Age                   | 44                       |                  | 45 (43 teachers)         |                   | +1 year                      |
| 16-24 Year Old                | 170<br>2.7% of workforce |                  | 295<br>5.3% of workforce |                   | +73%                         |
| 65+ year Olds                 | 60                       |                  | 101                      |                   | +68%                         |
| Turnover<br>(Permanent staff) | 6.4%                     |                  | 9.2%                     |                   | +2.8%                        |
| Paybill                       | £178m (2011/12)          |                  | £184m                    |                   |                              |

The Executive Officer Team follows an annual governance programme of workforce matters. This provides oversight of workforce trends and cost control which allows scrutiny of strategic workforce planning and management for the Council. This helps inform workforce strategies relating to reshaping the workforce in terms of cost and numbers, skills, employment policies and practices, terms and conditions.

### Summary of Key Findings

The Council's total employee cost for 2016/17 was £184 million (including gross pay, pension, National Insurance, overtime, and other staff costs). This represents approximately 59% of the Council's net revenue expenditure.

A total of 5,595 employees were employed by the Council as at 31 March 2017, corresponding to 4,772 full time equivalent posts (FTE).

There has been a 10.9% reduction in headcount between 2009 and 2017. This equates to a 9.1% reduction in FTE. The transfer of 105 Council staff to Tayside Contracts took place in June 2017 and is not yet reflected in these figures.

There is no change in the proportion of male and female employees which is similar to the overall public sector and Scottish Councils. 72% of Council employees are female. This suggests that occupational segregation, i.e. a predominance of one specific gender, continues to be an issue across a range of job types particularly in clerical and care roles. The award winning Men In Childcare project is one example of measures to tackle occupational segregation and make a positive impact on the services we deliver.

We continue to have a significant number of part time employees with 43% of our workforce being part-time. 90% of part time workers are female which is primarily a result of caring responsibilities and highlights the importance of flexible working opportunities and the support arrangements we have for carers.

There have been significant changes in work patterns for staff through flexible working, including 7 day working patterns, 9 day fortnights, etc. which are classed as full time positions. These changes reflect changes in how and when services are delivered in order to deliver efficiencies and improve effectiveness.

Approximately 13% of the workforce is employed on fixed term contracts and 72% of this group are female. The proportion of Council staff who are fixed term has increased by 5% which reflects a growing number of modern apprentices and professional trainees, fixed term roles for maternity leave cover and an increase in the use of fixed term roles to support time limited projects or facilitate reviews. The proportion of longer term (i.e. of more than two years) temporary contracts within our workforce has reduced, thereby providing benefits to employees through security of tenure, and for the Council as employer through flexibility and workforce planning. However, a review of the use of fixed term contracts is underway.

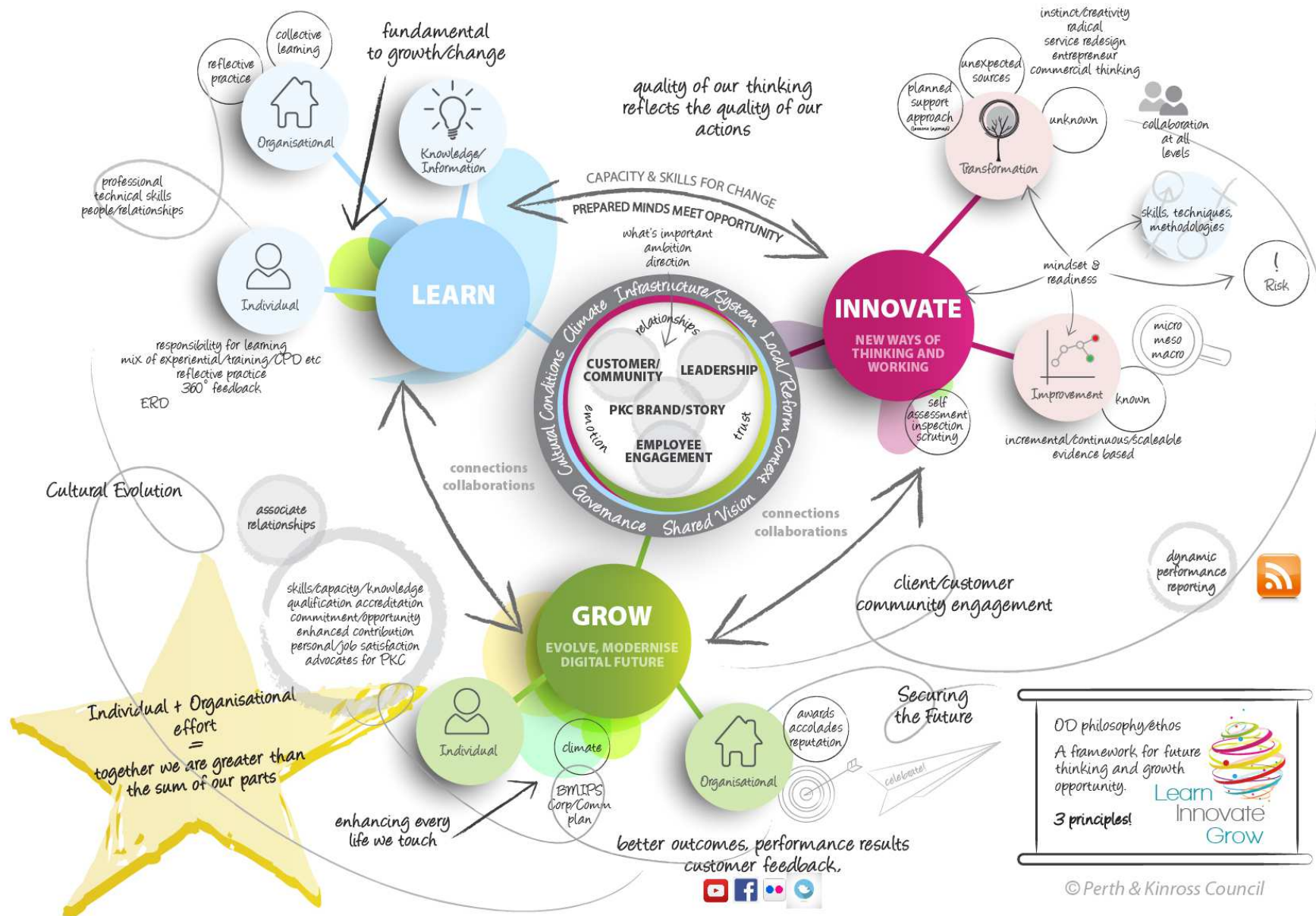
The Council continues to have an ageing workforce profile which has implications for workforce planning and development, and health and wellbeing for employees in terms of their own health, and also their own caring responsibilities. The Council's age profile shows that almost 9% of employees are aged 60 years and over. 24% of our workforce are aged 55 and above which is lower than anticipated following the removal of the default retirement age. The main factor is that employees are not choosing to continue to work beyond 65 years of age and are able to retire and access their pension. The use of early retirement in the interests of efficiency of the service has also seen the departure of older employees to explore other opportunities while accessing their pension.

The number of younger employees (aged 16-24) in our workforce has increased significantly – a 73% increase in headcount from 2009. All staff groups have seen an increase in the number of young people employed. However, the most significant factor has been the growth of our modern apprenticeship and graduate trainee programmes and the resulting growth in the number of young people securing sustained employment with the Council. A significant proportion of our younger employees are employed on fixed term contracts, often linked to training. This is an issue which needs to be addressed so we retain skills and experience and optimise a return on the investment in training.

In 2016/17 the Council's recruitment activity filled 807 jobs across a broad range of occupational areas which highlights the significant employment opportunities it provides for the local community. Our recruitment profile shows that 95% of our recruitment is local, i.e. from within Perth & Kinross and our neighbouring Council areas. This highlights the importance of our local labour market in being able to attract the skilled and qualified workers we need to deliver services in future.

It is estimated that the Council has in the region of 1,700 regular volunteers utilised in particular service areas. The majority work within Education and Children's Services where volunteers work in sports coaching, Youth Work, Parent/Carer Helpers in schools and the Children's Hearings System. The Council is committed to expanding and developing volunteering opportunities across a range of other services.







