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Council Building  
2 High Street  
Perth  
PH1 5PH

25/08/2023

Attached is a supplementary agenda for the hybrid meeting of **Perth and Kinross Council** being held in **the Council Chamber** on **Wednesday, 30 August 2023** at **10:30**.

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

**THOMAS GLEN**  
Chief Executive

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

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

**Members:**

Provost X McDade  
All Councillors



**Perth and Kinross Council**

**Wednesday, 30 August 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.***

- 8 REVIEW OF COMMITTEE TIMETABLE 2023 AND INDICATIVE 2024 TIMETABLE** 5 - 14  
Report by Head of Legal and Governance Services (copy herewith 23/238)
- 11 PROPOSED CHANGES TO THE KINROSS-SHIRE LOCAL COMMITTEE SCHEME OF ADMINISTRATION** 15 - 18  
(copy herewith)  
The Kinross-shire Local Committee endorsed the proposed changes to the Pilot Kinross-shire Local Committee Scheme of Administration on 24 August 2023.  
Council is therefore asked to approve these changes and request the Head of Legal and Governance Services to amend the Council's Scheme of Administration as necessary.

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## PERTH AND KINROSS COUNCIL

30 August 2023

### REVIEW OF COMMITTEE TIMETABLE 2023 AND INDICATIVE 2024 TIMETABLE

Report by Head of Legal and Governance Services  
(Report No.23/238 )

#### 1. PURPOSE

- 1.1 This report presents a review of the committee timetable for 2023 and an indicative committee timetable for 2024.

#### 2. RECOMMENDATION

- 2.1 It is recommended that Council agrees the proposals below and indicative committee timetable for 2024 as set out in Appendix 2.

#### 3. STRUCTURE OF REPORT

- 3.1 This report is structured over the following sections:

- Section 4: Background
- Section 5: Proposals
- Section 6: Conclusion
- Appendices

#### 4. BACKGROUND

- 4.1 Council originally agreed a [committee timetable for 2023](#) in November 2022. It was agreed that meetings would take place on a Monday or a Wednesday wherever possible to help facilitate improved work/life balance arrangements for elected members. It was also agreed that a review would take place in mid-2023.
- 4.2 There are some adjustments that are required to be made both in terms of current scheduled dates and also the scheduling of some additional meetings. These are set out below and summarised in Appendix 1. An indicative committee timetable for 2024 is also presented to assist with forward planning for the business of Council and Committees (Appendix 2)

#### 5. PROPOSALS

- 5.1 Special Licensing Committee meetings to be arranged when required due to the nature of the increased business.
- 5.2 The Employees Joint Consultative Committee Scheduled on 4 September 2023 to be moved to 25 September 2023 at 10.00am.

- 5.3 A Special Meeting of the Audit and Risk Committee to be arranged for 30 October 2023 at 9.30am.
- 5.4 A Special Meeting of the IJB Audit and Performance Committee has been arranged for 30 October 2023 at 2.00pm. The Executive Sub-Committee of the Learning and Families Committee to be moved from 1.00pm to 11.30am on this date.
- 5.5 The Audit and Risk Committee scheduled for 25 September 2023 be cancelled.
- 5.6 The Kinross-shire Local Committee scheduled for 23 November 2023 to be moved to 16 November 2023 at 5.00pm.
- 5.7 The Climate Change and Sustainability Committee scheduled for 1 November 2023 to be moved to 27 November 2023 at 10.00am.
- 5.8 In addition to the formal business of the Council, it is also proposed to hold regular elected member briefings and training sessions on Mondays between 9.30am and 10.30am wherever possible.

## **6. CONCLUSION**

- 6.1 As it had been agreed to review the committee timetable mid-2023, the proposed adjustments outlined in the report are required to be made both in terms of current scheduled dates and also the scheduling of some additional meetings. An indicative timetable of meeting dates is also presented for 2024.

