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Council Building
2 High Street
Perth
PH1 5PH

17/01/2023

A hybrid meeting of the **Provost's Sub-Committee** will be held in **the Council Chamber** on **Monday, 23 January 2023** at **13:00**.

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

THOMAS GLEN
Chief Executive

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

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

Members:

Provost Xander McDade (Convener)
Depute Provost Andrew Parrott (Vice-Convener)
Bailie Chris Ahern
Bailie Alasdair Bailey
Bailie Rhona Brock
Bailie Claire McLaren
Bailie Mike Williamson

Provost's Sub-Committee

Monday, 23 January 2023

AGENDA

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

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF THE PROVOST'S SUB-COMMITTEE 5 - 6**
OF 14 AUGUST 2019
(copy herewith)
- 4 PROPOSED CELEBRATIONS TO MARK THE 25TH TWINNING 7 - 12**
ANNIVERSARY BETWEEN PERTH AND BYDGOSZCZ
Report by Acting Democratic Services Manager (copy herewith
23/13)
- 5 CIVIC ACTIVITIES AND FORWARD PLANNING 13 - 20**
Report by Acting Democratic Services Manager (copy herewith
23/14)
- 6 PROPOSED FLAGS PROTOCOL - COUNCIL BUILDING, 2 HIGH 21 - 28**
STREET, PERTH
Report by Acting Democratic Services Manager (copy herewith
23/15)

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PROVOST'S SUB-COMMITTEE OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Provost's Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chamber, Ground Floor, 2 High Street, Perth on Wednesday 14 August 2019 at 1.00pm.

Present: Provost D Melloy and Councillors S Donaldson, M Lyle, R McCall and A Parrott.

In Attendance: C Flynn and C Irons (both Corporate and Democratic Services).

Provost D Melloy, Presiding.

1. WELCOME AND APOLOGIES

The Provost welcomed everyone to the meeting.

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF THE PREVIOUS MEETING

The minute of meeting of the Provost's Sub-Committee of 27 June 2018 was submitted and noted.

4. PROPOSED TWINNING VISIT TO BYDGOSZCZ, POLAND – SEPTEMBER 2019

There was submitted a report by the Head of Legal and Governance Services (19/215) advising of an invitation extended to the Provost to visit Bydgoszcz, Poland from 27 September to 1 October 2019, to celebrate the 21st anniversary of Perth and Kinross' twinning link with Bydgoszcz.

Resolved:

- (i) The invitation to visit Bydgoszcz, Poland from 27 September to 1 October 2019, be accepted.
- (ii) The Council be represented by the Provost and Councillor W Robertson as the Council member for the Friends of Bydgoszcz twinning organisation, supported by the Council Officer.
- (iii) The costs, estimated to be £1895, be met from the 2019/20 twinning budget.

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## PERTH & KINROSS COUNCIL

### Provost's Sub Committee

23 January 2023

## PROPOSED CELEBRATIONS TO MARK THE 25<sup>TH</sup> TWINNING ANNIVERSARY BETWEEN PERTH AND BYDGOSZCZ

Report by Acting Democratic Services Manager  
(Report No. 23/13)

### 1. PURPOSE

- 1.1 The purpose of this report is to provide the Sub-Committee with an update on a proposal to mark the 25<sup>th</sup> twinning anniversary between Perth and Bydgoszcz in 2023, including to officially invite the Civic Head of the city of Bydgoszcz to Perth from 8 to 12 June 2023.

### 2. RECOMMENDATIONS

2.1 It is recommended that the Sub-Committee:

- Approves in principle that the Council marks the 25<sup>th</sup> twinning anniversary between Perth and Bydgoszcz by hosting a twinning celebration weekend from 8 to 12 June 2023 to mark the anniversary
- Agrees that an invitation is extended to President Rafal Bruski and delegation from Bydgoszcz to attend events in Perth from 8 to 12 June 2023
- Agrees that any formal invitation for the Provost to visit Bydgoszcz is accepted, subject to dates, and that the Council is represented by the Provost, Bailie Bailey and the Chief Executive, supported by the Council Officer
- Agrees that the Council seek external funding towards costs for the anniversary celebrations in Perth from 8 to 12 June 2023, with a further report back providing more detailed costings to a future meeting.