## Employee Engagement Survey 2017 – Appendix 3

### FULL COUNCIL SUMMARY

The survey was made available to 5705 employees across Perth & Kinross Council; 2494 employees responded - a response rate of 43.7%. Overall results for 2017 are summarised in the table below, and set out alongside results for previous years (dating back to 2011).

| Question                                                                        | Aggregated Responses       | 2011 % | 2012 % | 2013 % | 2014 % | 2015 % | 2016 % | 2017 % | 3 year Trend | Long Term Trend |
|---------------------------------------------------------------------------------|----------------------------|--------|--------|--------|--------|--------|--------|--------|--------------|-----------------|
| 1. I am clear what is expected of me at work.                                   | Agree                      | 88.3   | 87.4   | 89.1   | 89.0   | 89.6   | 91.3   | 89.1   | →            | ↗               |
|                                                                                 | Neither agree nor disagree | 7.2    | 7.9    | 7.1    | 7.3    | 6.5    | 4.4    | 5.3    |              |                 |
|                                                                                 | Disagree                   | 4.4    | 4.6    | 3.8    | 3.8    | 3.9    | 4.4    | 5.7    |              |                 |
|                                                                                 |                            |        |        |        |        |        |        |        |              |                 |
| 2. I am treated fairly at work.                                                 | Agree                      | 83.1   | 81.9   | 82.6   | 84.9   | 83.6   | 85.9   | 85.0   | ↗            | ↗               |
|                                                                                 | Neither agree nor disagree | 10.5   | 11.3   | 11.6   | 10.2   | 10.9   | 8.1    | 7.8    |              |                 |
|                                                                                 | Disagree                   | 6.4    | 6.7    | 5.8    | 4.9    | 5.5    | 6.0    | 7.2    |              |                 |
|                                                                                 |                            |        |        |        |        |        |        |        |              |                 |
| 3. There is a good fit between the job I do and my skills and abilities.        | Agree                      | 84.0   | 83.6   | 85.1   | 85.7   | 86.1   | 87.8   | 86.3   | ↗            | ↗               |
|                                                                                 | Neither agree nor disagree | 9.7    | 10.5   | 8.8    | 9.1    | 8.9    | 6.2    | 7.8    |              |                 |
|                                                                                 | Disagree                   | 6.3    | 5.9    | 6.0    | 5.1    | 5.0    | 6.0    | 5.9    |              |                 |
|                                                                                 |                            |        |        |        |        |        |        |        |              |                 |
| 4. I have the right tools, equipment and information to do my work effectively. | Agree                      | 71.8   | 71.4   | 71.5   | 72.1   | 71.5   | 72.3   | 71.5   | →            | →               |
|                                                                                 | Neither agree nor disagree | 17.1   | 16.2   | 15.3   | 15.0   | 15.0   | 13.0   | 12.8   |              |                 |
|                                                                                 | Disagree                   | 11.1   | 12.5   | 13.2   | 12.9   | 13.5   | 14.7   | 15.8   |              |                 |
|                                                                                 |                            |        |        |        |        |        |        |        |              |                 |
| 5. My role provides me with a daily opportunity to use my strengths.            | Agree                      | 79.8   | 77.5   | 78.6   | 79.9   | 80.1   | 81.9   | 80.9   | ↗            | ↗               |
|                                                                                 | Neither agree nor disagree | 12.9   | 14.7   | 13.5   | 13.7   | 13.0   | 10.8   | 11.2   |              |                 |
|                                                                                 | Disagree                   | 7.3    | 7.7    | 7.8    | 6.5    | 6.9    | 7.3    | 7.9    |              |                 |
|                                                                                 |                            |        |        |        |        |        |        |        |              |                 |

Percentages may not add up to 100% due to rounding of figures.

## Employee Engagement Survey 2017 – Appendix 3

| Question                                                               | Aggregated Responses       | 2011 % | 2012 % | 2013 % | 2014 % | 2015 % | 2016 % | 2017 % | 3 year Trend | Long Term Trend |
|------------------------------------------------------------------------|----------------------------|--------|--------|--------|--------|--------|--------|--------|--------------|-----------------|
| 6. I receive regular recognition and praise on my performance at work. | Agree                      | 55.5   | 53.6   | 56.5   | 60.5   | 61.0   | 64.0   | 62.8   | ↗            | ↗               |
|                                                                        | Neither agree nor disagree | 25.8   | 24.9   | 24.4   | 23.8   | 23.0   | 18.9   | 19.0   |              |                 |
|                                                                        | Disagree                   | 18.6   | 21.4   | 19.0   | 15.6   | 16.1   | 17.1   | 18.3   |              |                 |
|                                                                        |                            |        |        |        |        |        |        |        |              |                 |
| 7. At work my development is encouraged and supported.                 | Agree                      | 65.1   | 63.6   | 65.9   | 68.7   | 69.5   | 72.4   | 71.9   | ↗            | ↗               |
|                                                                        | Neither agree nor disagree | 22.5   | 22.7   | 21.8   | 20.4   | 19.7   | 16.0   | 15.9   |              |                 |
|                                                                        | Disagree                   | 12.3   | 13.7   | 12.3   | 11.0   | 10.8   | 11.6   | 12.1   |              |                 |
|                                                                        |                            |        |        |        |        |        |        |        |              |                 |
| 8. I am treated as an individual.                                      | Agree                      | 77.9   | 76.5   | 77.2   | 79.7   | 79.6   | 82.1   | 81.4   | ↗            | ↗               |
|                                                                        | Neither agree nor disagree | 15.0   | 15.8   | 15.9   | 14.2   | 14.4   | 10.4   | 10.9   |              |                 |
|                                                                        | Disagree                   | 7.1    | 7.7    | 7.0    | 6.0    | 6.0    | 7.6    | 7.7    |              |                 |
|                                                                        |                            |        |        |        |        |        |        |        |              |                 |
| 9. At work my views and opinions seem to count.                        | Agree                      | 63.6   | 62.5   | 64.6   | 67.5   | 67.7   | 72.0   | 71.1   | ↗            | ↗               |
|                                                                        | Neither agree nor disagree | 22.9   | 23.1   | 22.1   | 21.1   | 20.1   | 15.8   | 14.8   |              |                 |
|                                                                        | Disagree                   | 13.5   | 14.4   | 13.3   | 11.4   | 12.2   | 12.2   | 14.1   |              |                 |
|                                                                        |                            |        |        |        |        |        |        |        |              |                 |
| 10. My team has a good team spirit.                                    | Agree                      | 69.5   | 66.6   | 67.6   | 73.1   | 71.5   | 75.1   | 74.1   | ↗            | ↗               |
|                                                                        | Neither agree nor disagree | 16.9   | 17.5   | 17.3   | 16.2   | 15.7   | 13.1   | 13.0   |              |                 |
|                                                                        | Disagree                   | 13.5   | 15.9   | 15.1   | 10.7   | 12.8   | 11.7   | 12.9   |              |                 |
|                                                                        |                            |        |        |        |        |        |        |        |              |                 |
| 11. The people I work with are committed to doing their best.          | Agree                      | 86.0   | 84.1   | 85.0   | 88.0   | 87.4   | 88.4   | 87.6   | →            | ↗               |
|                                                                        | Neither agree nor disagree | 10.2   | 12.0   | 11.3   | 8.7    | 9.2    | 7.2    | 7.9    |              |                 |
|                                                                        | Disagree                   | 3.8    | 4.0    | 3.7    | 3.2    | 3.3    | 4.4    | 4.5    |              |                 |
|                                                                        |                            |        |        |        |        |        |        |        |              |                 |

*Percentages may not add up to 100% due to rounding of figures.*

## Employee Engagement Survey 2017 – Appendix 3

| Question                                                                                  | Aggregated Responses       | 2011 % | 2012 % | 2013 % | 2014 % | 2015 % | 2016 % | 2017 % | 3 year Trend | Long Term Trend |
|-------------------------------------------------------------------------------------------|----------------------------|--------|--------|--------|--------|--------|--------|--------|--------------|-----------------|
| 12. I know how my job contributes to the Council's objectives.                            | Agree                      | 79.9   | 80.2   | 81.0   | 81.6   | 83.0   | 83.0   | 82.6   | →            | ↗               |
|                                                                                           | Neither agree nor disagree | 15.9   | 15.6   | 15.4   | 14.5   | 13.6   | 11.5   | 12.3   |              |                 |
|                                                                                           | Disagree                   | 4.1    | 4.2    | 3.6    | 3.8    | 3.5    | 5.5    | 5.1    |              |                 |
| 13. I am given the freedom to solve problems.                                             | Agree                      | 78.0   | 76.7   | 78.7   | 80.3   | 80.1   | 82.9   | 82.9   | ↗            | ↗               |
|                                                                                           | Neither agree nor disagree | 16.0   | 15.8   | 15.1   | 14.8   | 14.8   | 11.0   | 10.8   |              |                 |
|                                                                                           | Disagree                   | 6.0    | 7.5    | 6.3    | 4.8    | 5.1    | 6.1    | 6.3    |              |                 |
| 14. My team are passionate about delivering excellent customer service.                   | Agree                      | 82.4   | 81.0   | 82.8   | 84.3   | 84.6   | 86.8   | 85.4   | ↗            | ↗               |
|                                                                                           | Neither agree nor disagree | 14.2   | 14.9   | 13.7   | 13.1   | 12.5   | 9.3    | 10.1   |              |                 |
|                                                                                           | Disagree                   | 3.4    | 4.2    | 3.4    | 2.6    | 2.9    | 3.9    | 4.5    |              |                 |
| 15. Any problems that could stop me giving the best customer service are dealt with.      | Agree                      | 62.8   | 61.7   | 64.6   | 66.0   | 65.3   | 68.8   | 67.6   | ↗            | ↗               |
|                                                                                           | Neither agree nor disagree | 25.8   | 25.3   | 23.7   | 23.3   | 22.7   | 18.0   | 18.7   |              |                 |
|                                                                                           | Disagree                   | 11.3   | 13.0   | 11.8   | 10.7   | 12.0   | 13.2   | 13.6   |              |                 |
| 16. I have sufficient opportunities to raise issues with my manager about change at work. | Agree                      | 75.6   | 73.2   | 76.6   | 78.4   | 79.0   | 80.7   | 78.3   | →            | ↗               |
|                                                                                           | Neither agree nor disagree | 14.8   | 16.1   | 13.7   | 13.7   | 13.1   | 10.9   | 11.1   |              |                 |
|                                                                                           | Disagree                   | 9.6    | 10.7   | 9.8    | 7.8    | 7.9    | 8.4    | 10.5   |              |                 |
| 17. I am able to cope with my workload.                                                   | Agree                      | 72.7   | 71.7   | 72.6   | 74.1   | 72.3   | 73.0   | 70.9   | ↘            | →               |
|                                                                                           | Neither agree nor disagree | 16.8   | 17.6   | 17.3   | 15.7   | 16.2   | 14.6   | 16.0   |              |                 |
|                                                                                           | Disagree                   | 10.4   | 10.6   | 10.1   | 10.2   | 11.5   | 12.4   | 13.1   |              |                 |

