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Council Building  
2 High Street  
Perth  
PH1 5PH

13/04/2022

A meeting of the **Strategic Policy and Resources Committee** will be held virtually on **Wednesday, 20 April 2022** at **09:30**.

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:**

Councillor John Duff (Convener)  
Councillor Murray Lyle (Vice-Convener)  
Councillor Chris Ahern  
Councillor Alasdair Bailey  
Councillor Peter Barrett  
Councillor Stewart Donaldson  
Councillor Eric Drysdale  
Councillor Angus Forbes  
Councillor Grant Laing  
Councillor Roz McCall  
Councillor Tom McEwan  
Provost Dennis Melloy  
Councillor Andrew Parrott  
Councillor Caroline Shiers  
Councillor Colin Stewart  
Councillor Willie Wilson



**Strategic Policy and Resources Committee**

**Wednesday, 20 April 2022**

**AGENDA**

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

- 1 WELCOME AND APOLOGIES/SUBSTITUTES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTES**
  - 3(i) MINUTE OF MEETING OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE OF 2 FEBRUARY 2022** 5 - 8  
(copy herewith)
  - 3(ii) MINUTE OF MEETING OF EXECUTIVE SUB-COMMITTEE OF STRATEGIC POLICY & RESOURCES COMMITTEE OF 19 JANUARY 2022** 9 - 10  
(copy herewith)
  - 3(iii) MINUTE OF MEETING OF PROPERTY SUB COMMITTEE OF 10 JANUARY 2022**  
(copy herewith)
  - 3(iv) MINUTE OF MEETING OF APPEAL SUB-COMMITTEE OF 12 JANUARY 2022** 11 - 12  
(copy herewith)
  - 3(v) MINUTE OF MEETING OF APPEAL SUB-COMMITTEE OF 24 MARCH 2022** 13 - 14  
(copy herewith)
  - 3(vi) MINUTE OF MEETING OF EMPLOYEES JOINT CONSULTATIVE COMMITTEE OF 6 DECEMBER 2021**  
(copy herewith)
  - 3(vii) MINUTE OF MEETING OF PERTH AND KINROSS INTEGRATED JOINT BOARD OF 1 DECEMBER 2021** 15 - 22  
(copy herewith)

<b>4</b>	<b>REVENUE BUDGET 2021-22 - UPDATE NO 5</b> Report by Head of Finance (copy herewith 22/87)	<b>23 - 56</b>
<b>5</b>	<b>COMPOSITE CAPITAL BUDGET 2021-28 &amp; HOUSING INVESTMENT PROGRAMME 2021-26 - MONITORING REPORT NO. 4</b> Report by Head of Finance (copy herewith 22/88)	<b>57 - 90</b>
<b>6</b>	<b>COMMUNITY INVESTMENT FUND 2021/22</b> Report by Head of Culture and Communities Services (copy herewith 22/89)	<b>91 - 100</b>
<b>7</b>	<b>BUSINESS GATEWAY TAYSIDE SERVICES</b> Report by Head of Planning and Development (copy herewith 22/90)	<b>101 - 122</b>
<b>8</b>	<b>PLANNING FOR NATURE GUIDANCE</b> Report by Head of Planning and Development (copy herewith 22/91)	<b>123 - 174</b>
<b>9</b>	<b>PLANNING FEES CHARTER</b> Report by Head of Planning and Development (copy herewith 22/92)	<b>175 - 196</b>
<b>10</b>	<b>EMPLOYEE CODE OF CONDUCT</b> Report by Corporate Human Resources Manager (copy herewith 22/93)	<b>197 - 210</b>

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## STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Strategic Policy and Resources Committee held virtually on Wednesday 2 February 2022 at 9.30am.

Present: Councillors J Duff, M Lyle, C Ahern, A Bailey, P Barrett, S Donaldson, E Drysdale, A Forbes, G Laing, R McCall, T McEwan, Provost D Melloy, Councillors A Parrott, C Shiers, C Stewart and W Wilson.

In Attendance: T Glen, Chief Executive; B Renton, Executive Director (Communities), A Ballantine, S Best, J Beveridge, K Briggs, M Butterworth, B Cargill, S Coyle, F Crofts, S D'All, C France, C Guild, C Mailer, P Marshall, J McCrone, K Walker (all Communities); S Devlin, Executive Director (Education and Children's Services); G Boland, Education and Children's Services; K Donaldson, Chief Operating Officer; L Brady, C Irons, J Jennings, S Walker, L Simpson, A Brown, M Pasternak, B Parker and A McMeekin (all Corporate and Democratic Services).

Councillor J Duff, Convener, Presiding.

### 1. WELCOME AND APOLOGIES

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

### 2. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillor S Donaldson declared a non-financial interest in item 4. (Revenue Budget 2021/22 – Horsecross Arts)

### 3. MINUTES OF PREVIOUS MEETINGS

#### (i) Strategic Policy and Resources Committee

The minute of meeting of the Strategic Policy and Resources Committee of 24 November 2021 was submitted and approved.

#### (ii) Property Sub Committee

The minute of meeting of the Property Sub-Committee of 25 October 2021 was submitted and noted.

#### (iii) Employees Joint Consultative Committee

The minute of meeting of the Employees Joint Consultative Committee of 27 September 2021 was submitted and noted.

#### (iv) Perth and Kinross Integration Joint Board

The minute of meeting of the Perth and Kinross Integration Joint Board of 29 September 2021 was submitted and noted.

**(v) Tay Cities Region Joint Committee**

The minute of meeting of the Tay Cities Region Joint Committee of 17 September 2021 was submitted and noted.

**4. REVENUE BUDGET 2021/22 – UPDATE NO.4**

There was submitted a report by the Head of Finance (22/24) providing (1) an update on progress with the 2021/22 General Fund Revenue Budget based upon the October 2021 ledger and updated for any subsequent known material movements and (2) the projected financial position of the Housing Revenue Account.

**Resolved:**

- (i) The contents of Report 22/24, be noted;
- (ii) The adjustments to the 2021/22 Management Revenue Budget detailed in Appendices 1 to 5 and Sections 2 to 7, be approved
- (iii) 2021/22 Service virements summarised in Appendices 2 and 4, be approved
- (iv) The Health & Social Care projected outturn summarised in paragraphs 3.1 and Appendix 3, be noted
- (v) The Housing Revenue Account projected outturn summarised in Section 4 Appendix 4, be noted.
- (vi) A report be submitted to a future meeting of the Council on the increased operating costs of the Harbour Board.

NOTE: Councillor Bailey moved an amendment that decisions on the movement in reserves in respect of Bertha Park Primary School and expenditure on temporary (decant) accommodation be deferred to the Council budget meeting on 23 February 2022 but failed to secure a seconder.

In accordance with Standing Order 22, Councillor Bailey's dissent was recorded at this decision.

**5. COMPOSITE CAPITAL BUDGET 2021/29 & HOUSING INVESTMENT PROGRAMME 2021/26 – MONITORING REPORT No.3**

There was submitted a report by the Head of Finance (22/25), (1) providing a summary position to date for the 8-year Composite Capital Budget for 2021/22 to 2028/29 and the 5-year Housing Investment Programme 2021/22 to 2025/26, and (2) seeking approval for adjustments to the budgets.

**Resolved:**

- (i) The contents of Report 22/25, be noted;
- (ii) The proposed budget adjustments to the eight-year Composite Capital Budget 2021/22 to 2028/29 as set out in Sections 2 and 3 of the report, and summarised at Appendices I and II, be approved
- (iii) The proposed budget adjustments to the Housing Investment Programme Budget 2021/22 to 2025/26 set out in Section 4 of the report, and summarised at Appendix III, be approved.

## **6. TREASURY ACTIVITY AND COMPLIANCE REPORT 2021/22 QUARTER 3**

There was submitted a report by the Head of Finance (22/26) providing (1) an update on Treasury Activity for the quarter ending 31 December 2021 and (2) information 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.

### **Resolved:**

The Treasury Activity and Compliance report 2021/22 for quarter 3, submitted in accordance with the Council's Treasury Management Practices, be noted.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 11.05AM.

## **7. LOCAL DEVELOPMENT PLAN 2 DELIVERY PROGRAMME 2019-2029 FEBRUARY 2022 UPDATE**

There was submitted a report by the Head of Planning and Development (22/27) (1) highlighting the changes and updates to the Local Development Plan Delivery Programme from the previous version which was published in January 2020 and (2) seeking approval for the Delivery Programme to be adopted, published and submitted to Scottish Ministers in support of the adopted Perth & Kinross Local Development Plan 2 (LDP2).

### **Resolved:**

- (i) The Delivery Programme as set out in Appendix 1 to Report 22/27, be adopted.
- (ii) The Executive Director (Communities) to publish and submit the Delivery Programme to the Scottish Ministers, be approved.





## **EXECUTIVE SUB-COMMITTEE OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE**

Minute of Virtual Meeting of the Executive Sub-Committee of the Strategic Policy and Resources Committee held on Wednesday 19 January 2022 at 12.30pm.

Present: Councillors J Duff, P Barrett, G Laing, M Lyle and A Parrott.

In Attendance: N Robson and A Saum (both Communities), C Irons, S Mackenzie, A Thomson, K Molley, M Pasternak and L McGuigan (all Corporate and Democratic Services).

Councillor J Duff, Convener, Presiding.

### **1. WELCOME AND APOLOGIES**

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

### **2. DECLARATIONS OF INTEREST**

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

**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. ACQUISITION OF 51 PROPERTIES AT EARLSGATE, SCONE**

There was submitted a report by the Executive Director (Communities) (22/08) seeking authority for investment of commuted sums to assist Kingdom Housing Association in the acquisition of a development of 51 flats at Earlsgate, Scone for the purpose of new affordable homes.

**Resolved:**

A contribution of £765,000, equivalent to £15,000 per affordable home, be approved from the Perth Housing Market Area commuted sums.



## **APPEALS SUB-COMMITTEE OF STRATEGIC POLICY AND RESOURCES COMMITTEE**

Minute of virtual meeting of the Appeals Sub-Committee held on Wednesday 12 January 2022 at 1.30pm.

Present: Councillors Duff, McCall and Wilson

In Attendance: Appellant; Appellant's Representative (S Hope, UNISON); Service's Representative (A Gellatly, Human Resources) and M McLaren, Legal Services.

### **1. APPOINTMENT OF CONVENER**

It was unanimously agreed that Councillor Wilson be appointed Convener of the Appeals Sub-Committee.

Councillor Wilson took the Chair.

### **2. PROCEDURE TO BE USED FOR DISCIPLINARY APPEAL**

#### **Resolved:**

The procedure, as issued for the information of all present, be adopted.

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

#### **P1. APPEAL AGAINST DISMISSAL**

The Appeals Sub-Committee was convened to consider an appeal against dismissal by a member of staff from Perth and Kinross Health and Social Care Partnership.

The Appeals Sub-Committee considered documentation lodged by both parties and heard evidence from the Service's representative and her witnesses, and from the Appellant's representative. Thereafter the parties summed up their cases and withdrew.

#### **Resolved:**

That the dismissal was found to be fair and reasonable and the appeal be not upheld.



## **APPEALS SUB-COMMITTEE OF STRATEGIC POLICY AND RESOURCES COMMITTEE**

Minute of virtual meeting of the Appeals Sub-Committee held on Thursday 24 March 2022 at 10.00am.

Present: Councillors Ahern, Duff and McCall.

In Attendance: Appellant; Service's Representative (D Bett, Human Resources) and M McLaren, Legal Services.

### **1. APPOINTMENT OF CONVENER**

It was unanimously agreed that Councillor Ahern be appointed Convener of the Appeals Sub-Committee.

Councillor Ahern took the Chair.

### **2. PROCEDURE TO BE USED FOR DISCIPLINARY APPEAL**

**Resolved:**

The procedure, as issued for the information of all present, be adopted.

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

#### **P1. APPEAL AGAINST DISMISSAL**

The Appeals Sub-Committee was convened to consider an appeal against dismissal by a member of staff from Education and Children's Services.

The Appeals Sub-Committee considered documentation lodged by both parties and heard evidence from the Service's representative and her witnesses, and from the Appellant. Thereafter the parties summed up their cases and withdrew.

**Resolved:**

That the dismissal was found to be fair and reasonable and the appeal be not upheld.



## PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board (IJB) held virtually via Microsoft Teams on Wednesday 1 December 2021 at 1.00pm.

**Present:**

**Voting Members:**

Councillor E Drysdale, Perth and Kinross Council (Vice-Chair)  
 Councillor J Duff, Perth and Kinross  
 Councillor C Purves, Perth and Kinross Council  
 Councillor X McDade, Perth and Kinross Council (from 7.1 onwards)  
 Mr B Benson, Tayside NHS Board (Chair)  
 Mr R Erskine, Tayside NHS Board  
 Ms P Kilpatrick, Tayside NHS Board  
 Ms B Hamilton, Tayside NHS Board

**Non-Voting Members**

Mr G Paterson, Chief Officer / Director – Integrated Health & Social Care  
 Ms J Smith, Chief Financial Officer (up to and including Item 7.1)  
 Ms J Pepper, Chief Social Work Officer, Perth and Kinross Council  
 Dr L Robertson  
 Ms S Dickie, NHS Tayside (from Item 6.1 onwards)

**Stakeholder Members**

Ms M Summers, Carer Public Partner  
 Ms S Auld, Service User Public Partner  
 Mr I McCartney, Service User Public Partner (from Item 6.3 onwards)  
 Ms S Watts, Third Sector Representative  
 Ms L Blair, Scottish Care (from Item 7)  
 Mr S Hope, Staff Representative, Perth and Kinross Council (from Item 6.3 onwards)

**In Attendance:**

T Glen, Chief Executive (Perth and Kinross Council); S Hendry, A Taylor, A Brown, M Pasternak (all Perth and Kinross Council); Z Robertson, K Ogilvy, E Devine, C Jolly, A McManus, C Lamont (from Item 4 onwards), C Cranmer (from Item 6.3 onwards), A Cunningham (for Item 6.2 only) and V Aitken, (all Perth and Kinross Health and Social Care Partnership); and D Huband (NHS Tayside).

**Apologies**

Dr S Peterson, NHS Tayside  
 Ms B Campbell, Carer Public Partner  
 Ms L Glover, Staff Representative, NHS Tayside

### 1. WELCOME AND APOLOGIES

B Benson welcomed all those present to the meeting and apologies were noted as above.

### 2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Perth and Kinross Integration Joint Board Code of Conduct.

### **3. MINUTE OF MEETING OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD OF 29 SEPTEMBER 2021**

The minute of the meeting of the Perth and Kinross Integration Joint Board of 29 September 2021 was submitted and approved as a correct record.

### **4. ACTIONS POINT UPDATE**

The action points update as of 1 December 2021 (G/21/145) was submitted and noted.

### **5. MATTERS ARISING**

#### **(i) Item 7.2 – Chief Officer’s Strategic Update (Paras 2 and 3 refer)**

G Paterson referred to a discussion at the previous IJB meeting and wished to provide a subsequent update. It was intimated in the Chief Officer’s report that the rapid review of the IJB’s previous decision on the redesign of mental health services that a number of different options had been considered in the context of the 4 workshops which took place. Councillor Purves had indicated that this was not his understanding so the Chief Officer engaged with the stakeholder engagement group and now wished to confirm that the final and only option brought forward to the final workshop was the Carseview option. The Chief Officer’s understanding now is that the stakeholder engagement group were not content with this approach in the 4<sup>th</sup> workshop and remain concerned about this proposition for Carseview to remain as the location for Inpatient mental Health Services. The Board heard that it was proposed that a short life working group (SLWG) would explore this further and the Chief Officer confirmed this was, and still is, the intention but that it has not yet progressed due to the departure of the Interim Director of Mental Health who was leading on this work.

Councillor Purves welcomed this point of clarity but added that he found this disappointing given the Strang recommendations and the need to build trust with service users and stakeholder and asked that the IJB make representation to NHS Tayside to offer support for this SLWG happening as soon as possible to ensure all can input. The Chief Officer agreed to raise this with the Chief Executive of NHS Tayside and the Director of Nursing who is currently overseeing this work and to provide an update to the IJB before the next meeting.

#### **(ii) Item 6 – Membership (Resolution (v) refers)**

S Hendry advised the Board that at the last meeting Ian McCartney and Maureen Summers were approved as full members to the Board subject to ratification from the Service User Reference Group and Care Providers Voice. This ratification has now been received.



IT WAS AGREED TO VARY THE ORDER OF BUSINESS AND CONSIDER ITEM 7 AT THIS POINT.

## **7. FINANCE**

### **7.1 BUDGET UPDATE 2022/23, 2024/25**

There was submitted a report by the Head of Finance and Corporate Services (G/21/150) providing an update on the development of the 2022/23, 2024/25 Budget.

The Board heard that the cornerstone of the budget is the strategic direction of the IJB with the completion of the Community Mental Health & Wellbeing Strategy, being considered today, and the Older People and Learning Disabilities strategies being brought forward to the IJB for approval in February. The proposed budget shows significant funding for Older People's Services and this reflects our ambitions as well as the national ambition which is reflected in the funding being received from the Scottish Government to increase community capacity. Planned savings of £3.2m underpin the proposed investment and this is possible due to the success in the last 4 years of delivering £13m in savings which have been redirected to offset pay and price pressures and to expand community based health and social services. More efficient working has also contributed to the absorption of increased demand resulting from a 7% increase in the over 75 population over the last 3 years. This work has resulted in the prevention of admissions, reducing lengths of stay and minimising delayed discharge across the whole hospital system. The Older People's Strategic Delivery Plan shows a reduction in occupied bed days to March 2020 equivalent to 20 beds which equates to £2.3m. J Smith advised that the delivery of the IJB's Strategic Objectives has been possible only by internal generation of efficiency savings but moving forward; this cannot be a sustainable solution. The further demographic growth of the over 75 population in Perth and Kinross, which is expected to increase by 12% in the next 3 years, and the subsequent demand for services over the next 3 years means a more fundamental level of investment is required.

The Public Bodies Act states the intention to shift resources away from the Acute Hospital system towards prevention and community based services to ensure the whole system can cope with increased demand. The Scottish Government medium term financial plan also confirms the expectation to shift resources. The Large Hospital set aside mechanism provides the vehicle for this to be agreed with the reduction in occupied bed days from investing in community based services is the basis for quantifying this. There is a precedent in Tayside with £1m being shifted from NHS Tayside to Dundee IJB where the reduction in occupied bed days was evidenced. The Head of Finance and Corporate Services advised that she believes that this can now also be evidenced in Perth and Kinross and asked the IJB to consider pursuing this to allow the continued delivery of our strategic objectives.

The Head of Finance and Corporate Services advised that there was a requirement for net additional investment in Learning Disability Services and that it is not an area recognised by the Scottish Government for additional funding. The service has strived to manage within existing budgets but the extent of demand now means more is required. In addition, legacy funding issues inherited at inception of

the IJB have not been able to be resolved and now flow through to the budget requisition.

J Smith advised that our strategic ambitions may need to be paused, rephrased or reprioritised dependant on the challenging conversations ahead with our Statutory Partners. The full 3 year plan and the options will be set out in the New Year with further engagement with IJB members planned.

R Erskine queried the comments regarding Dundee IJB being successful in gaining additional funds last year and if Perth and Kinross was in a similar position and be able to evidence the bed days savings to NHS Tayside. J Smith stated that there is learning to be taken from Dundee IJB in this regard to ensure a strong case and that the occupied bed days data comes direct from our Partners.

R Erskine further asked when the reserves strategy was likely to be reviewed to which J Smith advised that it is her intention to bring forward a review of this at the next meeting. This will allow IJB members to consider the sufficiency or otherwise of this.

**Resolved:**

The progress made in the development of a three-year budget for 2022/23, 2024/25 for Health Services and for Social Care services linked to proposed strategic direction, be noted.

COUNCILLOR McDADE JOINED THE MEETING DURING THE ABOVE ITEM.

J SMITH LEFT THE MEETING AND S DICKIE JOINED THE MEETING AT THIS POINT.

## **6. DELIVERING ON STRATEGIC OBJECTIVES**

### **6.1 PERTH & KINROSS DRAFT COMMUNITY MENTAL HEALTH & WELLBEING STRATEGY 2022-25**

There was submitted a joint report by the Head of Health and the Strategic Lead for Mental Health (G/21/146) presenting the Perth and Kinross Health and Social Care Partnership's Draft Community Mental Health and Wellbeing Strategy.

P Kilpatrick queried the formal arrangements between Substance Use and Mental Health services and if a joint pathway was being developed as 70% of people who have a substance use problem also have mental health issues. C Lamont advised the strategy aims to address this with an action contained within; however at this point in time there is a definite disconnect. Some work is already ongoing with Health Improvement Scotland though through developing key pathways across Tayside to ensure more collaborative working takes place.

R Erskine queried if some resource be allocated to encourage a community led mental wellbeing agenda rather than only dealing with the challenges mental health and wellbeing present. In parallel to this R Erskine asked if an action could be considered within the strategy which could measure wellbeing across Perth and

Kinross using a random sample survey across our population as a core metric to measure the success. G Paterson reflected on the existing measures in place to determine improvement with the Scottish Government HACE survey providing some indication of this. The promotion and inspiring of mental health and wellbeing is being somewhat addressed through community engagement and the significant funding of the third sector to provide types of support which statutory services do not. Further to this the Partnership are looking at opportunities for health promotion, albeit more general than mental health. C Lamont concurred with this and commented that £1.1m is being invested in community resilience via the third sector. The Neuk has a significant amount of input and they are currently looking at a more holistic mental health and wellbeing perspective.

**Resolved:**

- (i) The Community Mental Health and Wellbeing Strategy as detailed in Appendix 1 to Report G/21/146, be approved.
- (ii) The Chief Officer issue the necessary Directions to both NHS Tayside and Perth and Kinross Council to make the necessary arrangements to deliver services to implement the actions in the Perth and Kinross Health and Social Care Partnership's Community Mental Health and Wellbeing Strategy 2022-2025.

## **6.2 COMMUNITY CUSTODY UNIT (G/21/147)**

There was submitted a report by the Head of Health (G/21/147) providing an update on the progress of the construction of the Scottish Prison Service Community Custody Unit (CCU) in Dundee, within which, NHS Tayside will be responsible for the delivery of healthcare.

Councillor Purves queried the costs and funding for the CCU and that it is indicated that the Scottish Government is considering how this should be funded and if there was a risk that it is not fully funded. The Chief Officer advised that some positive feedback has been recently received from the Scottish Government on how the costs will be met. The Government are looking to include this in their budget before financial year end so there are grounds for reasonable optimism that funding will be made available to meet the costs. There remains a query on how medicine costs will be met and there is a view that this should be met by existing NHS Board allocations to provide medicines to people living in their locality. However if the funding was not available then it is likely that the costs would need to be met by the Health and Social Care Partnership in discussions with NHS Tayside. As Prison Healthcare is a Hosted Service colleagues in the other Tayside HSCPs have been alerted that there could be some financial exposure should funding not be forthcoming. It was noted that some of the people using this service may come from north Fife, so the potential of passing on some costs to other Health Board areas is currently being clarified with the Scottish Government.

**Resolved:**

- (i) The proposed date of opening for the Community Custody Unit, as detailed in Report G/21/147, be noted.
- (ii) The work ongoing to secure additional funding, be noted.

THERE FOLLOWED A SHORT RECESS AND THE MEETING RECONVENED AT 2.48PM

A CUNNINGHAM LEFT THE MEETING AT THIS POINT

I MCCARTNEY, C CRANMER AND S HOPE JOINED THE MEETING AT THIS POINT.

### **6.3 UPDATE ON THE REDESIGN OF SUBSTANCE USE SERVICES AND RECOVERY FROM COVID IN PERTH AND KINROSS (G/21/148)**

There was submitted a report by the Chair of the Alcohol and Drug Partnership (G/21/148) providing an update on (1) the remobilisation of substance use services in Perth and Kinross following the lifting of Covid restrictions; (2) the proposed use of National Mission monies and (3) the progress with the redesign of services.

P Kilpatrick asked about rehab placements and if there was a demand for this for people not in a custodial situation and who provides these placements. K Ogilvy advised there is demand with some requests already received and indications of potential further demand from HMP Perth. There are a range of providers across Scotland and work is currently ongoing with the Scottish Recovery Consortium to gather a list of these organisations.

P Kilpatrick queried the work on a joint protocol between substance use and mental health services and when this is likely to be in place. K Ogilvy advised that it is important to clarify that joint working arrangements are already in place. The strategies are interlinked and the Business Improvement Lead is the same person for both strategies. Operationally there are integrated Locality Team meetings with Mental Health and Substance Use workers at these meetings with individuals with multiple diagnosis being discussed as necessary. The arrangements however need forming up and a Delivery Group for the Health Improvement Pathfinder Project has been established which is looking at developing better pathways for people with dual diagnoses. The Chair of the Alcohol and Drug Partnership sits on this group. The Group is currently gathering evidence across Tayside and the report is awaited. The IJB asked that an update on this is brought back to this meeting in 6 months.

#### **Resolved:**

- (i) The actions taken regarding the remobilisation of substance use services as detailed in Report G/21/148, be noted.
- (ii) The progress in the redesign of substance use services, as detailed in Report G/21/148, be noted.
- (iii) The proposals for the spend of National Mission monies, as detailed in Report G/21/148, be noted.
- (iv) A further update on the progress made be provided to the Board in six months.

### **6.4 PERTH AND KINROSS HEALTH AND SOCIAL CARE PARTNERSHIP STRATEGIC PLANNING GROUP**

**(i) Minute of Meeting of the Perth and Kinross Health and Social Care Partnership Strategic Planning Group of 31 August 2021**

The minute of the meeting of the Perth and Kinross Health and Social Care Partnership Strategic Planning Group of 31 August 2021 was submitted and noted for information.

**(ii) Verbal Update**

Z Robertson the Vice-Chair of the Strategic Planning Group also provided a verbal update to the Board on what was discussed at the recent meeting of the Group held on 23 November 2021.

The Board noted the position.

**8. FOR INFORMATION**

There were submitted and noted the following reports for information:

**8.1 2020/21 FINANCIAL POSITION (G/21/151)**

**8.2 AUDITED ANNUAL ACCOUNTS 2020/21 (G/21/152)**

**9. PROPOSED IJB MEETING DATES 2022/23 (1.00PM - 4.00PM UNLESS OTHERWISE STATED)**

16 February 2022 (2.00pm – 5.00pm)  
30 March 2022  
1 June 2022  
31 August 2022  
26 October 2022  
14 December 2022  
15 February 2023  
29 March 2023

**PROPOSED IJB DEVELOPMENT SESSION DATES 2020 (1.00PM - 4.00PM)**

26 January 2022  
16 March 2022 (Budget) (TBC)  
13 April 2022  
15 June 2022  
14 September 2022  
16 November 2022 (Budget)  
25 January 2023

**Resolved:**

The above meeting dates be noted.



**PERTH & KINROSS COUNCIL**

**Strategic Policy & Resources Committee**

**20 April 2022**

**REVENUE BUDGET 2021/22 – UPDATE NO.5**

**Contact Officer: Scott Walker, Chief Accountant**  
(Report No. 22/87)

**1. PURPOSE**

- 1.1 This report provides an update on progress with the 2021/22 General Fund Revenue Budget based upon the January 2022 ledger, updated for any subsequent known material movements, and the projected financial position of the Housing Revenue Account.
- 1.2 The total net projected under spend / additional income on the 2021/22 General Fund Management Budget is **£5.260 million** (see **Appendix 1**).

**2. RECOMMENDATIONS**

- 2.1 The Committee is requested to:
- i) note the contents of the report,
  - ii) note the projected outturn for General Fund Services set out in Section 4 and **Appendix 1 and 2**
  - iii) note the projected outturn for Corporate Budgets set out in Section 5
  - iv) note the Health & Social Care projected outturn, which is summarised in section 5 and **Appendix 3**,
  - v) note the projected outturn for the Housing Revenue Account which is summarised in Section 6 and **Appendix 4**.
  - vi) approve the adjustments to the 2021/22 Management Revenue Budget detailed in **Appendices 1, 2, 4 and 5** and Section 7, 8 and 9,
  - vii) Approve the adjustments to the 2022/23 Management Revenue Budget detailed in **Appendix 6** and Section 10
  - viii) Note the 2023/24 structural deficit of **£10.015 million** that will need to be addressed for 1 April 2023.

### 3. BACKGROUND

- 3.1 This report updates the Committee on progress with the 2021/22 Revenue Budget. **Appendix 1** to this report summarises the current projected year end (outturn) position for each Service based upon the January 2022 ledger, updated for any subsequent known material movements.
- 3.2 The budget total reflected in Column 1 of **Appendix 1** to this report is that approved by the Council in setting the 2021/22 Final Revenue Budget on 10 March 2021 (Report No. 21/33 refers). In addition, adjustments approved by Council on 31 March 2021 and 23 June 2021 (Report Nos 21/40 and 21/101 refer) and the Strategic Policy & Resources Committee on 1 September, 24 November 2021, and 2 February 2022 (Report Nos. 21/146, 21/214 and 22/24 refer) are reflected in **Appendix 1** (Column 2).
- 3.3 On 27 January 2021, the Council also approved the creation of the Covid-19 earmarked Reserve (Report No. 21/8 refers).
- 3.4 The Council's Financial Regulations currently allow Executive Directors to vire budgets up to £100,000 within their Service. Any virements between Services of more than £100,000 are either included in the body of the revenue monitoring report or in the appendices for approval.
- 3.5 This report details the latest projected outturns and proposed adjustments to the 2021/22 General Fund and Housing Revenue Account budgets.

### 4. REVENUE MONITORING – SERVICE BUDGETS

- 4.1 Details of variances against Service budgets are shown in **Appendix 2** to this report with the most significant variances summarised below. The total net projected under spend on Service budgets, as set out in **Appendix 1** to this report, is **£5.018 million** which represents **1.5%** of total net Service expenditure.
- 4.2 The utilisation of Service under spends are considered throughout the financial year and formed part of the Revenue Budget strategy for 2022/23 approved by Council on 23 February 2022 (Report No. 22/35 refers).
- 4.3 There remains a risk that the Council will experience increases in costs over the short to medium term that are higher than budgeted inflation levels. This is already being seen in the cost of the materials required by property and housing maintenance teams. Going forward, this may have an impact on projected outturns and future years' budgets.

#### **Education & Children's Services**

- 4.4 The projected outturn for Education & Children's Services excluding Devolved School Management (DSM) and the Pupil Equity Fund (PEF) is currently anticipated to be **£1.620 million** less than budget, a movement of £59,000 from the position last reported to Committee. The movements are summarised as follows.



- 4.5 Staff costs – increase in projected under spend of **£320,000** due to slippage across the Service in excess of the budgeted target.
- 4.6 Residential Schools / Foster Care and Kinship Care – increase in projected over spend of **£330,000** based on current demand for this type of care.
- 4.7 Supplies and Services – increase in projected under spend across the Service of **£120,000** due to Covid-19.
- 4.8 Income – increase in projected income shortfall of **£228,000** based on the latest information on paid school meal uptake.
- 4.9 Other budgets (third party payments and transfer payments) – increase in projected net under spend of **£59,000**.
- 4.10 There is a planned under spend of **£920,000** on Devolved School Management budgets (DSM) due to staff slippage, a rephrasing of property related expenditure and reduced expenditure on educational materials due to supply issues relating to IT equipment and transport costs. This planned under spend represents **0.83%** of the overall DSM budget. This includes the planned carry forwards that individual schools identify on an annual basis. In line with the approved DSM scheme, the eventual over and under spends will be carried forward into 2022/23. The budgets for the Devolved School Management scheme are allocated by financial year (April – March), whereas expenditure is incurred by academic year (August – June).
- 4.11 At this stage of the academic year, expenditure met from the Pupil Equity Fund is projected to be **£900,000** less than the allocation from the Scottish Government of £2.038 million. In line with the terms of this funding, the final under spend will be carried forward to 2022/23 to meet future commitments. The budgets for the Pupil Equity Fund scheme are allocated by financial year, whereas expenditure is incurred by academic year.