### 3. STRUCTURE OF REPORT

3.1 This report is structured over the following sections:

- Section 4: Background
- Section 5: Proposals
- Section 6: Conclusions

#### **4. BACKGROUND**

- 4.1 Plans are being considered for a series of events in Perth and Bydgoszcz to mark the 25<sup>th</sup> twinning anniversary in 2023.
- 4.2 Perth's twinning link with Bydgoszcz dates back to 9 May 1988 when the twinning agreement was signed in Perth. It is an extremely active twinning with various groups and exchange visits over the years, for example, Perth Youth Orchestra and Perthshire Brass regularly visit.
- 4.3 A delegation from Bydgoszcz was invited to Perth in 2012 to mark the Diamond Jubilee Celebrations, during which the official unveiling of the Bydgoszcz crest stone carving took place. Perth's other twinned cities were also invited to attend.
- 4.4 The Polish War Graves site in Wellshill was established in 1940 after Polish authorities in Scotland asked for a dedicated cemetery site for the burial of their soldiers. Half of all Polish war burials in Scotland are at Wellshill, and a Remembrance ceremony takes place every year to mark their sacrifice.
- 4.5 The Polish community in Perthshire is one of the largest in Scotland, with many choosing to stay and make Perthshire their home after the Second World War.
- 4.6 In more recent times Perthshire has also welcomed a new generation of Polish migrants and the Council has engaged with this new community to support their integration and recognise the economic contribution they make.
- 4.7 The Council is working together with partners, hosts and communities across Perth and Kinross in providing accommodation for Ukrainian refugees. The Polish Community in Perthshire have given significant support for Ukraine refugees in Perth and Kinross, and in Poland.
- 4.8 It is anticipated that Provost McDade will receive a reciprocal invitation to attend city celebrations in Bydgoszcz approx. September 2023.

#### **5. PROPOSALS**

- 5.1 It is proposed that the Council marks the 25<sup>th</sup> twinning anniversary between Perth and Bydgoszcz by hosting a twinning celebration weekend from 8 to 12 June 2023 to mark the anniversary.
- 5.2 It is proposed that an official invitation be extended to President Rafal Bruski, Civic Head of the city of Bydgoszcz and partner, and a translator. Visiting dignitaries would be invited to attend events planned in Perth from 8 to 12 June 2023.
- 5.3 It is proposed that 25<sup>th</sup> anniversary twinning anniversary programme include the PKC Mela event on 10 June 2023 and be fully developed working in partnership with the Friends of Bydgoszcz group and the local Polish Community.



- 5.4 It is proposed that the Council accept the anticipated invitation to Provost McDade to attend city celebrations in Bydgoszcz during 2023.
- 5.5 It is proposed that the Council seek external funding towards costs for the anniversary celebrations in Perth from 8 to 12 June 2023.
- 5.6 It is proposed that the final twinning programme for June and associated costs are presented back to the Sub-Committee in February 2023.

**6. CONCLUSION**

- 6.1 There are significant links with the local Polish Community members across Perth and Kinross and it would be appropriate for the Council to make plans to mark this important twinning anniversary.
- 6.2 The proposed 25<sup>th</sup> anniversary twinning programme will give the Council the opportunity to work closely with members of the Polish community in the design and implementation of proposals, continuing to foster good relations.
- 6.3 The PKC Mela event would encourage people to come to Perth for the day, adding to the economic impact for the city and surrounding areas.

**Authors**

| <b>Name</b>                                         | <b>Designation</b>                                                                              | <b>Contact Details</b>   |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------|
| Michelle Glencorse<br>Stewart Grant<br>Scott Hendry | PA to Provost and Depute<br>Provost<br>Council Officer<br>Acting Democratic<br>Services Manager | Civicservices@pkc.gov.uk |

**Approved**

| <b>Name</b>     | <b>Designation</b>      | <b>Date</b>     |
|-----------------|-------------------------|-----------------|
| Karen Donaldson | Chief Operating Officer | 18 January 2023 |

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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                                      | None              |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | Yes               |
| Workforce                                           | No                |
| Asset Management (land, property, IST)              | No                |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | Yes               |
| Strategic Environmental Assessment                  | None              |
| Sustainability (community, economic, environmental) | None              |
| 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 2018 – 2023 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

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

1.2 This report relates to (ii) and (iii) above.

### 2. Resource Implications

#### Financial

2.1 The Council will seek external funding towards costs for the anniversary celebrations in Perth from 8 to 12 June 2023.

2.2 The final twinning programme for June and associated costs will be reported back to the Sub-Committee.

### Workforce

- 2.3 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)

- 2.4 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.