*Percentages may not add up to 100% due to rounding of figures.*

## Employee Engagement Survey 2017 – Appendix 3

### RESPONSE RATES BY SERVICE

|                      | 2011  | 2012  | 2013  | 2014  | 2015  | 2016  | 2017  |
|----------------------|-------|-------|-------|-------|-------|-------|-------|
| <b>CDS</b>           | 59.8% | 58.2% | 70.4% | 74.3% | 68.6% | 61.7% | 57.1% |
| <b>ECS</b>           | 49.8% | 40.1% | 47.0% | 48.7% | 50.0% | 48.7% | 38.0% |
| <b>HCS</b>           | 52.4% | 65.8% | 66.4% | 57.7% | 59.9% | 53.0% | 36.0% |
| <b>TES</b>           | 75.8% | 77.5% | 84.8% | 80.3% | 83.9% | 75.2% | 71.6% |
| <b>PKC<br/>Total</b> | 54.6% | 52.5% | 58.1% | 56.3% | 57.8% | 54.2% | 43.7% |

## PERTH &amp; KINROSS COUNCIL

20 December 2017

## REVIEW OF POLITICAL DECISION-MAKING STRUCTURES

## Report by Chief Executive

**PURPOSE OF REPORT**

This report makes recommendations following a review of political decision-making structures since the local government elections on 4 May 2017.

**1. BACKGROUND**

- 1.1 The Council's present decision-making structure was approved by the Council at the statutory meeting on 17 May 2017 ([Report 17/181](#) and [Article 291](#) refer) following the local government elections on 4 May 2017.
- 1.2 In line with sound governance arrangements, it is important for the Council to keep under review its decision-making processes and structures to ensure that they reflect changing circumstances, and that they continue to be effective.
- 1.3 Authority for the current review comes from the decision by the Council on 17 May 2017 ([Report 17/181](#) and [Article 291](#) refer). In order to review the existing political decision-making structure to ensure that the issues set out in the report had been addressed and to allow time for such a detailed review to take place, the Council agreed (i) to make amendments to the previous decision-making structure and continue with that structure until the end of the current calendar year and (ii) to remit to the Modernising Governance Member / Officer Working Group to consider options for models of decision-making structures and to submit reports to the Council as the Group considers necessary on aspects of its work, but to submit a final report to the Council in December 2017 with recommendations for a structure to be implemented with effect from January 2018.
- 1.4 The Council agreed to appoint members to and conveners of the following Committees:-

| Committee                                                                 | Membership   |
|---------------------------------------------------------------------------|--------------|
| (1) Lifelong Learning Committee                                           | 13           |
| (2) Housing & Communities Committee                                       | 13           |
| (3) Environment, Enterprise & Infrastructure Committee<br>together with:- | 15           |
| (6) Planning & Development Management Committee                           | 13           |
| (7) Licensing Committee                                                   | 13           |
| (8) Audit Committee                                                       | 7            |
| (9) Scrutiny Committee                                                    | 11           |
| (10) Strategic Policy & Resources Committee                               | 15 + Provost |

- 1.5 In order to gather views on the current structure and on options for the future, there has been a survey of elected members and members of the senior management team; together with 4 focus groups with elected members. The feedback from the survey and the focus groups has been reported to the Modernising Governance Member Officer Group and circulated to all elected members and members of the senior management team. In very brief summary, there is general support for retaining a committee-based decision-making structure.

## **2. PROPOSALS**

### Existing Decision-Making Structure

- 2.1 The main drivers for the review of the decision-making structure were set out in detail in [Report 17/181](#). A revised structure needs to take account not only of the known landscape in relation to public service reform and budget pressures, but also what is anticipated in relation to future governance arrangements and the Council's influence and direct control of budgets.
- 2.2. The existing committee structure is based on a model which addresses cross cutting themes in line with the objectives of the previous Perth and Kinross Community Plan. Whilst these objectives have remained constant in the Local Outcome Improvements Plan (LOIP) approved by the Council for its interest on 4 October 2017 ([Report 17/322](#) and [Article 587](#) refer), there is a need to adapt the structure to meet current and future physical, social and economic challenges facing the Council e.g. in relation to the development of policy in key strategic areas; the scrutiny of the implementation policy / delivery of services – including where services are delivered on a joint basis or by a separate organisation. In reviewing the structure, it is important to ensure that the Council and Committees have a clear focus on decision-making and do not routinely consider business which is only for information. It is also important to consider the number of committees and their remits to ensure that there is a balance across the work of the Council.

### Perth & Kinross Council

- 2.3 In terms of the present Scheme of Administration, there is considerable delegation of functions to standing Committees and Sub-Committees. However, there are a number of decisions which must be determined only by the Council.

### Strategic Policy & Resources (SP&R) Committee

- 2.4 The Scheme of Administration provides that the remit of the SP&R Committee includes the determination of strategic policy and priorities for the Council. However, a number of key strategic policy areas are either included in the remit of other committees, and may be delivered by other organisations - e.g. (1) Adult Care Services & Health is included in the remit of the Housing & Communities Committee but these services are the delivered by the Perth & Kinross Health & Social Care Partnership (PKHSCP); (2) Sport & Leisure



Services; Arts & Cultural Services; Library & Archive Services are included in the remit of the Lifelong Learning Committee but these services are delivered by Live Active Leisure (LAL); Horsecross Arts Ltd (HX); and Culture Perth & Kinross (CPK); (3) following approval of the Local Development Plan, supplementary guidance prepared to support the implementation of the Plan has in the past been considered by the Environment, Enterprise & Infrastructure Committee; (4) the Council's approach to economic development is currently within the remit of the Environment, Enterprise and Infrastructure, however the bid for the Tay Cities Deal includes the Regional Economic Strategy and it is suggested that economic development should be included within the remit of the SP&R Committee.

- 2.5 RECOMMENDATION - It is recommended that the following areas be included in the remit of the SP&R Committee –
- To exercise the functions of the Council as Social Work Authority in respect of Adult Care.
  - 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.
  - 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.
  - To determine and implement the Council's policy in relation to the provision of sport and leisure facilities.
  - To determine and implement the Council's policy in relation to the provision of arts and cultural services.
  - To determine and implement the Council's policy in relation to the provision of library and archive services.
  - Following approval of the Local Development Plan, to determine supplementary guidance to support the implementation of the Plan.
  - To oversee the Council's role in relation to all aspects of the approved bid for the Tay Cities Deal, including the implementation of the Regional Economic Strategy and the work of the Joint Committee.

#### Scrutiny Committee

- 2.6 Given the continuing complexity of the public sector landscape, it is important that the Scrutiny Committee is able to provide assurance on performance and effectiveness across of all of the Council's work, including those services delivered by other organisations e.g. PKHSCP; LAL; HX; CPK.
- 2.7 It is also important that all members of the Committee are able to play a full part in the role of the Committee. The current remit of the Committee includes the ability to call before it any officer or convener / vice-convener to answer questions on any aspect of service delivery. It is suggested that the remit be amended so that the power relates to officers and conveners only, and that the conveners of the 3 themed Committees should not be eligible for membership of the Scrutiny Committee – allowing vice-conveners to remain eligible for membership of the Committee.

- 2.8 RECOMMENDATIONS - It is recommended that –
- The membership and remit of the Scrutiny Committee be amended as outlined in Paragraph 2.7 above.

#### Environment, Enterprise & Infrastructure (EE&I) Committee

- 2.9 The current remit of the EE&I Committee brings together the remits of the former Environment Committee and Enterprise & Infrastructure Committee.

#### Former Environment Committee

- The former Environment Committee had a wide-ranging remit and all aspects of that remit remain relevant. Indeed the remit requires to be strengthened to reflect the duties on the Council in respect of climate change; low carbon travel and transport; and energy.

#### Former Enterprise & Infrastructure Committee

- As mentioned at Paragraph 2.4 above, the remit of the former Enterprise and Infrastructure Committee included provisions in relation to economic development, and it is recommended that these areas be included in the remit of the SP&R Committee.

- 2.10 RECOMMENDATION - It is recommended that with the change to the remit of the Environment, Enterprise & Infrastructure Committee, the Committee be renamed the Environment and Infrastructure Committee.

#### Housing & Communities Committee

- 2.11 The current remit of the Housing & Communities Committee brings together the remits of the former Housing & Health Committee and Community Safety Committee.

#### Former Housing & Health Committee

- If the provisions regarding both Adult Care Services and Health are to be included in the remit of the SP&R Committee, only the provision regarding Housing would remain from the original remit.

#### Former Community Safety Committee

- Adult Support & Protection is now overseen by the PKHSCP and so that provision is not within the remit of the Housing & Communities Committee.
- Criminal Justice is now overseen by the Community Justice Partnership so that provision is not within the remit of the Housing & Communities Committee.
- Community Safety; Crime Prevention; Emergency Planning and Road Safety together with liaison with Police Scotland and the Scottish Fire & Rescue Service currently remain within the remit of the Housing & Communities Committee.
- Trading Standards; Environmental Health; Byelaws & Management Rules also remain within the remit of the Housing & Communities Committee, but these aspects could be considered for inclusion in an expanded remit for the Licensing Committee.