### **Communities**

- 4.12 The projected outturn for Communities is currently anticipated to be **£2.292 million** less than budget, a movement of £134,000 from the position last reported to Committee. The movements are summarised as follows.
- 4.13 Roads & Transport – increase in projected income of **£110,000** from statutory notices and a rephrasing of works **£100,000**. In addition, it is anticipated that Winter Maintenance will over spend by **£200,000** based on activity across the whole of 2021/22.
- 4.14 Housing – increase in projected under spend of **£210,000**, due, in the main, to further slippage on care and repair schemes because of reduced applications during November, December and January, and a number of grants being cancelled by previous applicants.
- 4.15 Across Operations & Fleet Management, Community Greenspace and Culture & Community Services there was a net reduction in the projected under spend

of **£86,000** which includes updated projections on waste disposal costs and commercial waste income.

### **Corporate & Democratic Services**

- 4.16 The projected outturn for Corporate & Democratic Services is currently anticipated to be **£1.106 million** less than budget, a movement of £434,000 from the position last reported to Committee. The movements are summarised as follows.
- 4.17 Staff cost projections have been updated which have resulted in an increase in the projected under spend of **£149,000**.
- 4.18 Energy costs are projected to under spend by a further **£110,000** due to the reduced use of corporate buildings as well as reduced prices due to the pre purchasing of electricity and gas.
- 4.19 Expenditure on financial insecurity activities is expected to under spend by **£143,000**, which, in line with the previous decision of this Committee, will be carried forward.
- 4.20 Increase in projected levels of income of **£50,000** due primarily to the receipt of licensing income.
- 4.21 Service wide, there has been a reduction in the projected under spend of **£18,000** due to various movements across all budgets.
- 4.22 Within the projected outturn for Corporate & Democratic Services it is assumed that **£648,000** in funding will be received from the Scottish Government to reimburse the Council for Self-isolation payments to offset expenditure already incurred.

## **5. REVENUE MONITORING – CORPORATE BUDGETS**

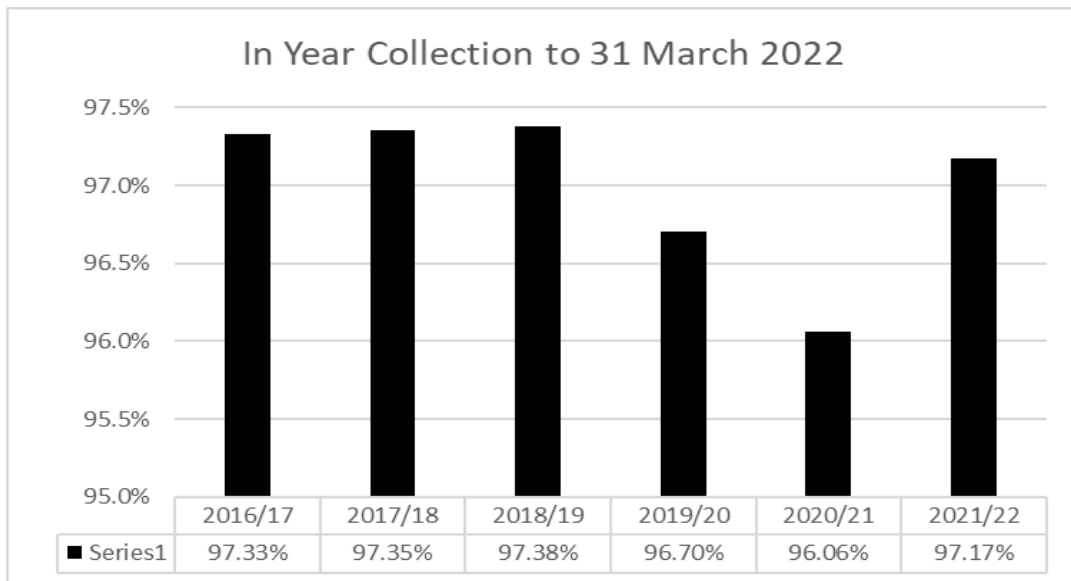
### **Health & Social care**

- 5.1 The month ten (January) projected outturn for Perth and Kinross Integration Joint Board (IJB) is set out in **Appendix 3** and was considered by the IJB Audit & Performance Committee on 7 March 2022. Currently there is a projected net under spend of **£468,000** on devolved social care functions. It is anticipated that this projected under spend will be transferred to the Partnership's Reserves at year end and therefore has no impact on the Council's final outturn for the current year.

### **Council Tax Income**

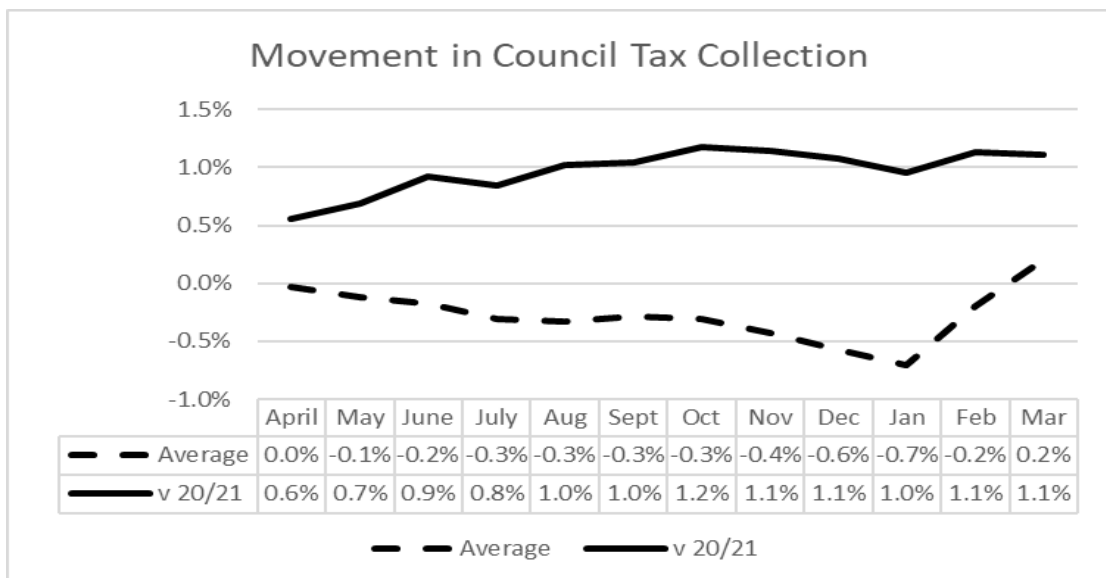
- 5.2 The amount of income the Council will generate from Council Tax is dependent on two main factors, firstly the collection levels and secondly, the number of Band D properties on the Valuation Roll.
- 5.3 Monitoring of Council Tax collection levels is carried out monthly. The following graph sets out collection performance for 2021/22 to 31 March 2022

together with prior year comparative figures for the previous five financial years.

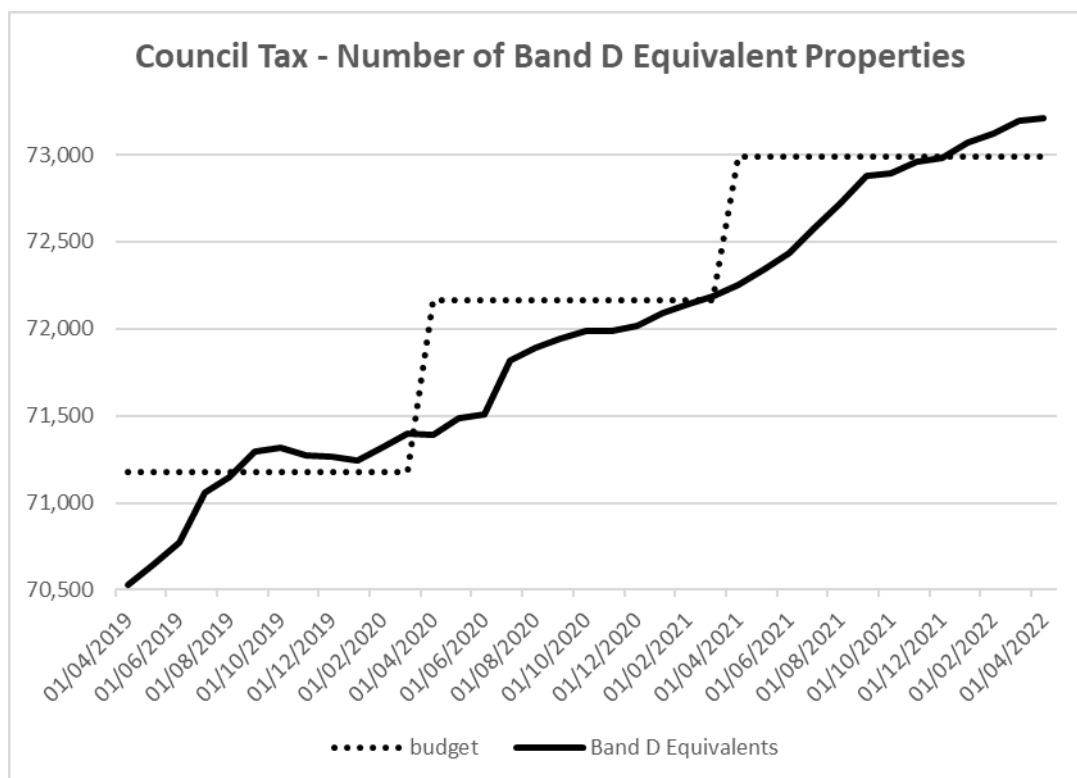


5.4 Collection levels in 2020/21 were clearly impacted by Covid-19. This was addressed in the 2021/22 Revenue Budget when budgeted collection levels were reduced by 1.5% to 96.5%.

5.5 Between 2016/17 and 2020/21, the average collection figure to 31 March was 97.0%. The actual collection figure to 31 March 2022 was 97.2% which is an increase of 0.2% compared to the historical average and a 1.1% increase on the comparable position in 2021.



5.6 Secondly, in setting the Council's Revenue Budget, assumptions are made on increases in the number of Band D equivalent properties. The graph set out below suggests that actual growth levels are in line with budget assumptions.



5.7 The latest projected outturn continues to indicate additional Council Tax income of **£600,000** in excess of budget will be received in 2021/22. There are several national issues that may impact on Council Tax income going forward. The potential impact of these issues will be kept under review with updates to elected members being provided to future meetings of this Committee.

### Non-Domestic Rates

5.8 The actual collection rate to 31 March 2022 was 94.29%, compared to 95.83% for the same period to 2020/21, and 97.48% in 2019/20.

### Other Corporate Budgets

5.9 The latest information from Tayside Contracts suggests that the Council will receive **£200,000** as its share of the distributable surplus. The budgeted income is £550,000 so this represents a variance of £350,000 which is reflected in **Appendix 1**. This relates to a reduction in activity in the Facilities Management Division due primarily to the impact of Covid-19 and inflationary pressures.

5.10 In addition, latest estimates suggest a projected over spend on the Apprenticeship Levy of **£44,000** due to increased costs and an under spend on payments to Tayside Pension Fund of **£36,000** due to reduced charges.

## 6. REVENUE MONITORING – OTHER REVENUE BUDGETS

### Housing Revenue Account

- 6.1 The Housing Revenue Account is currently projected to under spend by **£474,000** in the current financial year which is a movement of £474,000 from the position last reported to Committee. The main reasons for this movement are summarised below and set out in **Appendix 4**.
- 6.2 Based on current trends, the provision for bad debts has been reduced (**£403,000**). In addition, there is a further net underspend (**£71,000**) including capital financed from current revenue and staff slippage which is partially offset by increases in material.
- 6.3 In setting the HRA Strategic Financial Plan on 24 January, the Housing and Communities Committee agreed that any further under spends in the current financial year would be transferred to the HRA, Covid-19 earmarked Reserve to support future service delivery. On that basis, this would result in a transfer of £474,000 to that earmarked Reserve.

### Impact on Arm's Length External Organisations (ALEOs)

- 6.4 The Council continues to work closely with its three Arm's Length External Organisations (ALEOs) – Live Active Leisure (LAL), Horsecross Arts (Hx Arts) and Culture Perth & Kinross (CPK) who make an important contribution to the wellbeing of both citizens and visitors to Perth and Kinross.
- 6.5 As sole member and core funder of all three ALEOS, the Council has managed financial risk by maintaining normal monthly service level agreement payments to all three organisations to mitigate the impact of Covid-19. In addition, officers continue to work closely with all three ALEOs to understand the impact of Covid-19 more fully on service delivery. Recovery rates (returning customers) vary across the three but are currently between 30-40% of pre-Covid levels. National research and data are being used, where available, by the ALEOs to make realistic future projections.
- 6.6 To date, no significant financial issues have been identified relating to Culture Perth and Kinross which is less reliant on commercial income than other ALEOS. Horsecross Arts income was impacted by the reintroduction of Covid restrictions from December 2021, but it has received further emergency cultural recovery funding of around £419,000 and is therefore still projecting a small surplus for financial year 2021/22.
- 6.7 The last meeting of the Strategic Policy & Resources Committee was advised that Live Active Leisure were projecting a year end deficit of around £600,000. This projection has been updated with the latest information including non-recurring funding relating to use of Live Active Leisure venues for mass vaccination centres and more detailed customer data. The latest projection for Live Active Leisure is a surplus of approximately £150,000. As this is a significant shift from the previous position the Council will be monitoring Live

Active Leisure's financial position more closely and will require monthly management accounts to be provided.

- 6.8 The long-term impact on Covid-19 on the Council's ALEOs across future financial years will be kept under review with updates provided to future meetings of the Strategic Policy & Resources Committee.

## 7. 2021/22 ADDITIONAL FUNDING

- 7.1 Since elected members considered Revenue Budget 2021/22 - Update No. 4 on 2 February 2022 (Report No 22/24 refers), the Council has been advised of additional funding in 2021/22 from several sources. To ensure that the 2021/22 Management Budget continues to reflect the operational requirements of the Council, several adjustments are required, which are summarised below and included in **Appendix 1** and **Appendix 5**.

### Scottish Government – Revenue Support Grant:

- Scottish Child Bridging Payments: £424,000 (Corporate & Democratic Services (CDS))
  - Business Support & Low-Income Household: £2.149 million (Revenue Grants earmarked Reserve)
  - Low Income Pandemic: £93,000 (CDS)
  - Fair Work, Employability & Skills: £1.581 million - £185,000 (Communities) and £1.396 million Revenue Grants earmarked Reserve
  - Whole Family Wellbeing: £55,000 (Education & Children's Services (ECS))
  - SNCT Teachers Pay & Conditions: £161,000 (ECS)
  - Psychology Trainees: £6,000 (ECS)
  - Telecare Fire Safety: £32,000 (Health & Social Care)
- 7.2 The Scottish Government has advised that the increase in Revenue Support Grant identified above of **£4.501 million** will be made through a redetermination of the Council's Revenue Support Grant. It is therefore necessary to adjust budgets for Education & Children's Services, Communities, Corporate & Democratic Services, Health & Social Care and Revenue Support Grant with a transfer to the Revenue Grants earmarked Reserve.
- 7.3 **ACTION:** The Council is asked to approve the adjustments set out at paragraph 7.2 which is reflected in **Appendix 1** (Column 3) to this report.

### Other Funding

- 7.4 Other funding amounting to **£4.459 million** will be paid outside the Revenue Support Grant mechanism as Other Grant income and is, therefore, cost neutral in terms of the budget summary. Details of this funding is set out in **Appendix 5**.
- 7.5 **ACTION:** The Council is asked to note the receipt of **£4.459 million** of additional resources, with this funding being reflected within Communities as additional grant income. The current projected outturn assumes that all these

additional resources will be fully expended in 2021/22 or will be carried forward under the terms of the grant award.

## 8. 2021/22 VIREMENTS

### Contribution to/from Capital Fund

- 8.1 In line with the strategy for managing the Council's Capital Programme over the medium term, it is recommended that the eventual over or under spend on Capital Financing Costs and Interest on Revenue Balances be transferred from or to the Capital Fund.
- 8.2 The latest monitoring indicates a reduction in the projected outturn for capital financing costs (loan charges) of **£71,000** based on the latest treasury management activity and a reduction of **£24,000** in income from interest on revenue balances.
- 8.3 **ACTION:** The Committee is requested to approve the virement of **£71,000** from the Capital Financing Costs (Loan Charges) Budget and **£24,000** to Interest on Revenue Balances with a corresponding reduction in the projected Contribution from the Capital Fund. These adjustments have been reflected in **Appendix 1** (Column 4) to this report.

### Service Virements

- 8.4 To ensure that the 2021/22 Management Revenue Budget continues to reflect current Service needs and operational requirements the following virements between budgets are required.
- Health & Social Care to Communities (£18,000) to reflect living wage commitments.
  - Education & Children's Services to Health & Social Care (£40,000) to contribute to a complex needs co-ordinator.
  - Communities to Capital Grant (£120,000) to reflect current year activity which will be carried forward into 2022/23.
  - Capital Grant to Corporate & Democratic Services (£10,000) to fund CO2 monitors for third parties.
- 8.5 **ACTION:** The Committee is asked to approve the adjustments to Service Revenue Budgets listed in 8.4 above. These adjustments are reflected in **Appendix 1** (Column 5) to this report.

## 9. 2021/22 MOVEMENTS IN RESERVES

### Transformation Projects

- 9.1 Due to a rephasing of expenditure there is now a projected under spend on the following transformation project:
- Low Carbon Transformation Project - £97,000
  - Review of Older People Services - £54,000

- 9.2 **ACTION:** The Committee is asked to approve the transfer of **£97,000** and **£54,000** from Communities and Health and Social Care respectively to the earmarked Reserve for Workforce Management (including Transformation). This adjustment is reflected in **Appendix 1** (Column 5) to the report and has no impact on the level of unearmarked Reserves.

### **Cultural Activities**

- 9.3 The 2021/22 Revenue Budget includes a recurring budget of £500,000 towards supporting Cultural Activities. Due to Covid-19, **£275,000** of activity has been delayed. Approval is sought to transfer the projected under spend of £275,000 to the earmarked Reserve for Culture.
- 9.4 **ACTION:** The Council is asked to approve the transfer of **£275,000** from Communities to the Culture earmarked Reserve. This adjustment is reflected in **Appendix 1** (Column 5) to this report.

### **Covid-19 Earmarked Reserve**

- 9.5 On 23 June 2021, the Council approved the application of £2.005 million from the Covid-19 earmarked Reserve for several specific initiatives (Report No. 21/101 refers). The total amount approved covered more than one financial year.
- 9.6 Approval is now sought to transfer the remaining balance for the following projects to earmarked Reserves, which will be drawn down as required.
- Working Smarter for Perth and Kinross - £272,000
  - Project Feasibility Fund - £450,000
- 9.7 **ACTION:** The Committee is asked to approve the transfer of **£722,000** from Corporate & Democratic Services to earmarked Reserves. This adjustment is reflected in **Appendix 1** (Column 5) to this report.

### **Works Maintenance**

- 9.8 The Communities Service have been projecting a contribution of **£100,000** towards maintenance works. This contribution will now not be required in 2021/22. Approval is therefore sought to transfer these resources to earmarked Reserves, to be drawn down at the appropriate point.
- 9.9 **ACTION:** The Committee is asked to approve the transfer of **£100,000** from Communities to earmarked Reserves. This adjustment is reflected in **Appendix 1** (Column 5) to this report.

### **Public Sector Leadership**

- 9.10 Funding is earmarked to take forward a public sector leadership initiative involving the third sector and Scottish Government. Approval is sought to draw this down.



- 9.11 **ACTION:** The Committee is asked to approve the transfer of **£40,000** from earmarked Reserves to Corporate & Democratic Services. This adjustment is reflected in **Appendix 1** (Column 5) to this report.

### **Revenue Grants**

- 9.12 The Council has received funding from the Scottish Government in the current financial year in relation to Covid-19 Education Recovery and additional teaching and support staff. Of this, **£450,000** relates to Covid-19 education Recovery which will be incurred in the remainder of the current academic year (i.e., April to June). A further **£1.165 million** relates to additional teachers and support staff. Therefore, approval is sought to transfer these amounts to the Revenue Grants earmarked Reserve to be drawn down in 2022/23.
- 9.13 **ACTION:** The Committee is asked to approve the transfer of **£1.615 million** from Education & Children's Service to the Revenue Grants earmarked Reserve. This adjustment is reflected in **Appendix 1** (Column 5) to this report.

## **10. UPDATE TO 2022/23 REVENUE BUDGET**

### **2022/23 Additional Funding**

- 10.1 Since elected members approved the 2022/23 Final Revenue Budget on 23 February 2022 (Report No. 22/35 refers), the Council has been advised of additional funding in 2022/23. To ensure that the 2022/23 Management Budgets continue to reflect the operational requirements of the Council, several adjustments are required, which are summarised below and included in **Appendix 6**.

#### Scottish Government: Revenue Support Grant

- £150 Cost of Living Support: £6.140 million (Council Tax & Corporate & Democratic Services (CDS))
  - Discretionary Housing Payments: £860,000 (CDS)
  - Scottish Child Payment Bridging Payments: £664,000 (CDS)
  - Removal of Curriculum Charges: £189,000 (Education & Children's Services (ECS))
  - Removal of Music Tuition Charges: £384,000 (ECS)
  - FSM (Free School Meals) Expansion P4/P5 and Special: £1.142 million (ECS)
  - FSM School Holidays: £315,000 (ECS)
  - Additional Investment in Health & Social Care: £6.060 million (Health & Social Care - £5.930 million (HSC)) (Communities - £130,000)
  - Social Work Capacity in Adult Services: £700,000 (HSC)
- 10.2 The Scottish Government has advised that the increase in Revenue Support Grant identified at 10.1 of **£16.454 million** will be made through a redetermination of the Council's Revenue Support Grant. It is therefore necessary to adjust the budgets for Corporate & Democratic Services,

Education & Children's Services, Communities, Health & Social Care and Revenue Support Grant.

- 10.3 **ACTION:** The Committee is asked to approve the adjustments set out at paragraph 10.2 above. This adjustment is reflected in **Appendix 6** (Column 2) to this report.
- 10.4 All the additional funding for 2022/23 identified above relates to specific initiatives and is therefore not available to support the structural deficit of **£10.015 million** that exists following Council decisions on 23 February 2022. As the 2023/24 Revenue Budget is developed, there is a risk that the deficit that requires to be addressed increases.
- 10.5 **ACTION:** The Committee is asked to note the 2023/24 structural deficit of **£10.015 million** that will need to be addressed for 1 April 2023.

### **2022/23 Service Virements**

- 10.6 To ensure that the 2022/23 Management Revenue Budget continues to reflect current Service needs and operational requirements the following virements between budgets are required.
- Capital Grant to Communities (£120,000) to reflect activity brought forward.
- 10.7 **ACTION:** The Committee is asked to approve the adjustments to Service Revenue Budgets listed in 10.6 above. These adjustments are reflected in **Appendix 6** (Column 3) to this report.
- 10.8 On 31 March 2022, the Council received correspondence from the National records of Scotland. This advised that the Registrar General for Scotland has, with the approval of the Scottish Ministers, made a Scottish Statutory Instrument to increase the marriage and civil partnership notice fees from £30 to £45 per party to the intended marriage or civil partnership. This will be included within 2022/23 revenue monitoring updates.

### **2022/23 Movements in Reserves**

#### Covid-19 Earmarked Reserve

- 10.9 On 23 June 2021, the Council approved an allocation of £100,000 to provide additional support for young people, particularly impacted by the social restrictions put in place to manage the Covid-19 pandemic (Report No. 21/101 refers). This additional capacity allowed Youth Services, Safer Communities, Police Scotland, Universal Partners, and Education & Children's Services to undertake greater engagement with both young people and the wider community.
- 10.10 Approval is sought to drawdown a further contribution of **£120,000** from the Covid-19 earmarked Reserve to extend the project.

- 10.11 **ACTION:** The Committee is asked to approve the transfer of **£120,000** to Education & Children's Services and Communities to extend support for young people. This adjustment is reflected in **Appendix 6** (Column 3) to this report.
- 10.12 The Covid-19 Pandemic and the restrictions associated with it has resulted in an increase in mass-market SCAMS and attempted SCAMS. This has resulted in a backlog of unactioned information which represents a risk to vulnerable people.
- 10.13 Perth & Kinross Council is responsible for acting on information identifying people in the area who are vulnerable to this kind of criminality meaning the backlog also represents a reputational risk to the Council.
- 10.14 Approval is sought to draw down **£28,000** from the Covid-19 earmarked Reserve to enhance capacity within Trading Standards for one year to respond to the increase in demand.
- 10.15 **ACTION:** The Committee is asked to approve the transfer of **£28,000** to Communities to enhance the Council's capacity to respond to SCAMS. This adjustment is reflected in **Appendix 6** (Column 3) to this report.
- 10.16 The Council has been approached by the Aero Space Scientific Education Trust (ASSET) for a contribution of **£26,000** to the development of outline and full business cases for the Aerospace Kinross Tay Cities Deal project. ASSET has been given an indicative award of £1.6 million for this project within the Tay Cities Deal and now needs to prepare business cases to unlock the funding / enable bridging finance.
- 10.17 Approval is sought to make this contribution from the Project Feasibility Fund within earmarked Reserves.
- 10.18 **ACTION:** The Committee is asked to approve the transfer of **£26,000** to Communities to support the Aero Space Scientific Education Trust. This adjustment is reflected in **Appendix 6** (Column 3) to this report.

#### Revenue Grants Earmarked Reserve

- 10.19 Approval is sought to transfer **£1.244 million** from the Revenue Grants earmarked Reserve for teachers and support staff. This funding was received in previous years but relates to 2022/23 activity. Furthermore, approval is sought to transfer **£874,000** from the Revenue Grants earmarked Reserves for the Perth and Kinross Discretionary Fund that was approved by Committee in September 2021 (Report No. 21/146 refers). The scheme closes on 30 June 2022, and it is anticipated that payments will commence shortly after this date.
- 10.20 **ACTION:** The Committee is asked to approve the transfers from Revenue Grant earmarked Reserves listed in 10.19 above. These adjustments are reflected in **Appendix 6** (Column 4) to this report.

10.21 Furthermore, approval is sought to reinstate **£1.615 million** from the Revenue Grants earmarked Reserve for Covid-19 Education Recovery and additional teachers and support staff – see paragraph 9.12 above.

10.22 **ACTION:** The Committee is asked to approve the transfer of **£1.615 million** from earmarked Reserves to Education & Children’s Services. This adjustment is reflected in **Appendix 6** (Column 4) to this report.

#### Workforce Management (including Transformation)

10.23 Due to a rephrasing of expenditure, approval is sought to transfer funding to take forward the following approved projects:

- Low Carbon Transformation Project - £97,000
- Review of Older People Services - £54,000
- School Estate Review - £100,000
- Mobile Technology within Care at Home - £46,000

10.24 **ACTION:** The Committee is asked to approve the transfers from the Workforce Management earmarked Reserve listed in 10.23 above. These adjustments are reflected in **Appendix 6** (Column 4) to this report.

#### 2022/23 Local Government Elections

10.25 The Council has in place £265,000 available to fund the local government elections that will take place in May 2022. However, with the additional measures required to deliver an election during the Covid-19 pandemic, this is likely to be insufficient. Approval is sought to apply a further **£85,000** to recognise the additional costs.

10.26 **ACTION:** The Committee is asked to approve the transfer of **£85,000** to Corporate & Democratic Services for the local government elections in May 2022. This adjustment is reflected in **Appendix 6** (Column 4) to this report.

#### Financial Assistance

10.27 The Council has in place £196,000 in earmarked Reserves to support the delivery of the Royal National Mod that will take place in 2022/23. The Council also makes an annual recurring contribution of £20,000 towards this event. Approval is sought to apply the **£216,000** in 2022/23.

10.28 **ACTION:** The Committee is asked to approve the transfer of **£216,000** to Communities for the Royal National Mod. This adjustment is reflected in **Appendix 6** (Column 4) to this report.

## **11. CONCLUSION**

11.1. The Strategic Policy & Resources Committee has received four previous updates on the 2021/22 Revenue Budget.

- 11.2. Currently, a projected under spend / over recovery of income of **£5.260 million** is reported which will support the delivery of the 2022/23 Final Revenue Budget.
- 11.3. Looking ahead, the Council's financial position is likely to remain challenging and regular updates will be provided to the Council's Strategic Policy and Resources Committee as the position develops.
- 11.4. The Council has a structural deficit of **£10.015 million** that will need to be addressed for 1 April 2023. There is a risk that this deficit will increase as the 2022/23 Revenue Budget is developed. Work is ongoing to develop a strategy to respond to this situation.

## APPROVED

Name	Designation	Date
Stewart Mackenzie	Head of Finance	7 April 2022
Karen Donaldson	Chief Operating Officer	7 April 2022

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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	None
<b>Communication</b>	
Communications Plan	None

### 1. Strategic Implications

#### Corporate Plan

1.1 The Council's Corporate Plan 2018 – 2022 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 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 must 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 Executive Officer Team 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 1 – 2021/22 Management Budget
- Appendix 2 – General Fund 2021/22 Projected Outturn – Service Analysis
- Appendix 3 – Perth and Kinross Integration Joint Board
- Appendix 4 – Housing Revenue Account 2021/22 Projected Outturn
- Appendix 5 – Other Grant Funding
- Appendix 6 – 2022/23 Management Budget



PERTH & KINROSS COUNCIL GENERAL FUND  
2021/22 REVENUE BUDGET - SUMMARY

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	2021/22 Council Approved Budget	Previously Approved Adjustments (Net)	Movements in Funding	Virements	Movements in Reserves	2021/22 Revised Mgt Budget	Projected Outturn	Variance to Revised Mgt Budget	Variance to Revised Mgt Budget %
<b>SERVICE</b>	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	%
<b>Education &amp; Children's Services</b>	204,910	10,300	222	(40)	(1,615)	213,777	212,157	(1,620)	(0.8%)
<b>Communities</b>	68,750	3,627	185	(102)	(472)	71,988	69,696	(2,292)	(3.2%)
<b>Corporate &amp; Democratic Services</b>	35,102	4,151	517	10	(682)	39,098	37,992	(1,106)	(2.8%)
<b>Sub - Total: Service Budgets</b>	<b>308,762</b>	<b>18,078</b>	<b>924</b>	<b>(132)</b>	<b>(2,769)</b>	<b>324,863</b>	<b>319,845</b>	<b>(5,018)</b>	<b>(1.5%)</b>
<b>Corporate Budgets</b>									
Health & Social Care	63,735	5,492	32	22	(54)	69,227	69,227	0	0.00%
Contribution to Valuation Joint Board	1,319					1,319	1,319	0	0.00%
Capital Financing Costs	12,827	34		(71)		12,790	12,790	0	0.00%
Interest on Revenue Balances	(141)	(64)		24		(181)	(181)	0	0.00%
Net Contribution to/(from) Capital Fund	(2,965)	30		47		(2,888)	(2,888)	0	0.00%
Contribution to/(from) Insurance Fund	200					200	200	0	0.00%
Trading Operations Surplus	(550)					(550)	(200)	350	63.64%
Support Service External Income	(2,153)					(2,153)	(2,153)	0	0.00%
Tayside Pension Fund	1,565					1,565	1,529	(36)	(2.3%)
Apprenticeship Levy	775					775	819	44	5.68%
Council Tax Reduction Scheme	6,200					6,200	6,200	0	0.00%
Discretionary Relief	150					150	150	0	0.00%
<b>Net Expenditure (General Fund)</b>	<b>389,724</b>	<b>23,570</b>	<b>956</b>	<b>(110)</b>	<b>(2,823)</b>	<b>411,317</b>	<b>406,657</b>	<b>(4,660)</b>	<b>(1.1%)</b>
<b>Financed By:</b>									
Revenue Support Grant	(229,486)	(22,737)	(4,501)			(256,724)	(256,724)	0	0.00%
Ring Fenced Grant	(16,920)	(371)				(17,291)	(17,291)	0	0.00%
Non Domestic Rate Income	(34,864)					(34,864)	(34,864)	0	0.00%
Council Tax Income	(94,130)					(94,130)	(94,730)	(600)	(0.6%)
Capital Grant	(1,600)	(69)		110		(1,559)	(1,559)	0	0.00%
<b>Total Financing</b>	<b>(377,000)</b>	<b>(23,177)</b>	<b>(4,501)</b>	<b>110</b>	<b>0</b>	<b>(404,568)</b>	<b>(405,168)</b>	<b>(600)</b>	<b>(0.1%)</b>
<b>Financed from/(returned to) Reserves</b>	<b>12,724</b>	<b>393</b>	<b>(3,545)</b>	<b>0</b>	<b>(2,823)</b>	<b>6,749</b>	<b>1,489</b>	<b>(5,260)</b>	



**PERTH & KINROSS COUNCIL - GENERAL FUND 2021/22 PROJECTED OUTTURN - SERVICE ANALYSIS**  
**(Based on Expenditure to 31 January 2022)**

SERVICE	Variance £'000	Variance £'000	Summary of Service Variances
<b>Education &amp; Children's Services</b>			
Total	(1,620)		
			<b>Devolved School Management (DSM)</b>
			There are 66 primary schools, 7 secondary schools, 4 all through schools, 46 nurseries and early learning childcare centres and 1 special school within the Council's DSM scheme. Each school has an individual budget, primarily based on pupil numbers. Headteachers are responsible for the annual budgets devolved to them in April each year. The total DSM budget for 2021/22 is £111.445 million including carry forwards.
			Within the scheme there is a facility allowing for DSM balances, whether surplus or deficit, to be brought forward from the previous financial year. In addition to the resources devolved, balances may also be available to headteachers of schools that have a carry forward. In 2020/21, £1,530,000 of DSM balances were brought forward.
	(418)		<b>Staff Costs</b> Teachers salaries projected to under spend by £1.746 million and single status by £742,000 due to staff turnover. This contributes to a budgeted slippage target of £2.070 million in 2021/22.
	(50)		<b>Property Costs</b> Projected under spend due to slippage on repairs & maintenance works at various schools.
	(422)		<b>Supplies &amp; Services</b> Projected under spend on materials including supply issues for IT equipment.
	(30)		<b>Transport Costs</b> Projected under spend due to reduced travelling during Covid-19.
	920		There is currently a projected net under spend of £920,000 based on current spending plans from schools for the current academic year that runs to June 2022. The maximum carry forward under the DSM scheme is 10%, the current projection is 0.83%.
	(900)		<b>Pupil Equity Fund</b> The majority of schools within Perth & Kinross Council have been allocated a share of £2.038 million of Pupil Equity Funding from the Scottish Government as a ring fenced grant. At this time, it is anticipated that £900,000 will be carry forward into financial year 2022/23 for staffing and other commitments as the grant covers the academic year.
	900		Projected carry forward of Pupil Equity Funding.
	(2,408)		<b>Other Education &amp; Children's Services Sectors:</b> <b>Staff Costs</b> Projected under spend on staff costs due to slippage in excess of the budgeted target of £1.165m across the whole Service. This includes funding for additional teachers and support staff that has not been fully utilised due to when appointments were made.
	1,165		Proposed transfer to earmarked Reserves for teachers and support staff
	(381)		<b>Property Costs</b> Projected under spend due to savings on non-domestic rates following a revaluation and reduced charge (£252,000); on rent following the cancellation of music camps (£45,000) (partially offset by reduced income), savings on the unitary charge for investment in learning schools (£57,000) and recharges for area offices (£27,000).
	(828)		<b>Supplies and Services</b> Projected under spend school meals and breakfast clubs (£743,000) (offset by reduced income), pipes and drums (£90,000), Highland Perthshire Learning Partnership (£60,000), Life Life Well (£70,000) and savings on central budgets (£50,000). This is partially offset by projected over spends on legal fees relating to adoption (£37,000), kinship care (£35,000) and permanence orders (£43,000).
	(15)		<b>Transport Costs</b> Projected under spend due to reduced car allowances and travel and subsistence costs within various cost centres.