### 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.
- 3.3 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

### Sustainability

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

## **4. Consultation**

### Internal

The Provost, Depute Provost, Chief Executive and Executive Director (Communities) have been consulted during the preparation of this report.

## External

Full consultation will take place with external organisations should the report be agreed.

### **5. 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.

### **6. APPENDICES**

N/A

**PERTH & KINROSS COUNCIL**

**Provost’s Sub-Committee**

**23 January 2023**

**CIVIC ACTIVITIES AND FORWARD PLANNING**

**Report by Acting Democratic Services Manager  
(Report No. 23/14)**

**1. PURPOSE**

1.1 The purpose of this report is to provide the Sub-Committee with an update on civic activities since the local government elections in May 2022 and also proposed future planning.

|                           |                                                                                                                                                     |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2. RECOMMENDATIONS</b> |                                                                                                                                                     |
| 2.1                       | <p>It is recommended that the Sub-Committee:</p> <ul style="list-style-type: none"> <li>• Notes and endorses the contents of the report.</li> </ul> |

**3. STRUCTURE OF REPORT**

3.1 This report is structured over the following sections:

- Section 4: Background
- Section 5: Introduction of Bailies
- Section 6: Civic Car
- Section 7: Twinning
- Section 8: Civic Receptions and Hospitality
- Section 9: Forward planning and significant Civic events
- Section 10: Civic Report and Review
- Section 11: Conclusion

**4. BACKGROUND**

4.1 The role of the Provost and Civic Leadership Team, including Depute Provost and Bailies, is very busy and varied throughout the course of the year.

**5. BAILIES**

5.1 The Provost is supported in their civic duties by the Depute Provost.

- 5.2 In addition to this, Council introduced an additional 5 Bailies for the term 2022 – 2027. The busy diary of official civic engagements demands additional support from the five Bailies by deputising when required at civic, ceremonial functions and events.
- 5.3 The 5 Bailies have been chosen from all political groups therefore the Civic Leadership Team has cross party support in their day-to-day civic activities.
- 5.4 The number of civic engagements which the Provost, Depute Provost and Bailies attend is likely to continue with the same trends going forward.

## **6. CIVIC CAR**

- 6.1 It is proposed to replace the current civic car with a more practical and environmentally friendly hybrid vehicle.
- 6.2 There are potential savings to be made by replacing the existing civic car, and a reduction of ongoing maintenance and repair costs going forward.
- 6.3 The vehicle will be more widely used across the Council as a joint resource and will be part of the Council's pool car arrangements.

## **7. TWINNING**

- 7.1 Perth currently recognises 6 twinned city/sister city relationships: -
- Aschaffenburg/Germany
  - Bydgoszcz/Poland
  - Cognac/France
  - Perth/Canada
  - Haikou/China
  - Perth/Australia (sister city relationship).
- 7.2 Other towns across Perth and Kinross have recognised twinning and friendship relationships: -
- Kinross with Gacé/France
  - Dull with Boring/USA and Bland/Australia
  - Inchtute with Fléac/France
  - Comrie with Carleton Place/Canada
  - Errol with Mardié/France
  - Blairgowrie & Rattray with Fergus/Ontario, Pleasanton/USA and Brebières/France
  - Abernethy with Grisy Suisnes/France
  - Pitlochry with Confolens/France
  - Dunkeld & Birnam with Asheville/USA
  - Blackford with Trebsen/Germany.
- 7.3 It is proposed to consolidate the twinning budget expenditure, where groups would be eligible to apply for a funding grant. This is a move away from the annual grant system which has been in place for a number of years for recognised Perth city twinings.

7.4 All Perth and Kinross twinning groups and associations would be eligible to apply for a funding grant if there is a significant event they would wish to mark. It will allow for a fairer process for all groups to apply on a needs based basis, and will assist the Council to allocate the funding appropriately.

7.5 A new process/application procedure will be submitted to a future meeting of the Sub-Committee and will then be communicated with all relevant parties.

## **8. CIVIC RECEPTIONS AND HOSPITALITY**

8.1 It is proposed that the current Civic Hospitality procedure and eligibility criteria is reviewed and reformatted, with a view to holding two main Civic ceremonies each year which encompasses individuals and organisations being recognised, along with any BEM/Honours and award presentations.