- 2.12 Although the remit of the SP&R Committee currently includes the determination of the Council's policies in fulfilment of its statutory role in relation to community planning, it is suggested that responsibility for the oversight of the implementation of those policies and in particular the further development and implementation of community empowerment could sit with the Housing and Communities Committee. The remit of the Committee will be kept under review pending the outcomes of the review of local decision-making referred and also the review of local governance referred to at Paragraphs 2.48- 2.50 respectively below.
- 2.13 In April 2017, the Council endorsed the findings of the Perth and Kinross Fairness Commission ([Report 17/175](#) and [Article 245](#) refer). If the Council is minded to agree to the proposals at 2.13 above re community planning, it is suggested that a specific part of that responsibility would be the oversight of the development of the action plan to implement the Commission's recommendations.
- 2.14 RECOMMENDATION – It is recommended that –
- The aspects of Trading Standards; Environmental Health; Byelaws & Management Rules currently within the remit of the Housing & Communities Committee be included in the remit of the Licensing Committee.
  - Consideration be given to including the oversight of (i) the implementation of community planning policies and community empowerment legislation and (ii) the development of the action plan to implement the Fairness Commission's recommendations within the remit of the Housing and Communities Committee.

#### Lifelong Learning Committee

- 2.15 Although the consultation on the proposed Education (Scotland) Bill sets out some of the Scottish Government's intentions re schools education, the governance arrangements which will need to be put in place to support future changes still have to be clarified, and it is considered that there is no need to amend the remit of the Committee in that respect at this time; however this will be kept under review as the national / local proposals develop.
- 2.16 As mentioned at Paragraph 2.4 above, the remit of the Lifelong Learning Committee currently includes provisions re Sport & Leisure Services; Arts & Cultural Services; Library & Archive Services, and it is proposed that these areas be included in the remit of the SP&R Committee.
- 2.17 The membership of the Committee currently includes religious; teacher; and parent representatives, and it has been proposed that 2 representatives from the recently established Perth & Kinross Youth Forum be appointed to the Committee on a non-voting basis to represent the interests of children and young people.

- 2.18 RECOMMENDATION – It is recommended that 2 representatives of the Perth & Kinross Youth Forum be appointed to the Lifelong Learning Committee in a non-voting capacity to represent the interests of children and young people.

#### Planning & Development Management Committee

- 2.19 The current remit of the Planning & Development Management Committee accords with the requirements of the Planning etc. (Scotland) Act 2006. However, with the publication of the Planning (Scotland) Bill on 4 December 2017, this will be kept under review (see Paragraph 2.46 below).
- 2.20 RECOMMENDATION - It is recommended that no further action is required at present.

#### Licensing Committee

- 2.21 The remit of the Licensing Committee includes the determination of applications for licences, permits and registrations under a broad range of legislation. The remit of the former Community Safety Committee (now under the Housing & Communities Committee) includes Trading Standards; Environmental Health; and Byelaws & Management Rules it is considered that those aspects relating to licensing, registration and granting of approvals could be included in the remit of the Licensing Committee.
- 2.22 RECOMMENDATION - It is recommended that the aspects of the remit of the Housing & Communities Committee in relation to Trading Standards; Environmental Health; and Byelaws & Management Rules be included in the remit of the Licensing Committee.

#### Audit Committee

- 2.23 The remit of the Audit Committee relates to the consideration of both internal and external audit issues, including reports from the Chief Internal Auditor and the Council's external auditors.
- 2.24 RECOMMENDATION - It is recommended that no further action is required at present.

#### Perth and Kinross Licensing Board

- 2.25 In terms of the Licensing (Scotland) Act 2005, the Council has appointed 10 elected members to the Perth and Kinross Licensing Board which will undertake liquor licensing functions under the 2005 Act.
- 2.26 RECOMMENDATION - It is recommended that no further action is required at present.

### Common Good Fund Committees

- 2.27 The current decision making structure also includes ten Common Good Fund Committees corresponding to the former burghs that existed within the Council area prior to 1975. The remit of the Committees relates to the disbursement of common good fund monies and the determination of matters relating to assets held on the common good.
- 2.28 Common good assets belong to the Council, and the only requirement is that these assets be administered having regard to the interests of the inhabitants of the respective former burgh. However, there is no statutory requirement to establish Common Good Fund Committees and their existence does sometime create confusion about the ownership of these assets. With the exception of the Perth Common Good Fund Committee, most of the Common Good Fund Committees have little business to transact and meet infrequently.
- 2.29 There are a number of options which the Council could consider to deal with Common Good Funds –
- a) continue with the current ten Common Good Fund committees;
  - b) have one Common Good Fund Committee dealing with all Common Good business;
  - c) refer all Common Good Fund business to the Strategic Policy and Resources Committee or one of its Sub-Committees.
- 2.30 It has been proposed that if the Council chooses to retain Common Good Fund Committees, the Committees should have the ability if they so wish to invite a member of the local community council(s) to join the Committee as advisory non-voting members.
- 2.31 There has also been a suggestion that the responsibility for the disbursement of Common Good Fund monies could be delegated to the relevant local action partnerships. However, consideration would require to be given as to whether the partnerships would also have responsibility to determine matters related to the assets held on the common good. It is considered that these matters be considered in the context of the review of local decision-making referred to at Paragraph 2.45 below.
- 2.32 **RECOMMENDATION** – It is recommended that –
- The ten existing Common Good Fund Committees be retained.
  - Consideration be given to whether the Committees should have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as advisory non-voting members.

### Local Review Body

- 2.33 The Council agreed that a Local Review Body be established comprising 3 members drawn from a panel of elected members of the Planning & Development Management Committee; and 1 substitute member from that panel for each meeting, to consider and determine applications for review of decisions by officers on planning applications as required by the relevant

planning legislation. The Council also agreed to appoint a Convener of the Local Review Body. As with the Planning and Development Management Committee, in relation to the publication of the Planning (Scotland) Bill, the requirements regarding the Local Review Body will be kept under review.

- 2.34 RECOMMENDATION - It is recommended that no further action is required at present.

#### Pre-Determination Committee

- 2.35 The Council agreed that a Pre-Determination Committee be established comprising all elected members of the Council to hold pre-determination hearings prior to determination of the planning application as required by the relevant planning legislation. As with the Planning and Development Management Committee, in relation to the publication of the Planning (Scotland) Bill, the requirements regarding the Pre-Determination Committee will be kept under review.

- 2.36 RECOMMENDATION - It is recommended that no further action is required at present.

#### Consideration of Petitions

- 2.37 It has been suggested that consideration be given to establishing a Petitions Committee providing the opportunity for individuals and organisations to submit online and paper petitions to raise issues of public concern. The Council's [Standing Orders](#) currently provide for the handling of petitions (Standing Order 60). However, it is recognised that the provision in Standing Orders may not be well understood across the Council, and it is acknowledged that the provision needs to be strengthened.
- 2.38 Although several Councils in Scotland have established specific forums for the consideration of petitions, it is suggested that rather than establishing another committee with this limited remit, the consideration of petitions be included in the remit of the each of the Environment & Infrastructure, Housing & Communities and Lifelong Learning Committees. The Committee would consider the petition in the first instance and determine whether there was any further action to be taken by that Committee; by another Committee or by another organisation, including community planning partners. Petitions submitted in relation to planning applications would continue to be considered in line with the Scheme of Delegation under the Planning etc. (Scotland) Act 2006.
- 2.39 A revised petitions procedure is being drawn up which will
- set clear criteria for a petition to be accepted i.e. number of required signatures and subject areas
  - provide for a point of contact at a senior level within the Council to receive a petition – whether online or paper – and to ensure that it is submitted to the next available meeting of the relevant Committee.

- 2.40 RECOMMENDATION – It is recommended that the consideration of petitions be included in the remit of each of the Environment & Infrastructure, Housing & Communities and Lifelong Learning Committees as outlined in Paragraph 2.38 above.

#### Non-Council Membership of Committees

- 2.41 The existing committee structure allows for non-council membership of the Lifelong Learning Committee and the Housing and Communities Committee. The Council agreed to continue the appointment of external representatives to both of these Committees.
- 2.42 In relation to the Lifelong Learning Committee, there are religious; teaching and parent representatives on the Committee. However, as referred to at Paragraph 2.17 above, it is considered that there is a gap in this external representation and it is proposed that 2 representatives from the recently established Perth & Kinross Youth Forum be appointed to the Committee on a non-voting basis to represent the interests of children and young people.

#### Member Officer Groups

- 2.43 The Council has successfully used Member Officer Groups – both on an ad-hoc and a standing basis – to address cross-cutting strategic areas and to direct change within the organisation.
- 2.44 The Council agreed to re-establish the Modernising Governance Member / Officer Working Group on the basis of its previous remit and to appoint representatives to serve on the Group. It is considered that the Group's remit should be updated as follows –
- Provide strategic leadership and direction on public service reform, community planning, community empowerment and transformational change and all aspects of governance and democratic renewal.
  - Ensure that elected members lead the process of organisational change.
  - Guide the continuous improvement process, including the use of bench marking information in decision-making.
  - Guide the development of and monitor the implementation of the Transformation Programme.
  - Consider resource implications of transformational change and organisational development initiatives and if appropriate make recommendations to the Strategic Policy & Resources Committee.
  - Monitor and review the Council's decision making structure, including making recommendations for improvement.
- 2.45 It is recognised that there may be a number of areas where consideration could be given both to continuing existing Member Officer Groups, subject to a review of their composition and remit, and to establishing different Groups to support the work of the Council in meeting the challenges of public service reform. In considering the future of Member Officer Groups, the Council would want to have reference to the Fourth Scrutiny Review undertaken by the

Scrutiny Committee on the use of Member / Officer Groups which was reported to Council in February 2014 (Article 142 refers).