**PERTH & KINROSS COUNCIL - GENERAL FUND 2021/22 PROJECTED OUTTURN - SERVICE ANALYSIS**  
**(Based on Expenditure to 31 January 2022)**

SERVICE	Variance £'000	Variance £'000	Summary of Service Variances
		(124)	<p><b>Home to School Transport</b>            Projected under spend based on latest projections. This includes non-recurring funding of £445,000.</p>
		(15)	<p><b>Transfer Payments</b>            Projected under spend on school clothing grants based on demand.</p>
		(196)	<p><b>Third Party Payments</b>            Projected under spends on facilities management (£23,000), hall hires (£39,000), meal subsidies (£89,000) and supporting care experienced young people (£45,000).</p>
		(117)	<p><b>Residential Schools/Foster Care and Kinship Care:</b>            The budget for young people with Additional Support Needs (ASN) who are educated out with the Council's mainstream school provision is projected to under spend based on current activity levels.</p>
		382	<p>The budget for young people with complex behavioural issues which includes a number of pupils placed within residential schools is projected to over spend based on current activity levels.</p>
		375	<p>Based on the latest demand information, there are projected over spends on kinship care (£364,000) and foster care (£11,000).</p>
		542	<p><b>Income</b>            Projected shortfall in income due to Covid-19 and services not being provided and assumed reduction in provision until later in the financial year. The main areas are as follows; out of school clubs (£197,000), breakfast clubs (£130,000); paid school meals (£188,000), school lets (£36,000), Renewable Heat Initiative Grant (£48,000), cancelled music camps (£59,000) and Instrumental Music Tuition and Central Groups (£117,000). This is partially offset by additional grant income relating to unaccompanied asylum seeking children (£225,000) and rent at Wellbank House (£8,000).</p>

**PERTH & KINROSS COUNCIL - GENERAL FUND 2021/22 PROJECTED OUTTURN - SERVICE ANALYSIS**  
**(Based on Expenditure to 31 January 2022)**

SERVICE	Variance £'000	Variance £'000	Summary of Service Variances
<b>Communities</b>			
Total	(2,292)		
			<b>Service-Wide Budgets</b>
		50	Project management costs in relation to Tay Cities Deal
		250	Delay in the identification of Capital Financed from Current Revenue to meet this increased target
		(110)	Projected under spend on commercialisation, digitalisation and transformation project
			<b>Planning &amp; Economic Development</b>
		70	Commercial Rent Income projected shortfall
		120	Perth Harbour - increase in operating costs / shortfall in income
		(115)	Projected additional income from planning applications and building warrants
		30	Additional staff costs relating to increased activity in planning applications and building warrants
		(45)	Slippage in Growbiz, entrepreneurs funding
		(45)	Slippage in Rural Employment Incentive Grant
		(100)	Slippage in Perth and Kinross Skills Passport funds
		(130)	Slippage in Business Crowdfunding funds
		(50)	Slippage in Support for Businesses.
		(210)	Slippage in Adapt Your Property funds
		(25)	Slippage in Market Development Grants
		(50)	Slippage in Open For Business Fund
		(40)	Slippage in international events to support the Glasgow Warriors event in 2022
		(100)	Projected underspend in core events budget due to only small scale events this year
			<b>Roads &amp; Transport</b>
		(250)	Projected additional income from statutory road network works
		(175)	Projected saving on street lighting energy costs due to the impact of the LED replacement programme.
		(200)	Slippage on programme of installing Vehicle-Activated Signs, predominantly due to international shortage of semi conductors.
		(100)	Slippage on programme of flood risk studies
		200	Projected over spend on winter maintenance based on activity across 2021/22.
			<b>Regulation</b>
		25	Projected shortfall in income.
		(50)	Slippage in Investment in regulatory services due to the delays in recruitment.
		(30)	Projected slippage on the public analyst
			<b>Operations &amp; Fleet Management</b>
		(380)	Projected saving on loan charges due to delayed deliveries on planned vehicle replacement programme from COVID19
		100	Projected additional cost of waste disposal contract due to an increase in general waste tonnages
		(200)	Projected additional income from sale of recyclates due to favourable market prices
		180	Projected shortfall in commercial waste income
			<b>Waste Strategy</b>
		10	Fly Tipping Fund
		40	Dry mixed recyclates - additional costs relating to engagement to mitigate contamination.
		(60)	Slippage in the management review of operational assets
			<b>Bereavement Service</b>
		80	Projected shortfall in income.
			<b>Community Greenspace</b>
		(45)	Slippage on public realm environmental enhancement works due to additional funding bids and community consultation.
		(20)	Projected slippage on the food growing project due to community consultation.
		(160)	Projected slippage on the Loch Leven Heritage Trail project due to additional funding bids and community consultation
		(100)	Slippage in marketing of PKC visitor management budget, mainly in relation to the development of plans for the waste disposal point.
		(30)	Projected slippage on the Community Environmental Challenge Fund
		(30)	Projected slippage in Planned Maintenance

**PERTH & KINROSS COUNCIL - GENERAL FUND 2021/22 PROJECTED OUTTURN - SERVICE ANALYSIS**  
**(Based on Expenditure to 31 January 2022)**

SERVICE	Variance £'000	Variance £'000	Summary of Service Variances
		75	<b>Public Transport</b> Cost of resurfacing works at Perth Bus Station
	(20)		<b>Innovation</b> Slippage in No Wrong Door style training
	(13)		Slippage due to year 2 costs for the enhanced occupational health contract.
	(30)		<b>Culture &amp; Communities</b> Projected underspend on non-domestic rates
	(20)		Projected underspend across supplies and services
	(95)		Slippage in the promotion of digital inclusion
	(80)		Slippage on progressing food fund initiatives
	51		Contribution to Scottish Crannog Centre
	40		<b>Housing</b> Increased void rent loss and bad debt provision in Greyfriars due to the need to keep occupancy levels lower than normal.
	30		Cost of Local House Condition Survey to inform the Local Housing Strategy
	(310)		Slippage within Care & Repair
	(20)		Reduced bad debt provision across dispersed tenancies.
	(30)		Slippage due to year 2 staff costs for the visitor monitoring project.
	(35)		Slippage on third party sector work
	(30)		Slippage to cover year 2 costs for the community safety CCTV project
	(40)		Slippage in new Crieff community safety measures
	(70)		Projected underspend in community safety budgets

**PERTH & KINROSS COUNCIL - GENERAL FUND 2021/22 PROJECTED OUTTURN - SERVICE ANALYSIS**  
**(Based on Expenditure to 31 January 2022)**

SERVICE	Variance £'000	Variance £'000	Summary of Service Variances
<b>Corporate &amp; Democratic Services</b>			
Total	(1,106)		
			<b><u>Legal &amp; Governance Services</u></b>
		(41)	Staff slippage in excess of budgeted targets
		(13)	Projected net under spend on other budgets
		(37)	Projected savings on transport costs due to restrictions
		(191)	Income levels have been returning quicker than anticipated
			<b><u>Finance</u></b>
		(73)	Staff slippage in excess of budgeted targets
		(8)	Net under spend across various budgets
			<b><u>Human Resources</u></b>
		32	Additional licensing costs
		(37)	Net projected under spend on other budgets
		(97)	Additional income from Scottish Government for administering the £500 social care payments and some miscellaneous other sources
			<b><u>Information Technology</u></b>
		(2)	Additional grant income
			<b><u>Revenues &amp; Benefits and Customer Service Centre</u></b>
		(188)	Staff slippage in excess of target.
		(271)	Projected savings on supplies & services and third party payments
		1,209	Projected over spend on self isolation grants based on activity to date
		(1,209)	Assumed funding from Scottish Government for self isolation grants (£561,000 received to date)
			<b><u>Property</u></b>
		(261)	Projected under spend on energy costs due to reduced cost and usage.
		(152)	Projected net under spend on staff costs
		387	Projected over spend on reactive, compliance and cyclical maintenance
		(74)	Projected savings on other property costs including unitary charge.
		(106)	Projected under spend on loan charges following removal of Central Energy Efficiency Fund.
		(45)	Miscellaneous other projected net under spends.
			<b><u>Core Costs</u></b>
		71	Miscellaneous projected net over spends
<b>TOTAL</b>	<b>(5,018)</b>		





## APPENDIX 3

Perth and Kinross Integration Joint Board (IJB)  
 Projected outturn based on Revenue Monitoring to 31 January 2022

	Total Projected Out-turn Over / (Under) £'000
Older People Services	(163)
Adult Services	74
Other Community Services	55
Management/Commissioned/Other	(434)
<b>Total (Social Care)</b>	<b>(468)</b>
<b>Planned use of Reserves</b>	<b>0</b>
<b>Projected Outturn - Social Care IJB</b>	<b>(468)</b>
<b>Covid-19 - Financial Impact</b>	<b>5,718</b>
<b>Covid-19 - Scottish Government Funding</b>	<b>(5,718)</b>



**PERTH & KINROSS COUNCIL - HOUSING REVENUE ACCOUNT 2021/22 PROJECTED OUTTURN**  
**(Based on expenditure to 31 January 2022)**

£'000	Summary of Service Variances
211	<p><b>Housing Repairs</b>  A projected over spend within stores (£298,000) as a result of increased cost of materials (plumbing +3%, electrical +3.1%, building supplies +6.2% and timber +31%), increased waste disposal costs (£31,000), external voids (£67,000) and transport hire (£27,000) which is partially offset by staff slippage (£142,000), reduced disturbance payments (£29,000), projected under spend in safe and secure (£6,000) and non-staff budgets (£39,000).</p>
(62)	<p><b>Improvements</b>  Staff slippage and projected under spend on transport costs</p>
(132)	<p><b>Letham, North &amp; South</b>  Projected under spend on staff costs due to slippage (£90,000), sheriff officers (£40,000) and transport costs (£24,000) partially offset by projected over spends on the "think yes" budget (£3,000), Covid-19 related costs (£7,000), Rent Sense (£6,000) and non-staff budgets (£6,000).</p>
12	<p><b>Perth City and Specialist</b>  Additional expenditure on cleaning and "think yes" offset by staff slippage</p>
(10)	<p><b>Housing Management</b>  Net under spend on staff costs.</p>
(116)	<p><b>Administration</b>  Projected under spend on bad debt provision (£550,000), lower corporate recharges compared to budget (£133,000), reduced recharges from the General Fund (£33,000) and under spends in non-staff budgets (£21,000). These are partially offset by projected over spends on void rent loss based on similar trend to last year (£247,000), loan charges (£261,000) and void Council Tax based on last year's outturn (£114,000).</p>
106	<p><b>Income</b>  Anticipated shortfall in income budgets for mainstream houses (£81,000) and reduced income for Interest on Revenue Balances (£25,000).</p>
(483)	<p><b>Capital Financed from Current Revenue</b>  As a result of the projected net over spends highlighted above, this is the reduction in the amount available to invest in the HRA capital programme from the Revenue Budget.</p>
(474)	<p><b>Amount to be transferred to HRA Reserves to be drawn down in 2022/23</b></p>



## Other Grant Funding

<b>Communities</b>	
Scottish Government – December/January Hospitality Top Up	£2,019,300
Scottish Government – January Hospitality Top Up	£974,100
Visit Scotland Rural Tourism Infrastructure Fund – Grandtully Visitor Management Project	£375,000
Scottish Government – City Centre Recovery Fund	£360,000
Scottish Government – Perth Y Centre Uplift	£250,000
Scottish Government – Covid-19 Pub Table Service Fund	£240,000
Scottish Government – Covid-19 Nightclub Closure Fund	£171,700
Scottish Government – Scottish Brewers Support Fund 2022	£68,875
<b>TOTAL</b>	<b>£4,458,975</b>



	(1)	(2)	(3)	(4)	(5)
	2022/23 Council Approved Budget	Movements in Funding	Virements	Movements in Reserves	2022/23 Revised Mgt Budget
<b>SERVICE</b>	£'000	£'000	£'000	£'000	£'000
<b>Education &amp; Children's Services</b>	212,418	2,030		3,019	217,467
<b>Communities</b>	71,165	130	120	1,301	72,716
<b>Corporate &amp; Democratic Services</b>	36,402	1,629		85	38,116
<b>Sub - Total: Service Budgets</b>	<b>319,985</b>	<b>3,789</b>	<b>120</b>	<b>4,405</b>	<b>328,299</b>
<b>Corporate Budgets</b>					
Health & Social Care	74,866	6,630		100	81,596
Contribution to Valuation Joint Board	1,309				1,309
Capital Financing Costs	13,866				13,866
Interest on Revenue Balances	(200)				(200)
Net Contribution to/(from) Capital Fund	1,530				1,530
Contribution to/(from) Insurance Fund	200				200
Trading Operations Surplus	(550)				(550)
Support Service External Income	(2,153)				(2,153)
Tayside Pension Fund	1,565				1,565
Apprenticeship Levy	818				818
Council Tax Reduction Scheme	6,200				6,200
Discretionary Relief	150				150
<b>Net Expenditure (General Fund)</b>	<b>417,586</b>	<b>10,419</b>	<b>120</b>	<b>4,505</b>	<b>432,630</b>
<b>Financed By:</b>					
Revenue Support Grant	(234,656)	(16,454)			(251,110)
Ring Fenced Grant	(17,194)				(17,194)
Non Domestic Rate Income	(46,141)				(46,141)
Council Tax Income	(98,941)	6,035			(92,906)
Capital Grant	(1,600)		(120)		(1,720)
<b>Total Financing</b>	<b>(398,532)</b>	<b>(10,419)</b>	<b>(120)</b>	<b>0</b>	<b>(409,071)</b>
<b>Financed from/(returned to) Reserves</b>	<b>19,054</b>	<b>0</b>	<b>0</b>	<b>4,505</b>	<b>23,559</b>

**PERTH & KINROSS COUNCIL GENERAL FUND  
2022/23 REVENUE BUDGET - SUMMARY**





**PERTH AND KINROSS COUNCIL**

**Strategic Policy and Resources Committee  
20 April 2022**

**COMPOSITE CAPITAL BUDGET 2021/28 & HOUSING INVESTMENT  
PROGRAMME 2021/26 – MONITORING REPORT NUMBER 4**

**Report by the Head of Finance  
(Report No. 22/88)**

**PURPOSE OF REPORT**

This report provides a summary position to date for 2021/22 and for the 6-year Composite Capital Delivery Programme 2022/23 to 2027/28 and the 5-year Housing Investment Programme 2021/22 to 2025/26 and seeks approval for adjustments to these budgets.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The Committee approved an updated 8-year gross Composite Capital Budget for 2021/22 to 2028/29 totalling £606,199,000 and a five-year gross Housing Investment Programme for 2021/22 to 2025/26 totalling £67,870,000 at its meeting on 2 February 2022 (report 22/25 refers). Subsequently, on 23 February the Council approved its 6-year Capital Delivery Programme for 2022/23 to 2027/28 totalling £634,436,000, which together with the current year approved programme of £88,525,000 results in an overall total of £722,961,000.
- 1.2 This report advises on expenditure to 28 February 2022, and the latest estimate of the projected outturn for each of the years to 2027/28 for the Composite Programme and to 2025/26 for the Housing Investment Programme.

**2. RECOMMENDATIONS**

- 2.1 It is recommended that the Committee:
- (i) notes the contents of this report.
  - (ii) approves the proposed budget adjustments to the seven-year Composite Capital Budget 2021/22 to 2027/28 set out in Sections 3 and 4 of this report and summarised at Appendices I and II.
  - (iii) approves the proposed budget adjustments to the Housing Investment Programme Budget 2021/22 to 2025/26 set out in Section 5 of this report and summarised at Appendix III.

**3. COMPOSITE CAPITAL PROGRAMME – GROSS CAPITAL RESOURCES**

- 3.1 The current estimated total gross capital resources (which includes movements in Capital Receipts, Capital Grants, contributions and borrowing) over the seven years 2021/22 to 2027/28 amount to £723,430,000. Movements from the revised Composite Capital Budget approved on 23 February 2022 are

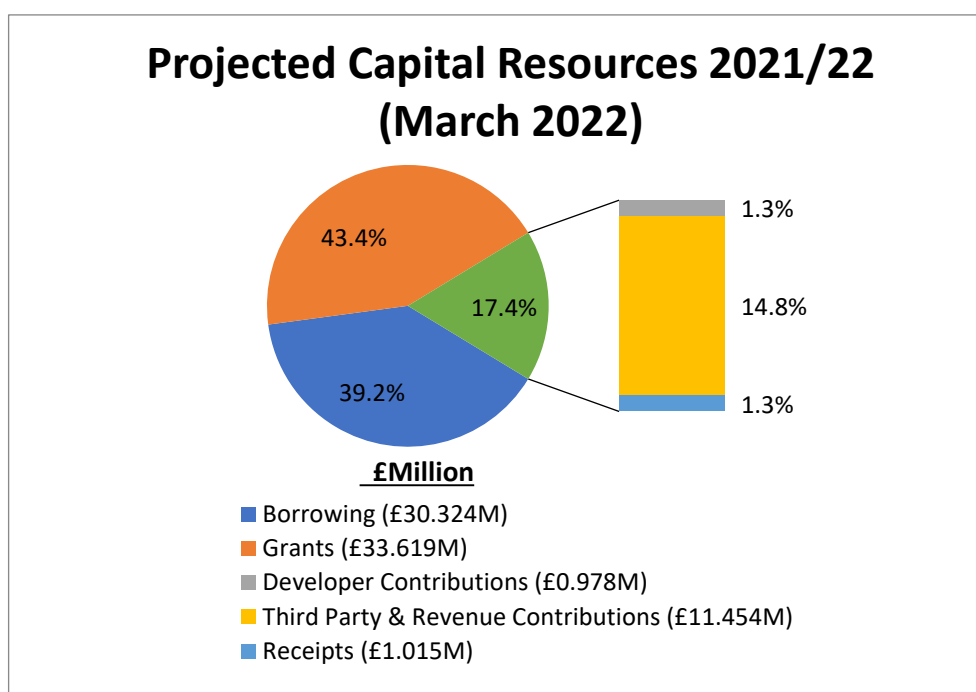
summarised in the table below, and the constituent elements for each year are shown at Appendix I.

<b>Total Composite Gross Capital Resources</b>			
	<b>Approved 23 Feb 2022</b>	<b>Current Estimate</b>	<b>Movement</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>2021/22</b>	88,525	77,390	(11,135)
<b>2022/23</b>	176,562	162,452	(14,110)
<b>2023/24</b>	173,493	187,177	13,684
<b>2024/25</b>	126,749	137,954	11,205
<b>2025/26</b>	61,376	61,769	393
<b>2026/27</b>	52,519	52,830	311
<b>2027/28</b>	43,737	43,858	121
<b>Total</b>	<b>722,961</b>	<b>723,430</b>	<b>469</b>

- 3.2 The increase in resources of £469,000 comprises the following budget adjustments:
- Additional Third-Party Contributions of £92,000 for Play Areas and Core Paths (see Para 4.3.11).
  - Additional Revenue Contribution of £22,000 for the Almondbank Flood Protection Scheme
  - Additional Scottish Government Capital Grant of £144,000 for Play Parks (Para 4.3.11) and £100,000 for Coastal Change Adaptations (Para 4.3.6).
  - Additional Scottish Government ring-fenced grant funding for Cycling, Walking & Safer Streets (CWSS) in 2021/22 of £111,000.
- 3.3 There has also been rephasing of contributions and grants, including bringing forward £5,000,000 of the grant for the Cross Tay Link Road (CTLR) from 2023/24 to 2021/22. This is in line with the final agreement with Transport Scotland which reflects the progress made on the project.
- 3.4 In February, the Scottish Government confirmed the 2022/23 allocations for the Renewal of Play Parks as part of the General Capital Grant, with the Council being allocated £144,000. In addition, the Council has been allocated £100,000 grant funding for Coastal Change Adaptation in 2023/24. There is also an adjustment in funding between years of £120,000 in relation to TACTRAN.
- 3.5 The updated projected Borrowing Requirement in 2021/22 is £30,324,000, which is £14,606,000 lower than the Borrowing Requirement approved by the Council on 23 February 2022. Of this movement £5,000,000, however, relates to the rephasing of grant funding for the Cross Tay Link Road which has recently been confirmed.
- 3.6 The total Borrowing Requirement in the subsequent years 2022/23 to 2027/28 has increased by £14,606,000 to £502,003,000, resulting in no overall movement across the whole 7-year programme. The movement in borrowing is summarised as follows:

	2021/22	2022/23	2023/24	Later Years	Total
	£'000	£'000	£'000	£'000	£'000
Adjustment in Grant funding between years (Para 3.4)	(120)	120	0	0	0
Rephasing of Capital Grant for the Cross Tay Link Road (Para 3.3)	(5,000)	0	5,000	0	0
Movements arising from re-phasing of other expenditure and receipts (Appendix II)	(9,486)	(14,740)	12,196	12,030	0
<b>Increase/(Decrease) in Borrowing Requirement</b>	<b>(14,606)</b>	<b>(14,620)</b>	<b>17,196</b>	<b>12,030</b>	<b>0</b>

- 3.7 The chart below shows the Capital Resources required to fund the 2021/22 Composite Capital Programme following the proposed budget adjustments detailed in this report.



#### 4. COMPOSITE CAPITAL PROGRAMME – EXPENDITURE

##### 4.1 Total Expenditure and Proposed Budget Adjustments

- 4.1.1 Total expenditure (net of grants and contributions) to 28 February 2022 on the Composite Capital Programme amounts to £42,934,000, which is detailed at Appendix II and can be summarised as follows:

	Net Expenditure to 28 Feb 2022
	£'000
Education & Children's Services	9,448
Communities	26,123
Health and Social Care	249
Corporate & Democratic Services	7,114
<b>Total</b>	<b>42,934</b>

4.1.2 All the additional expenditure and budget adjustments for each year approved by the Council at its meeting on 23 February 2022 are shown in Appendix II.

4.1.3 A full monitoring exercise has been carried out, which is detailed at Appendix II with the most significant movements set out below:

## **4.2 Education and Children's Services**

4.2.1 The Executive Director (Education & Children's Services) has reviewed the programme for their Service and proposes various budget adjustments as outlined below.

4.2.2 Enablement Work has commenced on the refurbishment of Methven Primary School with the demolition of the existing gym facilities and a new nursery play area and access path being completed. To align with the design process, it is proposed to rephase £600,000 of the budget for Methven Primary School from 2021/22 into 2022/23 (£350,000) and 2024/25 (£250,000).

4.2.3 There has been significant progress made on-site on the construction of the new Riverside Primary School. As a result, it is proposed to accelerate £1,600,000 into 2021/22 from 2023/24 to meet the estimated valuation of works undertaken by the end of March 2022. The upgrade project at Longforgan Primary School has been completed and there is no further anticipated spend. It is proposed that the remaining budget of £96,000 is transferred back to Investment in the Learning Estate for use in 2023/24.

4.2.4 Within Early Learning and Childcare, there is no further expenditure planned for 2021/22. It is therefore proposed that £160,000 is moved from 2021/22 to 2022/23. Works at Letham Primary School have been completed and £250,000 of the budget for this project will not be required. It is proposed that this amount is also transferred back to the Early Learning and Childcare budget for use next year. Within the Early Learning & Childcare programme, following delays in the delivery of materials, the upgrade project at Rattray Primary School has been reviewed and it is proposed that £500,000 is moved from the current to next financial year in line with the revised works schedule, with the project still due for completion in Summer 2022.

4.2.5 All of the above proposed movements, together with other smaller adjustments, have been included in Appendix II.

## **4.3 Communities**

4.3.1 The Executive Director (Communities) has reviewed the programme for their Service and proposes various budget adjustments as follows:

4.3.2 Within Traffic and Road Safety, it is proposed to rephase £341,000 for Schools Road Safety Measures and £75,000 and £79,000 for the 20mph signage programmes from the current year into 2022/23 to allow for further work on the identification of priority sites and in recognition of the ongoing trial of the effectiveness of 20mph zones. Also, following an increase in the Cycling Walking & Safer Streets grant of £111,000, it is proposed to allocate

£75,000 in the current year to works at Wade Bridge, with the remainder allocated across various schemes in the current year.

- 4.3.3 Within the Roads and Lighting Programme, it is proposed to transfer £234,000 from Structural Maintenance into the future years' Bridge Refurbishment Programme. It is also proposed to move £53,000 from the current year to next year within Traffic Signal Renewals as a result of the rephasing of various works planned for 2022/23.
- 4.3.4 The Bridges Programme has been reprofiled to better reflect the level of work which it is estimated can be delivered each year and it is, therefore, proposed to move £110,000 from the current year and £1,371,000 from next year to be allocated equally in each of the following five years. At the previous meeting on 2 February 2022 (Report 22/25 refers), it was agreed for the works on both Old Perth Bridge and Queens Bridge to be rephased to align with the completion of the Cross Tay Link Road and thereby reduce disruption in Perth City Centre. Following a review of the scheme, it is proposed that £170,000 for Old Perth Bridge and £305,000 for Queens Bridge be moved from 2022/23 to 2023/24 in line with the previous rephasing of work. Also, within the Bridges Programme, it is proposed to move £354,000 from the current year into next year for the works at Glendevon Bridge due to the complex nature of the works currently being undertaken by the contractor. Following a review of the scheme at Tullyfergus Bridge, it is now anticipated that design work is due to be completed during 2022/23 and as such, on site works are unlikely to be completed during the same year. Due to this, it is proposed to move £123,000 from 2022/23 to 2023/24.
- 4.3.5 Within the Improvement Schemes it is proposed to rephase the works on the Cross Tay Link Road (CTLR) with a reduction in budget in the current year (£1,874,000) and 2024/25 (£236,000) and a subsequent increase in the budget next year and in 2023/24 of £2,085,000 and £25,000 respectively. The grant income towards the CTLR has also been rephased with £5,000,000 now due in the current year which was originally expected in 2023/24. It is also proposed to move £133,000 for the A977 Upgrades and £31,000 for Brioch Road from the current year into next in line with the planned completion of the works.
- 4.3.6 Within Rural Flood Protection Schemes, on the Comrie Flood Protection Scheme, a resourcing issue has developed following the loss of both the Project Manager and Engineer which has led to a review of the scheme and associated timeline. It is, therefore, proposed that the budget for the current year is reduced by £491,000 and for 2022/23 by £7,381,000 and 2023/24 by £2,381,000. The budget for 2024/25 would be increased by £10,253,000 to reflect this rephasing. Also, it is proposed to rephase the works on the various schemes at Milnathort, South Kinross and Scone by reducing the budget by £118,000 in the current year, £62,000 next year and £529,000 in 2023/24, and increasing the budgets in 2024/25 by £627,000 and in 2025/26 by £82,000 respectively. It is also proposed to include a new budget of £100,000 in 2023/24 for Coastal Change Adaptations in line with the Scottish Government Capital Grant.

- 4.3.7 Within the Perth & Kinross Place-making budget, a number of projects have been rephased due to ongoing discussions in respect of external funding, and it is not anticipated that ground works will commence in 2022/23. It is therefore proposed to move the budgets totalling £3,620,000 from 2021/22 and 2022/23 to 2023/24. Also, within the Perth & Kinross Place-making budget, it is proposed to move £100,000 of the budget for the Perth & Kinross Lighting Action Plan from the current year into next year.
- 4.3.8 Within the Other Planning Projects budget, it is proposed to move £109,000 of the budget for the Low Carbon Transport & Active Travel Hub from the current year to next year, along with the corresponding third-party contributions. This is expected to have no impact on the overall completion date next year.
- 4.3.9 Within the City Centre Developments programme, following an eight week delay to allow for archaeology and delays in the supply of materials, the spend profile for Perth City Hall has been revised. It is, therefore, proposed to move £2,106,000 of the budget from the current year into 2023/24. This adjustment is not, however, expected to impact upon the completion date for the project. In addition, the budgets for both Perth Museum and Art Gallery (£3,304,000 in 2022/23) and the Collections Centre (£6,400,000 in 2022/23) are proposed to be moved to 2023/24 due to Covid factors that have led to delays in the revised design programme and spending plans.
- 4.3.10 Within Community Planning, it is proposed to move £3,577,000 of the budget for Letham Community Wellbeing Hub, and £1,486,000 of Scottish Government Grant and other contributions from the current to next financial year to align with the anticipated programme of works being incurred. The project remains scheduled for completion in November 2022.
- 4.3.11 Within the Community Greenspace budget, it is proposed to move £123,000 for Play Areas from 2021/22 to 2022/23 in line with the programme of works to be completed each year, along with the rephasing of third-party contributions. The budget for 2022/23 is also supplemented by the additional Scottish Government Grant of £144,000 and by a further £17,000 third party contribution. Following the award of a grant for £75,000 from Sustrans towards the Crieff to Comrie core path, it is proposed to increase the budget in the current year by £2,000 and next year by £73,000. Due to ongoing difficulties in securing land together with staff capacity issues, it is proposed to move £256,000 of the budget for Cemetery Extensions from next year into 2023/24.
- 4.3.12 Within the Commercial Property Investment Programme (CPIP), following delays in the procurement process for the Broxden Drainage Mitigation Works, the project is still within the design phase with works not expected to progress until next year. It is, therefore, proposed that the budget (£314,000) and contribution from Scottish Water (£239,000) be moved into next year. In addition, the design of the Eco-Hub Manufacturing Facility is still being finalised and it is no longer anticipated that expenditure will be incurred next year. It is hence proposed to move the budget of £1,388,000 from next year into 2023/24.