**Author**

<b>Name</b>	<b>Designation</b>	<b>Contact Details</b>
Scott Hendry	Democratic Services Manager	<a href="mailto:committee@pkc.gov.uk">committee@pkc.gov.uk</a>
Kirsten Molley	Acting Team Leader (Committee Services)	

**Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Lisa Simpson	Head of Legal and Governance Services	24 August 2023

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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>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>None</b>
Risk	<b>None</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/Corporate Plan

- 1.1 This report supports the delivery of the Strategic Objectives within Perth and Kinross Community Plan (Local Outcomes Improvement Plan) 2017-2027 and Corporate Plan 2018-2022.

### 2. Resource Implications

#### Financial

- 2.1 There are no financial implications arising from this report.

#### Workforce

- 2.2 There are no workforce implications arising from this report.

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

- 2.3 There are no asset management implications arising from this report.



### 3. Assessments

#### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This report has 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

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. No further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

#### Sustainability

- 3.4 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. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- in the way best calculated to delivery of the Act's emissions reduction targets;
  - in the way best calculated to deliver any statutory adaptation programmes; and
  - in a way that it considers most sustainable.

- 3.5 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.

#### Legal and Governance

- 3.6 Not applicable.

#### Risk

- 3.7 Not applicable.

#### **4. Consultation**

##### Internal

4.1 Consultation has taken place with relevant staff and elected members.

##### External

4.2 Not applicable.

#### **5. Communication**

5.1 Not applicable.

#### **2. BACKGROUND PAPERS**

2.1 Not applicable.

#### **3. APPENDICES**

- Appendix 1 – Changes to 2023 Committee Timetable
- Appendix 2 - Indicative Timetable of Committee Meetings 2024

August		1	2	3	4	7 Property Sub (1.00pm)	8	9 P&P (9.30am)	10	11	14 LRB (1.00pm)	15	16 Licensing Board (10.00am)	17	18	21 Licensing (1.00pm)	22	23 Climate (9.30am)  L&F (2.00pm)	24 KLC (5.00pm)	25	28 TVJB (9,00am) TCJC (10.00am)  L&F Exec Sub (1.00pm)	29	30 Council (10.30am)	31	
September					1	4 JCC (10.00am)  Provosts Sub (1.00pm)	5	6 P&P (9.30am)	7	8	11 LRB (1.00pm)  JNC (2.30pm)	12	13 S&P (10.00am)  F&R (2.00pm)	14	15	18 Common Goods (1.00pm)	19	20 EI&ED (9.30am)	21	22	25 JCC (10.00am)	26	27 Licensing Board (10.00am)	28	29
October	2 Licensing (1.00pm)	3	4 Council (10.30am)	5	6	9	10	11 P&P (9.30am)	12	13	16	17	18	19	20	23 Attendance Sub (1.00pm)  LRB (1.00pm)	24	25 H&SW (9.30am)  L&F (2.00pm)	26	27	30 A&R (9.30am)  L&F Exec Sub (11.30pm)  JJB A+P (2.00pm)	31			
November			1 EI&ED (9.30am)  Climate (2.00pm)	2	3	6 Property Sub (1.00pm)	7	8 Licensing Board (10.00am)	9	10	13 Licensing (1.00pm)	14	15 P&P (9.30am)	16 KLC (5.00pm)	17	20 TVJB (9,00am) TCJC (10.00am)  LRB (1.00pm)  JNC (2.30pm)	21	22 S&P (10:00am)  F&R (2.00pm)	23 KLC (5.00pm)	24	27 Climate (09.30am)  Common Goods (1.00pm)	28	29 H&SW (9.30am)	30	
December					1	4 JCC (10.00am)  Attendance Sub (1.00pm)	5	6 Council (10.30am)	7	8	11 A&R (1.00pm)	12	13 P & P (9.30am)	14	15	18 LRB (1.00pm)	19	20 Licensing Board (10.00am)	21	22	25	26	27	28	29

Recess Periods (all inclusive)