2.46 In June 2014, the then Enterprise and Infrastructure Committee agreed to establish a Planning Policy & Practice Member Officer Group to provide a forum for discussion around land use planning policy and practice. Given the stage that the Council is at with the preparation of the Local Development Plan, and the need for careful consideration of the provisions in the Planning (Scotland) Bill published on 4 December 2017, it is considered that this Group should be re-established with the following remit -

- Consider and provide comment on issues and opportunities arising from the policies and programmes contained in both the local and strategic development plans.
- Discuss and advise on any issues and opportunities arising from the interpretation and implementation of policies and guidance by officers under the Scheme of Delegation, by the Planning and Development Management (P&DM) Committee and by the Local Review Body (LRB).
- Consider whether further Councillor training needs can be identified through experience of the P&DM Committee and the LRB and to review the current training programme.
- Consider and provide comment on the performance of the planning service by receiving and discussing updates on the Planning Performance Framework submitted annually to the Scottish Government.
- Allow discussion on the support for the planning service provided by Corporate & Democratic Services, specifically Democratic Services, Member Support Services and Legal Services.
- Consider and provide comment on new procedures, proposals and practices within Development Management and Development Planning, both through regulatory reform and service improvements.
- Consider and provide comment on proposed responses to Scottish Government consultations on changes to planning legislation, guidance and advice.

The proposed membership of the Group would be –

- Convener and 2 Vice-Conveners of the Environment and Infrastructure Committee;
- Convener of the Planning & Development Management Committee;
- Convener of the Local Review Body
- 3 members from the Opposition Group,  
Together with
- Interim Head of Planning;
- Head of Legal Services;
- Head of Democratic Services;
- Strategy & Policy Manager
- Development Quality Manager.



- 2.47 RECOMMENDATION – It is recommended that –
- the remit of the Modernising Governance be amended as set out in Paragraph 2.44 above
  - the Planning Policy and Practice Member Officer Group be re-established as outlined in Paragraph 2.46 above

#### Review of Local Decision-Making

- 2.48 The approval of the Local Outcome Improvements Plan (LOIP) by the Community Planning Partnership (CPP) Board on 6 October 2017, provides the Board with an opportunity to review the community planning framework to ensure that it is providing the Board with the assurances that LOIP outcomes are being delivered. However in May 2017, the Council agreed to appoint representatives to the existing community planning groups. The Council also agreed that in relation to elected member representation on the 5 Local Action Partnerships, all elected members from relevant wards be entitled to be on the appropriate Partnership.
- 2.49 On 1 December 2017, the CPP Board agreed to undertake a review of local decision-making within the context of community empowerment legislation. The objectives; scope; methodology and timescales for the review are set out in **Appendix 1** to this report.
- 2.50 On 7 December 2017, the Scottish Government and the Convention of Scottish Local Authorities (COSLA) announced a joint review of local governance (<http://www.cosla.gov.uk/news/2017/12/local-governance-review>). The review will involve hearing from local communities across Scotland to get a clear understanding of the type of changes that are needed, and how these can be made to happen so that local communities can have more say about how public services in their area are run. The review referred to at Paragraph 2.49 above will require to be cognisant of the work of the local governance review.
- 2.51 Following the introduction of revised boundaries for some Wards in May 2017, there are some community council areas which no longer align with these new boundaries. Accordingly, there is a requirement to review the [Scheme of Establishment for Community Councils](#), and a more detailed report on the timescales and process for that review will be submitted to the Council in February 2018.

#### Standing Orders / Scheme of Administration

- 2.52 The Council's decision-making processes and structures must be supported by robust Standing Orders governing the proceedings at meetings and also a Scheme of Administration detailing the levels of delegation both to members acting collectively and to officers.
- 2.53 In line with the requirements of Standing Orders to give notice of proposed changes to Standing Orders, revised Standing Orders will be submitted to the next Council meeting in February 2018.

- 2.54 A revised Scheme of Administration reflecting changes to the decision-making structure agreed by the Council at this meeting will be submitted to the next Council meeting in February 2018.

#### Councillors' Remuneration Arrangements

- 2.55 The Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 provides for the remuneration of elected members and the Council has approved arrangements for councillors' remuneration.
- 2.56 RECOMMENDATION - It is recommended that no further action is required at present.

#### Role Profiles / Descriptions etc for Councillors

- 2.57 The Council has agreed to adopt the role profiles / description and the competencies framework proposed by the Scottish Local Authorities Remuneration Committee (SLARC), together with personal development plans, based on the competencies framework related to councillors; councillors with significant additional responsibilities and council leaders.
- 2.58 RECOMMENDATION - It is recommended that no further action is required at present.

#### Appointments to Partner Organisations / Outside Bodies

- 2.59 The Council has appointed representatives to organisations / bodies at national, regional and local levels ranging from the Convention of Scottish Local Authorities (COSLA) through joint boards, joint committees, companies and trusts.
- 2.60 RECOMMENDATION - It is recommended that no further action is required at present.

#### Timetable of Council Meetings

- 2.61 The existing timetable of Council meetings provides for an eight-weekly cycle of meetings for the Council and Committees, apart from the Development Management Committee and the Licensing Committee which meet on a four-weekly and six-weekly basis respectively. The existing timetable also takes account of fixed recess periods at Easter, Summer and October holiday periods. It has been suggested that a shorter cycle could allow the Council's decision-making to be more dynamic and responsive. However, a consequence of shortening the cycle is that more meetings would require to be fitted into the timetable. The Committees with regulatory responsibilities meet on a regular cycle throughout the year, and if there is urgent business to be considered, there is the ability to call meetings of an Executive Sub-Committees of some Committees or special meetings.

- 2.62 It was also suggested that altering the times of meetings of the Council and Committees to later in the working day or to evenings could provide better work / life balance for some elected members – although this would need to be further balanced with the number of evening meetings that elected members already attend in their Wards. In order to try and gain a better understanding of elected members' preferences on timings, a short survey was undertaken and the results showed support for retention of the existing timings of 10am and 2pm.
- 2.63 RECOMMENDATION – It is recommended that the Council consider the proposed timetable attached at **Appendix 2** to this report.

#### Broadcasting of Council Meetings

- 2.64 As part of the refurbishment and future-proofing of the Council Buildings at 2 High Street, Perth, the specification for the new Council Chamber included video cameras, microphones and recording equipment which could be used for the purposes of filming and broadcasting public sections of Council meetings.
- 2.65 To date this equipment has been used to:
- provide a live stream to an overflow area within the Civic Hall to allow more members of the public to view a meeting than can be accommodated within the public seating area in the main Chamber.
  - record the last meetings of the previous Council for each committee, and the first meetings of the new Council, and making these available for Councillor training purposes.
- 2.66 Elected members have previously asked officers to bring forward proposals for webcasting / broadcasting of committees to make Council meetings more accessible for members of the public who may not be able to attend the meeting in person.
- 2.67 If elected members agree that webcasting/broadcasting of public meetings should go ahead then there are a number of ways to do this -
- a) Webcast live, linked to committee management system - *this option would require the purchase of a suitable software package – with indicative costs ranging from £16,000 per annum to £50,000 for a 5 year contract.*
  - b) Webcast live, via social media - *there is no additional cost to this option, but there would be a time requirement to make the broadcast process live.*
  - c) Record and broadcast after the meeting - *without any further IT work or costs, the option is the method which has been used for recording Council meetings for training purposes and could be continued immediately. While this means the meeting is not available to watch live, the upload can take place within a few hours of the meeting, and feedback from other local authorities currently using webcasting is that live audience figures are very low, and the majority of viewers access the footage at a later date.*

2.68 RECOMMENDATION - It is recommended that –

- Consideration be given to whether to proceed with the webcasting / broadcasting of public meetings.
- If the Council is minded to proceed with broadcasting, to agree the option to record and broadcast after the meeting in the first instance, with a review after 12 months of operation.

### **3. CONCLUSION AND RECOMMENDATIONS**

3.1 This report proposes a way forward in developing political decision-making structures following the local government elections on 4 May 2017.

3.2 It is recommended that the Council -

- (i) include the following areas in the remit of the Strategic Policy & Resources Committee –
  - To exercise the functions of the Council as Social Work Authority in respect of Adult Care.
  - 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.
  - 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.
  - To determine and implement the Council's policy in relation to the provision of sport and leisure facilities.
  - To determine and implement the Council's policy in relation to the provision of arts and cultural services.
  - To determine and implement the Council's policy in relation to the provision of library and archive services.
  - Following approval of the Local Development Plan, to determine supplementary guidance to support the implementation of the Plan.
  - To oversee the Council's role in relation to all aspects of the approved bid for the Tay Cities Deal, including the implementation of the Regional Economic Strategy and the work of the Joint Committee
- (ii) agree that the membership and remit of the Scrutiny Committee be amended as outlined in Paragraph 2.7.
- (iii) agree that with the change to the remit of the Environment, Enterprise & Infrastructure Committee, the Committee be renamed the Environment and Infrastructure Committee (Paragraph 2.9).
- (iv) agree that the aspects of Trading Standards; Environmental Health; Byelaws & Management Rules currently within the remit of the Housing

& Communities Committee be included in the remit of the Licensing Committee (Paragraph 2.11).