- 4.3.13 Within the Prudential Borrowing programme, it is proposed to move £352,000 of the budget for the Vehicle Replacement Programme from the current year to next year. On the LED Traffic Signal Replacement programme, it is proposed to move £144,000 of the budget to next year following the identification of lengthy lead-in times by the contractor.
- 4.3.14 All the above proposed movements, together with other smaller adjustments, have been included in Appendix II.

#### **4.4 Health & Social Care**

- 4.4.1 The Developing Supported Tenancies project has not progressed in the current year as it is still in the development phase, and it is therefore proposed that the budget of £229,000 be moved from the current year to next financial year.
- 4.4.2 The above proposed adjustment is reflected in Appendix II.

#### **4.5 Corporate & Democratic Services**

- 4.5.1 The Chief Operating Officer has reviewed the programme for their Service and proposes the budget adjustments described below.

##### **Property Services**

- 4.5.2 There continues to be delays in sourcing materials and contractors to carry out property works in the current climate which has impacted on the overall level of new works that can be completed in the current year. Consequently, it is proposed to move £129,000 of the budget for DDA Adaptations and £63,000 for Property Compliance Works from the current year into next year. It is, however, proposed to accelerate £256,000 of the budget for Capital Improvement Projects from 2027/28 to the current year to cover additional works identified within existing projects at 2 High Street, Milnathort Primary school and Perth Theatre. Also, within Property Services, following an update to the works profile for the Pitlochry High School Upgrade Programme, it is proposed to move £175,000 from the current to next financial year.
- 4.5.3 All the above proposed adjustments, together with other smaller adjustments, have been reflected in Appendices I and II.

#### **5. HOUSING INVESTMENT PROGRAMME**

- 5.1 The Housing & Communities Committee approved a new 5-year Capital Investment Programme to 2026/27 on 24 January 2022 (report 22/15 refers). Budgeted expenditure on the current Housing programme (2021/22- 2025/26) totals £79,870,000 and the approved budget for 2026/27 will form part of next year's capital monitoring.
- 5.2 The latest estimated expenditure, net of contributions, on the Housing Investment Programme over the 5 years 2021/22 to 2025/26 is £79,830,000. Movements from the previous estimates are as follows, and detailed in Appendix III:

	<b>Approved 2 Feb 2022</b>	<b>Current Estimate</b>	<b>Movement</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>2021/22</b>	12,617	12,018	(599)
<b>2022/23</b>	17,299	17,963	664
<b>2023/24</b>	15,983	15,983	0
<b>2024/25</b>	13,886	13,871	(15)
<b>2025/26</b>	20,085	19,995	(90)
<b>Total</b>	<b>79,870</b>	<b>79,830</b>	<b>(40)</b>

- 5.3 Total net expenditure to 28 February 2022 on the Housing Investment Programme amounts to £8,782,000, with receipts amounting to £112,000.
- 5.4 The Executive Director (Communities) has reviewed the Housing Investment Programme and proposes further budget adjustments as outlined below:
- 5.5 The new build works at Fairfield, Perth have been delayed as a result of the necessary road closures for the sewer works being postponed from last year until the start of this year. Consequently, it is proposed to move £1,350,000 of the budget into 2022/23, together with the corresponding Scottish Government Grant and Council Tax Second Home income for the project. In addition, it is proposed to increase the Council Tax Second Home income applied to the development by £40,000 as the final design now incorporates 2 additional affordable housing units. Further works at the refurbishment of 149-151 Dunkeld Road have been identified in order to meet the varying needs of different Independent Living clients. It is, therefore, proposed to transfer £90,000 to the project in 2021/22 from the Scottish Housing Quality Standard (SHQS) Future Development budget in 2025/26.
- 5.6 It is proposed to accelerate a net total of £754,000 from the Council House Buy-Backs budget in 2022/23 into 2021/22. This is required to meet the cost of further purchases and Scottish Housing Quality Standard improvements incurred to the end of February (£824,000), less an additional £70,000 of Scottish Government grant. Additional amounts may be required should further purchases and improvements be concluded this year.
- 5.7 It is proposed to move £547,000 of the External Fabric budget and £270,000 of the Environmental Improvements budget from the current year to 2022/23. These reflect adjustments due to labour and material shortages, as well as procurement delays. There are no further planned works in the current year for Greyfriars (£34,000) or the Upgrade & Replacement Lift (£143,000) programme, whilst there have been no applications under the Mortgage to Rent Scheme (£75,000). Therefore, it is proposed to carry forward the budgets for each of these schemes to 2022/23.
- 5.8 Estimated Capital Financed by Current Revenue (CFCR) has reduced by £83,000 in 2021/22. After adjusting for an increase in receipts of £38,000 and the drawdown of a further £40,000 from the Council Tax Second Home Reserve, the net increase in the borrowing requirement for the programme in 2021/22 is £5,000.



5.9 The above proposed adjustments, together with other smaller movements between years, have been included in Appendix III.

## 6. SUMMARY

6.1 The projected net expenditure outturn in 2021/22 for the Composite Capital Budget is £56.882 million which represents 56% of the original 2021/22 budget as approved on 31 March 2021 (£101.668 million). The revised budget is based on the latest projection of expenditure and the budget adjustments outlined within this report.

6.2 Net expenditure to 28 February 2022 on the Composite Capital Budget is £42.934 million which represents 75% of the proposed revised budget for 2021/22 of £56.882 million.

6.3 The projected net expenditure outturn in 2021/22 for the Housing Investment Programme is £12.018 million which represents 121% of the original 2021/22 budget approved by the Housing and Communities committee in February 2021 (£9.919 million).

6.4 Net expenditure to 28 February 2022 on the Housing Investment Programme is £8.782 million which represents 73% of the proposed revised budget for 2021/22 of £12.018 million.

6.5 The Committee are reminded that the figures within this report are shown at a point in time and that Capital expenditure at the end of the financial year is historically higher once accruals and year-end valuations are taken into account. As members will be aware, the delivery of Capital projects and programmes is determined not only by officer capacity but also by significant and increasing challenges in the construction sector supply chain. This, in turn, is reflected in the cost of delivering Capital projects which currently remains volatile and subject to significant inflationary pressure.

### Author(s)

Name	Designation	Contact Details
John Jennings	Senior Accountant	<a href="mailto:CHXFinance@pkc.gov.uk">CHXFinance@pkc.gov.uk</a>

### Approved

Name	Designation	Date
Karen Donaldson Stewart MacKenzie	Chief Operating Officer Head of Finance	8 April 2022

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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	None
<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 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**

### Internal

- 4.1 The Chief Executive and the Executive Directors 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**

- Appendix I – Composite Capital Programme - Estimated Capital Resources 2021/22 to 2027/28
- Appendix II – Composite Capital Programme - Summary of Capital Resources and Expenditure 2021/22 to 2027/28
- Appendix III – HRA Capital Investment Programme – Summary of Capital Resources and Expenditure 2021/22 to 2025/26

**PERTH AND KINROSS COUNCIL**  
**COMPOSITE CAPITAL PROGRAMME**  
*Estimated Capital Resources 2020/21 to 2028/29*

	Capital Resources 2021/22 (£'000) Revised Budget	Capital Resources 2022/23 (£'000) Revised Budget	Capital Resources 2023/24 (£'000) Revised Budget	Capital Resources 2024/25 (£'000) Revised Budget	Capital Resources 2025/26 (£'000) Revised Budget	Capital Resources 2026/27 (£'000) Revised Budget	Capital Resources 2027/28 (£'000) Revised Budget	Capital Resources TOTAL (£'000) Revised Budget
<b>Capital Grants</b>								
Cycling, Walking & Safer Streets (CWSS)	776	665	200	200	200	200	200	2,441
Town Centre Fund	2,234	0	0	0	0	0	0	2,234
Regeneration Fund	768	232	0	0	0	0	0	1,000
Cross Tay Link Road - Transport Scotland	5,000	20,000	15,000	0	0	0	0	40,000
General Capital Grant	24,841	10,296	12,837	15,934	12,279	12,265	12,265	100,717
<b>Total Capital Grants</b>	<b>33,619</b>	<b>31,193</b>	<b>28,037</b>	<b>16,134</b>	<b>12,479</b>	<b>12,465</b>	<b>12,465</b>	<b>146,392</b>
<b>General Capital Receipts</b>								
General Fund - Capital Receipts	430	741	250	250	250	250	250	2,421
General Fund - Housing Receipts	3	0	0	0	0	0	0	3
General Fund - Ring Fenced Receipts	276	448	300	300	300	850	850	3,324
<b>Total General Capital Receipts</b>	<b>709</b>	<b>1,189</b>	<b>550</b>	<b>550</b>	<b>550</b>	<b>1,100</b>	<b>1,100</b>	<b>5,748</b>
<b>Commercial Property Receipts</b>								
Capital Receipts brought-forward	2,529	2,488	3,165	2,121	2,238	2,546	2,546	2,529
Commercial Property Capital Receipts	265	752	344	117	308	0	0	1,786
Capital Receipts carried-forward	(2,488)	(3,165)	(2,121)	(2,238)	(2,546)	(2,546)	(2,546)	(2,546)
<b>Total Commercial Property Receipts Applied</b>	<b>306</b>	<b>75</b>	<b>1,388</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,769</b>
<b>Contributions</b>								
Third Party Contributions	11,410	2,019	0	990	4,399	1,550	1,505	21,873
Developer Contributions	978	1,520	2,100	2,300	2,367	2,600	2,600	14,465
Revenue Budget Contributions	44	812	0	0	0	0	0	856
<b>Total Contributions</b>	<b>12,432</b>	<b>4,351</b>	<b>2,100</b>	<b>3,290</b>	<b>6,766</b>	<b>4,150</b>	<b>4,105</b>	<b>37,194</b>
<b>Capital Borrowing Requirement</b>	<b>30,324</b>	<b>125,644</b>	<b>155,102</b>	<b>117,980</b>	<b>41,974</b>	<b>35,115</b>	<b>26,188</b>	<b>532,327</b>
<b>TOTAL CAPITAL RESOURCES/ GROSS BUDGET EXPENDITURE</b>	<b>77,390</b>	<b>162,452</b>	<b>187,177</b>	<b>137,954</b>	<b>61,769</b>	<b>52,830</b>	<b>43,858</b>	<b>723,430</b>

**PERTH AND KINROSS COUNCIL**  
**COMPOSITE CAPITAL PROGRAMME**  
*Estimated Capital Resources 2020/21 to 2028/29*

**Movements in Resources from Approved Budget - 23 February 2022**

	Revised Budget 2021/22 <u>£'000</u>	Revised Budget 2022/23 <u>£'000</u>	Revised Budget 2023/24 <u>£'000</u>	Revised Budget 2024/25 <u>£'000</u>	Revised Budget 2025/26 <u>£'000</u>	Revised Budget 2026/27 <u>£'000</u>	Revised Budget 2027/28 <u>£'000</u>	Revised Budget TOTAL <u>£'000</u>
Increase/(Decrease) in:								
Capital Receipts - General Fund	138	(138)	0	0	0	0	0	0
Capital Receipts - Commercial Property	0	(861)	344	117	0	0	0	(400)
Capital Receipts - Housing Receipts	0	0	0	0	0	0	0	0
Capital Receipts - Ring Fenced	0	0	0	0	0	0	0	0
Capital Grants:								
Cycling, Walking & Safer Streets (CWSS)	111	0	0	0	0	0	0	111
Regeneration Fund	(232)	232	0	0	0	0	0	0
CO2 Monitors for Schools	0	0	0	0	0	0	0	0
Cross Tay Link Road - Transport Scotland	5,000	0	(5,000)	0	0	0	0	0
General Capital Grant	120	24	100	0	0	0	0	244
Third Party Contributions	(878)	970	0	0	0	0	0	92
Revenue Contributions	(713)	735	0	0	0	0	0	22
Developer Contributions	0	0	0	0	0	0	0	0
Resources b/f	0	75	527	(517)	(400)	(400)	(400)	0
Resources c/f to future years	(75)	(527)	517	400	400	400	400	400
Borrowing Requirement	(14,606)	(14,620)	17,196	11,205	393	311	121	0
<b>Total Increase/(Decrease) in Resources</b>	<b>(11,135)</b>	<b>(14,110)</b>	<b>13,684</b>	<b>11,205</b>	<b>393</b>	<b>311</b>	<b>121</b>	<b>469</b>
Approved Resources 23 February 2022	88,525	176,562	173,493	126,749	61,376	52,519	43,737	722,961
<b>Revised Resources</b>	<b>77,390</b>	<b>162,452</b>	<b>187,177</b>	<b>137,954</b>	<b>61,769</b>	<b>52,830</b>	<b>43,858</b>	<b>723,430</b>

**PERTH AND KINROSS COUNCIL**  
**COMPOSITE CAPITAL PROGRAMME**  
**SUMMARY OF CAPITAL RESOURCES AND EXPENDITURE 2019/20 to 2028/29**

	Approved Budget 02-Feb-22 2021/22 (£'000)	Approved Budget Adjustment 23-Feb-22 2021/22 (£'000)	Proposed Budget Adjustment Report 4 2021/22 (£'000)	Revised Budget Report 4 2021/22 (£'000)	Actuals to 28-Feb-22 2021/22 (£'000)	Projected Outturn 2021/22 (£'000)	Approved Budget 02-Feb-22 2022/23 (£'000)	Approved Budget Adjustment 23-Feb-22 2022/23 (£'000)	Proposed Budget Adjustment Report 4 2022/23 (£'000)	Revised Budget Report 4 2022/23 (£'000)	Approved Budget 02-Feb-22 2023/24 (£'000)	Approved Budget Adjustment 23-Feb-22 2023/24 (£'000)	Proposed Budget Adjustment Report 4 2023/24 (£'000)	Revised Budget Report 4 2023/24 (£'000)
EDUCATION AND CHILDREN'S SERVICES	12,476	0	(93)	12,383	9,448	12,383	57,600	0	1,323	58,923	60,121	0	(1,480)	58,641
COMMUNITIES	46,987	(316)	(14,074)	32,597	26,123	32,597	76,217	8,767	(18,010)	66,974	70,108	12,323	20,190	102,621
HEALTH AND SOCIAL CARE	623	0	(322)	301	249	301	295	1,000	266	1,561	295	1,000	8	1,303
CORPORATE AND DEMOCRATIC SERVICES	11,535	0	66	11,601	7,114	11,601	10,320	124	374	10,818	8,522	624	(34)	9,112
<b>TOTAL NET EXPENDITURE</b>	<b>71,621</b>	<b>(316)</b>	<b>(14,423)</b>	<b>56,882</b>	<b>42,934</b>	<b>56,882</b>	<b>144,432</b>	<b>9,891</b>	<b>(16,047)</b>	<b>138,276</b>	<b>139,046</b>	<b>13,947</b>	<b>18,684</b>	<b>171,677</b>
(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCED RECEIPTS)														
GENERAL CAPITAL GRANT	(24,721)	0	(120)	(24,841)	(24,293)	(24,841)	(15,479)	5,207	(24)	(10,296)	(11,132)	(1,605)	(100)	(12,837)
DEVELOPER CONTRIBUTIONS	(978)	0	0	(978)	0	(978)	(1,520)	0	0	(1,520)	(2,100)	0	0	(2,100)
CAPITAL RECEIPTS	(560)	0	(138)	(698)	(447)	(698)	(2,492)	0	999	(1,493)	(250)	0	(344)	(594)
<b>ANNUAL BORROWING REQUIREMENT</b>	<b>45,362</b>	<b>(316)</b>	<b>(14,681)</b>	<b>30,365</b>	<b>18,194</b>	<b>30,365</b>	<b>124,941</b>	<b>15,098</b>	<b>(15,072)</b>	<b>124,967</b>	<b>125,564</b>	<b>12,342</b>	<b>18,240</b>	<b>156,146</b>
CAPITAL RECEIPTS BROUGHT FORWARD	(2,529)	0	0	(2,529)	(2,529)	(2,529)	(2,413)	0	(75)	(2,488)	(2,638)	0	(527)	(3,165)
CAPITAL RECEIPTS CARRIED FORWARD	2,413	0	75	2,488	2,450	2,488	2,638	0	527	3,165	2,638	0	(517)	2,121
<b>TOTAL NET BORROWING REQUIREMENT</b>	<b>45,246</b>	<b>(316)</b>	<b>(14,606)</b>	<b>30,324</b>	<b>18,115</b>	<b>30,324</b>	<b>125,166</b>	<b>15,098</b>	<b>(14,620)</b>	<b>125,644</b>	<b>125,564</b>	<b>12,342</b>	<b>17,196</b>	<b>155,102</b>

**PERTH AND KINROSS COUNCIL**  
**COMPOSITE CAPITAL PROGRAMME**  
**SUMMARY OF CAPITAL RESOURCES AND EXPENDITURE 2019/20 to 2028/29**

APPENDIX II

	Approved Budget 02-Feb-22 2024/25 (£'000)	Approved Budget Adjustment 23-Feb-22 2024/25 (£'000)	Proposed Budget Adjustment Report 4 2024/25 (£'000)	Revised Budget Report 4 2024/25 (£'000)	Approved Budget 02-Feb-22 2025/26 (£'000)	Approved Budget Adjustment 23-Feb-22 2025/26 (£'000)	Proposed Budget Adjustment Report 4 2025/26 (£'000)	Revised Budget Report 4 2025/26 (£'000)	Approved Budget 02-Feb-22 2026/27 (£'000)	Approved Budget Adjustment 23-Feb-22 2026/27 (£'000)	Proposed Budget Adjustment Report 4 2026/27 (£'000)	Revised Budget Report 4 2026/27 (£'000)	Approved Budget 02-Feb-22 2027/28 (£'000)	Approved Budget Adjustment 23-Feb-22 2027/28 (£'000)	Proposed Budget Adjustment Report 4 2027/28 (£'000)
EDUCATION AND CHILDREN'S SERVICES	28,979	22,750	250	51,979	8,950	0	0	8,950	5,650	0	0	5,650	5,823	0	0
COMMUNITIES	30,503	33,181	10,947	74,631	18,212	20,917	385	39,514	18,147	17,900	303	36,350	13,678	12,945	503
HEALTH AND SOCIAL CARE	295	1,000	8	1,303	295	1,000	8	1,303	295	1,000	8	1,303	295	1,000	24
CORPORATE AND DEMOCRATIC SERVICES	8,427	124	0	8,551	6,979	124	0	7,103	6,803	124	0	6,927	7,317	124	(406)
<b>TOTAL NET EXPENDITURE</b>	<b>68,204</b>	<b>57,055</b>	<b>11,205</b>	<b>136,464</b>	<b>34,436</b>	<b>22,041</b>	<b>393</b>	<b>56,870</b>	<b>30,895</b>	<b>19,024</b>	<b>311</b>	<b>50,230</b>	<b>27,113</b>	<b>14,069</b>	<b>121</b>
(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCED RECEIPTS)															
GENERAL CAPITAL GRANT	(11,845)	(4,089)	0	(15,934)	(12,026)	(253)	0	(12,279)	(12,265)	0	0	(12,265)	(12,265)	0	0
DEVELOPER CONTRIBUTIONS	(2,300)	0	0	(2,300)	(2,367)	0	0	(2,367)	(2,600)	0	0	(2,600)	(2,600)	0	0
CAPITAL RECEIPTS	(250)	0	(117)	(367)	(558)	0	0	(558)	(250)	0	0	(250)	(250)	0	0
<b>ANNUAL BORROWING REQUIREMENT</b>	<b>53,809</b>	<b>52,966</b>	<b>11,088</b>	<b>117,863</b>	<b>19,485</b>	<b>21,788</b>	<b>393</b>	<b>41,666</b>	<b>15,780</b>	<b>19,024</b>	<b>311</b>	<b>35,115</b>	<b>11,998</b>	<b>14,069</b>	<b>121</b>
CAPITAL RECEIPTS BROUGHT FORWARD	(2,638)	0	517	(2,121)	(2,638)	0	400	(2,238)	(2,946)	0	400	(2,546)	(2,946)	0	400
CAPITAL RECEIPTS CARRIED FORWARD	2,638	0	(400)	2,238	2,946	0	(400)	2,546	2,946	0	(400)	2,546	2,946	0	(400)
<b>TOTAL NET BORROWING REQUIREMENT</b>	<b>53,809</b>	<b>52,966</b>	<b>11,205</b>	<b>117,980</b>	<b>19,793</b>	<b>21,788</b>	<b>393</b>	<b>41,974</b>	<b>15,780</b>	<b>19,024</b>	<b>311</b>	<b>35,115</b>	<b>11,998</b>	<b>14,069</b>	<b>121</b>



**PERTH AND KINROSS COUNCIL**  
**COMPOSITE CAPITAL PROGRAMME**  
**SUMMARY OF CAPITAL RESOURCES AND EXPENDITURE 2019/20 to 2028/29**

APPENDIX II

	Revised Budget
	Report 4 2027/28 (£'000)
EDUCATION AND CHILDREN'S SERVICES	5,823
COMMUNITIES	27,126
HEALTH AND SOCIAL CARE	1,319
CORPORATE AND DEMOCRATIC SERVICES	7,035
<b>TOTAL NET EXPENDITURE</b>	<b>41,303</b>
(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCED RECEIPTS)	
GENERAL CAPITAL GRANT	(12,265)
DEVELOPER CONTRIBUTIONS	(2,600)
CAPITAL RECEIPTS	(250)
<b>ANNUAL BORROWING REQUIREMENT</b>	<b>26,188</b>
CAPITAL RECEIPTS BROUGHT FORWARD	(2,546)
CAPITAL RECEIPTS CARRIED FORWARD	2,546
<b>TOTAL NET BORROWING REQUIREMENT</b>	<b>26,188</b>

**PERTH AND KINROSS COUNCIL**  
**COMPOSITE CAPITAL PROGRAMME**  
**SUMMARY OF CAPITAL RESOURCES AND EXPENDITURE 2019/20 to 2028/29**

APPENDIX II

	Revised Budget
	Report 4 #REF! (£'000)
EDUCATION AND CHILDREN'S SERVICES	202,349
COMMUNITIES	379,813
HEALTH AND SOCIAL CARE	8,393
CORPORATE AND DEMOCRATIC SERVICES	61,147
<b>TOTAL NET EXPENDITURE</b>	<b>651,702</b>
(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCED RECEIPTS)	
GENERAL CAPITAL GRANT	(100,717)
DEVELOPER CONTRIBUTIONS	(14,465)
CAPITAL RECEIPTS	(4,210)
<b>ANNUAL BORROWING REQUIREMENT</b>	<b>532,310</b>
CAPITAL RECEIPTS BROUGHT FORWARD	(2,529)
CAPITAL RECEIPTS CARRIED FORWARD	2,546
<b>TOTAL NET BORROWING REQUIREMENT</b>	<b>532,327</b>

	Revised Budget Report 3 2021/22 (£'000)	Approved Budget Adjustment 23-Feb-22 2021/22 (£'000)	Proposed Budget Adjustment Report 4 2021/22 (£'000)	Revised Budget Report 4 2021/22 (£'000)	Actual to 28-Feb-22 2021/22 (£'000)	Projected Outturn 2021/22 (£'000)	Revised Budget Report 3 2022/23 (£'000)	Approved Budget Adjustment 23-Feb-22 2022/23 (£'000)	Proposed Budget Adjustment Report 4 2022/23 (£'000)	Revised Budget Report 4 2022/23 (£'000)	Revised Budget Report 3 2023/24 (£'000)	Approved Budget Adjustment 23-Feb-22 2023/24 (£'000)	Proposed Budget Adjustment Report 4 2023/24 (£'000)	Revised Budget Report 4 2023/24 (£'000)	Revised Budget Report 3 2024/25 (£'000)	Approved Budget Adjustment 23-Feb-22 2024/25 (£'000)	Proposed Budget Adjustment Report 4 2024/25 (£'000)
<b>EDUCATION AND CHILDREN'S SERVICES</b>																	
MIS - Procurement & Integration	0			0		0	55			55	49			49	0		
Digital Inclusion	216			216	216	216	0			0	0			0	0		
Blaigowrie Recreation Centre - Replacement	1,100			1,100	1,047	1,100	10,000			10,000	8,435			8,435	3,900	2,700	
<b>Schools Modernisation Programme</b>																	
Investment in the Learning Estate	500			500	446	500	3,000			3,000	9,964		120	10,084	6,413		
Methven Primary School Refurbishment	750		(600)	150	135	150	0		350	350	0			0	0		250
Kirkmichael Primary School Upgrades	0			0		0	100			100	0			0	0		
Capital Receipt (ring-fenced)	0			0		0	(100)			(100)	0			0	0		
Longforgan Primary School Upgrade Project	96		(96)	0		0	0			0	0			0	0		
Early Learning & Childcare	200		(160)	40	39	40	247		410	657	0			0	0		
- Letham Primary School Upgrade Project	682		(250)	432	162	432	0			0	0			0	0		
- Oakbank Primary School Upgrade Project	21		(13)	8	8	8	0			0	0			0	0		
- St.Ninians Primary School Upgrade Project	1		(1)	0		0	0			0	0			0	0		
- Rattray Primary School Upgrade Project	2,700		(500)	2,200	1,813	2,200	750		500	1,250	470			470	0		
- Inchtute Primary School Upgrade Project	10		(10)	0		0	0			0	0			0	0		
North/West Perth - New Primary School	0			0		0	500			500	8,500			8,500	5,350	9,650	
Riverside Primary New School	3,000		1,600	4,600	2,639	4,600	9,000			9,000	7,243		(1,600)	5,643	0		
Technology Upgrades	100		(47)	53	53	53	533		47	580	300			300	586		
Perth Academy - Refurbishment	1,001		5	1,006	1,006	1,006	2,392		(5)	2,387	5,162			5,162	2,500		
Perth Grammar School - Upgrade Programme Phase 3	578			578	536	578	2,577			2,577	2,315			2,315	689		
Perth High School - Internal Services & Refurbishment	21		(21)	0		0	0		21	21	0			0	0		
Perth High School - New School Investment	1,500			1,500	1,348	1,500	26,346			26,346	15,683			15,683	9,541	10,400	
Harris Academy/Invergowrie - Extension	0			0		0	2,200			2,200	2,000			2,000	0		
<b>TOTAL: EDUCATION AND CHILDREN'S SERVICES</b>	<b>12,476</b>	<b>0</b>	<b>(93)</b>	<b>12,383</b>	<b>9,448</b>	<b>12,383</b>	<b>57,600</b>	<b>0</b>	<b>1,323</b>	<b>58,923</b>	<b>60,121</b>	<b>0</b>	<b>(1,480)</b>	<b>58,641</b>	<b>28,979</b>	<b>22,750</b>	<b>250</b>
<b>COMMUNITIES</b>																	
<b>Traffic &amp; Road Safety</b>																	
Road Safety Initiatives (20mph Zones etc..)	86			86		86	271			271	275			275	274		
Road Safety Initiatives	51			51	51	51	0			0	0			0	0		
Additional Road Safety - Pedestrian Crossings	0			0		0	175			175	175			175	175		
Schools Road Safety Measures	361		(341)	20	5	20	200		341	541	0			0	0		
20mph Signage Programme - Schools	75		(75)	0	4	0	125		75	200	0			0	0		
20mph Signage Programme	117		(79)	38	41	38	0		79	79	0			0	0		
Cycling Walking & Safer Streets (CWSS)	728		111	839	502	839	200	465		665	200			200	200		
Scottish Government Grant - CWSS	(665)		(111)	(776)		(776)	(200)	(465)		(665)	(200)			(200)	(200)		
Third Party Contribution (TACTRAN)	(63)			(63)		(63)	0			0	0			0	0		
Car Parking Investment	97			97	6	97	261			261	0			0	0		
Revenue Contribution	(10)			(10)		(10)	0			0	0			0	0		
Car Parking Investment - Pitlochry	0			0		0	150			150	0			0	0		
Strathmore Cycle Network	0			0		0	84			84	0			0	0		
<b>Sub-Total</b>	<b>777</b>	<b>0</b>	<b>(495)</b>	<b>282</b>	<b>609</b>	<b>282</b>	<b>1,266</b>	<b>0</b>	<b>495</b>	<b>1,761</b>	<b>450</b>	<b>0</b>	<b>0</b>	<b>450</b>	<b>449</b>	<b>0</b>	<b>0</b>
<b>Asset Management - Roads &amp; Lighting</b>																	
Structural Maintenance	14,909		(234)	14,675	12,805	14,675	11,039	2,000		13,039	9,973			9,973	9,593		
Third Party Contribution (Forestry Commission Timber Routes)	(1)			(1)	(2)	(1)	0			0	0			0	0		
Traffic Signal Renewals - Upgrading	244		(53)	191	160	191	121		53	174	0			0	0		
Third Party Contributions	(60)			(60)		(60)	0			0	0			0	0		
Footways	404			404	347	404	495			495	435			435	435		
Investment in Local Footpaths	0			0		0	100			100	100			100	0		
Road Safety Barriers	54			54		54	0			0	0			0	0		
Third Party Contribution	(18)			(18)		(18)	0			0	0			0	0		
Pedestrian Gritters	7			7	7	7	0			0	0			0	0		
<b>Sub-Total</b>	<b>15,539</b>	<b>0</b>	<b>(287)</b>	<b>15,252</b>	<b>13,317</b>	<b>15,252</b>	<b>11,755</b>	<b>2,000</b>	<b>53</b>	<b>13,808</b>	<b>10,508</b>	<b>0</b>	<b>0</b>	<b>10,508</b>	<b>10,028</b>	<b>0</b>	<b>0</b>
<b>Asset Management - Bridges</b>																	
Bridge Refurbishment Programme	500		(110)	390	223	390	2,569	1,000	(1,371)	2,198	788	1,000	303	2,091	788		303
Dalhenzean Culvert	0			0		0	0			0	287			287	0		
Dunkeld Golf Course	0			0		0	0			0	0			0	226		
Vehicular Bridge Parapets Programme - Assess & Upgrade	0			0		0	29			29	0			0	0		
Old Perth Bridge - Strengthening	0			0		0	180		(170)	10	10		170	180	10		
Perth Queens Bridge - Strengthening	7			7	7	7	375		(305)	70	10		305	315	10		
Culteuchar Culvert	10			10		10	400			400	0			0	0		
Glendevon Bridge	516		(383)	133	42	133	0		383	383	0			0	0		

PERTH AND KINROSS COUNCIL  
 COMPOSITE CAPITAL PROGRAMME  
 SUMMARY OF CAPITAL RESOURCES AND EXPENDITURE 2020/21 to 2028/29

Tullyfergus Bridge  
 Sub-Total

Revised Budget	Approved Budget Adjustment	Proposed Budget Adjustment	Revised Budget	Actual to 28-Feb-22	Projected Outturn
Report 3 2021/22 (£'000)	23-Feb-22 2021/22 (£'000)	Report 4 2021/22 (£'000)	Report 4 2021/22 (£'000)	2021/22 (£'000)	2021/22 (£'000)
12			12		12
<b>1,045</b>	<b>0</b>	<b>(493)</b>	<b>552</b>	<b>272</b>	<b>552</b>

Revised Budget	Approved Budget Adjustment	Proposed Budget Adjustment	Revised Budget
Report 3 2022/23 (£'000)	23-Feb-22 2022/23 (£'000)	Report 4 2022/23 (£'000)	Report 4 2022/23 (£'000)
123		(123)	0
<b>3,676</b>	<b>1,000</b>	<b>(1,586)</b>	<b>3,090</b>

Revised Budget	Approved Budget Adjustment	Proposed Budget Adjustment	Revised Budget
Report 3 2023/24 (£'000)	23-Feb-22 2023/24 (£'000)	Report 4 2023/24 (£'000)	Report 4 2023/24 (£'000)
0		123	123
<b>1,095</b>	<b>1,000</b>	<b>901</b>	<b>2,996</b>

Revised Budget	Approved Budget Adjustment	Proposed Budget Adjustment
Report 3 2024/25 (£'000)	23-Feb-22 2024/25 (£'000)	Report 4 2024/25 (£'000)
0		
<b>1,034</b>	<b>0</b>	<b>303</b>