End of Cycle

P&P	= Planning and Placemaking Committee
LRB	= Local Review Body
EI&ED	= Environment, Infrastructure and Economic Development Committee
H&SW	= Housing & Social Wellbeing Committee
L&F	= Learning & Families Committee
F&R	= Finance and Resources Committee
JCC	= Employees Joint Consultative Committee
JNC	= Joint Negotiating Committee for Teaching Staff
L&F Exec Sub	= Lifelong Learning Executive Sub-Committee
IJB	= Perth and Kinross Integration Joint Board
IJB A+P	= Audit and Performance Committee of Perth and Kinross Integration Joint Board
Licensing	= Licensing Committee
Climate	= Climate Change and Sustainability Committee
A&R	= Audit & Risk Committee
S&P	= Scrutiny and Performance Committee
TCJC	= Tayside Contracts Joint Committee
TVJB	= Tayside Valuation Joint Board

**Note:** Meetings of the Attendance Sub-Committee are indicative dates. Meetings in italics are for information.

	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
January	1	2	3	4	5	8 Licensing (1.00pm)	9	10 P&P (9:30am)	11	12	15 LRB (1:00pm)	16	17 Licensing Board (9:30am)	18	19	22	23	24 H&SW (9:30am)	25	26	29 Common Goods (1:00pm)	30	31 S&P (9:30am)  F&R (1:00pm)			
February				1	2	5 Provosts Sub (1.00pm)	6	7 P&P (9:30am)	8	9	12 LRB (1.00pm)	13	14 Climate (9:30am)	15 KC (5.00pm)	16	19 Licensing (1.00pm)	20	21 Licensing Board (9:30am)	22	23	26 Property Sub (1.00pm)	27	28 Council (10:30am)	29		
March					1	4 JNC (2.30pm)	5	6 Council (10:30am)	7	8	11	12	13 P&P (9:30am)	14	15	18 LRB (1.00pm)  JCC (2.00pm)	19	20 H&SW (9:30am)	21	22	25 A&R (1.00pm)	26	27 EI&ED (9:30am)  L&F (1:00pm)	28	29	
April	1	2	3	4	5	8 Licensing (1.00pm)	9	10 P&P (9:30am)	11	12	15 LRB (1.00pm)	16	17 Licensing Board (9:30am)	18	19	22 L&F Exec Sub (1.00pm)	23	24 S&P (9:30am)  F&R (1.00pm)	25	26	29 Common Goods (1:00pm)	30				
May			1 Climate (9:30am)	2	3	6 Provosts Sub (1.00pm)	7	8 P&P (9:30am)	9	10	13 LRB (1.00pm)	14	15 Council (10:30am)	16 KC (5.00pm)	17	20 Licensing (1.00pm)	21	22 Licensing Board (9:30am)	23	24	27 Property Sub (1.00pm)	28	29 EI&ED (9:30am)  L&F (1.00pm)	30	31	
June	3 L&F Exec Sub (1.00pm)	4	5 P&P (9:30am)	6	7	10 LRB (1.00pm)  JNC (2.30pm)	11	12 S&P (9:30am)  F&R (1.00pm)	13	14	17 JCC (2.00pm)	18	19 H&SW (9:30am)	20	21	24 A&R (1.00pm)	25	26 Council (10:30am)	27	28						
July	1 Licensing (1.00pm)	2	3 P&P (9:30am)	4	5	8 LRB (1.00pm)	9	10 Licensing Board (9:30am)	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			
August				1	2	5 Licensing (1.00pm)	6	7 P&P (9:30am)	8	9	12 LRB (1.00pm)	13	14 Licensing Board (9:30am)	15 KC (5.00pm)	16	19 Property Sub (1.00pm)	20	21 Climate (9:30am)	22	23	26 Common Goods (1:00pm)	27	28 EI&ED (9:30am)  L&F (1.00pm)	29	30	
September	2 L&F Exec Sub (1.00pm)	3	4 P&P (9:30am)	5	6	9 Provosts Sub (1.00pm)  JNC (2.30pm)	10	11 Council (10:30am)	12	13	16 LRB (1.00pm)  JCC (2.00pm)	17	18 S&P (9:30am)  F&R (1:00pm)	19	20	23 Licensing (1.00pm)	24	25 Licensing Board (9:30am)	26	27	30 A&R (1.00pm)					
October		1	2 H&SW (9:30am)	3	4	7	8	9	10	11	14 LRB (1.00pm)	15	16 P&P (9:30am)	17	18	21 EI&ED (1:00pm)	22	23 Climate (9:30am)  L&F (1:00pm)	24	25	28 L&F Exec Sub (1.00pm)	29	30 Council (10:30am)	31		
November					1	4 Licensing (1.00pm)	5	6 Licensing Board (9:30am)	7	8	11 LRB (1.00pm)	12	13 P&P (9:30am)	14	15	18 Property Sub (1.00pm)	19	20 S&P (9:30am)  F&R (1.00pm)	21 KC (5.00pm)	22	25 Common Goods (1:00pm)	26	27 H&SW (9:30am)	28	29	
December	2 A&R (1.00pm)  JNC (2.30pm)	3	4 Council (10:30am)	5	6	9 Licensing (1.00pm)  JCC (2.00pm)	10	11 P&P (9:30am)	12	13	16 LRB (1.00pm)	17	18 Licensing Board (9:30am)	19	20	23	24	25	26	27	30	31				