- (v) give consideration to including the oversight of (i) the implementation of community planning policies and community empowerment legislation (ii) the development of the action plan to implement the Fairness Commission's recommendations within the remit of the Housing and Communities Committee as outlined in Paragraphs 2.12 and 2.13.
- (vi) agree that 2 representatives of the Perth & Kinross Youth Forum be appointed to the Lifelong Learning Committee in a non-voting capacity to represent the interests of children and young people as outlined in Paragraph 2.17.
- (vii) agree that the ten existing Common Good Fund Committees be retained (Paragraph 2.29).
- (viii) consider whether the Common Good Fund Committees should have the ability, if they so wish, to invite a member of the local community council(s) to join the Committee as advisory non-voting members (Paragraph 2.30).
- (ix) agree that the remit of the Modernising Governance be amended as set out in Paragraph 2.44.
- (x) agree that the Planning Policy and Practice Member Officer Group be re-established as outlined in Paragraph 2.46.
- (xi) consider the proposed timetable attached at **Appendix 2** to this report (Paragraphs 2.61 and 2.62).
- (xii) consider whether to proceed with the webcasting / broadcasting of public meetings (Paragraphs 2.64 – 2.66).
- (xiii) if minded to proceed with broadcasting, to agree the option to record and broadcast after the meeting in the first instance, with a review after 12 months of operation (Paragraph 2.67).

| <b>Name</b>    | <b>Designation</b>          | <b>Contact Details</b>                                                      |
|----------------|-----------------------------|-----------------------------------------------------------------------------|
| Gillian Taylor | Head of Democratic Services | Ext 75135<br><a href="mailto:committee@pkc.gov.uk">committee@pkc.gov.uk</a> |

#### **Approved**

| <b>Name</b>       | <b>Designation</b> | <b>Date</b>      |
|-------------------|--------------------|------------------|
| Bernadette Malone | Chief Executive    | 13 December 2017 |

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All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan/Single Outcome Agreement

- 1.1 The proposals support the delivery of the priorities in the Perth and Kinross Community Plan/Single Outcome Agreement.

#### Corporate Plan

- 1.2 The proposals support the achievement of the priorities in the Council's Corporate Plan.

### 2. Resource Implications

#### Financial

- 2.1 There will be no additional financial implications arising directly from this report in relation to councillors' remuneration.

#### Workforce

- 2.2 N/A

### Asset Management

2.3 N/A

## **3. Assessments**

### Equality Impact Assessment

3.1 N/A

### Strategic Environmental Assessment

3.2 N/A

### Sustainability

3.3 N/A

### Legal and Governance

3.4 Following the Scottish Local Government Elections on 4 May 2017, the Council agreed to consider future political decision-making structures to ensure that it can continue to meet its governance requirements.

### Risk

3.5 Following the Scottish Local Government Elections on 4 May 2017, the new Council agreed to consider future political decision-making structures, the issues set out in this paper help to mitigate the risk that the Council does not take into account relevant factors in considering its future decision-making structure.

## **4. Consultation**

### Internal

4.1 The proposals have been the subject of consultation with senior councillors and senior officers.

### External

4.2 N/A

## **5. Communication**

5.1 N/A

## **2. BACKGROUND PAPERS**

N/A



**3. APPENDICES –**

|                   |                                        |
|-------------------|----------------------------------------|
| <b>Appendix 1</b> | <b>Review of Local Decision-making</b> |
| <b>Appendix 2</b> | <b>Proposed Timetable of Meetings</b>  |



**Facilitated discussion by Clare Bryner from What Works Scotland**

**Aim**

**To undertake a Review of Local Decision Making within the context of Community Empowerment Legislation**

**Objectives**

1. To assess the effectiveness of current local community planning arrangements.
2. To make recommendations to strengthen these consistent with the provisions in the community empowerment act to ensure effective local decision making.

**Scope**

To consider:

- decisions / responsibilities that could be devolved to Local Area Partnerships,
- decisions of the Community Planning Partnership that could be informed by area partnerships.
- how Local Area Partnerships are involved in:
  - Policy decisions
  - Service redesign
  - Changes to premises etc
- the potential role of Local Area Partnerships in determining funding for local community organisations.
- the scrutiny role of Local Area Partnerships in terms of performance of public services in their area.

**Methodology**

Review the current progress against the ambition set out in the Community Empowerment Act.

Carry out a desktop comparison both nationally and internationally of best practice.

Facilitated discussion with:

- Local Action Partnerships and other community groups
- Chairs and lead officers of existing LAPs
- Elected members
- Third Sector Interface

**Timescale**

January – March 2018

Summary report to be produced for the Community Planning Partnership and Perth & Kinross Council by 16 March 2018.