	Revised Budget Report 3 2021/22 (£'000)	Approved Budget Adjustment 2021/22 (£'000)	Proposed Budget Adjustment Report 4 2021/22 (£'000)	Revised Budget Report 4 2021/22 (£'000)	Actual to 28-Feb-22 2021/22 (£'000)	Projected Outturn 2021/22 (£'000)	Revised Budget Report 3 2022/23 (£'000)	Approved Budget Adjustment 23-Feb-22 2022/23 (£'000)	Proposed Budget Adjustment Report 4 2022/23 (£'000)	Revised Budget Report 4 2022/23 (£'000)	Revised Budget Report 3 2023/24 (£'000)	Approved Budget Adjustment 23-Feb-22 2023/24 (£'000)	Proposed Budget Adjustment Report 4 2023/24 (£'000)	Revised Budget Report 4 2023/24 (£'000)	Revised Budget Report 3 2024/25 (£'000)	Approved Budget Adjustment 23-Feb-22 2024/25 (£'000)	Proposed Budget Adjustment Report 4 2024/25 (£'000)
<b>Sub-Total</b>	2,091	0	(2,091)	0	24	0	0	0	2,091	2,091	0	0	0	0	0	0	0
<b>Community Greenspace</b>																	
Play Areas - Improvements Implementation Strategy	432		(123)	309	168	309	385		284	669	150			150	150		
Third Party Contribution	(161)		30	(131)	(29)	(131)	0		(47)	(47)	0			0	0		
Revenue Contribution (Developer Contribution Reserve)	(12)			(12)		(12)	0			0	0			0	0		
3G Pitch, Blairgowrie	400			400	362	400	0			0	100			100	0		
Settlement/Neighbourhood Parks	18			18		18	0			0	0			0	0		
Countryside Sites	16			16		16	150			150	0			0	0		
Community Greenspace Sites	20			20		20	410		76	486	410			410	410		
Community Greenspace Bridges	50			50	14	50	35			35	0			0	0		
Core Path Implementation	33		2	35	13	35	0		73	73	0			0	0		
Third Party Contribution	0		(19)	(19)		(19)	0		(56)	(56)	0			0	0		
Alyth Environmental Improvements	16			16	6	16	0			0	0			0	0		
Premier Parks	10			10	5	10	0			0	0			0	0		
Auchterarder Public Park	15			15		15	127			127	0			0	0		
The Knock	72		(32)	40	4	40	0			0	0			0	0		
Third Party Contribution	(6)			(6)		(6)	0			0	0			0	0		
Kinnoull Hill	202		(44)	158	95	158	0			0	0			0	0		
Third Party Contribution	(110)			(110)	(58)	(110)	0			0	0			0	0		
Cemetery Extensions	3			3		3	316		(256)	60	150		256	406	150		
<b>Sub-Total</b>	998	0	(186)	812	580	812	1,423	0	74	1,497	810	0	256	1,066	710	0	0
<b>Support Services</b>																	
<u>PC Replacement &amp; IT Upgrades</u>																	
Hardware	20			20	23	20	17			17	17			17	17		
Licenses	15			15	18	15	77			77	120			120	120		
Corporate Programme Management System	23			23	23	23	0			0	0			0	0		
<b>Sub-Total</b>	58	0	0	58	64	58	94	0	0	94	137	0	0	137	137	0	0
<b>Commercial Property Investment Programme</b>																	
North Muirton Industrial Estate - Site Servicing & Provision of Unit:	208			208	42	208	0			0	0			0	0		
Western Edge, Kinross - Site Servicing	12			12	1	12	0			0	0			0	0		
Additional Infrastructure Investment - Broxden	46			46		46	0			0	0			0	0		
Broxden Drainage Mitigation Works	314		(314)	0		0	0		314	314	0			0	0		
Third Party Contribution (Scottish Water)	(239)		239	0		0	0		(239)	(239)	0			0	0		
Eco-Hub Manufacturing Facility	10			10		10	1,388		(1,388)	0	0		1,388	1,388	0		
North Muirton Industrial Estate Expansion Land - Servicing	30			30	33	30	0			0	0			0	0		
<b>Sub-Total</b>	381	0	(75)	306	76	306	1,388	0	(1,313)	75	0	0	1,388	1,388	0	0	0
<b>Prudential Borrowing Projects</b>																	
Wheeled Bin Replacement Programme - Domestic Bins	244		(43)	201	132	201	200		43	243	200			200	200		
Wheeled Bin Replacement Programme - Commercial Bins	21		(21)	0		0	18		21	39	20			20	20		
Recycling Containers, Oil Banks & Battery Banks Replacement Pr	79			79	77	79	104			104	65			65	65		
Capital Receipts - Disposals	(14)			(14)	(15)	(14)	0			0	0			0	0		
Litter Bins	15			15	15	15	25			25	25			25	50		
Smart Cities - Smart Waste	294			294	27	294	48			48	0			0	0		
Third Party Contribution	(116)			(116)		(116)	(17)			(17)	0			0	0		
Vehicle Replacement Programme	2,999		(352)	2,647	2,277	2,647	3,993		352	4,345	3,000			3,000	3,000		
Capital Receipts - Vehicle Disposals	(262)			(262)	(203)	(262)	(348)			(348)	(300)			(300)	(300)		
Crematorium - Abatement Works	15			15	6	15	0			0	0			0	0		
Street Lighting Renewal - LED & Column Replacement	793			793	675	793	910			910	924			924	934		
LED Traffic Signal Replacement	170		(144)	26		26	0		144	144	0			0	0		
Almondbank Flood Protection Scheme	4			4	4	4	0			0	0			0	0		
Land Purchase & Development (Hotel Development)	0			0		0	1,900			1,900	0			0	0		
Technology & Innovation Incubator Units	0			0		0	1,000			1,000	0			0	0		
<b>Sub Total</b>	4,242	0	(560)	3,682	2,995	3,682	7,833	0	560	8,393	3,934	0	0	3,934	3,969	0	0
<b>Housing Projects</b>																	
Gypsy Travellers Site Improvement Works	252			252	19	252	0			0	0			0	0		
Additional Gypsy Traveller Site Improvement Works	225			225		225	0			0	0			0	0		
Gypsy Traveller Site Community Improvement Works	125			125	87	125	0			0	0			0	0		
<b>Sub Total</b>	602	0	0	602	106	602	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL: COMMUNITIES</b>	46,987	(316)	(14,074)	32,597	26,123	32,597	76,217	8,767	(18,010)	66,974	70,108	12,323	20,190	102,621	30,503	33,181	10,947
<b>Health &amp; Social Care</b>																	

	Revised Budget	Approved Budget Adjustment	Proposed Budget Adjustment	Revised Budget	Actual to 28-Feb-22	Projected Outturn	Revised Budget	Approved Budget Adjustment	Proposed Budget Adjustment	Revised Budget	Revised Budget	Approved Budget Adjustment	Proposed Budget Adjustment	Revised Budget	Approved Budget Adjustment	Proposed Budget Adjustment	
	Report 3 2021/22 (£'000)	23-Feb-22 2021/22 (£'000)	Report 4 2021/22 (£'000)	Report 4 2021/22 (£'000)	2021/22 (£'000)	2021/22 (£'000)	Report 3 2022/23 (£'000)	23-Feb-22 2022/23 (£'000)	Report 4 2022/23 (£'000)	Report 4 2022/23 (£'000)	Report 3 2023/24 (£'000)	23-Feb-22 2023/24 (£'000)	Report 4 2023/24 (£'000)	Report 4 2023/24 (£'000)	Report 3 2024/25 (£'000)	23-Feb-22 2024/25 (£'000)	Report 4 2024/25 (£'000)
Occupational Therapy Equipment	248			248	249	248	250			250	250			250			
Technology Enabled Telecare	0			0		0	0	1,000		1,000	0	1,000		1,000	0	1,000	
Moving & Handling Office Refurbishment	29		(29)	0		0	0		29	29	0			0	0		
Software Licences	117		(64)	53		53	45		8	53	45		8	53	45		8
Developing Supported Tenancies	229		(229)	0		0	0		229	229	0			0	0		
<b>TOTAL: HEALTH &amp; SOCIAL CARE</b>	<b>623</b>	<b>0</b>	<b>(322)</b>	<b>301</b>	<b>249</b>	<b>301</b>	<b>295</b>	<b>1,000</b>	<b>266</b>	<b>1,561</b>	<b>295</b>	<b>1,000</b>	<b>8</b>	<b>1,303</b>	<b>295</b>	<b>1,000</b>	<b>8</b>

	Revised Budget Report 3 2021/22 (£'000)	Approved Budget Adjustment 23-Feb-22 2021/22 (£'000)	Proposed Budget Adjustment Report 4 2021/22 (£'000)	Revised Budget Report 4 2021/22 (£'000)	Actual to 28-Feb-22 2021/22 (£'000)	Projected Outturn 2021/22 (£'000)	Revised Budget Report 3 2022/23 (£'000)	Approved Budget Adjustment 23-Feb-22 2022/23 (£'000)	Proposed Budget Adjustment Report 4 2022/23 (£'000)	Revised Budget Report 4 2022/23 (£'000)	Revised Budget Report 3 2023/24 (£'000)	Approved Budget Adjustment 23-Feb-22 2023/24 (£'000)	Proposed Budget Adjustment Report 4 2023/24 (£'000)	Revised Budget Report 4 2023/24 (£'000)	Revised Budget Report 3 2024/25 (£'000)	Approved Budget Adjustment 23-Feb-22 2024/25 (£'000)	Proposed Budget Adjustment Report 4 2024/25 (£'000)
<b>CORPORATE AND DEMOCRATIC SERVICES</b>																	
<u>Property Services</u>																	
DDA Adaptation & Alteration Works Programme	337		(129)	208	115	208			129	329	200			200	200		
Property Compliance Works Programme	563		(13)	550	221	550	1,415		13	1,428	650			650	650		
Capital Improvement Projects Programme	2,686		406	3,092	2,476	3,092	1,182			1,182	1,800			1,800	1,800		
Pitlochry High School - Upgrade Programme	487		(175)	312	214	312	580		175	755	0			0	0		
Community School of Auchterarder - Structural Improvements	275			275	125	275	725			725	0			0	0		
CO2 Monitors for Schools Programme	174			174		174	0			0	0			0	0		
Crieff Primary School - PV Energy Efficiency Works	0			0		0	77			77	0			0	0		
Revenue Contribution (Salix Reserve)	0			0		0	(77)			(77)	0			0	0		
Energy Conservation & Carbon Reduction Programme (PB)	89			89	60	89	150			150	150			150	150		
<u>Information Systems &amp; Technology</u>																	
ICT Infrastructure & Replacement and Upgrade Programme	4,040			4,040	2,216	4,040	2,858	98		2,956	3,613	98		3,711	3,989	98	
Data & Analytics	0			0		0	635			635	655			655	675		
Supporting Digital	0			0		0	632			632	652			652	674		
Software Licences (Revenues & Benefits)	26			26	26	26	25	26		51	25	26		51	25	26	
School Audio-Visual (AV) Equipment Replacement Programme	1,524			1,524	1,186	1,524	470			470	30	500		530	224		
Online/Mobile Working	925		(28)	897	160	897	433		28	461	0			0	0		
Third Party Contribution (ERDF)	0			0		0	(133)			(133)	0			0	0		
Swift Social Work System Replacement	369		5	374	307	374	979		29	1,008	707		(34)	673	0		
Customer Service Blueprint	40			40	8	40	169			169	40			40	40		
<b>TOTAL: CORPORATE AND DEMOCRATIC SERVICES</b>	<b>11,535</b>	<b>0</b>	<b>66</b>	<b>11,601</b>	<b>7,114</b>	<b>11,601</b>	<b>10,320</b>	<b>124</b>	<b>374</b>	<b>10,818</b>	<b>8,522</b>	<b>624</b>	<b>(34)</b>	<b>9,112</b>	<b>8,427</b>	<b>124</b>	<b>0</b>
<b>TOTAL COMPOSITE NET EXPENDITURE</b>	<b>71,621</b>	<b>(316)</b>	<b>(14,423)</b>	<b>56,882</b>	<b>42,934</b>	<b>56,882</b>	<b>144,432</b>	<b>9,891</b>	<b>(16,047)</b>	<b>138,276</b>	<b>139,046</b>	<b>13,947</b>	<b>18,684</b>	<b>171,677</b>	<b>68,204</b>	<b>57,055</b>	<b>11,205</b>
<small>(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCED RECEIPTS)</small>																	
<b>CAPITAL RECEIPTS</b>																	
General Capital Grant - Scottish Government	(24,721)		(120)	(24,841)	(24,293)	(24,841)	(15,479)	5,207	(24)	(10,296)	(11,132)	(1,605)	(100)	(12,837)	(11,845)	(4,089)	
Developer Contributions	(978)			(978)		(978)	(1,520)			(1,520)	(2,100)			(2,100)	(2,300)		
General Fund - Capital Receipts/Disposal	(292)		(138)	(430)	(447)	(430)	(879)		138	(741)	(250)		0	(250)	(250)		0
Commercial Property - Capital Receipts/Disposal	(265)		0	(265)	3	(265)	(1,613)		861	(752)	0		(344)	(344)	0		(117)
General Fund Housing Receipts	(3)			(3)	(3)	(3)	0			0	0			0	0		
<b>Total: Capital Receipts</b>	<b>(26,259)</b>	<b>0</b>	<b>(258)</b>	<b>(26,517)</b>	<b>(24,740)</b>	<b>(26,517)</b>	<b>(19,491)</b>	<b>5,207</b>	<b>975</b>	<b>(13,309)</b>	<b>(13,482)</b>	<b>(1,605)</b>	<b>(444)</b>	<b>(15,531)</b>	<b>(14,395)</b>	<b>(4,089)</b>	<b>(117)</b>
<b>Annual Composite Borrowing Requirement</b>	<b>45,362</b>	<b>(316)</b>	<b>(14,681)</b>	<b>30,365</b>	<b>18,194</b>	<b>30,365</b>	<b>124,941</b>	<b>15,098</b>	<b>(15,072)</b>	<b>124,967</b>	<b>125,564</b>	<b>12,342</b>	<b>18,240</b>	<b>156,146</b>	<b>53,809</b>	<b>52,966</b>	<b>11,088</b>
<b>CAPITAL RECEIPTS BROUGHT FORWARD</b>	<b>(2,529)</b>		<b>0</b>	<b>(2,529)</b>	<b>(2,529)</b>	<b>(2,529)</b>	<b>(2,413)</b>		<b>(75)</b>	<b>(2,488)</b>	<b>(2,638)</b>		<b>(527)</b>	<b>(3,165)</b>	<b>(2,638)</b>		<b>517</b>
<b>CAPITAL RECEIPTS CARRIED FORWARD</b>	<b>2,413</b>		<b>75</b>	<b>2,488</b>	<b>2,450</b>	<b>2,488</b>	<b>2,638</b>		<b>527</b>	<b>3,165</b>	<b>2,638</b>		<b>(517)</b>	<b>2,121</b>	<b>2,638</b>		<b>(400)</b>
<b>TOTAL NET COMPOSITE BORROWING REQUIREMENT</b>	<b>45,246</b>	<b>(316)</b>	<b>(14,606)</b>	<b>30,324</b>	<b>18,115</b>	<b>30,324</b>	<b>125,166</b>	<b>15,098</b>	<b>(14,620)</b>	<b>125,644</b>	<b>125,564</b>	<b>12,342</b>	<b>17,196</b>	<b>155,102</b>	<b>53,809</b>	<b>52,966</b>	<b>11,205</b>



	Revised Budget Report 4 2024/25 (£'000)	Revised Budget Report 3 2025/26 (£'000)	Approved Budget Adjustment 23-Feb-22 2025/26 (£'000)	Proposed Budget Adjustment Report 4 2025/26 (£'000)	Revised Budget Report 4 2025/26 (£'000)	Revised Budget Report 3 2026/27 (£'000)	Approved Budget Adjustment 23-Feb-22 2026/27 (£'000)	Proposed Budget Adjustment Report 4 2026/27 (£'000)	Revised Budget Report 4 2026/27 (£'000)	Revised Budget Report 3 2027/28 (£'000)	Approved Budget Adjustment 23-Feb-22 2027/28 (£'000)	Proposed Budget Adjustment Report 4 2027/28 (£'000)	Revised Budget Report 4 2027/28 (£'000)	Revised Budget Report 4 TOTAL (£'000)
<b>EDUCATION AND CHILDREN'S SERVICES</b>														
MIS - Procurement & Integration	0	0			0	0			0	0			0	104
Digital Inclusion	0	0			0	0			0	0			0	216
Blairstown Recreation Centre - Replacement	6,600	0			0	0			0	0			0	26,135
<b>Schools Modernisation Programme</b>														
Investment in the Learning Estate	6,413	5,650			5,650	5,650			5,650	5,823			5,823	37,120
Methven Primary School Refurbishment	250	0			0	0			0	0			0	750
Kirkmichael Primary School Upgrades	0	0			0	0			0	0			0	100
Capital Receipt (ring-fenced)	0	0			0	0			0	0			0	(100)
Longforgan Primary School Upgrade Project	0	0			0	0			0	0			0	0
Early Learning & Childcare	0	0			0	0			0	0			0	697
- Letham Primary School Upgrade Project	0	0			0	0			0	0			0	432
- Oakbank Primary School Upgrade Project	0	0			0	0			0	0			0	8
- St.Ninians Primary School Upgrade Project	0	0			0	0			0	0			0	0
- Rattray Primary School Upgrade Project	0	0			0	0			0	0			0	3,920
- Inchtute Primary School Upgrade Project	0	0			0	0			0	0			0	0
North/West Perth - New Primary School	15,000	0			0	0			0	0			0	24,000
Riverside Primary New School	0	0			0	0			0	0			0	19,243
Technology Upgrades	586	0			0	0			0	0			0	1,519
Perth Academy - Refurbishment	2,500	0			0	0			0	0			0	11,055
Perth Grammar School - Upgrade Programme Phase 3	689	0			0	0			0	0			0	6,159
Perth High School - Internal Services & Refurbishment	0	0			0	0			0	0			0	21
Perth High School - New School Investment	19,941	3,300			3,300	0			0	0			0	66,770
Harris Academy/Invergowrie - Extension	0	0			0	0			0	0			0	4,200
<b>TOTAL: EDUCATION AND CHILDREN'S SERVICES</b>	<b>51,979</b>	<b>8,950</b>	<b>0</b>	<b>0</b>	<b>8,950</b>	<b>5,650</b>	<b>0</b>	<b>0</b>	<b>5,650</b>	<b>5,823</b>	<b>0</b>	<b>0</b>	<b>5,823</b>	<b>202,349</b>
<b>COMMUNITIES</b>														
<b>Traffic &amp; Road Safety</b>														
Road Safety Initiatives (20mph Zones etc..)	274	200			200	200			200	200			200	1,506
Road Safety Initiatives	0	0			0	0			0	0			0	51
Additional Road Safety - Pedestrian Crossings	175	0			0	0			0	0			0	525
Schools Road Safety Measures	0	0			0	0			0	0			0	561
20mph Signage Programme - Schools	0	0			0	0			0	0			0	200
20mph Signage Programme	0	0			0	0			0	0			0	117
Cycling Walking & Safer Streets (CWSS)	200	200			200	200			200	200			200	2,504
Scottish Government Grant - CWSS	(200)	(200)			(200)	(200)			(200)	(200)			(200)	(2,441)
Third Party Contribution (TACTRAN)	0	0			0	0			0	0			0	(63)
Car Parking Investment	0	0			0	0			0	0			0	358
Revenue Contribution	0	0			0	0			0	0			0	(10)
Car Parking Investment - Pitlochry	0	0			0	0			0	0			0	150
Strathmore Cycle Network	0	0			0	0			0	0			0	84
<b>Sub-Total</b>	<b>449</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>3,542</b>
<b>Asset Management - Roads &amp; Lighting</b>														
Structural Maintenance	9,593	9,593			9,593	9,800			9,800	7,500			7,500	74,173
Third Party Contribution (Forestry Commission Timber Routes)	0	0			0	0			0	0			0	(1)
Traffic Signal Renewals - Upgrading	0	0			0	0			0	0			0	365
Third Party Contributions	0	0			0	0			0	0			0	(60)
Footways	435	435			435	435			435	435			435	3,074
Investment in Local Footpaths	0	0			0	0			0	0			0	200
Road Safety Barriers	0	0			0	0			0	0			0	54
Third Party Contribution	0	0			0	0			0	0			0	(18)
Pedestrian Gritters	0	0			0	0			0	0			0	7
<b>Sub-Total</b>	<b>10,028</b>	<b>10,028</b>	<b>0</b>	<b>0</b>	<b>10,028</b>	<b>10,235</b>	<b>0</b>	<b>0</b>	<b>10,235</b>	<b>7,935</b>	<b>0</b>	<b>0</b>	<b>7,935</b>	<b>77,794</b>
<b>Asset Management - Bridges</b>														
Bridge Refurbishment Programme	1,091	788		303	1,091	788		303	1,091	788		503	1,291	9,243
Dalhenzean Culvert	0	0			0	0			0	0			0	287
Dunkeld Golf Course	226	0			0	0			0	0			0	226
Vehicular Bridge Parapets Programme - Assess & Upgrade	0	0			0	0			0	0			0	29
Old Perth Bridge - Strengthening	10	2,369			2,369	0			0	0			0	2,569
Perth Queens Bridge - Strengthening	10	70			70	2,153			2,153	0			0	2,625
Culteuchar Culvert	0	0			0	0			0	0			0	410
Glendevon Bridge	0	0			0	0			0	0			0	516

PERTH AND KINROSS COUNCIL  
COMPOSITE CAPITAL PROGRAMME  
SUMMARY OF CAPITAL RESOURCES AND EXPENDITURE 2020/21 to 2028/29

Tullyfergus Bridge  
Sub-Total

Revised Budget	Revised Budget	Approved Budget Adjustment	Proposed Budget Adjustment	Revised Budget	Revised Budget	Approved Budget Adjustment	Proposed Budget Adjustment	Revised Budget	Revised Budget	Revised Budget	Approved Budget Adjustment	Proposed Budget Adjustment	Revised Budget	Revised Budget
Report 4 2024/25 (£'000)	Report 3 2025/26 (£'000)	23-Feb-22 2025/26 (£'000)	Report 4 2025/26 (£'000)	Report 4 2025/26 (£'000)	Report 3 2026/27 (£'000)	23-Feb-22 2026/27 (£'000)	Report 4 2026/27 (£'000)	Report 4 2026/27 (£'000)	Report 3 2027/28 (£'000)	23-Feb-22 2027/28 (£'000)	Report 4 2027/28 (£'000)	Report 4 2027/28 (£'000)	Report 4 2027/28 (£'000)	Report 4 TOTAL (£'000)
0	0			0	0			0	0				0	135
1,337	3,227	0	303	3,530	2,941	0	303	3,244	788	0	503	1,291	16,040	

	Revised Budget Report 4 2024/25 (£'000)	Revised Budget Report 3 2025/26 (£'000)	Approved Budget Adjustment 23-Feb-22 2025/26 (£'000)	Proposed Budget Adjustment Report 4 2025/26 (£'000)	Revised Budget Report 4 2025/26 (£'000)	Revised Budget Report 3 2026/27 (£'000)	Approved Budget Adjustment 23-Feb-22 2026/27 (£'000)	Proposed Budget Adjustment Report 4 2026/27 (£'000)	Revised Budget Report 4 2026/27 (£'000)	Revised Budget Report 3 2027/28 (£'000)	Approved Budget Adjustment 23-Feb-22 2027/28 (£'000)	Proposed Budget Adjustment Report 4 2027/28 (£'000)	Revised Budget Report 4 2027/28 (£'000)	Revised Budget Report 4 TOTAL (£'000)
<b>Improvement Schemes</b>														
A9/A85 Road Junction Improvements	0	0			0	0			0	0			0	420
Cross Tay Link Road (CTLR)	12,800	0			0	0			0	0			0	111,954
Scottish Government Grant	0	0			0	0			0	0			0	(40,000)
A977 Upgrades	0	0			0	0			0	0			0	213
Brioch Road, Crieff - Road Realignment & Safety Measures	0	0			0	0			0	0			0	31
Third Party Contribution (Developers)	0	0			0	0			0	0			0	(65)
<b>Sub-Total</b>	<b>12,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>72,553</b>
<b>Rural Flood Protection Schemes</b>														
Almondbank Flood Protection Scheme	0	0			0	0			0	0			0	104
Revenue Contribution	0	0			0	0			0	0			0	(22)
Perth Flood Protection Scheme (Pump Replacement)	0	0			0	0			0	0			0	361
Comrie Flood Protection Scheme	12,473	0			0	0			0	0			0	26,421
Milnathort Flood Protection Scheme	541	0			0	0			0	0			0	1,866
South Kinross Flood Protection Scheme	2,562	0	316	34	350	0			0	0			0	3,449
Scone Flood Protection Scheme	416	0		48	48	0			0	0			0	772
Coastal Change Adaptation	0	0			0	0			0	0			0	100
<b>Sub-Total</b>	<b>15,992</b>	<b>0</b>	<b>316</b>	<b>82</b>	<b>398</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33,051</b>
<b>Rural Initiatives</b>														
Conservation of Built Heritage	0	0			0	0			0	0			0	36
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36</b>
<b>Perth &amp; Kinross Place-making</b>														
Mill Street Environmental Improvements	0	0			0	0			0	0			0	127
St Paul's Church	0	0			0	0			0	0			0	142
Perth City Centre Golden Route (Rail Station)	0	0			0	0			0	0			0	493
Green Network Routes	0	0			0	0			0	0			0	115
City Greening	0	0			0	0			0	0			0	31
Tay Street, Perth	0	0			0	0			0	0			0	1,472
Mill St, Perth (Phase 3) - Shared Space at Bus Station	0	0			0	0			0	0			0	600
South Street, Perth - Transport Hub	0	0			0	0			0	0			0	940
Perth & Kinross Lighting Action Plan	0	0			0	0			0	0			0	2,930
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,850</b>
<b>Other Planning Projects</b>														
Creative Exchange (former St. John's Primary School)	0	0			0	0			0	0			0	84
Town Centre - Regeneration & Economic Improvements	0	0			0	0			0	0			0	2,034
Scottish Government Grant	0	0			0	0			0	0			0	(2,034)
Local Full Fibre Network	0	0			0	0			0	0			0	3,769
Third Party Contribution - DCMS	0	0			0	0			0	0			0	(2,569)
Scottish Government Grant (Town Centre Fund)	0	0			0	0			0	0			0	(200)
Third Party Contribution - Tay Cities Deal	0	0			0	0			0	0			0	(1,000)
Low Carbon Transport & Active Travel Hub - Broxden EV Charger	0	0			0	0			0	0			0	1,060
Third Party Contribution - ERDF	0	0			0	0			0	0			0	(424)
Third Party Contribution - Tay Cities Deal	0	0			0	0			0	0			0	(636)
Perth Eco Innovation Park	3,536	0	0		0	0			0	0			0	21,086
Third Party Contributions - Tay Cities Deal	(990)	0	(1,899)		(1,899)	0	(550)		(550)	0	(505)		(505)	(3,944)
Other Third Party Contributions	0	0	(2,500)		(2,500)	0	(1,000)		(1,000)	0	(1,000)		(1,000)	(4,500)
Capital Receipts - Ring Fenced Land Disposals	0	0			0	0	(550)		(550)	0	(550)		(550)	(1,100)
Nature Restoration	0	0			0	0			0	0			0	166
<b>Sub-Total</b>	<b>2,546</b>	<b>0</b>	<b>(4,399)</b>	<b>0</b>	<b>(4,399)</b>	<b>0</b>	<b>(2,100)</b>	<b>0</b>	<b>(2,100)</b>	<b>0</b>	<b>(2,055)</b>	<b>0</b>	<b>(2,055)</b>	<b>11,792</b>
<b>City Centre Developments - Cultural Attractions</b>														
Perth City Hall	663	0			0	0			0	0			0	22,381
Perth Museum & Art Gallery (PMAG)	0	0			0	0			0	0			0	3,316
Collections Centre	0	0			0	0			0	0			0	6,424
Third Party Contribution (Tay Cities Deal)	0	0			0	0			0	0			0	(7,200)
PH2O	26,000	0	25,000		25,000	0	20,000		20,000	0	15,000		15,000	90,000
<b>Sub-Total</b>	<b>26,663</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>114,921</b>
<b>Community Planning</b>														
Letham Community Wellbeing Hub	0	0			0	0			0	0			0	4,345
Scottish Government Grant (Regeneration Fund)	0	0			0	0			0	0			0	(1,000)
Third Party Contribution (Letham4All)	0	0			0	0			0	0			0	(519)
Revenue Contribution (Place Based Development Grant)	0	0			0	0			0	0			0	(735)

	Revised Budget Report 4 2024/25 (£'000)	Revised Budget Report 3 2025/26 (£'000)	Approved Budget Adjustment 23-Feb-22 2025/26 (£'000)	Proposed Budget Adjustment Report 4 2025/26 (£'000)	Revised Budget Report 4 2025/26 (£'000)	Revised Budget Report 3 2026/27 (£'000)	Approved Budget Adjustment 23-Feb-22 2026/27 (£'000)	Proposed Budget Adjustment Report 4 2026/27 (£'000)	Revised Budget Report 4 2026/27 (£'000)	Revised Budget Report 3 2027/28 (£'000)	Approved Budget Adjustment 23-Feb-22 2027/28 (£'000)	Proposed Budget Adjustment Report 4 2027/28 (£'000)	Revised Budget Report 4 2027/28 (£'000)	Revised Budget Report 4 TOTAL (£'000)
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,091</b>
<b>Community Greenspace</b>														
Play Areas - Improvements Implementation Strategy	150	150			150	150			150	150			150	1,728
Third Party Contribution	0	0			0	0			0	0			0	(178)
Revenue Contribution (Developer Contribution Reserve)	0	0			0	0			0	0			0	(12)
3G Pitch, Blairgowrie	0	0			0	0			0	0			0	500
Settlement/Neighbourhood Parks	0	0			0	0			0	0			0	18
Countryside Sites	0	0			0	0			0	0			0	166
Community Greenspace Sites	410	410			410	410			410	410			410	2,556
Community Greenspace Bridges	0	0			0	0			0	0			0	85
Core Path Implementation	0	0			0	0			0	0			0	108
Third Party Contribution	0	0			0	0			0	0			0	(75)
Alyth Environmental Improvements	0	0			0	0			0	0			0	16
Premier Parks	0	0			0	0			0	0			0	10
Auchterarder Public Park	0	0			0	0			0	0			0	142
The Knock	0	0			0	0			0	0			0	40
Third Party Contribution	0	0			0	0			0	0			0	(6)
Kinnoull Hill	0	0			0	0			0	0			0	158
Third Party Contribution	0	0			0	0			0	0			0	(110)
Cemetery Extensions	150	100			100	100			100	100			100	919
<b>Sub-Total</b>	<b>710</b>	<b>660</b>	<b>0</b>	<b>0</b>	<b>660</b>	<b>660</b>	<b>0</b>	<b>0</b>	<b>660</b>	<b>660</b>	<b>0</b>	<b>0</b>	<b>660</b>	<b>6,065</b>
<b>Support Services</b>														
<u>PC Replacement &amp; IT Upgrades</u>														
Hardware	17	17			17	17			17	17			17	122
Licenses	120	120			120	120			120	120			120	692
Corporate Programme Management System	0	0			0	0			0	0			0	23
<b>Sub-Total</b>	<b>137</b>	<b>137</b>	<b>0</b>	<b>0</b>	<b>137</b>	<b>137</b>	<b>0</b>	<b>0</b>	<b>137</b>	<b>137</b>	<b>0</b>	<b>0</b>	<b>137</b>	<b>837</b>
<b>Commercial Property Investment Programme</b>														
North Muirton Industrial Estate - Site Servicing & Provision of Units	0	0			0	0			0	0			0	208
Western Edge, Kinross - Site Servicing	0	0			0	0			0	0			0	12
Additional Infrastructure Investment - Broxden	0	0			0	0			0	0			0	46
Broxden Drainage Mitigation Works	0	0			0	0			0	0			0	314
Third Party Contribution (Scottish Water)	0	0			0	0			0	0			0	(239)
Eco-Hub Manufacturing Facility	0	0			0	0			0	0			0	1,398
North Muirton Industrial Estate Expansion Land - Servicing	0	0			0	0			0	0			0	30
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,769</b>
<b>Prudential Borrowing Projects</b>														
Wheeled Bin Replacement Programme - Domestic Bins	200	200			200	200			200	200			200	1,444
Wheeled Bin Replacement Programme - Commercial Bins	20	20			20	20			20	20			20	139
Recycling Containers, Oil Banks & Battery Banks Replacement Programme	65	65			65	65			65	65			65	508
Capital Receipts - Disposals	0	0			0	0			0	0			0	(14)
Litter Bins	50	50			50	50			50	50			50	265
Smart Cities - Smart Waste	0	0			0	0			0	0			0	342
Third Party Contribution	0	0			0	0			0	0			0	(133)
Vehicle Replacement Programme	3,000	3,000			3,000	3,000			3,000	3,000			3,000	21,992
Capital Receipts - Vehicle Disposals	(300)	(300)			(300)	(300)			(300)	(300)			(300)	(2,110)
Crematorium - Abatement Works	0	0			0	0			0	0			0	15
Street Lighting Renewal - LED & Column Replacement	934	925			925	939			939	923			923	6,348
LED Traffic Signal Replacement	0	0			0	0			0	0			0	170
Almondbank Flood Protection Scheme	0	0			0	0			0	0			0	4
Land Purchase & Development (Hotel Development)	0	0			0	0			0	0			0	1,900
Technology & Innovation Incubator Units	0	0			0	0			0	0			0	1,000
<b>Sub Total</b>	<b>3,969</b>	<b>3,960</b>	<b>0</b>	<b>0</b>	<b>3,960</b>	<b>3,974</b>	<b>0</b>	<b>0</b>	<b>3,974</b>	<b>3,958</b>	<b>0</b>	<b>0</b>	<b>3,958</b>	<b>31,870</b>
<b>Housing Projects</b>														
Gypsy Travellers Site Improvement Works	0	0			0	0			0	0			0	252
Additional Gypsy Traveller Site Improvement Works	0	0			0	0			0	0			0	225
Gypsy Traveller Site Community Improvement Works	0	0			0	0			0	0			0	125
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>602</b>
<b>TOTAL: COMMUNITIES</b>	<b>74,631</b>	<b>18,212</b>	<b>20,917</b>	<b>385</b>	<b>39,514</b>	<b>18,147</b>	<b>17,900</b>	<b>303</b>	<b>36,350</b>	<b>13,678</b>	<b>12,945</b>	<b>503</b>	<b>27,126</b>	<b>379,813</b>
<b>Health &amp; Social Care</b>														