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## Kinross-shire ~~Local~~ Committee

### ~~Pilot~~ Scheme of Administration

#### SECTION 1—GENERAL PROVISIONS

- 1.1 The Committee shall comprise the four ward councillors for Kinross-shire who shall have voting rights and one representative from each of the six community councils with most or all of their area in the Kinross-shire ward (Cleish & Blairadam, Fossoway & District, Glenfarg, Kinross, Milnathort and Portmoak) who shall be nonvoting.
- 1.2 A meeting of the Committee shall be quorate if ~~three~~ 50% of ward councillors and 50% of community council members are present.
- 1.3 In the event of the absence of a ward councillor, a councillor from another ward may not substitute in his or her absence.
- 1.4 Community council members shall be appointed by the relevant community council from its complement of full members and shall remain a member of the Committee until the relevant community council decides otherwise or he or she ceases to be a community councillor.
- 1.5 In the absence of a community councillor, the community council of which he or she is a member may appoint a substitute for that meeting.
- 1.6 The Council will determine the Convener and Vice Convener of the Committee in line with the Council's standard appointment procedure.
- 1.7 In the absence of the Convener, the Vice Convener shall act on his or her behalf.
- 1.8 Meetings of the Committee shall be held in Kinross-shire.
- 1.9 Meetings of the Committee shall be held on ~~an eight weekly cycle~~ quarterly cycle
- 1.10 Business for the Committee shall be determined as follows:
  - The Chief Executive may bring forward papers on matters within the remit of the Committee for information, consideration, or determination.
  - The Convener may request that papers be brought forward on matters within the remit of the Committee for information, consideration, or determination.
  - The Convener shall agree a programme of business with the Lead Officer ~~Chief Executive~~ who shall take cognisance of the resource implications of requested business.

Business shall otherwise be conducted in accordance with the Council's standing orders.

#### SECTION 2—GENERAL POWERS

- 2.1 To request that the committee convener or relevant executive director or head of service attend meetings and respond to relevant questions or submit a report or written evidence on any relevant matter.
- 2.2 To request that elected members, officers, other persons, and outside organizations attend meetings to give evidence or advice.
- 2.3 To receive petitions relating to the Kinross-shire ward in accordance with the Council's petitions policy where the matter falls within the remit of the Committee in line with the Council's standard petitions policy.
- 2.4 To initiate local community engagement in relation to Council business in the Kinross-shire ward; supporting existing engagement delivered by the Council; and,

where possible to be consulted on larger-scale Council engagement insofar as it relates to Kinross-shire