|           | JANUARY                               | FEBRUARY                                         | MARCH                                            | APRIL                                                              | MAY                                                         | JUNE                                                     | JULY                           | AUGUST                                 | SEPTEMBER                                     | OCTOBER                                         | NOVEMBER                                  | DECEMBER                                         |
|-----------|---------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------|--------------------------------|----------------------------------------|-----------------------------------------------|-------------------------------------------------|-------------------------------------------|--------------------------------------------------|
| Monday    | 1                                     |                                                  |                                                  | 2                                                                  |                                                             |                                                          | 2                              |                                        | 3<br>Attendance Sub (10.00am)                 | 1                                               |                                           | 3                                                |
| Tuesday   | 2                                     |                                                  |                                                  | 3<br>LRB (10.30am)                                                 | 1<br>LRB (10.30am)                                          |                                                          | 3                              |                                        | 4<br>Educational Trust (2.00pm)               | 2                                               |                                           | 4<br>JNC (2.30pm)                                |
| Wednesday | 3                                     |                                                  |                                                  | 4                                                                  | 2                                                           |                                                          | 4<br>P&DM (10.00am)            | 1<br>P&DM (10.00am)                    | 5<br>E&I (10.00am)<br>Audit (2.00pm)          | 3<br>Common Goods (11.00am)<br>Council (2.00pm) |                                           | 5                                                |
| Thursday  | 4                                     | 1                                                | 1                                                | 5                                                                  | 3                                                           |                                                          | 5                              | 2                                      | 6                                             | 4<br>Licensing (10.00am)                        | 1                                         | 6                                                |
| Friday    | 5                                     | 2                                                | 2                                                | 6                                                                  | 4                                                           | 1                                                        | 6                              | 3                                      | 7                                             | 5                                               | 2                                         | 7<br>CPP (1.00pm)                                |
| Monday    | 8                                     | 5<br>Attendance Sub (10.00am)                    | 5                                                | 9                                                                  | 7                                                           | 4                                                        | 9<br>Appeals Sub (9.00am)      | 6<br>Appeals Sub (9.00am)              | 10<br>Appeals Sub (9.00am)<br>CHS&W (10.00am) | 8<br>Appeals Sub (9.00am)                       | 5<br>Attendance Sub (10.00am)             | 10<br>Appeals Sub (9.00am)<br>CHS&W (10.00am)    |
| Tuesday   | 9<br>LRB (10.30am)                    | 6<br>LRB (1.30am)                                | 6<br>LRB (10.30am)                               | 10                                                                 | 8                                                           | 5                                                        | 10                             | 7                                      | 11                                            | 9                                               | 6                                         | 11<br>LRB (10.30am)                              |
| Wednesday | 10                                    | 7<br>SP&R (10.00am)<br>Scrutiny (2.00pm)         | 7                                                | 11<br>P&DM (10.00am)                                               | 9<br>P&DM (10.00am)                                         | 6<br>P&DM (10.00am)                                      | 11                             | 8                                      | 12<br>SP&R (10.00am)<br>Scrutiny (2.00pm)     | 10                                              | 7<br>E&I (10.00am)<br>Audit (2.00pm)      | 12<br>Common Goods (9.30am)<br>Council (11.00am) |
| Thursday  | 11<br>Licensing (10.00am)             | 8                                                | 8<br>Licensing Board (9.00am)                    | 12<br>Licensing (10.00am)                                          | 10                                                          | 7                                                        | 12<br>Licensing (10.00am)      | 9                                      | 13                                            | 11<br>Licensing Board (9.00am)                  | 8                                         | 13                                               |
| Friday    | 12                                    | 9                                                | 9                                                | 13                                                                 | 11                                                          | 8                                                        | 13                             | 10                                     | 14<br>CPP (10.00am)                           | 12                                              | 9                                         | 14                                               |
| Monday    | 15<br>Appeals Sub (9.00am)            | 12<br>Appeals Sub (9.00am)                       | 12<br>CHS&W (10.00am)<br>Appeals Sub (9.00am)    | 16<br>Property Sub (10.00am)                                       | 14<br>Appeals Sub (9.00am)                                  | 11<br>CHS&W (10.00am)<br>Appeals Sub (9.00am)            | 16                             | 13<br>Property Sub (10.00am)           | 17                                            | 15                                              | 12<br>Appeals Sub (9.00am)                | 17                                               |
| Tuesday   | 16<br>JNC (2.30pm)                    | 13                                               | 13                                               | 17                                                                 | 15                                                          | 12                                                       | 17                             | 14                                     | 18<br>LRB (10.30am)<br>JNC (2.30pm)           | 16<br>LRB (10.30am)                             | 13<br>LRB (10.30am)                       | 18                                               |
| Wednesday | 17<br>P&DM (10.00am)                  | 14<br>P&DM (10.00am)                             | 14<br>P&DM (10.00am)                             | 18<br>SP+R (10.00am)<br>Scrutiny (2.00pm)<br>Ed Trust Sub (3.45pm) | 16<br>H&C (10.00am)<br>LL (2.00pm)<br>Ed Trust Sub (3.45pm) | 13<br>SP+R (10.00am)<br>Scrutiny (2.00pm)                | 18                             | 15                                     | 19                                            | 17                                              | 14                                        | 19<br>P&DM (10.00am)                             |
| Thursday  | 18                                    | 15<br>Special Council (Provisional) (2.00pm)     | 15                                               | 19<br>Licensing Board (9.00am)                                     | 17                                                          | 14                                                       | 19<br>Licensing Board (9.00am) | 16                                     | 20                                            | 18                                              | 15<br>Licensing (10.00am)                 | 20                                               |
| Friday    | 19                                    | 16<br>CPP (10.00am)                              | 16                                               | 20                                                                 | 18                                                          | 15<br>CPP (10.00am)                                      | 20                             | 17                                     | 21                                            | 19                                              | 16                                        | 21                                               |
| Monday    | 22<br>TVJB (11.00am)                  | 19<br>Property Sub (10.00am)                     | 19<br>TCJC (10.00am)<br>Attendance Sub (10.00am) | 23<br>Appeals Sub (9.00am)                                         | 21<br>LL Insp (10.00am)                                     | 18<br>Property Sub (10.00am)<br>Attendance Sub (10.00am) | 23                             | 20<br>LL Insp (10.00am)                | 24                                            | 22<br>Property Sub (10.00am)                    | 19<br>TCJC (10.00am)<br>TVJB (11.00am)    | 24                                               |
| Tuesday   | 23                                    | 20                                               | 20                                               | 24                                                                 | 22                                                          | 19<br>JNC (AGM) (2.30pm)                                 | 24<br>LRB (10.30am)            | 21<br>LRB (10.30am)                    | 25                                            | 23                                              | 20                                        | 25                                               |
| Wednesday | 24<br>H&C (10.00am)<br>LL (2.00pm)    | 21                                               | 21<br>H&C (10.00am)<br>LL (2.00pm)               | 25<br>Common Goods (11.00am)<br>Council (2.00pm)                   | 23<br>E&I (10.00am)<br>Audit (2.00pm)                       | 20<br>Common Goods (11.00am)<br>Council (2.00pm)         | 25                             | 22<br>H&C (10.00am)<br>LL (2.00pm)     | 26<br>P&DM (10.00am)<br>Audit (2.00pm)        | 24<br>P&DM (10.00am)                            | 21<br>P&DM (10.00am)                      | 26                                               |
| Thursday  | 25<br>Licensing Board (9.00am)        | 22<br>JCC (10.00am)<br>Licensing (2.00pm)        | 22                                               | 26                                                                 | 24<br>JCC (10.00am)<br>Licensing (2.00pm)                   | 21                                                       | 26                             | 23<br>Licensing (10.00am)              | 27<br>JCC (10.00am)                           | 25                                              | 22<br>JCC (10.00am)                       | 27                                               |
| Friday    | 26<br>IJB (9.15am)                    | 23                                               | 23<br>IJB (9.30am)                               | 27                                                                 | 25                                                          | 22<br>IJB (9.30am)                                       | 27                             | 24                                     | 28<br>IJB (9.30am)                            | 26                                              | 23                                        | 28                                               |
| Monday    | 29<br>LL Insp (10.00am)               | 26                                               | 26<br>LL Insp (10.00am)                          | 30<br>Attendance Sub (10.00am)                                     | 28                                                          | 25<br>TCJC (10.00am)<br>TVJB (11.00am)                   | 30                             | 27<br>TCJC (10.00am)<br>TVJB (11.00am) |                                               | 29<br>LL Insp (10.00am)                         | 26                                        | 31                                               |
| Tuesday   | 30                                    | 27                                               | 27<br>JNC (2.30pm)                               |                                                                    | 29<br>LRB (10.30am)                                         | 26<br>LRB (10.30am)                                      | 31                             | 28                                     |                                               | 30                                              | 27                                        |                                                  |
| Wednesday | 31<br>E&I (10.00am)<br>Audit (2.00pm) | 28<br>Common Goods (11.00am)<br>Council (2.00pm) | 28<br>E&I (10.00am)<br>Audit (2.00pm)            |                                                                    | 30                                                          | 27<br>Audit (10.00am)                                    |                                | 29<br>P&DM (10.00am)                   |                                               | 31<br>H&C (10.00am)<br>LL (2.00pm)              | 28<br>SP&R (10.00am)<br>Scrutiny (2.00pm) |                                                  |
| Thursday  |                                       |                                                  | 29                                               |                                                                    | 31<br>Licensing Board (9.00am)                              | 28                                                       |                                | 30<br>Licensing Board (9.00am)         |                                               |                                                 | 29<br>Licensing Board (9.00am)            |                                                  |
| Friday    |                                       |                                                  | 30                                               |                                                                    |                                                             | 29                                                       |                                | 31                                     |                                               |                                                 | 30<br>IJB (9.30am)                        |                                                  |

Recess Periods  
(all inclusive)

2 – 13 April / 2 July – 10 August / 8 October – 19 October

End of Cycle

Office Closed

**Notes:** (i) Where a body is shown in italics, it is not for the Council to agree meeting dates for that Body.  
(ii) Meetings of the Appeals Sub-Committee are indicative dates.

|              |                                                                    |
|--------------|--------------------------------------------------------------------|
| E&I          | = Environment & Infrastructure Committee                           |
| P&DM         | = Planning and Development Management Committee                    |
| H&C          | = Housing & Communities Committee                                  |
| LL           | = Lifelong Learning Committee                                      |
| SP&R         | = Strategic Policy and Resources Committee                         |
| LRB          | = Local Review Body                                                |
| JCC          | = Employees Joint Consultative Committee                           |
| CHS&W        | = Corporate Health, Safety and Wellbeing Consultative Committee    |
| JNC          | = Joint Negotiating Committee for Teaching Staff                   |
| LL Insp      | = Lifelong Learning Executive Sub-Committee                        |
| IJB          | = Perth and Kinross Health and Social Care Integration Joint Board |
| TVJB         | = Tayside Valuation Joint Board                                    |
| TCJC         | = Tayside Contracts Joint Committee                                |
| CPP          | = Perth and Kinross Community Planning Partnership Board           |
| Ed Trust Sub | = Perth and Kinross Educational Trust Sub-Group                    |

## PERTH AND KINROSS COUNCIL

20 December 2017

**BOUNDARY COMMISSION FOR SCOTLAND – 2018 REVIEW OF UK  
PARLIAMENT CONSTITUENCIES – REVISED PROPOSALS****Report by Head of Democratic Services****PURPOSE OF REPORT**

This report advises that on 17 October 2017, the Boundary Commission for Scotland published its revised proposals in respect of boundaries for constituencies for the UK Parliament. This report refers in particular to the proposals as they affect the Perth and Kinross Council area, in relation to the existing UK Parliament constituencies of Perth & North Perthshire and Ochil & South Perthshire.

**1. BACKGROUND**

- 1.1 The Boundary Commission for Scotland commenced the 2018 Review of UK Parliament Constituencies on 24 February 2016. The Review is required by the Parliamentary Constituencies Act 1986 and is being conducted simultaneously by the 4 parliamentary Boundary Commissions in Scotland, England, Northern Ireland and Wales. The Review is to report before 1 October 2018.
- 1.2 The Review will see the number of UK Parliament constituencies reduced to 600 from the current 650, with 53 constituencies in Scotland in place of the current 59.
- 1.3 The legislation defines 2 Scottish island constituencies – Na h-Eileanan an Iar constituency and Orkney and Shetland constituency. Also, every other constituency in Scotland must be between 71,031 and 78,507 and no constituency may exceed 13,000 square kilometres.
- 1.4 The Commission published its initial proposals on 20 October 2016 and these were considered by the Council on 14 December 2016 (Report 16/566 and Article 878 refer). The Council agreed:
  1. to advise the Boundary Commission for Scotland that –
    - (a) the Council supports the geographic proposal for the “Perthshire County Constituency” but requests that the existing name of “Perth and North Perthshire Constituency” be retained.
    - (b) the Council does not support the proposal for the “Kinross-shire and Cowdenbeath County Constituency” and requests that the Boundary Commission considers alternative groupings of the Perth & Kinross, Fife, Clackmannanshire, Stirling and Falkirk Council areas, including the suggested constituencies of “Kinross-shire & West Perthshire”, and “Stirling City & Falkirk North”.

2. to instruct the Head of Democratic Services to respond to the Boundary Commission for Scotland by 11 January 2017.
- 1.5 Following the consultation period on the initial proposals, the Commission published its revised proposals on 17 October 2017 and these, together with other supporting information on the review process, are available on the Commission's website at [www.bcs2018.org.uk](http://www.bcs2018.org.uk). The public consultation on the revised proposals runs from 17 October 2017 to 11 December 2017. The Commission has agreed that the Council can submit comments on the revised proposals immediately after the Council meeting on 20 December 2017.