	Revised Budget	Revised Budget	Approved Budget Adjustment	Proposed Budget Adjustment	Revised Budget	Revised Budget	Approved Budget Adjustment	Proposed Budget Adjustment	Revised Budget	Revised Budget	Approved Budget Adjustment	Proposed Budget Adjustment	Revised Budget	Revised Budget
	Report 4	Report 3	23-Feb-22	Report 4	Report 4	Report 3	23-Feb-22	Report 4	Report 4	Report 3	23-Feb-22	Report 4	Report 4	Report 4
	2024/25	2025/26	2025/26	2025/26	2025/26	2026/27	2026/27	2026/27	2026/27	2027/28	2027/28	2027/28	2027/28	TOTAL
	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)	(£'000)
Occupational Therapy Equipment	250	250			250	250			250	250			250	1,748
Technology Enabled Telecare	1,000	0	1,000		1,000	0	1,000		1,000	0	1,000		1,000	6,000
Moving & Handling Office Refurbishment	0	0			0	0			0	0			0	29
Software Licences	53	45		8	53	45		8	53	45		24	69	387
Developing Supported Tenancies	0	0			0	0			0	0			0	229
<b>TOTAL: HEALTH &amp; SOCIAL CARE</b>	<b>1,303</b>	<b>295</b>	<b>1,000</b>	<b>8</b>	<b>1,303</b>	<b>295</b>	<b>1,000</b>	<b>8</b>	<b>1,303</b>	<b>295</b>	<b>1,000</b>	<b>24</b>	<b>1,319</b>	<b>8,393</b>

	Revised Budget Report 4 2024/25 (£'000)	Revised Budget Report 3 2025/26 (£'000)	Approved Budget Adjustment 23-Feb-22 2025/26 (£'000)	Proposed Budget Adjustment Report 4 2025/26 (£'000)	Revised Budget Report 4 2025/26 (£'000)	Revised Budget Report 3 2026/27 (£'000)	Approved Budget Adjustment 23-Feb-22 2026/27 (£'000)	Proposed Budget Adjustment Report 4 2026/27 (£'000)	Revised Budget Report 4 2026/27 (£'000)	Revised Budget Report 3 2027/28 (£'000)	Approved Budget Adjustment 23-Feb-22 2027/28 (£'000)	Proposed Budget Adjustment Report 4 2027/28 (£'000)	Revised Budget Report 4 2027/28 (£'000)	Revised Budget Report 4 TOTAL (£'000)
<b>CORPORATE AND DEMOCRATIC SERVICES</b>														
<u>Property Services</u>														
DDA Adaptation & Alteration Works Programme	200	200			200	200			200	200			200	1,537
Property Compliance Works Programme	650	650			650	650			650	650			650	5,228
Capital Improvement Projects Programme	1,800	1,800			1,800	1,800			1,800	1,900		(406)	1,494	12,968
Pitlochry High School - Upgrade Programme	0	0			0	0			0	0			0	1,067
Community School of Auchterarder - Structural Improvements	0	0			0	0			0	0			0	1,000
CO2 Monitors for Schools Programme	0	0			0	0			0	0			0	174
Crieff Primary School - PV Energy Efficiency Works	0	0			0	0			0	0			0	77
Revenue Contribution (Salix Reserve)	0	0			0	0			0	0			0	(77)
Energy Conservation & Carbon Reduction Programme (PB)	150	150			150	150			150	150			150	989
<u>Information Systems &amp; Technology</u>														
ICT Infrastructure & Replacement and Upgrade Programme	4,087	2,646	98		2,744	2,185	98		2,283	2,786	98		2,884	22,705
Data & Analytics	675	646			646	668			668	691			691	3,970
Supporting Digital	674	697			697	720			720	745			745	4,120
Software Licences (Revenues & Benefits)	51	25	26		51	25	26		51	25	26		51	332
School Audio-Visual (AV) Equipment Replacement Programme	224	125			125	365			365	130			130	3,368
Online/Mobile Working	0	0			0	0			0	0			0	1,358
Third Party Contribution (ERDF)	0	0			0	0			0	0			0	(133)
Swift Social Work System Replacement	0	0			0	0			0	0			0	2,055
Customer Service Blueprint	40	40			40	40			40	40			40	409
<b>TOTAL: CORPORATE AND DEMOCRATIC SERVICES</b>	<b>8,551</b>	<b>6,979</b>	<b>124</b>	<b>0</b>	<b>7,103</b>	<b>6,803</b>	<b>124</b>	<b>0</b>	<b>6,927</b>	<b>7,317</b>	<b>124</b>	<b>(406)</b>	<b>7,035</b>	<b>61,147</b>
<b>TOTAL COMPOSITE NET EXPENDITURE</b>	<b>136,464</b>	<b>34,436</b>	<b>22,041</b>	<b>393</b>	<b>56,870</b>	<b>30,895</b>	<b>19,024</b>	<b>311</b>	<b>50,230</b>	<b>27,113</b>	<b>14,069</b>	<b>121</b>	<b>41,303</b>	<b>651,702</b>
<small>(NET OF GRANTS, REVENUE AND 3RD PARTY CONTRIBUTIONS, AND RING FENCE)</small>														
<b>CAPITAL RECEIPTS</b>														
General Capital Grant - Scottish Government	(15,934)	(12,026)	(253)		(12,279)	(12,265)			(12,265)	(12,265)			(12,265)	(100,717)
Developer Contributions	(2,300)	(2,367)			(2,367)	(2,600)			(2,600)	(2,600)			(2,600)	(14,465)
General Fund - Capital Receipts/Disposal	(250)	(250)		0	(250)	(250)		0	(250)	(250)		0	(250)	(2,421)
Commercial Property - Capital Receipts/Disposal	(117)	(308)		0	(308)	0		0	0	0		0	0	(1,786)
General Fund Housing Receipts	0	0			0	0			0	0			0	(3)
<b>Total: Capital Receipts</b>	<b>(18,601)</b>	<b>(14,951)</b>	<b>(253)</b>	<b>0</b>	<b>(15,204)</b>	<b>(15,115)</b>	<b>0</b>	<b>0</b>	<b>(15,115)</b>	<b>(15,115)</b>	<b>0</b>	<b>0</b>	<b>(15,115)</b>	<b>(119,392)</b>
<b>Annual Composite Borrowing Requirement</b>	<b>117,863</b>	<b>19,485</b>	<b>21,788</b>	<b>393</b>	<b>41,666</b>	<b>15,780</b>	<b>19,024</b>	<b>311</b>	<b>35,115</b>	<b>11,998</b>	<b>14,069</b>	<b>121</b>	<b>26,188</b>	<b>532,310</b>
<b>CAPITAL RECEIPTS BROUGHT FORWARD</b>	<b>(2,121)</b>	<b>(2,638)</b>		<b>400</b>	<b>(2,238)</b>	<b>(2,946)</b>		<b>400</b>	<b>(2,546)</b>	<b>(2,946)</b>		<b>400</b>	<b>(2,546)</b>	<b>(2,529)</b>
<b>CAPITAL RECEIPTS CARRIED FORWARD</b>	<b>2,238</b>	<b>2,946</b>		<b>(400)</b>	<b>2,546</b>	<b>2,946</b>		<b>(400)</b>	<b>2,546</b>	<b>2,946</b>		<b>(400)</b>	<b>2,546</b>	<b>2,546</b>
<b>TOTAL NET COMPOSITE BORROWING REQUIREMENT</b>	<b>117,980</b>	<b>19,793</b>	<b>21,788</b>	<b>393</b>	<b>41,974</b>	<b>15,780</b>	<b>19,024</b>	<b>311</b>	<b>35,115</b>	<b>11,998</b>	<b>14,069</b>	<b>121</b>	<b>26,188</b>	<b>532,327</b>

**PERTH AND KINROSS COUNCIL  
HRA CAPITAL INVESTMENT PROGRAMME  
SUMMARY OF CAPITAL RESOURCES AND EXPENDITURE 2021/22 to 2025/26**

	Approved Budget Report 3 2021/22 £'000	Approved Adjustment H&C 24-Jan-22 2021/22 £'000	Proposed Budget Adjustment Report 4 2021/22 £'000	Revised Budget Report 4 2021/22 £'000	Actual to 28-Feb-22 2021/22 £'000	Projected Outturn Report 4 2021/22 £'000	Approved Budget Report 3 2022/23 £'000	Approved Adjustment H&C 24-Jan-22 2022/23 £'000	Proposed Budget Adjustment Report 4 2022/23 £'000	Revised Budget Report 4 2022/23 £'000	Approved Budget Report 3 2023/24 £'000	Approved Adjustment H&C 24-Jan-22 2023/24 £'000	Proposed Budget Adjustment Report 4 2023/24 £'000	Revised Budget Report 4 2023/24 £'000	Approved Budget Report 3 2024/25 £'000	Approved Adjustment H&C 24-Jan-22 2024/25 £'000	Proposed Budget Adjustment Report 4 2024/25 £'000	Revised Budget Report 4 2024/25 £'000
<b>Council House New Build Programme</b>																		
<b>Glebe, Scone - 65 Units</b>	915			915	598	915	0		0	0	0		0	0	0	0	0	0
Council Tax (Second Income)	0			0		0	0		0	0		0	0	0	0	0	0	0
Scottish Government Subsidy	0			0		0	0		0	0		0	0	0	0	0	0	0
	915	0	0	915	598	915	0	0	0	0	0	0	0	0	0	0	0	0
<b>Milne Street, Perth - 8 Units</b>	179			179	152	179	0		0	0	0		0	0	0	0	0	0
Council Tax (Second Income)	0			0		0	0		0	0		0	0	0	0	0	0	0
Third Party Contribution (Commutated Sums)	0			0		0	0		0	0		0	0	0	0	0	0	0
Scottish Government Subsidy	0			0		0	0		0	0		0	0	0	0	0	0	0
	179	0	0	179	152	179	0	0	0	0	0	0	0	0	0	0	0	0
<b>Ardler Road, Meigle - 8 Units</b>	11		(7)	4	1	4	0		0	0	0		0	0	0	0	0	0
Council Tax (Second Income)	0			0		0	0		0	0		0	0	0	0	0	0	0
Scottish Government Subsidy	0			0		0	0		0	0		0	0	0	0	0	0	0
	11	0	(7)	4	1	4	0	0	0	0	0	0	0	0	0	0	0	0
<b>Huntingtower, Perth - 70 Units</b>	623		27	650	540	650	0		0	0	0		0	0	0	0	0	0
Council Tax (Second Income)	0			0		0	0		0	0		0	0	0	0	0	0	0
Scottish Government Subsidy	0			0		0	0		0	0		0	0	0	0	0	0	0
	623	0	27	650	540	650	0	0	0	0	0	0	0	0	0	0	0	0
<b>Fairfield, Perth</b>	1,745		(1,385)	360	3	360	1,291		1,385	2,676	0		0	0	0	0	0	0
Council Tax (Second Income)	(320)			0		0	0		(360)	(360)	0		0	0	0	0	0	0
Scottish Government Subsidy	(1,016)		656	(360)		(360)	0		(656)	(656)	0		0	0	0	0	0	0
	409	0	(409)	0	3	0	1,291	0	369	1,660	0	0	0	0	0	0	0	0
<b>Lynedoch Road, Methven</b>	2			2	224	2	0		0	0	0		0	0	0	0	0	0
Council Tax (Second Income)	0			0		0	0		0	0		0	0	0	0	0	0	0
Scottish Government Subsidy	0			0	(233)	0	0		0	0		0	0	0	0	0	0	0
	2	0	0	2	(9)	2	0	0	0	0	0	0	0	0	0	0	0	0
<b>Newburgh Road, Abernethy</b>	1,195			1,195	1,179	1,195	188		0	188	0		0	0	0	0	0	0
Council Tax (Second Income)	(200)			(200)	(200)	(200)	0		0	0		0	0	0	0	0	0	0
Scottish Government Subsidy	(401)			(401)	(401)	(401)	0		0	0		0	0	0	0	0	0	0
	594	0	0	594	578	594	188	0	0	188	0	0	0	0	0	0	0	0
<b>Future Developments</b>	0			0		0	5,545		(20)	5,525	4,894		0	4,894	5,128		0	5,128
Council Tax (Second Income)	0			0		0	0		0	0	0		0	0	0		0	0
Scottish Government Subsidy	0			0		0	0		0	0	0		0	0	0		0	0
	0	0	0	0	0	0	5,545	0	(20)	5,525	4,894	0	0	4,894	5,128	0	0	5,128
<b>Total Council House New Build</b>	<b>2,733</b>	<b>0</b>	<b>(389)</b>	<b>2,344</b>	<b>1,863</b>	<b>2,344</b>	<b>7,024</b>	<b>0</b>	<b>349</b>	<b>7,373</b>	<b>4,894</b>	<b>0</b>	<b>0</b>	<b>4,894</b>	<b>5,128</b>	<b>0</b>	<b>0</b>	<b>5,128</b>
<b>Increase in Council House Stock</b>																		
Council House Buy-Backs	2,611		824	3,435	3,645	3,435	556	3,000	(754)	2,802	0	3,000	0	3,000	0	3,000	0	3,000
Scottish Government Subsidy	(1,050)		(70)	(1,120)	(1,050)	(1,120)	0		0	0	0		0	0	0		0	0
	<b>1,561</b>	<b>0</b>	<b>754</b>	<b>2,315</b>	<b>2,595</b>	<b>2,315</b>	<b>556</b>	<b>3,000</b>	<b>(754)</b>	<b>2,802</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>
Lock-ups and Garage Sites	0			0		0	0		0	0	0		0	50				50

	Approved Budget Report 3 2021/22 £'000	Approved Adjustment H&C 24-Jan-22 2021/22 £'000	Proposed Budget Adjustment Report 4 2021/22 £'000	Revised Budget Report 4 2021/22 £'000	Actual to 28-Feb-22 2021/22 £'000	Projected Outturn Report 4 2021/22 £'000	Approved Budget Report 3 2022/23 £'000	Approved Adjustment H&C 24-Jan-22 2022/23 £'000	Proposed Budget Adjustment Report 4 2022/23 £'000	Revised Budget Report 4 2022/23 £'000	Approved Budget Report 3 2023/24 £'000	Approved Adjustment H&C 24-Jan-22 2023/24 £'000	Proposed Budget Adjustment Report 4 2023/24 £'000	Revised Budget Report 4 2023/24 £'000	Approved Budget Report 3 2024/25 £'000	Approved Adjustment H&C 24-Jan-22 2024/25 £'000	Proposed Budget Adjustment Report 4 2024/25 £'000	Revised Budget Report 4 2024/25 £'000
<b>Standard Delivery Plan</b>																		
Central Heating and Rewiring Works - less Third Party Contribution	1,240 (435)			1,240 (435)	891 (279)	1,240 (435)	0			0	0			0	0			0
Rewiring, Infrastructure & Property Refurbishment	92		15	107	107	107	1,000			1,000	1,000			1,000	1,701		(15)	1,686
Triple Glazing	268			268	240	268	0			0	0			0	0			0
Controlled Door Entry	37			37	8	37	10			10	0			0	30			30
Kitchen Modernisation Programme	270			270	46	270	632			632	1,332			1,332	1,504			1,504
Bathroom Modernisation Programme	617			617	427	617	600			600	565			565	0			0
External Fabric	1,703		(547)	1,156	775	1,156	1,311		547	1,858	1,098			1,098	528			528
Energy Efficiency	535			535	134	535	83			83	0			0	875			875
Multi Storey Flats	2,331	(2,000)		331	20	331	0	2,000		2,000	0			0	0			0
Environmental Improvements	293		(270)	23	9	23	334		270	604	333			333	0			0
Fire Precaution Measures	1,733			1,733	1,397	1,733	0			0	0			0	0			0
Sound Insulation	5			5	6	5	141			141	162			162	100			100
Structural	0			0		0	438			438	458			458	250			250
SHQS Future Developments	0			0		0	0			0	0			0	0			0
<b>Total Standard Delivery Plan</b>	<b>8,689</b>	<b>(2,000)</b>	<b>(802)</b>	<b>5,887</b>	<b>3,781</b>	<b>5,887</b>	<b>4,549</b>	<b>2,000</b>	<b>817</b>	<b>7,366</b>	<b>4,948</b>	<b>0</b>	<b>0</b>	<b>4,948</b>	<b>4,988</b>	<b>0</b>	<b>(15)</b>	<b>4,973</b>
<b>Other Investment in Council House Stock</b>																		
Total Major Adaptations to Council House Stock	62			62	50	62	0			0	0			0	100			100
Balmoral Road, Rattray, Refurbishment (3 Units)	275			275	2	275	0			0	0			0	0			0
Anchor House, Rannoch Road, Perth - Conversion (5 Units)	123			123	43	123	0			0	0			0	0			0
149-151 Dunkeld Road, Perth - Government Grant	498 (14)		90	588 (14)	413 (14)	588 (14)	0			0	0			0	0			0
St.Catherine's Square Redevelopment	0			0		0	0			0	2,991			2,991	402			402
Shops & Offices	139			139	3	139	70			70	50			50	50			50
Greyfriars and Satellite Sites	34		(34)	0		0	0		34	34	0			0	50			50
Sheltered Housing	34		46	80		80	0			0	0			0	18			18
General Capital Works	83		(46)	37	20	37	0			0	0			0	0			0
Upgrade and Replacements to Lifts Programme	143		(143)	0		0	0		143	143	0			0	0			0
ICT Expenditure	182			182	26	182	50			50	50			50	50			50
Mortgage to Rent	75		(75)	0		0	50		75	125	50			50	50			50
<b>Total Other Investment in Council House Stock</b>	<b>1,634</b>	<b>0</b>	<b>(162)</b>	<b>1,472</b>	<b>543</b>	<b>1,472</b>	<b>170</b>	<b>0</b>	<b>252</b>	<b>422</b>	<b>3,141</b>	<b>0</b>	<b>0</b>	<b>3,141</b>	<b>720</b>	<b>0</b>	<b>0</b>	<b>720</b>
<b>Total Net Expenditure</b>	<b>14,617</b>	<b>(2,000)</b>	<b>(599)</b>	<b>12,018</b>	<b>8,782</b>	<b>12,018</b>	<b>12,299</b>	<b>5,000</b>	<b>664</b>	<b>17,963</b>	<b>12,983</b>	<b>3,000</b>	<b>0</b>	<b>15,983</b>	<b>10,886</b>	<b>3,000</b>	<b>(15)</b>	<b>13,871</b>
<b>Income</b>																		
CAPITAL RECEIPTS	(74)		(38)	(112)	(112)	(112)	0			0	0			0	0			0
CFCR	(2,147)	(83)	83	(2,147)		(2,147)	(3,341)	727		(2,614)	(3,611)	966		(2,645)	(4,036)	707		(3,329)
<b>TOTAL BORROWING REQUIREMENT</b>	<b>12,396</b>	<b>(2,083)</b>	<b>(554)</b>	<b>9,759</b>	<b>8,670</b>	<b>9,759</b>	<b>8,958</b>	<b>5,727</b>	<b>664</b>	<b>15,349</b>	<b>9,372</b>	<b>3,966</b>	<b>0</b>	<b>13,338</b>	<b>6,850</b>	<b>3,707</b>	<b>(15)</b>	<b>10,542</b>



Approved Budget Report 3 2025/26 £'000	Approved Adjustment H&C 24-Jan-22 2025/26 £'000	Proposed Budget Adjustment Report 4 2025/26 £'000	Revised Budget Report 4 2025/26 £'000	Revised Budget Report 4 TOTAL £'000
0			0	915
0			0	0
0			0	0
0	0	0	0	915
0			0	179
0			0	0
0			0	0
0	0	0	0	179
0			0	4
0			0	0
0			0	0
0	0	0	0	4
0			0	650
0			0	0
0			0	0
0	0	0	0	650
0			0	3,036
0			0	(360)
0			0	(1,016)
0	0	0	0	1,660
0			0	2
0			0	0
0			0	0
0	0	0	0	2
0			0	1,383
0			0	(200)
0			0	(401)
0	0	0	0	782
6,014			6,014	21,561
0			0	0
0			0	0
6,014	0	0	6,014	21,561
<b>6,014</b>	<b>0</b>	<b>0</b>	<b>6,014</b>	<b>25,753</b>
0	3,000		3,000	15,237
0			0	(1,120)
<b>0</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>14,117</b>
0			0	50

Approved Budget Report 3 2025/26 £'000	Approved Adjustment H&C 24-Jan-22 2025/26 £'000	Proposed Budget Adjustment Report 4 2025/26 £'000	Revised Budget Report 4 2025/26 £'000	Revised Budget Report 4 TOTAL £'000
0			0	1,240
0			0	(435)
0			0	3,793
0			0	268
0			0	77
625			625	4,363
0			0	1,782
625			625	5,265
625			625	2,118
0			0	2,331
0			0	960
0			0	1,733
42			42	450
104			104	1,250
9,050		(90)	8,960	8,960
<b>11,071</b>	<b>0</b>	<b>(90)</b>	<b>10,981</b>	<b>34,155</b>
0			0	162
0			0	275
0			0	123
0			0	588
0			0	(14)
0			0	3,393
0			0	309
0			0	84
0			0	98
0			0	37
0			0	143
0			0	332
0			0	225
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,755</b>
<b>17,085</b>	<b>3,000</b>	<b>(90)</b>	<b>19,995</b>	<b>79,830</b>
0			0	(112)
(4,414)	454		(3,960)	(14,695)
<b>12,671</b>	<b>3,454</b>	<b>(90)</b>	<b>16,035</b>	<b>65,023</b>

**PERTH AND KINROSS COUNCIL**

**Strategic Policy and Resources Committee**

**20 April 2022**

**COMMUNITY INVESTMENT FUND 2021/22**

**Report by Head of Culture & Community Services**

(Report No. 22/89)

**1. PURPOSE**

- 1.1 This report updates the Committee on Community Investment Funding grants awarded to community groups by Ward Panels for the limited second round of funding for 2021/22.

**2. RECOMMENDATIONS**

- 2.1 It is recommended that the Committee
- i. **Notes** the spend for round two of CIF 2021/22
  - ii. **Notes** a further paper will be brought to Committee in summer, outlining proposals for 2022/23 CIF

**3. BACKGROUND**

- 3.1 In 2018/19 the Council established a Community Investment Fund (CIF) as part of its commitment to devolve more decisions to local communities. Since then over £1.5m has been distributed in total to around 300 community-led projects.
- 3.2 COVID and lockdown meant that there was no CIF programme in 2020/21 and Council agreed to carryover the £300,000 it had agreed for that year into a larger 2021/22 fund. [Report 21/83](#) set out revised funding and governance arrangements, reflecting ongoing COVID restrictions and a desire to streamline the process. The first round of 2021/22 CIF resulted in 85 projects being awarded just over £400,000 between them ([Report 21/222](#)). This meant that just under £200,000 of funding for 2021/22 remained, spread across different wards. The table below summarises the underspend.

Ward	Total Allocation 2021/22	Total Spend Round 1	Underspend
1 – Carse of Gowrie	£45,000	£24,525	£20,475
2 – Strathmore	£56,000	£6,137	£49,863
3 – Blairgowrie and the Glens	£47,000	£47,000	£0
4 – Highland	£43,500	£38,374	£5,126
5 – Strathtay	£50,000	£21,681.60	£28,318.40
6 – Strathearn	£47,000	£46,951	£49
7 – Strathallan	£48,000	£43,384	£4,616
8 – Kinross-shire	£53,000	£40,605*	£12,395*
9 – Almond and Earn	£43,500	£43,500	£0
10/11/12 – Perth City	£167,000	£94,164.61	£72,835.39
<b>TOTAL</b>	<b>£600,000</b>	<b>£406,322.21</b>	<b>£193,628.79</b>

\*Note that subsequent changes to the funding awarded in the Kinross-shire ward following the November 2021 Committee means that the underspend and therefore, funding available for the second round was **£16,013**.

3.3 Due to the level of underspend, a second round of CIF 2021/22 was approved for those ward areas that had at least £3,000 of funding remaining. The second round of CIF for these seven areas opened for applications on Monday 10 January and closed on Friday 18 February.

#### 4. CIF 2021/22 SECOND FUNDING ROUND

4.1 The table below summarises the number and value of applications received in this second round of funding.

Ward	Remaining Allocation 21/22	Number of Applications	Value of Applications
1 – Carse of Gowrie	£20,475	5	£24,347.40
2 – Strathmore	£49,863	17	£108,574
4 – Highland	£5,126	2	£3,845
5 – Strathtay	£28,318.40	13	£61,401.09
7 – Strathallan	£4,616	6	£7,631.14
8 – Kinross-shire	£16,013	9	£32,851
10/11/12 – Perth City	£72,835.39	28	£275,360.61
<b>TOTAL</b>	<b>£197,246.79</b>	<b>80</b>	<b>£514,010.24</b>

4.2 Ward panels met in February and March to consider the applications received from their areas and make decisions on which should be supported and to what extent. The following tables summarise the decisions that were made.

<b>Ward 1 – Carse of Gowrie</b>		
Group	Project	Funding Awarded
St Madoes and Kinfauns Parish Church	Madoch Centre Sustainable Action - Round 2	£2,675
Carse of Gowrie Group	Community Fruit & Nut Trees in the Carse of Gowrie	£575
Errol Bowling Club	Upgrade of Existing Irrigation System	£2,125
Errol Primary School Parent Council	Errol Community Staging Project	£8,754
Carse of Gowrie Group	Resurfacing the Skate Park in Errol	£2,500
<b>TOTAL FUNDING</b>		<b>£16,629</b>

<b>Ward 2 – Strathmore</b>		
Group	Project	Funding Awarded
Scone Men's Shed	Heating for Scone Airport Men's Shed	£4,178
St Martins Public Hall	Balbeggie Coffee & Chat	£1,022
Alyth Development Trust	Diamond Jubilee Park	£8,000
Elder Voice	Befriending project	£4,700
Kinloch Memorial Hall	Upgrade of area to front of Kinloch Memorial Hall	£2,990
RDMI Institute	Digital Inclusion	£9,863
Kettins Community Hub	Kettins Parish – Community Support	£5,217
Alyth Hill Users Group	A Year on Alyth Hill	£3,493
Meigle & Ardler Community Development Trust	Meigle and Ardler Pathways Projects	£4,000
Strathmore Community Hub	CanDo Magazine	£1,200
Strathmore Community Hub	Equipment for Community Fridge	£4,000
<b>TOTAL FUNDING</b>		<b>£48,663</b>

<b>Ward 4 – Highland</b>		
Group	Project	Funding Awarded
The Breathe Project, Aberfeldy Parish Church	Joint 24hr Community Youth Event	£1,445
Atholl Centre	Atholl Centre – Kitchen Use for Community Events.	£700
<b>TOTAL FUNDING</b>		<b>£2,145</b>

<b>Ward 5 – Strathtay</b>		
Group	Project	Funding Awarded
Gien a Haund	Benches Project, Dunkeld and Birnam	£1,500
Caputh Hall Committee	Caputh Village Hall celebrating a Rural Perthshire Community	£3,660
PH8 Community Group	Bringing our Community Action Plan to life	£6,500
Luncarteenies	'Cosy Corner'	£500
Luncarty FC Youth Football Academy	Luncarty FC Youth Football Inclusion Project	£6,000
Blackhaugh Farm Action Group	Healthy Harvest Events	£2,100
Friends of Stanley Primary School	Stanley Primary School Playground Development	£3,500
C406 Litter Group	C406 Verges for Wildflowers not Litter	£750
Murthly Village Hall Management Committee	Murthly Working Together	£2,108
Birnam Book Festival	Birnam Book Festival 2022	£1,700
<b>TOTAL FUNDING</b>		<b>£28,318</b>

<b>Ward 7 – Strathallan</b>		
Group	Project	Funding Awarded
Strathearn Cares	Bedding Package Purchase	£800
Braco & Greenloaning Community Council	Community Noticeboards	£745
Auchterarder Community Sports & Recreation	AED Project	£1,200
Muthill Village Hall SCIO	Improving Outdoor Facilities	£1,098
Dunning Community Council	Community Safety Mobile Camera Project	£773
<b>TOTAL FUNDING</b>		<b>£4,616</b>

<b>Ward 8 – Kinross-shire</b>		
Group	Project	Funding Awarded
Portmoak Village Hall	Portmoak Village Hall	£1,000
Broke Not Broken	Family Away Days	£5,013
Kinross Centre	Meals on Wheels	£2,000
Kinross & District Men's Shed	Events Trailer	£3,500
Sparks Group	Re-Group and Recovery	£2,300
Kinross-shire Volunteer Group	Community Support in Kinross-shire	£1,200
Kinross Community Council	Kinross Outdoor Gym	£1,000
<b>TOTAL FUNDING</b>		<b>£16,013</b>

<b>Ward 10/11/12 – Perth City</b>		
Group	Project	Funding Awarded
Letham4All	School Holiday Swimming Sessions	£6,000
Education Centre - Bajka CIC	Community Integration Events	£6,000
Perthshire Pride	Pride 2022	£11,000
Buttons & Bows Baby Bank	Tiny Treasure's Activity Project	£2,000
Hospital Radio Perth	Care Home Requests	£1,920
Community Connectors	Family Holiday Activities	£6,500
North Muirton Community Group	North Muirton Community Centre Flooring	£5,100
Kinnoull Parish Church	Phoenix Youth Group - After School Clubs	£2,995
South Perth Community Garden	Upgrading the South Perth Community Garden Polytunnel	£2,700
Moncreiffe Youth Group	Revive Juniors	£2,130
Perth Welfare Society	Bridging the Gap	£7,000
Letham Climate Challenge	Household Crisis Project	£2,258
TullochNET	Perth North Church (TullochNET)	£5,000

<b>Ward 10/11/12 – Perth City cont.</b>		
Group	Project	Funding Awarded
Perth Parrots Floorball Club	Floorball Club	£569.61
Perth Congregational Church	Perth Congregational Church Youth Group	£3,730
Social Flock	School Uniform Bank	£7,000
<b>TOTAL FUNDING</b>		<b>£71,902.61</b>

## 5. FUNDING SUMMARY

5.1 The overall funding provided through the Community Investment Fund across each ward for 2021/22 is summarised below. In previous rounds of CIF underspends have been carried over into the following tranche or year and it is recommended that the same is done for this year.