8.2 This review will lead to a reduction in number of civic receptions taking place, therefore financial savings and efficiencies will be made across the year. A further report will be submitted to a future meeting of the Sub-Committee.

## **9 FORWARD PLANNING AND SIGNIFICANT CIVIC EVENTS**

9.1 In terms of forward planning, there are a number of major events and significant anniversaries on the horizon as follows: -

### **2023**

- Rescheduled Service of Dedication of the Council and Freedom of the City Ceremony
- 25<sup>th</sup> Twinning Anniversary Perth and Bydgoszcz.

### **2024**

- Formal Opening of Perth Museum
- 50<sup>th</sup> Twinning Anniversary Kinross and Gacé.

### **2025**

- 25<sup>th</sup> Twinning Anniversary Errol and Mardié
- 25<sup>th</sup> Twinning Anniversary Pitlochry and Confolens.

### **2026**

- 70<sup>th</sup> Twinning Anniversary Perth and Aschaffenburg
- 25<sup>th</sup> Twinning Anniversary Perth and Perth/Ontario.

## **10 CIVIC REPORT AND REVIEW**

10.1 It is proposed that an annual report be created to report on civic activity, number of engagements attended, etc to be reported to Provost's Sub-Committee.

## 11 CONCLUSION

- 11.1 This report provides the Sub-Committee with an update on civic activities since the local government elections in May 2022 and also proposed future planning.
- 11.2 The Civic Team have already been working towards making changes to ways of working, reviewing processes to make savings and efficiencies whilst keeping a civic presence and balancing the traditional civic role with moving towards a more modern way of working.

### Authors

| Name               | Designation                        | Contact Details          |
|--------------------|------------------------------------|--------------------------|
| Michelle Glencorse | PA to Provost and Depute Provost   | Civicservices@pkc.gov.uk |
| Stewart Grant      | Council Officer                    |                          |
| Scott Hendry       | Acting Democratic Services Manager |                          |

### Approved

| Name            | Designation             | Date            |
|-----------------|-------------------------|-----------------|
| Karen Donaldson | Chief Operating Officer | 18 January 2023 |

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

### 1. Strategic Implications

#### Corporate Plan

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

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

1.2 This report relates to outcomes (ii) and (iii).

### 2. Resource Implications

#### Financial

2.1 Full details on savings proposals and costings to be developed.

#### 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.

### Strategic Environmental Assessment

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

### Sustainability

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

## **4. Consultation**

### Internal

- 4.1 The Provost, Depute Provost, Chief Executive and Executive Director (Communities) have all been consulted during the preparation of this report.

### External

- 4.2 N/A

**5. 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.

**6. APPENDICES**

N/A



**PERTH & KINROSS COUNCIL**

**Provost's Sub Committee**

**23 January 2023**

**PROPOSED FLAGS PROTOCOL – COUNCIL BUILDING, 2 HIGH STREET, PERTH**

**Report by Acting Democratic Services Manager**  
(Report No. 23/15)

**1. PURPOSE**

- 1.1 The purpose of this report is to provide the Sub-Committee with a proposal to review and replace the flags and flagpoles outside the Council building at 2 High Street, Perth and propose that a new flag protocol for the building is adopted.

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2. RECOMMENDATIONS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2.1                       | <p>It is recommended that the Sub-Committee:</p> <ul style="list-style-type: none"> <li>• Agrees to the removal of the majority of the existing flag poles on the 2 High Street building, apart from 3 flags to be refurbished/renewed as set out in option 3 in section 6 of the report.</li> <li>• Agrees that this work to be undertaken in 2023/24 so that the new flags are in place for summer 2024.</li> <li>• Agrees the adoption of a new flags protocol for the Council building at 2 High Street, Perth as set out in Appendix 1 of the report.</li> </ul> |



**3. STRUCTURE OF REPORT**

3.1 This report is structured over the following sections:

- Section 4: Background
- Section 5: Assessment of current flags and poles
- Section 6: Proposal to replace flags and poles
- Section 7: Proposal to adopt a new flag protocol
- Section 8: Conclusions

#### **4. BACKGROUND**

- 4.1 Several complaints have been received about the condition of the flags on display outside the Council building at 2 High Street, Perth.
- 4.2 On examination, the external flags/poles are in a poor condition. This is caused by the weather plus the age of the flags/poles.
- 4.3 The flags and poles were originally put in place as part of the Festival of the Arts in the late 1980's, with a variety of flags from around the world.
- 4.4 The flag poles were replaced in 2000 as part of the Millennium celebrations, with the flags of the European Union countries along with twinned cities of Perth. They were then renewed in 2016.
- 4.5 There are 27 flags on display at present excluding the Union Flag and Saltire which fly on the roof flag poles on the building.
- 4.6 The Council building at 2 High Street is a public building in a prominent place in the city seen by tourists/visitors as well as local people.