## **2. PROPOSALS**

### **Perth and Kinross Council Area**

#### Existing Constituencies

- 2.1 At present, there are two UK Parliament constituencies covering the Perth and Kinross Council area:-
- Perth & North Perthshire – December 2015 Electorate – 72,143  
(Covering Wards 1, 2, 3, 4, part 5, part 6, part 9, 10, 11 and 12)
  - Ochil & South Perthshire North Tayside – December 2015 Electorate – 77,370  
(Covering Wards part 5, part 6, 7, 8, and part 9)

#### Proposed Constituencies

- 2.2 In its revised proposals, the Commission has proposed the following county constituencies covering the Perth and Kinross Council area as follows – maps showing the proposals are attached as Appendices 1 and 2 to this report:-
- Stirlingshire & South Perthshire – December 2015 Electorate – 71,299  
(Covering Wards 6, 7, 8 and 9)
  - Perth & North Perthshire - December 2015 Electorate – 72,831  
(Covering Wards 1, 2, 3, 4, 5, 10, 11 and 12)

Note – For the 2018 review, the Commission has largely based its proposals on the local government boundaries in force as at 3 May 2012, only referring to the new boundaries introduced in May 2017 on the merits of their being better indicators of localities rather than because they were the boundaries in place for the Local Government election on 4 May 2017.

## **3. CONSULTATION**

- 3.1 The Commission has published its proposals on its interactive consultation portal and sent consultation materials to Loch Leven Community Library, Kinross and North Inch Community Campus, Perth.



- 3.2 Copies of the maps illustrating the revised proposals were supplied to political group leaders, and all elected members were made aware that the proposals were available to download from the Commission's website at [www.bcs2018.org.uk](http://www.bcs2018.org.uk).

#### 4. CONCLUSION AND RECOMMENDATIONS

- 4.1 The Boundary Commission for Scotland commenced the 2018 review of the boundaries for the UK Parliament constituencies in February 2016 and has now published its revised proposals on 17 October 2017. In relation to the Perth and Kinross Council area, these revised proposals are for two constituencies – namely Stirlingshire & South Perthshire and Perth & North Perthshire.
- 4.2 It is recommended that the Council:-
- (a) considers how it wishes to respond to the revised proposals by the Boundary Commission for Scotland in respect of the 2018 review of the boundaries of the UK Parliament constituencies in the Perth and Kinross Council area as outlined in Paragraph 2.2 of this report;
  - (b) instructs the Head of Democratic Services to respond to the Commission immediately after the Council meeting on 20 December 2017.

##### Author(s)

| Name           | Designation                 | Contact Details                                                |
|----------------|-----------------------------|----------------------------------------------------------------|
| Gillian Taylor | Head of Democratic Services | <a href="mailto:Committee@pkc.gov.uk">Committee@pkc.gov.uk</a> |

##### Approved

| Name          | Designation                                        | Date             |
|---------------|----------------------------------------------------|------------------|
| Jim Valentine | Depute Chief Executive and Chief Operating Officer | 11 December 2017 |

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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           | N/A               |
| Corporate Plan                                      | N/A               |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | N/A               |
| Workforce                                           | N/A               |
| Asset Management (land, property, IST)              | N/A               |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | N/A               |
| Strategic Environmental Assessment                  | N/A               |
| Sustainability (community, economic, environmental) | N/A               |
| Legal and Governance                                | N/A               |
| Risk                                                | N/A               |
| <b>Consultation</b>                                 |                   |
| Internal                                            | N/A               |
| External                                            | N/A               |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | N/A               |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The proposals set out in this report do not relate directly to the achievement of priorities in the Community Plan / Single Outcome Agreement.

#### Corporate Plan

- 1.2 The proposals set out in this report do not relate directly to the achievement of the Council's Corporate Plan Priorities.

### 2. Resource Implications

#### Financial

- 2.1 There are no financial implications arising directly from the proposals set out in this report.

#### Workforce

- 2.2 There are no workforce implications arising directly from the proposals set out in this report.

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

- 2.3 There are no asset management implications arising directly from the proposals set out in this report.

## **3. Assessments**

- 3.1 No assessments have been undertaken in in relation to the proposals set out in this report.

### Legal and Governance

- 3.2 There are no legal and governance implications arising directly from the proposals set out in this report.

### Risk

- 3.3 No key risks have been identified in relation to the proposals set out in this report.

## **4. Consultation**

### Internal

- 4.1 There has been no internal consultation in relation to the proposals set out in this report.

### External

- 4.2 There has been no external consultation in relation to the proposals set out in this report.

## **5. Communication**

- 5.1 There is no requirement for the Council to undertake communications activity in relation to the proposals set out in this report.

## **2. BACKGROUND PAPERS**

No background papers other than those referred to in this report were relied on in preparing the report.

## **3. APPENDICES**

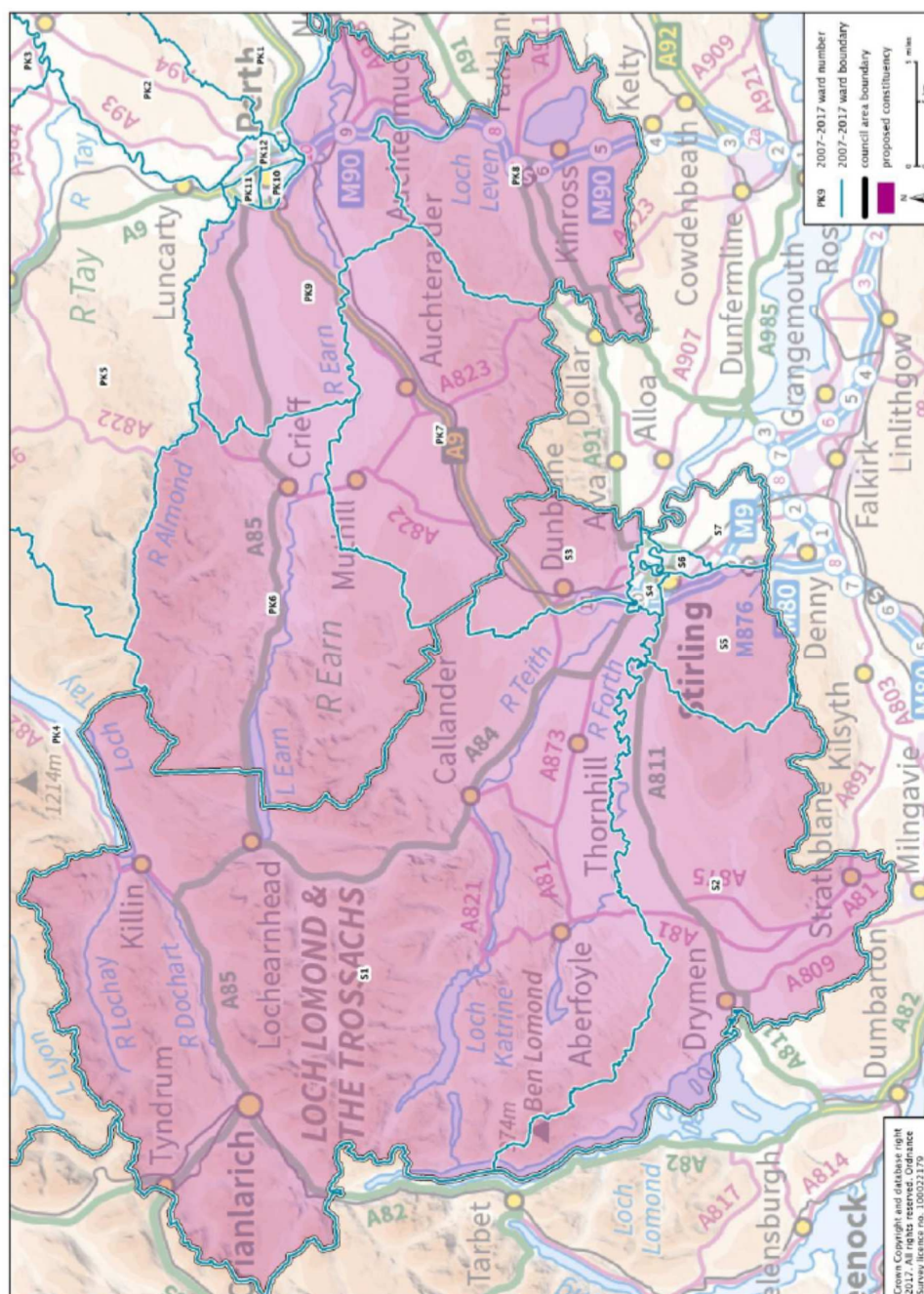
Appendix 1 – Stirlingshire & South Perthshire Constituency  
Appendix 2 – Perth & North Perthshire Constituency



### Stirlingshire and South Perthshire county constituency

71,299 electors

The proposed constituency comprises: Perth and Kinross council area wards 6 – 9; and Stirling council area wards 1 – 3 and part of ward 5 (Stirling West) where the boundary follows a community council area boundary and an historic ward boundary. From our Initial Proposals, the constituency combines parts of: Clackmannanshire and Stirling North constituency; Kinross-shire and Cowdenbeath constituency; and Stirling South constituency and has been renamed.







## Perth and North Perthshire county constituency

72,831 electors

The proposed constituency boundary comprises: Perth and Kinross council area wards 1 – 5 and 10 – 12. From our Initial Proposals, the constituency boundary is unchanged. The constituency name is changed from Perthshire.