Ward	Total Allocation 2021/22	Total Spend Round 1	Total Spend Round 2	Carryover 2022/23
1 – Carse of Gowrie	£45,000	£24,525	£16,629	£3,846
2 – Strathmore	£56,000	£6,137	£48,663	£2,857*
3 – Blairgowrie & the Glens	£47,000	£47,000	N/A	£0
4 – Highland	£43,500	£38,374	£2,145	£2,981
5 – Strathtay	£50,000	£21,681.60	£28,318	£0.40
6 – Strathearn	£47,000	£46,951	N/A	£49
7 – Strathallan	£48,000	£43,384	£4,616	£0
8 – Kinross-shire	£53,000	£36,987	£16,013	£0
9 – Almond and Earn	£43,500	£43,500	N/A	£0
10/11/12 – Perth City	£167,000	£94,164.61	£71,902.61	£932.78
<b>TOTAL</b>	<b>£600,000</b>	<b>£402,704.21</b>	<b>£188,286.61</b>	<b>£10,666.18</b>

\*£1,657 of this carryover results from funding returned by a successful applicant from Round 1 of CIF 2021/22. The remaining £1,200 has been awarded (in principle) to the second year of the CanDo project led by Strathmore Community Hub from Round 2 of CIF 2021/22.

## 6. COMMUNITY INVESTMENT FUND 2022/23

6.1 Council has previously committed a further £400,000 for Community Investment Fund in 2022/23 and the remaining underspend outlined in the previous table will be added to that. Report 21/222 outlined areas where the CIF process could be improved for future, this covered:

- **Governance and decision making** – changes to establishment and running of ward panel process



- **Impact on outcomes** – changes to project monitoring to improve evidence of impact of funded projects
- **Administration** – 2021/22 CIF has used Knowledge Hub as the main administrative tool, but other options could also be considered.

6.2 A paper outlining specific proposals for the 2022/23 Community Investment Fund will be brought to Strategic Policy and Resources Committee in summer 2022.

## 7. CONCLUSION

7.1 The Community Investment Fund (CIF) invests in community-led projects which tackle inequalities and improve quality of life across Perth and Kinross. Local community members have significant influence over decision making through involvement with Ward Panels. In this second round of 2021/22 CIF **£188,286.61** has been invested in support of **56** projects across Perth and Kinross. This means in 2021/22 Community Investment Fund has supported 141 community-led projects with £589,333.82 of funding, with the remaining £10,666.18 being carried over into the 2022/23 Community Investment Fund.

### Officer

Name	Designation	Contact
Lee Haxton	Community Planning and Policy Team Leader	01738 475000 ComCommitteeReports@pkc.gov.uk

### Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	4 April 2022

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Local Outcomes Improvement Plan	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>Yes</b>
Workforce	<b>None</b>
Asset Management (land, property, IST)	<b>None</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>Yes</b>
Strategic Environmental Assessment	<b>Yes</b>
Sustainability (community, economic, environmental)	<b>Yes</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/Single Outcome Agreement

1.1 Supporting and investing in community-led solutions to locally identified issues contributes to the delivery of the Perth and Kinross Community Plan / LOIP 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

#### Corporate Plan

1.2 Supporting and investing in community-led solutions to locally identified issues contributes to the delivery of the Perth and Kinross Council Corporate Plan 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; and
- (v) Creating a safe and sustainable place for future generations.

## 2. Resource Implications

### Financial

- 2.1 Community Investment Fund has a budget of £600,000 for 2021/22

## 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. Under the Climate Change (Scotland) Act 2009 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 There has been consultation with the Finance Department, Communities and the Executive Officer Team.

**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 a material extent in preparing the above report.

**3. APPENDICES**

None

**PERTH AND KINROSS COUNCIL**

**Strategic Policy and Resources Committee**

**20 April 2022**

**BUSINESS GATEWAY TAYSIDE SERVICE**

**Report by Head of Planning and Development**

(Report No. 22/90)

**1. PURPOSE**

1.1 This report provides an overview of the Business Gateway Tayside service, and its performance and contracting arrangements. It also seeks approval for revised Governance arrangements.

**2. RECOMMENDATIONS**

2.1 It is recommended that the Committee:

- (i) notes the excellent performance against targets of the service delivered despite the challenging operating environment
- (ii) notes that the Scrutiny Committee reviewed the Business Gateway services' performance and governance arrangements at its meeting on 29 November 2021
- (iii) approves plans for revised governance arrangements in line with those set out in this report; and
- (iv) remits the Executive Director (Communities) to develop and conclude a Memorandum of Understanding (MoU) with Dundee City Council and Angus Council that will underpin the revised governance arrangements.

**3. BACKGROUND**

3.1 The national Business Gateway service was introduced throughout the Scottish Enterprise operating area in 2003 with the objective of offering a consistent signposting and development service to all businesses throughout lowland Scotland.

3.2 Each business, throughout its lifecycle, requires a varying type and intensity of support. Business Gateway provides this support through workshops, a comprehensive website with a considerable range of self-serve content and tools, together with general and specialist adviser support.

3.3 The Business Gateway service has been managed and delivered by local government since April 2008. It was previously run by Scottish Enterprise (SE) and was transferred following the 2007 review of the enterprise agencies, which also resulted in local authorities taking over responsibility for local economic development. The Business Gateway service was subsequently expanded to include the Highlands & Islands.

- 3.4 Most Business Gateway services are delivered in-house by local authorities - six are contracted-out, three operate a blended model, and one (Fife) is delivered via an arm's length organisation. In Tayside, Dundee City Council is the lead local authority working with Angus Council and Perth & Kinross Council to deliver Business Gateway Tayside service on a contracted-out basis. The lead authority role is to contract with, and report to, the Scottish Government as well as receiving the funding on behalf of the region. There is one officer employed by Dundee City Council to manage the contract, and that post is funded from the Business Gateway budget. The budget from the Scottish Government has remained the same since 2008.
- 3.5 The Business Gateway National Unit (BGNU) supports Local Authorities in the delivery of Business Gateway services and is based at COSLA in Edinburgh.
- 3.6 The Business Gateway service is delivered through a combination of common national and bespoke local elements. The nationally delivered elements are as follows:
- Business Gateway Enquiry Service which is delivered by Scottish Enterprise's Enquiry, Research and Fulfilment Service and is delivered as part of a Partnership Agreement with SE which is managed and monitored by the BGNU.
  - Business Gateway website ([www.bgateway.com](http://www.bgateway.com)) which is managed by the BGNU. The website is the principal digital platform for Business Gateway and is used on all national and local marketing materials both online and offline.
  - Business Gateway Event Management System and the website ([www.bgateway.com/events](http://www.bgateway.com/events)) which are the principal platforms for Business Gateway event listings and is used on all national and local marketing materials, both online and offline.
- 3.7 The national services are complemented by a range of regional services:
- Start-Up Advisory Service (defined as a core service)
  - Existing and Growing Businesses Service (including Growth Pipeline) (defined as a core service)
  - Business Gateway Local Services
  - Additional Services Funded by the European Regional Development Fund (ERDF) (and potentially the new Shared Prosperity Fund)
- 3.8 Appendix 1 details the roles of the organisations responsible for the delivery, management, and oversight of Business Gateway services in Scotland.

3.9 A detailed report (Report No. 21/226 refers) was submitted to the Scrutiny Committee on 29 November 2021. This provided information on contract performance and contracting arrangements over the contract period. It also provided an update on the related Governance arrangements. The Scrutiny Committee noted the good performance of the services and underlined the importance to review and improve the governance arrangements.

## **4. CONTRACT PERFORMANCE**

### **Contract performance**

4.1 The Business Gateway Tayside contract has been held by Elevator since 2008. Following a full OJEU tendering process undertaken by Dundee City Council and supported by Angus and Perth & Kinross Councils, Elevator was successful in retaining the contract for Business Gateway Tayside service delivery from 1 April 2017. The contract ran to 31 March 2019 with the option to extend for three further years until 31 March 2022. Based on achievement of targets, Elevator's contract was extended to 31 March 2022.

4.2 The Business Gateway Tayside contract delivers the following services:

- Start-Up Advisory Service
- Existing and Growing Businesses Service (including Growth Pipeline), Business Gateway Local Services linking to Scottish Enterprise Account Management system
- Additional Services funded by the European Regional Development Fund (based on funding applications) include:
  - o Expert Help programme
  - o International support services
  - o Accelerator programmes
  - o Events Including marketing, Future of the web, Planning for Growth

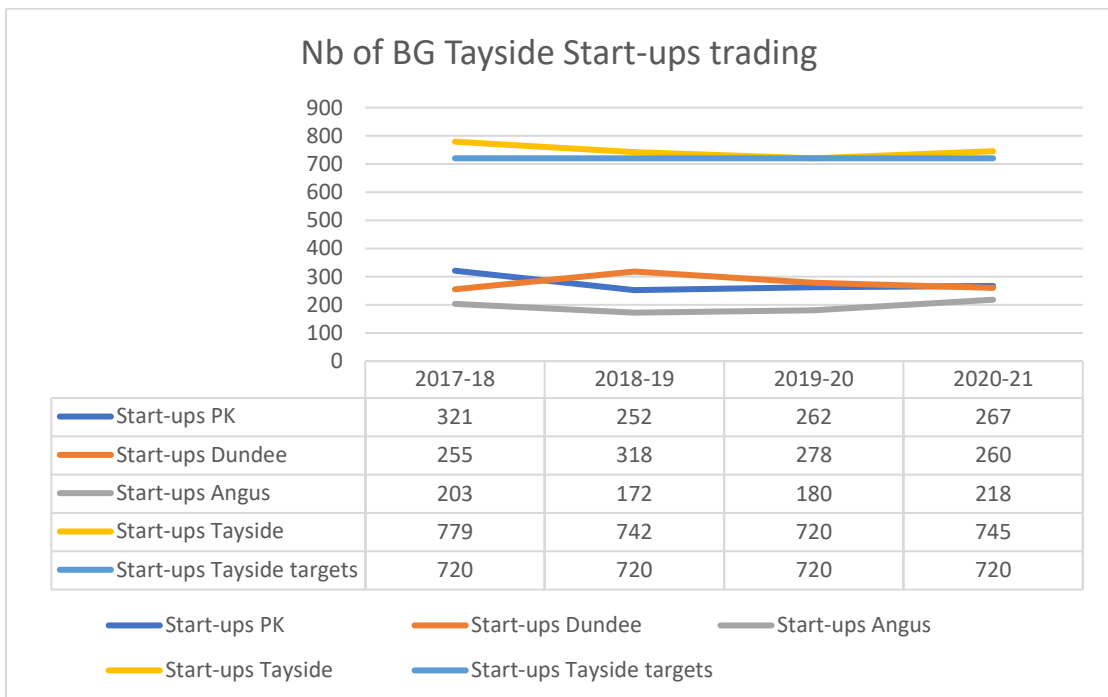
4.3 Appendix 2 details the Business Gateway national and regional service as a pipeline of an integrated business support system.

4.4 The Start-Up Advisory Service covers pre-start, start-up, and early-stage support for new businesses. The principal components of the Start-Up Advisory Service are:

- start-up guidance and information provided via the website and the Enquiry Service
- one-to-many training workshops (based on a core catalogue of workshops specified in the Business Gateway Programme Rules)
- one-to-one advisory services provided by Business Gateway advisers
- services as outlined in an Action Plan agreed between the Business Gateway adviser and the client.

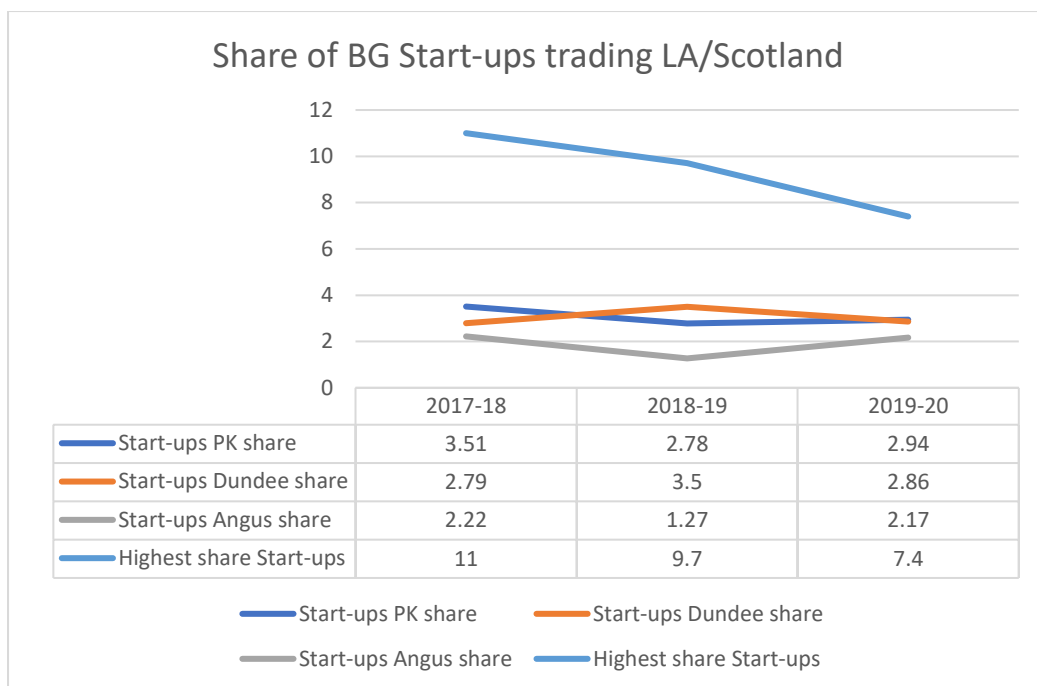
4.5 The Growth Pipeline programme assists companies with growth potential and will work with, and refer to, the support best suited to the firm, including business services from Scottish Enterprise. An example would be if someone was starting a technology business with high-growth potential, they may have the option of receiving support from the High Growth Start-up team at Scottish Enterprise. The High Growth Start-up team works with pre-start businesses across Scotland. They have stringent eligibility criteria, but if companies qualify, they will receive intensive hands-on support.

4.6 The following graph shows the annual target number of start-ups for Tayside and the actual number of start-ups supported for Tayside and for each local authority. The target is set jointly by the 3 councils as part of the tendering process. The contract targets for Tayside have been met or exceeded over the period. There were no targets set for Perth and Kinross. The number of Business Gateway start-ups in Perth and Kinross has slightly decreased over the period. The share of Business Gateway start-ups in Perth and Kinross has also slightly decreased over the period (42.2%, 33.96%, 36.38%, 35.83%).



4.7 The following graph provides a national benchmark using the SLAED indicator ‘annual number of Business Gateway start-ups trading in Scotland’ and the national share in percentage for each local authority. The highest national share (the local authority which has the highest share) has decreased over the period, whereas the national share of start-ups in the local authorities in Tayside has remained relatively constant. The national share of Business Gateway start-ups in Perth and Kinross has decreased over the period, notwithstanding an improvement in 2019-20. Internal fluctuations between areas must be expected in a contract which delivers across a wide area. Start-up figures in 2017-18 were particularly high and fluctuations may be explained by a fall in the unemployment rate over the period.

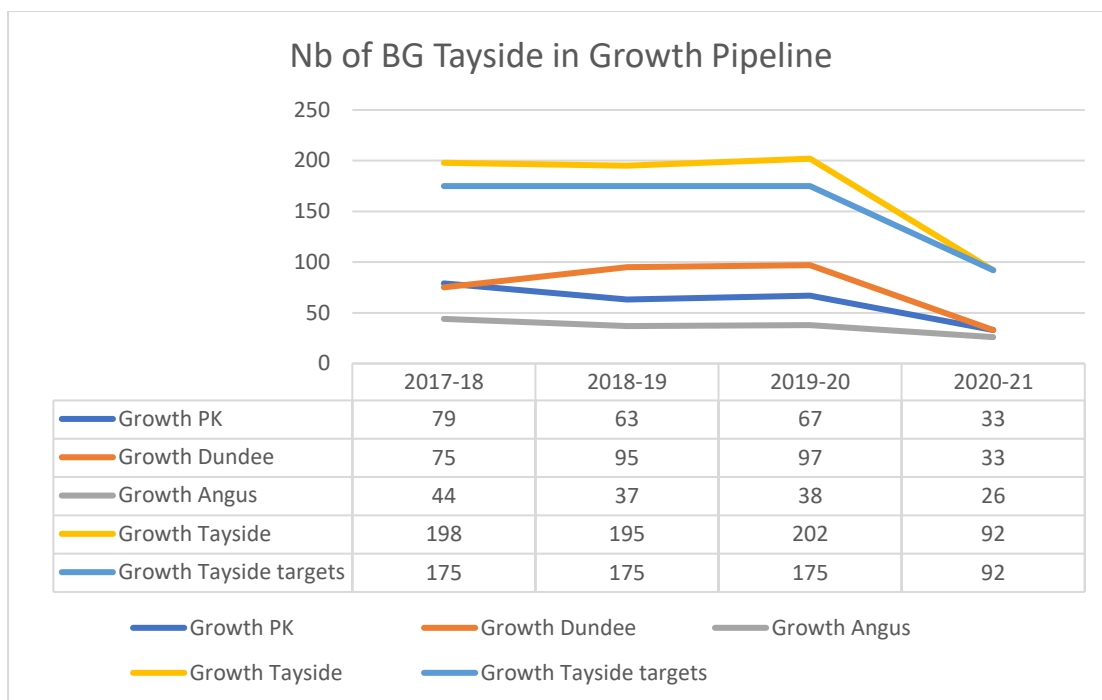




**4.8 The components of the Service for Existing and Growing Businesses are:**

- business guidance and information provided via the website and the Enquiry Service
- one-to-many training workshops (based on a core catalogue of workshops specified in the Business Gateway Programme Rules)
- one-to-one advisory services provided by Business Gateway advisers.
- Services are outlined in an Action Plan agreed between the Business Gateway adviser and the client
- nominated one-to-one adviser support available to the client to help them
- clients are referred to Scottish Enterprise for account management and other support including Growth Pipeline support. Early-Stage Growth (ESG) clients are start-up clients or businesses which have been trading for less than eighteen months, and plan to create additional jobs in their local economy. Growth Advisory Service (GAS) provides additional business support with access to 121 support and expert help for businesses projecting increase in turnover of £200k+ over next three years.

**4.9** The following graph shows the annual target number of businesses to be entered into the Growth pipeline (GAS/ESG) for Tayside and the actual number of businesses entered the Growth pipeline for Tayside and for each local authority. The contract targets for Tayside have been exceeded over the period, although there was a decrease in 2020-21 mainly due to the impact of Covid. There were no targets set for Perth and Kinross. The share of Business Gateway growth in Perth and Kinross has decreased over the period (45%, 32.3%, 33.16%, 35.87%). There is no available national data for comparison.



4.10 In addition to the core services outlined above, and not duplicating existing Business Gateway national services, the Business Gateway Local Services provide the following:

- a service of 1-2-1 support to businesses, either existing or pre-start, considered by the local authority to be of importance to the local economy but not eligible, or do not meet the criteria, for mainstream Business Gateway or SE support.
- local networking events targeted at pre-start and new start businesses.
- a service to businesses with urgent issues that may force them to downsize or put the future of the business in jeopardy in the immediate future and are looking for support and advice on the best way forward (Survive & Thrive).
- local initiatives to raise the profile of entrepreneurship and encourage a culture of enterprise.

4.11 Over the period, Business Gateway Tayside service has exceeded targets for workshops, with 165 businesses attending start – up workshops and 114 businesses attending growth workshops as well as digital boost events/support. The contract has also provided 126 referrals to the growth pipeline service (GAS). In 2020-21, 210 businesses in Tayside have been supported through Covid 19 Survive & Thrive scheme, including 83 in Perth and Kinross.

4.12 In addition to the core and local services outlined above, ERDF funding was also secured to provide additional services as follows: specialist adviser support to growth businesses, expert help, growth workshops and accelerated high value enterprise.

- 4.13 Digital boost funding was also secured as part of the national digital engagement programme and provided 1 to 1 support and workshops, with 74 interventions delivered in Perth and Kinross to date. The digital boost programme allows businesses to access webinars, grants, support from a digital consultant, online advice & tips to help their business and platforms do more with digital.
- 4.14 For financial year 2021/2022, the performance for the period April to December 20 is set out in Table 1 below:
- 94% of the annual target for starts was met and 80% of the annual target for early-stage growth
  - the annual target for start-up workshops has been surpassed and almost met for existing business workshops
  - 94% of the annual target for referrals to the Growth Advisory service has been met.

**Table 1: Business Gateway Delivery, April 2021 – December 2021: Local Authority Breakdown**

	Angus	Dundee	Perth & Kinross	Total	Annual Target
Business Start Ups	174	185	185	544	580
Early-Stage Growth	15	14	11	40	50
Start Up Workshops	20	16	16	52	50
Existing Business Workshops	2	6	2	10	12
Growth Advisory Service Referrals	9	18	20	47	50
Business Boost	26	41	47	114	154

### Contract Information

- 4.15 The budget for Business Gateway is provided by the Scottish Government through the revenue funding received by Dundee City Council as the lead authority for Business Gateway Tayside to deliver all core and local services.
- 4.16 The total settlement annual amounts received by Dundee City Council from the Scottish Government has remained constant over the period at £1,362,000.
- 4.17 Although the value for the contract which was tendered was not impacted, Dundee City Council decided to make a saving of £150,000 in the programme management costs and fees through its budget review process to address a challenging budget settlement in 2017/18. This action was not in accordance with the Business Gateway Operating Agreement and after further discussion with Perth and Kinross and Angus Councils, the saving was re-instated in 2020/21. It was agreed the reinstated funding should be used to enhance the contract value from 2020/21 onwards to deliver more activities than specified in the original contract. However, the initial 3-year budget saving was not re-instated. This was discussed at the Scrutiny Committee on 29 November 2021.

4.18 This has led to a requirement to further clarify and improve the governance arrangements including greater transparency on programme management costs and fees.

4.19 The agreed budget for the delivery of the Business Gateway Tayside service is as follows:

Year	Actual spend Core and Local Services (excl. VAT)	BG programme management costs and fees	Total (Local Government Settlement figures)
2017/18	£1,000,085	£211,915 (£361,915-£150,000*)	£1,362,000
2018/19	£1,000,163	£211,837 (£361,837-£150,000*)	£1,362,000
2019/20	£998,895	£213,105 (£363,105-£150,000*)	£1,362,000
2020/21	£1,149,666	£212,334	£1,362,000
2021/22	£1,149,995	£212,005	£1,362,000
<b>Total</b>	<b>£5,298,804</b>	<b>£1,061,196</b> (£1,511,196-£450,000)	<b>£6,810,000</b>

*\*Dundee City Council's saving reinstated in 2020-21.*

4.20 Additional funding is supporting European Regional Development Fund (ERDF) and Digital Boost activities. ERDF funding has ceased, and withdrawal of ERDF is an issue that would impact on future delivery of services if not replaced, particularly in relation to growth and expert advice support. Digital boost funding is allocated on an annual basis.

Year	Contracted spend ERDF	Additional spend ERDF	Digital Boost
2017/18	£217,142	-	£48,500
2018/19	£210,548	£142,300	£55,860
2019/20	£190,770	£142,300	£61,680
2020/21	-	-	£60,150
2021/22	-	-	£43,600
<b>Total</b>	<b>£618,460</b>	<b>£284,600</b>	<b>£269,790</b>

4.21 Payments are linked to the number of start-ups which has begun trading, the number of businesses accessing Early Stage Growth (ESG), the number of businesses accessing Growth Advisory Service (GAS), local networking events/workshops, expert help, and specialist advice, as well as a monthly management fee.

4.22 In addition to overall management of the contract and specialist advisers, Elevator employs 16 people in total to deliver the Business Gateway Tayside service. The contract requires a physical presence in Perth & Kinross and current staffing numbers are 2 start-ups advisers, 1 growth adviser and 1 administrator. 1 additional growth adviser (ERDF) was also employed in Perth and Kinross when funding was available. Access to regional specialist advisers on HR, export and communications is also available to Perth and

Kinross businesses. Elevator has located its Perth and Kinross office at the Creative Exchange in Perth.

- 4.23 The regional delivery of Business Gateway Tayside service is aimed at providing added value by increasing capacity and sharing specialist regional expertise. The joint co-ordination of contract management saved time and optimised resources for each local authority. The scale of the contract attracted interests from high performing contractors. It also allowed the creation of, and access to, a wider pool of experts to benefit our local businesses.
- 4.24 This Tayside wide approach to gateway services is now supported by the Tay Cities Economic Region model of a shared vision for its future via the Regional Economic Strategy. The cross fertilisation of supply chains and business communities and the benefits of resource sharing is ever more crucial in the region. This is to provide strong foundations, address inequalities, and forge even stronger partnerships to deliver a more prosperous and fairer future for the region, its communities, people, and businesses.

#### **Current and Future Contract**

- 4.25 The current contract for delivery of Business Gateway Services in Tayside is delivered by Elevator and was due to complete on 31 March 2022.
- 4.26 However, the future landscape for the delivery of Business Gateway services at a national level is currently under review. The national Business Gateway Board, whose members are COSLA, SLAED, SOLACE and whose role is to provide strategic leadership and recommendations on overall direction of the BG service, requested a strategic review of the service. The Business Gateway National Unit (BGNU) sought consultancy support to assist with this review, which is expected to conclude in late Spring 2022.
- 4.27 The review of Business Gateway operations will also require to be considered within the context of the new National Strategy for Economic Transformation. A summary of this is contained within the Economic Wellbeing plan update which will be considered at the Council meeting on 27 April 2022. Scottish Enterprise's decision to replace account management with more generic growth opportunity interventions also needs to be taken into account. In addition, Business Gateway delivery requires to factor in the Review of the Scottish Technology Ecosystem (the Logan Review) and the need for a decisive shift towards technology enabled higher value, higher skilled jobs. As previously noted, Perth and Kinross is forecast to be one of most affected areas from job loss through automation.
- 4.28 As the review was not concluded in time to set-up a new contract by 31 March 2022, the current Business Gateway Tayside service contract had to be extended by the steering group for a further year (31 March 2023) to ensure continuity whilst the national review is completed. A VEAT (Voluntary Ex Ante Transparency) Notice was published on Public Contracts Scotland in

December 2021 advising of the intention to extend the current contract by one year from 1 April 2022.

- 4.29 Once the findings of the national review are concluded, a full procurement exercise will be undertaken with a view to letting a new longer-term contract from April 2023 that takes cognisance of any changes to the national specification for Business Gateway services.
- 4.30 It is anticipated that the new contract will continue to be delivered across the 3 Tayside Councils to ensure consistency across the functional geography and to deliver economies of scale and opportunity. However, it is intended the new contract will also allow for greater local flexibility to deliver what each Council area or sub-area might need specifically (e.g., more technology focussed/enabled businesses or a clear interface with the wider business support ecosystem (e.g., Chamber of Commerce, Growbiz's peer-to-peer support and mentoring in rural areas)).

## **5. FUTURE GOVERNANCE ARRANGEMENTS**

- 5.1 The current governance arrangements for the Business Gateway Tayside service are as follows:
- Memorandum of Understanding between the three Councils – this provides a basis on which the parties shall agree the Services to be provided by the Contractor, specifies responsibilities of Dundee City Council as lead authority to Angus and Perth and Kinross Councils, specifies responsibilities of each party.
  - Contract between Elevator and Dundee City Council (acting on behalf of the three Councils)
  - 1 Business Gateway Programme Monitoring Officer (hosted and employed by Dundee City Council) – The officer is the point of contact for the contractor and ensures co-ordination of day-to-day contract management activities.
  - Conveners' annual meeting which reviews contract performance
  - Business Gateway Tayside service officers steering group comprising representatives from the three Councils, the Monitoring Officer and chaired by Head of Service from Dundee City Council. It meets quarterly and monitors and manages the contract.
- 5.2 Work has been undertaken by the Heads of Economic Development and colleagues across the three Councils to review Business Gateway Tayside service governance arrangements. The Business Gateway Officer Steering Group recommended future governance arrangements which were considered at a Business Gateway Conveners meeting on 20 January 2022. Councillors McCall and Duff attended the meeting as well as Councillor McCole as an observer. The recommendations were supported by the Conveners and are detailed in this report and appendix 3.
- 5.3 The proposals below take cognisance of the need to update current arrangements to ensure strategic fit between Business Gateway delivery and

the strategic priorities of the Tay Cities Region, whilst recognising that the service is contractually delivered on behalf of three of the Tay Cities councils, as Fife have their own Business Gateway Service arrangements in place.

- 5.4 **Business Gateway Tayside Board:** It is proposed that the current Annual Conveners Meeting is replaced with a Business Gateway Tayside Board, and this should meet twice per year. The focus for the Board should be to provide strategic oversight and scrutiny of the Service. Each authority should appoint one elected member to attend. This may typically be their Convener with oversight of Economic Development, but it will be at the discretion of each council to determine appropriate representation. They should be accompanied and supported by the Head of Economic Development for the three councils or a nominated alternative. The Board should be chaired on a rotational basis by the elected members of the respective Councils and be facilitated by the Business Gateway Tayside Contract Manager. Tenure in the chair should be for a period of one year to cover two meetings of the Board. The proposed remit is set out in more detail in appendix 3.
- 5.5 **Business Gateway Officer Steering Group:** This should retain the features of the current Contract Management Group, meeting every two months. The focus for the Steering Group should be to provide operational and performance oversight of the Service. Meetings should be chaired by a Service Lead or Head of Service from the lead authority, and each local authority should have at least one representative present and a maximum of two. In addition, the Business Gateway Contract Manager should attend and facilitate the business of the Steering Group. The proposed remit is set out in more detail in appendix 3.
- 5.6 **Lead Authority:** Dundee City Council is the lead authority for the Business Gateway Tayside Service as agreed at the point of transfer of Business Gateway to local government in 2008. The role of lead authority involves several responsibilities that contribute to the sound governance, management, and delivery of the service and these require to be more formally reflected in the revised governance arrangements. These functions are outlined in more detail at appendix 3.
- 5.7 **Alignment to Tay Cities Governance:** Business Gateway Tayside is the most visible and long-standing example of collaboration and joint delivery within regional Economic Development. It is, therefore, important that the Tay Cities Joint Committee, which has strategic responsibility for the regional strategy, has oversight of how this service contributes to the business support landscape in the Tay Cities Region. It is, therefore, proposed that Heads of Economic Development should present reports to the Business Gateway Tayside Board updating them on performance of the contract and the contribution of the service to the regional business support landscape. It is further recommended that these reports and the minutes of the Business Gateway Tayside Board are submitted to the Joint Committee for noting to ensure that they are kept informed of developments in respect to delivery and performance of the Business Gateway services on a regular basis.

- 5.8 **Memorandum of Understanding:** It is proposed that once councils have approved the revised governance arrangements, the lead authority should engage with its legal team to prepare a revised memorandum of understanding to be signed by all three councils.

## 6. CONCLUSION

The current Business Gateway Tayside service has been effective and performing well against the agreed targets. The good performance of business growth support is worth noting. The service has been sustained and adapted well to address the challenges arisen from Covid-19. Delivery has quickly shifted to digital channels such as workshop delivery on-line. Webinars aimed at young entrepreneurs and online networking events have been delivered successfully. Elevator, the current contractor of Business Gateway Tayside service run three contracts in Scotland and the national share of the number of Business Gateway start-ups trading under these contacts have increased. The proposed governance arrangements between the three councils should make them stronger and ensure full transparency and effective scrutiny of performance.