#### **5. ASSESSMENT OF CURRENT FLAGS AND POLES**

- 5.1 The flags are in a state of disrepair and require cleaning or replaced.
- 5.2 The flag poles also require to be refurbished or replaced.
- 5.3 To remove and refit the flags and poles will require specialist equipment and a fitter to work at height. Costs are estimated in the annex of the report.

#### **6. OPTIONS TO REPLACE FLAGS AND POLES**

- 6.1 The main options identified are:
  - 1. Replace all flags and poles based on current arrangements.
  - 2. Remove all flags and poles except for the two on the roof of 2 High Street, flying the Saltire and Union Flags only.
  - 3. Remove all flags and poles from 2 High Street building except for the three above the main entrance, which would be refurbished, or renewed, and therefore fly the Union Flag, Saltire, Council or another flag based on different events and activities throughout the year.
  - 4. Remove all external flags and poles from 2 High Street and replace with four new Flagpoles fixed to the ground outside the main entrance. Therefore, flying the Union Flag, Saltire, Council Flag and another flag based on different events and activities throughout the year.

- 6.2 Laundering of flags has been tried in the past but with no success.
- 6.3 External specialist contractors for height working would be required (the cost for this was £1,600.00 in 2016).
- 6.4 Costs for the above options are set out in the annex of the report.

**7. PROPOSAL TO ADOPT A NEW FLAGS PROTOCOL**

7.1 It is also proposed that a new Perth and Kinross Council flag flying protocol is agreed as set out in Appendix 1. This will maintain consistency in the flying of flags at appropriate times. The draft protocol is consistent with [Union Flag flying guidance for UK government buildings - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

**8. CONCLUSION**

- 8.1 There are potential reputational issues for the Council if it is seen to spending money on flags at a time when many households are struggling financially.
- 8.2 However, it would be appropriate at this time to consider the current approach to the flying of flags in terms of overall sustainability and the need to address the situation of current deterioration.

**Authors**

| <b>Name</b>                                         | <b>Designation</b>                                                                              | <b>Contact Details</b>   |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------|
| Stewart Grant<br>Michelle Glencorse<br>Scott Hendry | Council Officer<br>PA to Provost and Depute<br>Provost<br>Acting Democratic<br>Services Manager | Civicservices@pkc.gov.uk |

**Approved**

| <b>Name</b>     | <b>Designation</b>      | <b>Date</b>     |
|-----------------|-------------------------|-----------------|
| Karen Donaldson | Chief Operating Officer | 18 January 2023 |

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

### 1. Strategic Implications

#### Corporate Plan

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

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

1.2 This report relates to outcome (iii) above.

### 2. Resource Implications

#### Financial

2.1 Options costed as follows:



**Option 1 - Replace all flags and poles based on current arrangements:**

|                               |                 |
|-------------------------------|-----------------|
| Flags x 27 @ £95.00           | £2565.00        |
| Replacement poles 27 x £30.00 | £810.00         |
| Estimated Remove and replace  | £2000.00        |
| <b>Estimated Total</b>        | <b>£5375.00</b> |

Note these are estimated costs, there will be recurring costs every four/five years.

**Option 2 - Remove all flags and poles except for the two on the roof of 2 High Street, Flying the Saltire and Union Flags only.**

|                          |                 |
|--------------------------|-----------------|
| <b>Estimated Removal</b> | <b>£2000.00</b> |
|--------------------------|-----------------|

**Option 3 - Remove all flags and poles from 2 High Street building except for the three above the main entrance, which would be refurbished, or renewed, and therefore fly the Union Flag, Saltire and Council or another flag based on different events and activities throughout the year.**

|                        |                 |
|------------------------|-----------------|
| Estimated Removal      | £2000.00        |
| Replacement poles x 3  | £120.00         |
| <b>Estimated total</b> | <b>£2120.00</b> |

Note these are estimated costs, there will be recurring costs every four/five years for 3 replacement poles & flags = **£405.00**. Initial costs for the work will be funded from reserves as a once off cost.