### **SECTION 3—DECISION MAKING POWERS**

- 3.0.1 To agree local policies in relation to implementation of the specific placemaking powers devolved to the Committee subject to compliance with any statutory requirements and Council policy.
- 3.0.2 To agree the allocation of funds to individual functional areas devolved to the Committee to meet local priorities in the Kinross-shire ward within a devolved revenue budget.
- 3.0.3 To determine business cases for and agree any local capital project priorities within a devolved capital budget for the Kinross-shire ward or by allocating funds from a devolved revenue budget towards borrowing costs in line with approved capital investment governance arrangements.
- 3.0.4 To allocate and monitor expenditure from agreed localized funds, e.g., the Community Investment ~~and the Kinross Common Good Fund~~

#### **Section 3.1—Infrastructure and Economic Development**

- 3.1.1 To make recommendations to Council on the formation of any Local Development Plans, strategies and supplementary guidance insofar as they relate to the Kinross-shire ward.
- 3.1.2 To support the development of community-led Local Place Plans.
- 3.1.3 To develop local measures to support and promote economic activity in Kinross-shire.
- 3.1.4 To work in partnership with VisitScotland, other agencies and local organizations to plan, promote and oversee the implementation of a tourism and events strategy for Kinross-shire.

#### **Section 3.2—Roads**

- 3.2.1 To determine local priorities for maintenance programmes for roads and bridges, and for surfacing and surface dressing schemes.
- 3.2.2 To determine a local policy on road safety.
- 3.2.3 To promote local Road Traffic Orders, including those where there are statutory objections that the Committee believe can be overcome, and make recommendations thereon where the Council is acting as planning authority.
- 3.2.4 To approve the stopping up of roads and private means of access and the deletion of roads from the list of public roads and the adoption of roads (that are not constructed under the Road Construction Consent procedure) onto the list of public roads and make recommendations thereon where the Council is acting as planning authority.
- 3.2.5 To agree local priorities for winter road and footpath maintenance.



### **Section 3.3—Environment**

- 3.3.1 To agree local priorities for community greenspace and grounds maintenance activities.
- 3.3.2 To agree the establishment and maintenance of local footpaths, including additions and alterations to core path routes.
- 3.3.3 To make recommendations to Council on trees that should be considered for tree preservation orders based on local assessment criteria within legislation.
- 3.3.4 To approve and support local initiatives to encourage waste minimization, reduce litter and increase recycling.
- 3.3.5 To lead on and engage with community groups on initiatives to tackle the climate emergency.
- 3.3.6 To approve new Perth & Kinross Council Comfort Scheme providers according to Council policy within the Kinross-shire ward.
- 3.3.7 To support community-led local flood prevention and resilience initiatives.
- 3.3.8 To recommend to Council proposals for the establishment of any regional parks within the Kinross-shire ward and agreements with other councils where these cross local authority boundaries.
- 3.3.9 To make recommendations to Council on local landscape designations for the Kinross-shire ward.

### **Section 3.4—Communities**

- 3.4.1 To support the work of the Kinross-shire Community Transport Group on public transport and community transport initiatives in collaboration with the Council's Public Transport Unit.
- 3.4.2 To make proposals to Council on community participation requests and the transfer of functions to community management and ownership subject to Council policies.
- 3.4.3 To engage with Community Planning Partners regarding the delivery of their services in the Kinross-shire ward.
- 3.4.4 To support local youth organizations and to promote the engagement of young people in local democracy.
- 3.4.5 To support local initiatives that promote and support the history and heritage of Kinross-shire.
- 3.4.6 To facilitate and, where appropriate, make arrangements in relation to Town Twinning and ceremonial matters in consultation with the Civic Services.

## **SECTION 4—SCRUTINY AND RECOMMENDATORY POWERS**

- 4.1 To consider and make recommendations on matters which do not fall within the decision-making powers of the Committee, including:
  - Proposals made by the Chief Executive to review Council service delivery insofar as it affects the Kinross-shire ward; and
  - The impact of policy on the local service delivery and performance of Council services in the Kinross-shire ward.Council or the relevant committee must give due consideration to these recommendations during the decision-making process.
- 4.2 To receive assurance on progress of Council capital project delivery in Kinross-shire.