**Option 4 - Remove all external flags and poles from 2 High Street and replace with four new Flagpoles fixed to the ground outside the main entrance. Therefore flying the Saltire, Union Flag, Perth & Kinross Council Flag, and another flag based on different events and activities throughout the year.**

|                                     |                 |
|-------------------------------------|-----------------|
| Remove all poles and Flags          | £2000.00        |
| Purchase New Flag poles at £800 x 4 | £3200.00        |
| Installation estimated at           | £2800.00        |
| <b>Estimated Total</b>              | <b>£8000.00</b> |

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.

#### 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.
- 3.3 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

- 3.4 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.
- 3.5 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

### **4. Consultation**

#### Internal

- 4.1 The Provost, Depute Provost, Chief Executive and Executive Director (Communities) have been consulted during the preparation of this report.

#### External

- 4.2 Full consultation will take place with external organisations should the report be agreed.

### **5. 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.

### **6. APPENDICES**

- 6.1 Appendix 1 – Draft flag flying protocol.

**Flag Flying Protocol - Council Building, 2 High Street, Perth  
(on the recommendation that option 3 is approved – 3 flag poles)**

**Introduction**

This protocol outlines the procedures and arrangements for the flying of flags at the Council building at 2 High Street, Perth, PH1 5PH.

The protocol is implemented following approval by Council.

**Agreed Default Position**

It is agreed that the default position is as follows, looking at the building:-

Central pole = Union Flag

Left hand pole = Saltire

Right hand pole = PKC Flag (Civic Crest Flag) or AN Other Flag based on events throughout the year. (See Schedule of dates to raise other flags).

Protocol consistent with [Union Flag flying guidance for UK government buildings - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

- Flags can be flown on every day of the year.
- Government and local authority buildings in England, Scotland and Wales are encouraged to fly national flags every day of the year.
- Flags are normally flown from sunrise to sunset, but they may also be flown at night.
- No permission is needed to fly the national flags and they are excluded from most planning and advertising regulations (but flagpoles may not be).
- National flags should never be flown in a worn or damaged condition, or when soiled. To do so is to show disrespect for the nations they represent.
- Important: The Union Flag has a correct way up - in the half of the flag nearest the flagpole, the wider diagonal white stripe must be above the red diagonal stripe, as Scotland's St Andrew's Cross takes precedence over Ireland's St. Patrick's Cross. **It is most improper to fly the flag upside down.**

**Flying of Flags at Half Mast**

(refer to the Death of a Dignitary Procedure for full procedure)

'Half-mast' -the flag is flown two-thirds up the flagpole. The occasions on which flags are to be flown at half-mast are:

- Death/Funeral of The Sovereign
- Death/Funeral of Senior Members of The Royal Family
- Death/Funeral of serving Prime Ministers of the United Kingdom
- Death/Funeral of serving First Ministers of Scotland
- Death/Funeral of serving and former Lord-Lieutenant of Perth and Kinross
- Death/Funeral of serving local MP/MSP
- Death/Funeral of serving Perth and Kinross Council Elected Member
- UK or Overseas National Disaster to be considered on an individual basis

The Chief Executive will consider any other instances on an ad hoc basis as advised from the UK/Scottish Government Protocol Office.

### **Schedule of Dates to Raise AN Other Flags**

The Chief Executive will review proposals for flag flying dates on an annual basis and submit to the Provost's Sub-Committee for consideration. The detailed programme for 2023 so far is as follows:-

|                                |                                                                                                                                                           |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Feb                            | LGBT History Month                                                                                                                                        |
| March                          | Commonwealth Day / Flag of Peace<br>(Council Political Group Leaders have agreed to flag flying to mark occasion on 13 March with no further activities). |
| 17 May each year               | International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT)                                                                                 |
| June                           | Pride Month                                                                                                                                               |
| Last week of June              | Armed Forces Day Flag<br>Flag is raised on the Monday before Armed Forces Day                                                                             |
| Usually a date in early August | Perthshire Pride                                                                                                                                          |
| 3 September                    | Merchant Navy Day Flag                                                                                                                                    |
| 9 September                    | Emergency Services Day Flag                                                                                                                               |

The programme of dates will be updated and finalised in conjunction with the Perth and Kinross Lighting Strategy and the lighting of Smeaton's Bridge and St Pauls, and incorporate any special events anticipated for that year.

### **Special events**

Under instruction from the Chief Executive.

### **Civic Services January 2023**