### Officer

Name	Designation	Contact
Serge Merone	Investment Manager	01738 475000 ComCommitteeReports@pkc.gov.uk

### Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	4 April 2022

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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>No</b>
Workforce	<b>No</b>
Asset Management (land, property, IST)	<b>No</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>Yes</b>
Strategic Environmental Assessment	<b>Yes</b>
Sustainability (community, economic, environmental)	<b>Yes</b>
Legal and Governance	<b>Yes</b>
Risk	<b>Yes</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 The Community Plan/Single Outcome Agreement 2017 – 2027 lays out five outcomes focused 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
  - (v) creating a safe and sustainable place for future generations
- 1.2 This report relates to objective (iii) by maximizing and enhancing economic development opportunities to the benefit of businesses and local communities, encouraging new business creation and growth of existing businesses.

### 2. Resource Implications

#### Financial

- 2.1 Capital – None.
- 2.2 Revenue – There are no revenue implications arising from the report.

### Workforce

- 2.3 There is no workforce implication arising from the report.

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

- 2.4 There is no asset management implication arising from the 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 **relevant** and the following positive outcomes expected following implementation: as part of the new contract access to Business Gateway Tayside service would have to be tailored and flexible to encourage less represented groups (e.g. women, young people, people over 50, people from ethnic minority groups or people with a disability as well as people living in rural areas) which face barriers to participation.

### 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. Pre-screening has identified that the PPS will have no or minimal environmental effects, it is therefore exempt.

### Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council must 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. The proposals will enhance socio economic and economic development opportunities to the benefit of businesses.

## Legal and Governance

- 3.7 The Head of Legal and Governance has been consulted and there are no legal implications.

## Risk

- 3.8 There are a few risks associated with the proposal:

- risks associated with the need to strengthen governance arrangements in time for the development of the new contract. The risk has been mitigated by extending the existing contract by 1 year which would allow time for the revised governance arrangements to be put in place. This risk will be managed by the Communities SMT.
- Risks associated with possible challenge to the extension of the contract beyond 31 March 2022. The risk has been mitigated by working closely with Dundee City Council's procurement team to ensure compliance. This risk will be managed by the Communities SMT and Dundee City Council.
- Risks associated with the need to develop a new contract which considers national developments and embed flexibility at local level. This risk has been mitigated by extending the existing contract by 1 year which would allow time to integrate national review results and devised fit-for purpose service. This risk will be managed by the Communities SMT.
- Risks associated with lack of replacement for ERDF funding and related support activities particularly growth and expert advice. The risk will be mitigated by lobbying the Scottish and UK Governments for additional resources to replace ERDF funding. This risk will be managed by the Communities SMT.

## **4. Consultation**

### Internal

- 4.1 The Head of Finance and the Head of Legal and Governance have been consulted in the preparation of this report.

### External

- 4.2 None.

## **5. Communication**

- 5.1 The recommendations from the report will be communicated to stakeholders and the press through the media team.

## **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**

- 3.1 Appendix 1 - Business Gateway roles and responsibilities
- 3.2 Appendix 2 - Business Gateway Tayside service pipeline
- 3.3 Appendix 3 - Remit of proposed governance structure

## Appendix 1 – Business Gateway roles and responsibilities

Organisation	Membership	Responsibility
Local Authorities		Day-to-day management of Business Gateway (BG) contracts and/or in-house delivery
Business Gateway Board	COSLA, SLAED, SOLACE	Strategic leadership and recommendations on overall direction of the BG service
Business Gateway National Unit (BGNU)	COSLA employees	National responsibility for marketing, performance reporting and quality assurance; secretariat functions to the BG Board; support to local authority BG managers and local Contractors
Business Gateway Operational Network (BGON)	12 lowland lead local authorities with responsibility for contract management and six Highland local authorities	Meet monthly as a group to discuss operational matters. Refer recommendations and issues to the BG Board
Scottish Local Authorities Economic Development Group (SLAED)	Senior officials from economic development teams across all Scottish local authorities	Assisting and supporting COSLA on operational and practitioner matters
Scottish Enterprise (SE)		Management of the BG enquiry service (Enquiry Fulfilment and Research Service - EFRS). Provision of shared CRM system. Provides support products/services which BG clients can access

Source: Business Support, 2<sup>nd</sup> report 2019 (Session 5) – Scottish Parliament

In 2019 and in total, there were 57 Business Gateway offices in Scotland employing 356 people, including 177 business advisers. The national call centre and research service (the 'Enquiry Fulfilment and Research Service') employs a further 40 people (full-time equivalent). The Business Gateway National Unit is based within COSLA and employs 10 people.



## Appendix 2 - Business Gateway service pipeline and intensity of support

Intensity of support:

Low	Medium	High

Providers	Start-ups	Mentoring	Peer Support	Growth	High Growth	Trade and Market Development Outwith UK	Trade and Market Development Rest of the UK
Business Gateway Enquiry Service + website + event management	On-line/self-service	—————→					
Business Gateway Tayside Core service	Advisory service			Growth pipeline (Early Stage Growth (ESG)/Growth Advisory Service GAS)  Referral to SE			
Business Gateway Local service	Advisory service – local priorities		Under-represented groups	If not eligible for Growth Pipeline  Recovery/ sustainability advisory support			

Business Gateway/ERDF (until March 2020)	High Value	High value		If not eligible for Growth Pipeline Specialist advisory support; expert help;		High Value	High Value
Business Gateway/Digital Boost							
Scottish Enterprise				Account managed	Account managed	Existing exporters Account managed	



## Appendix 3 – Remit of proposed governance structure

### Business Gateway Tayside Board

- a Provide strategic oversight and direction taking cognisance of the priorities set out in the regional economic strategy.
- b Review and scrutinise overall contract performance.
- c Review and scrutinise overall expenditure with a view to ensuring best value.
- d Authorise any major fundamental changes to the service delivery approach and model.
- e Review the national context for service delivery and consider best practice from other parts of Scotland or elsewhere.
- f Review the wider service delivery landscape and provide strategic oversight and challenge to efforts to ensure that this is effective and aligned.

### Business Gateway Steering Group

- a Ensure that the Business Gateway service is responsive to needs of business in the region and is aligned to supporting sectoral growth opportunities.
- b Monitor contribution and alignment of the Business Gateway service to the wider business support landscape.
- c Ensure that the Business Gateway service is aligned with the wider Economic Development services within councils.
- d Ensure that Business Gateway Tayside is designed and delivered in alignment with the national strategy and specification for Business Gateway in Scotland whilst ensuring responsiveness to local needs and priorities.
- e Oversee and inform development of the Business Gateway Service specification.
- f Review and scrutinise detailed contract performance information and expenditure.
- g Agree annual service target and priorities where contract terms enable / require this.
- h Inform decisions regarding marketing and promotion of the services.
- i Provide general oversight to any future changes in contract management arrangements whilst recognising that it is for the lead authority to manage the recruitment and appointment of contract management personnel.

## Lead Authority

- a Receive, hold, distribute, and provide agreed stewardship of monies allocated for delivery and management of Business Gateway Services through the Scottish Government Local Government settlement.
- b Lead the design, specification, and procurement of Business Gateway Tayside Services in consultation with partner Councils.
- c Contract and performance manage the delivery of Business Gateway Services in Tayside including quality monitoring and ensuring compliance with the Business Gateway programme rules.
- d Approve elements of contract delivery including client progression to higher levels of support and access to expert support and other value-added services.
- e Facilitate the Business Gateway Tayside governance arrangements including arranging meetings, setting agendas, preparing papers, and taking minutes.
- f Chair Business Gateway Tayside Steering Group meetings.
- g Produce performance reports and budgetary information for Business Gateway Tayside Board, Steering Group, and partner Council Committees.
- h Make payments due to the Contractor in terms of the Contract including review and scrutiny of submitted invoices.
- i Represent Business Gateway on national groups including Business Gateway Operational Network and periodic working groups.
- j Engage with Business Gateway National Unit and ensure that Business Gateway Tayside benefits from access to national services.
- k Represent the region's interests in respect to any reviews of the national specification for Business Gateway.
- l Seek opportunities to bid for and align additional funding to the core budget.
- m Seek to ensure that Business Gateway Tayside is effectively embedded within the regional business support environment and encourage alignment with Council Economic Development Services and wider partner provision.
- n Procure, manage, and facilitate additional programmes that align with Business Gateway, e.g. Digital Boost.

**PERTH AND KINROSS COUNCIL**

**Strategic Policy and Resources Committee**

**20 April 2022**

**PLANNING FOR NATURE GUIDANCE**

**Report by Head of Planning & Development**

(Report No. 22/91)

**1. PROPOSAL**

- 1.1 This report summarises the comments received during the consultation on the non-statutory Planning for Nature guidance published for consultation in 2021. It seeks approval to finalise and adopt the guidance document to support the Local Development Plan (adopted November 2019) as non-statutory Supplementary Guidance.

**2. RECOMMENDATION**

- 2.1 It is recommended that the Committee:
- (i) approves the Planning for Nature guidance to support the implementation of Policy 41 of the Local Development Plan.

**3. BACKGROUND**

- 3.1 The Planning for Nature Development Management and Wildlife guide (Planning for Nature) has been prepared in response to the adoption of LDP2. This is non-statutory planning guidance to support LDP2 Policy 41. In the report to council on 29 January 2020 (Report No. 20/25 refers), it was noted that this guidance document would be brought forward to Strategic Policy and Resources Committee as part of the review of guidance to support LDP2.
- 3.2 Planning for Nature is referenced in Policy 41 of LDP2. The guidance had previously been drafted only to support development management officers in decision making on matters affecting biodiversity. Further changes were then made to support the new LDP2 in collaboration with the new tree/biodiversity officer.
- 3.3 The guidance supports developers and decision makers to implement the requirements in law and policy with regards to biodiversity. No new requirements are introduced but current law, policy and best practice expectations are set out in the one document. The intention is to ensure proposals are robust and supported by evidence when submitted, thereby reducing the amount of time between validation and final decision. By setting out the best practice expectations of the Council, developers and decision makers are provided with greater certainty when designing or assessing submissions.

#### **4. KEY CONCERNS, RESPONSES AND PROPOSED CHANGES**

- 4.1 The document was developed in collaboration with the Tree/Biodiversity Officer, the Tree/Enforcement Officer, and the Tayside Biodiversity Partnership Co-ordinator, with input from the Biodiversity Ambassadors group and development management colleagues. In addition to national and international requirements and best practice, the expectations of the Council's own tree/biodiversity officer have been stated in guidance to provide applicant certainty. Requirements include:
- roosting provision for breeding birds and bats
  - hedgehog highways in all developments
  - protection for amphibians migrating to, or dispersing from, breeding ponds, including Sustainable Drainage System ponds
- 4.2 Public consultation was carried out between 20 September and 31 October 2021 resulting in 29 consultation responses. There were many supportive comments and useful contributions. The full summary of comments can be found in Appendix 2.
- 4.3 The main comments resulting in changes included:
- additional consideration for insects and Ground Water Dependent Terrestrial Ecosystems. This resulted in greater detail on priority species and habitats to be added.
  - a request for greater urgency in language resulted in an updated introduction highlighting the climate and nature crises.
  - minor amendments to maps, specific species, and clarity of language
- 4.4 The final draft document incorporating these changes is attached as Appendix 1.
- 4.5 There were further comments that were outwith the scope of the guidance and therefore resulted in no change to the consultation draft but should be brought to the Committee's attention:
- concern about past practice of poor adherence to policies. It is expected that any perception of discrepancies will be reduced by the greater certainty provided by the guidance.
  - concern about felling of trees on a site before planning permission is applied for. This falls within the remit of Scottish Forestry and is unfortunately not something we can control.
- 4.6 Planning for Nature does not incorporate the new requirements of the draft National Planning Framework 4. The draft NPF4 imposes a requirement on some, but not all developments, to provide positive effects (enhancement) for biodiversity. This contrasts with LDP2 Policy 41 which currently seeks, but does not require, positive effects from all development. It is anticipated that there will be changes to NPF4 as a result of consultation. Until NPF4 is finalised, it is considered important to implement the guidance now to secure the best outcomes for biodiversity. The practical guidance within Planning for Nature is best practice and will still be applicable following NPF4, although it may need to be further

updated to reflect the introduction of any mandatory obligations and changes in terminology.

## 5. CONCLUSION

5.1 The Planning for Nature guidance document has been prepared to support the implementation of LDP2. The document has been through a public consultation with stakeholders.

### Author(s)

Name	Designation	Contact Details
Robert Wills	Planning Officer (Development Plan Team)	01738 475000 Comcommitteereports@pkc.gov.uk

### Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	8 April 2022

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>None</b>
Workforce	<b>None</b>
Asset Management (land, property, IST)	<b>None</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>Yes</b>
Strategic Environmental Assessment	<b>Yes</b>
Sustainability (community, economic, environmental)	<b>Yes</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>None</b>

### 1. Strategic Implications

#### Community Plan/Single Outcome Agreement

- 1.1 The Planning for Nature guidance document supports delivery of the Perth and Kinross Community Plan/Single Outcome Agreement by safeguarding and encouraging restoration of valued natural environments. As well as promoting health and wellbeing, the guidance document contributes positively to the priority of “Creating a safe and sustainable place for future generations”. In particular the guidance addresses the challenges of:

- maintaining the outstanding beauty of our urban and rural environments; and
- responding to the agenda in relation to climate change.

#### Corporate Plan

- 1.2 The Planning for Nature guidance document contributes to the achievement of the Council Corporate Plan Priority delivery of “Creating a safe and sustainable place for future generations,” in particular the guidance document promotes the goal to Protect our Outstanding Area.

## **2. Resource Implications**

### Financial

2.1 None.

### Workforce

2.2 None.

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

2.3 None.

## **3. Assessments**

### Equality Impact Assessment

3.1 Under the Equality Act 2010, the Council must eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments (EqIA) for plans and policies allows the Council to show that it is meeting these duties.

3.2 Planning for Nature was considered under the Council's Integrated Appraisal Toolkit. No impacts on equality were identified and the documents assessed as not relevant for the purposes of EqIA. A full EqIA was not needed.

### 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.

The guidance document was considered under the Act in consultation with Consultation authorities and:

- Screening has shown that Planning for Nature Guidance is unlikely to have significant environmental effects and is therefore exempt and the Consultation Authorities have been notified. The reason for concluding that the Guidance is unlikely to have significant environmental effects is that the Guidance provides detail and best practice only on the implementation of policies in LDP2 which was previously assessed.

### 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 Nature

Conservation Act (Scotland) Act 2004 public bodies in Scotland have a duty to further the conservation of biodiversity. 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 deliver on the Act's emissions reduction targets
- in the way best calculated to deliver any statutory adaptation programmes
- in a way that it considers most sustainable.

3.5 Planning for Nature was assessed for Sustainability through the Integrated Assessment Toolkit. The document promotes sustainable development and the conservation of biodiversity and addresses climate change by:

- Promoting best practice development that protects and restores nature and utilises nature-based solutions
- Promoting the health of waterways and water bodies through avoidance and mitigation of impacts from new development
- Promoting resilience in the face of climate change for wildlife by protecting and enhancing important habitats and the connections between them.

#### Legal and Governance

3.6 None.

#### Risk

3.7 None.

### **4. Consultation**

#### Internal

4.1 The draft guidance document was developed and consulted on with internal stakeholders as set out in section 4 of the Report. Planning for Nature resulted in a number of relevant comments which required further consultation with the tree/biodiversity officer, the Tayside Biodiversity Partnership co-ordinator and development management colleagues.

#### External

4.2 The draft guidance document was developed and consulted on with external stakeholders as set out in section 4 of the Report. Additional consultation on preparing Planning for Nature with external advisors following the public consultation was not required.



## **5. Communication**

- 5.1 Once approved the guidance document will be uploaded to the Council website and those consulted on the draft will be notified. Workshops with development management on particular topics in Planning for Nature have already been carried out. Promotion of the guidance more broadly within relevant Council services will also be considered.

## **2. BACKGROUND PAPERS**

No background papers are referred to.

## **3. APPENDICES**

Appendix 1: Planning for Nature Development Management and Wildlife Guide 2022

Appendix 2: Planning for Nature Summary of Consultation Responses





# Planning for Nature

Development Management and Wildlife Guide  
April 2022



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Frog cover photo: © Lorne Gill/NatureScot

# 1 INTRODUCTION

## 1.1 Background

“Biodiversity” encompasses the variety of life, from fungi and microbes to large animals and woodlands. The term recognises the value of diversity of ecosystems, habitats, species, and genes within species. It is this variety as a whole that supports ecosystem services including health, landscapes, food production and cultural values. Perth and Kinross has a diverse range of habitats, from internationally recognised wetlands at Loch Leven, the Tay Estuary reed beds, to the unique alpine flora of Ben Lawers and Schiehallion.

However biodiversity is in crisis, having suffered significant decline, and is under sustained pressure from land use change and the climate emergency. The natural environment of Perth and Kinross needs to be protected and restored. Perth & Kinross Council has signed the Edinburgh Declaration and produced a Climate Action Plan which recognises the need to tackle the twin crises together.



Loch Tay SAC & Ben Lawers NNR

The Nature Conservation (Scotland) Act 2004 places a duty on all public bodies to further the conservation of biodiversity. This duty extends to actions in the Tayside Local Biodiversity Action Plan (LBAP) 2016-2026, published in 2016 by the Tayside Biodiversity Partnership (TBP), a partnership of organisations across Tayside. The LBAP sets targets to protect and enhance biodiversity in Angus and Perth and Kinross with the vision to have a fully functioning ecosystem network from Highland Perthshire to the Tay Estuary, to help reduce flooding, assist species to adapt to climate change and ensure there is no further loss of biodiversity.

In accordance with the biodiversity duty Local Planning Authorities must consider the potential impact of developments on wildlife and habitats and require that planning applications demonstrate how developers have addressed the needs of biodiversity.

## 1.2 Purpose and Use of this Guidance

This guidance sets out how the biodiversity and geodiversity of the Perth and Kinross Local Development Plan area (excluding National Parks) will be taken into account when considering proposals for development of all scales, and the expectations of the Council when deciding applications.

The guidance will help applicants fully consider the wildlife and habitat implications of proposals which need planning permission. This guidance is a material consideration in the consideration of planning applications.



Applicants should refer to this guidance at the earliest opportunity for important information on potential natural heritage requirements and on constraints and opportunities for development. Applicants are encouraged to seek **pre-application advice** from the Development Management Team to identify potential issues and to avoid unnecessary delays in the planning process

Applicants should also consider NatureScot guidance. NatureScot is a statutory consultee for certain developments that affect wildlife including proposals that require an Environmental Impact Assessment (EIA), those that could affect sites with a statutory nature conservation designation and licensing of work that may affect protected species.

Key information is contained in text boxes throughout the guidance:

**LEGISLATION:**  
key processes to follow in wildlife legislation

**LOCAL DEVELOPMENT PLAN POLICIES**

**POINTS TO REMEMBER:** for applicants to address



The River Devon at Rumbling Bridge

### 1.3 Policy Context

Perth & Kinross Council encourages high quality development that contributes positively to the local environment. The Council has a broad approach to conserving nature, taking into account ecosystems and natural processes, as well as conserving important areas, habitats and species; and recognising the importance of green infrastructure to support biodiversity and provide resilience through networks of urban trees, woodlands, wetlands and grasslands. Protecting and restoring natural habitats and nature networks helps ecosystems provide multiple benefits such as flood reduction, pollution control and the enhanced health and wellbeing of communities through amenity and recreation.

Local Development Plan 2 policies aim to protect and enhance the natural environment. Policy 41 describes the overarching position of the Planning Authority. The relevant sections of the policy are set out throughout this guidance. The overarching policy recognises that as well as seeking to protect legally protected sites and species, the Planning Authority has a duty to both conserve and enhance the wider biodiversity of Perth and Kinross.

#### Policy 41: Biodiversity

The Council will seek to protect and enhance all wildlife and wildlife habitats, whether formally designated / protected or not, taking into account the ecosystems and natural processes in the area.

The Council will apply the principles of the Planning for Nature: Development Management and Wildlife Guide and will take account of the Tayside Local Biodiversity Action Plan (LBAP) and relevant national and European legislation relating to protected species when making decisions about applications for development....



The biodiversity duty is delivered through requiring avoidance, mitigation and compensation for wildlife and habitats affected by a proposal, as well as ensuring developers maximise the opportunities for enhancing biodiversity, including:

- improving habitat network connectivity and other green infrastructure to support protected species and areas
- safeguarding and promoting important non-protected priority habitats and species including those identified in the Tayside Local Biodiversity Action Plan (LBAP)
- providing resilience to climate change through connectivity and supporting habitat
- supporting ecosystems services such as pollination, surface water management, and pest control
- providing increased access to nature and improved wellbeing

When considering planning applications the Council expects applicants to address:

- International Sites and Protected Species;
- National Sites and Protected Species;
- Local Sites, wild bird habitats, LBAP priority species and habitats and those noted on the Scottish Biodiversity List as “conservation action needed” or “avoid negative impacts”.
- Other wider natural heritage interests including species and habitats on the SBL, habitats that support priority species and habitat connections such as blue and green infrastructure.

Policy 41 and this guidance should be read in conjunction with other nature based policies in LDP2 and their associated guidance documents. In particular an expectation is placed on developers to incorporate and enhance nature based solutions and green and blue infrastructure in their design at an early stage.

This guide should be read in conjunction with:

- Perth & Kinross Council (2019) Green Infrastructure**
- Perth & Kinross Council (2019) Open Space Provision for New Developments**
- Perth & Kinross Council (2019) Placemaking**
- Perth & Kinross Council (2019) Forest & Woodland Strategy**

#### **Wildlife and Habitat Considerations in Determining a Planning Application:**

- Early design action: wildlife and geological conservation forms a positive part of early development design rather than being an afterthought
- Clarity of understanding: proposal shows a clear understanding of the planning authority requirements concerning biodiversity and geological conservation
- Sufficient information: proposal includes sufficient information on wildlife and habitats to ensure it does not get held up unnecessarily or refused. This means:
  - ✓ Surveys are provided in accordance with section **4 Surveys & Impact Assessments**
  - ✓ Any limitations in surveys do not significantly affect the results
  - ✓ Priority species, habitats, or protected areas on, near, or connected with the proposal are identified
  - ✓ The impact of the design on each priority species, habitat or protected area is clearly explained
  - ✓ Mitigation, compensation and enhancement is clearly set out in assessments and demonstrated in the proposal.



## 2 PROTECTED AREAS

All sites for development are likely to have value for biodiversity, but some areas receive particular protection. Protected areas within Perth and Kinross carry statutory protection at the International, National (UK and Scottish) and local levels. Some local sites do not have legislative protection but are supported by planning policy. Policies 38 and 41 of Local Development Plan 2 seek to ensure that protected sites and the qualifying habitats and species within them are considered appropriately when determining relevant planning decisions. In line with the mitigation hierarchy proposals should demonstrate avoidance of impacts on protected areas in the first instance through site selection and design.

International	National	Local
Special Areas of Conservation (SAC)	Sites of Special Scientific Interest (SSSI)	Local Nature Reserves (LNR)
Special Protection Areas (SPA)	National Nature Reserves (NNR)	Local Nature Conservation Sites (LNCS)
Ramsar	National Parks	



Loch Leven RAMSAR, SPA and NNR

### 2.1 International Sites

#### Policy 38A: International Nature Conservation Sites

Development which could have a significant effect on a site designated or proposed under the Habitats or Birds Directive (Special Areas of Conservation and Special Protection Areas) or Ramsar site, will only be permitted where:

- (a) an appropriate assessment has demonstrated that it will not adversely affect the integrity of the site; or
- (b) there are no alternative solutions; and
- (c) there are imperative reasons of overriding public interest, including those of social or economic nature; and
- (d) compensatory measures are provided to ensure that the overall coherence of the European network is protected.

Sites included in this policy were those originally designated under European Directives and now form part of the UK site network. These include Special Areas of Conservation (SACs) which were designated for their habitats and species under the EC Habitats Directive, and Special Protection Areas (SPAs) which were designated for their birds under the EC Wild Birds Directive. These sites have protection under the Habitats Regulations<sup>1</sup> and are known as European sites. Ramsar sites are internationally important wetlands which in Perth and Kinross are also identified as European sites and receive the same level of protection.

<sup>1</sup> Principally The Conservation (Natural Habitats, &c.) Regulations 1994 (as amended)





There are a large number of European sites in Perth and Kinross. These include The River Tay SAC, Dunkeld and Blairgowrie Lochs, the Firth of Tay and Eden Estuary and Loch Leven. Where a development could have an impact on a European site an assessment of the impact on the qualifying features of the site must be made by the Planning Authority. Impacts can be at a significant distance from the site where there is ecological connectivity.

### SAC and SPA Policies and Guidance

Policies 45-47 as listed below address specific European sites vulnerable to development. Consideration should be given to all proposals within the catchment area of these sites as to whether they have a likely significant effect. Associated guidance provides information on how particular aspects of the site such as water quality should be addressed. Note that all the qualifying features of the site should be considered when assessing impacts.

See:

- Policy 45: Lunan Lochs Catchment Area
- Policy 46: Loch Leven Catchment Area
- Policy 47: River Tay Catchment Area
- **NatureScot Guidance on Protected Areas**
- **PKC Guidance on Protected Areas**



River Tay SAC

### Habitats Regulations Appraisal (HRA)

Applicants should establish early on whether any future development could impact on a European site in accordance with policy 38A. Proposals with ecological connectivity have potential to affect a European site even if outside the development site, separated by distance or outside the Perth and Kinross area. For example a proposed development may affect birds that are a qualifying interest of a European site several kilometres away but use the proposed location for feeding or resting. In combination (cumulative) effects will also need to be considered.

If a European site could be affected the applicant will need to have provided enough information for Perth & Kinross Council to determine whether there will be a Likely Significant Effect (LSE) on the qualifying interests of the European site.

LSE is any effect that may reasonably be predicted as a consequence of a plan or project that may affect the conservation objectives of the features for which the European site was designated, excluding trivial or inconsequential effects. The word 'likely' should not be interpreted as 'more probable than not' but as a description of the existence of a risk of a significant effect. If an LSE is identified then the applicant will be asked to provide information to enable an Appropriate Assessment to be undertaken. Mitigation measures are taken into account at the Appropriate Assessment stage and cannot be used to rule out an LSE. For example all development with more than trivial effects within the Loch Leven catchment will require an HRA.

The project can then only be permitted if Perth & Kinross Council can ascertain through the Appropriate Assessment that it will not adversely affect the integrity of the site.

See: **NatureScot Guidance on Habitats Regulations Appraisal**



## 2.2 National Sites

### Policy 38B: National Designations

Development which would affect a National Park, National Scenic Area, Site of Special Scientific Interest or National Nature Reserve, will only be permitted where the Council as Planning Authority is satisfied that:

- (a) the proposed development will not adversely affect the integrity of the area or the qualities for which it has been designated; or
- (b) any such adverse effects are clearly outweighed by social, environmental or economic benefits of national importance.

Sites of Special Scientific Interest (SSSIs) are notified for their special habitats, flora, fauna, geology or geomorphology. These include Geological Conservation Review Sites, national or internationally valued sites of geological interest. There are 107 SSSIs in Perth and Kinross and two National Nature Reserves - Ben Lawers and Loch Leven - with internationally important habitats and species. Adverse effects from a proposal on sites with an ecological connection must be considered.

#### NatureScot Sitelink

#### NatureScot Guidance on Protected Areas

#### Designated Sites: Points to Remember

- Take note of which designated sites may be affected by the proposals and how any effects may be avoided or mitigated
- Even though a development may not lie within a designated site there can still be functional connectivity. Effects on such sites must be considered even where they are some distance from the proposed development.

## 2.3 Local Sites

### Policy 38C: Local Designations

Development which would affect an area designated by the Council as being of local conservation or geological interest will not normally be permitted, except where the Council as Planning Authority is satisfied that:

- (a) the objectives of designation and the overall integrity of the designated area would not be compromised; or
- (b) any locally significant adverse effects on the qualities for which the area has been designated are clearly outweighed by social and economic benefits.

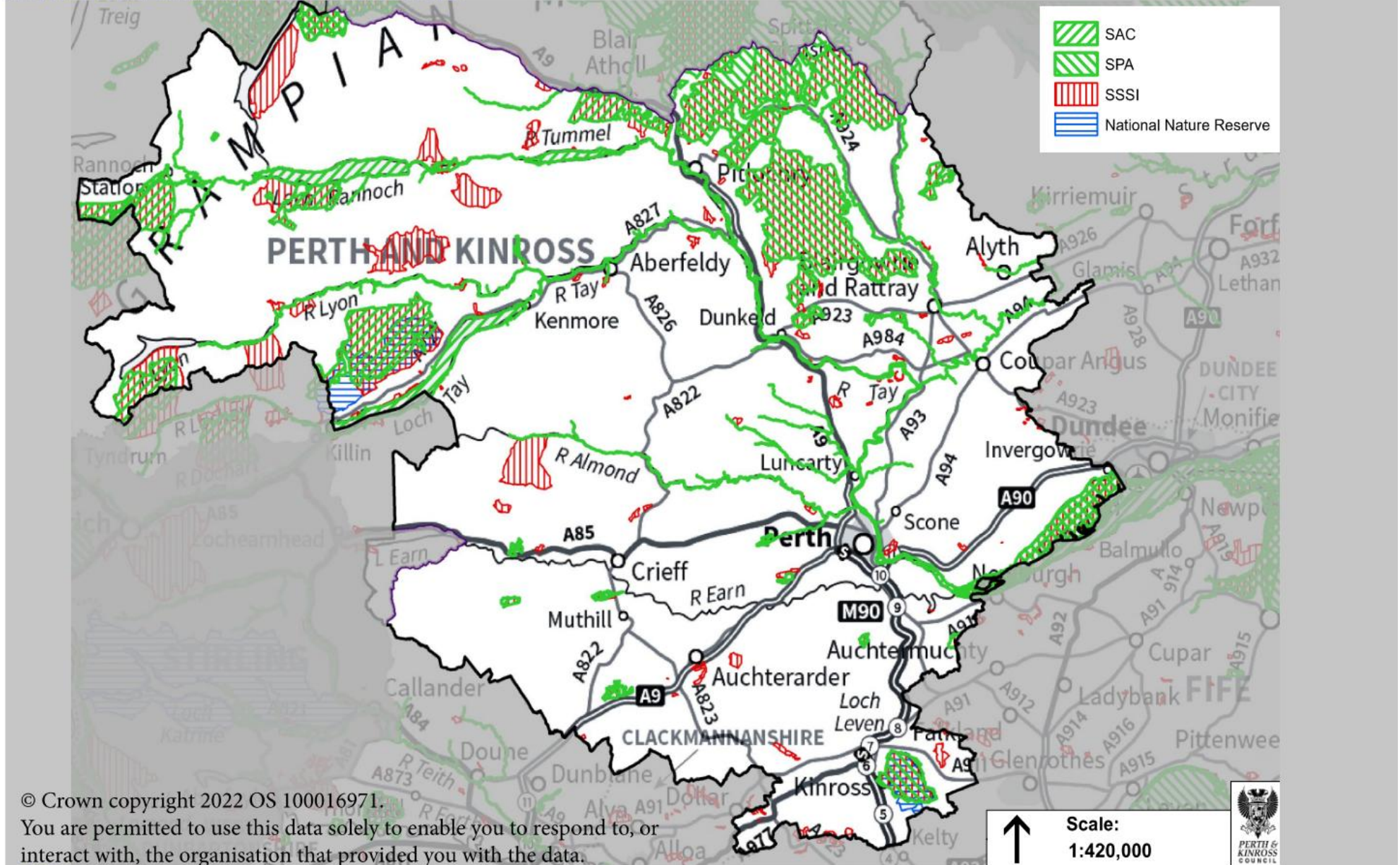
Local non-statutory designations are protected through planning policy. These are known as Local Nature Conservation Sites (LNCS) and Local Nature Reserves (LNR). Perth & Kinross Council has one LNR on the Inner Tay Estuary and any impact on this site should be assessed against policy 38. The Council has identified potential LNCS for biodiversity and geodiversity which following assessment will be designated and published as an appendix to this guidance.

Planning officers can check if a candidate LNCS is potentially affected. Until designated, information on candidate biodiversity sites will help inform the application under Policy 41 and other relevant policies. Information is also available on candidate geodiversity sites including updated assessments of undesignated Geological Conservation Review sites. Geodiversity is specifically addressed in the following policies.

- Policy 33: Renewable and Low-Carbon Energy
- Policy 39: Landscapes
- Policy 49B: Minerals and Other Extractive Activities - Supply



## International and National Designations



## 3 PROTECTED SPECIES AND LICENSING

### Policy 41: Biodiversity

...

#### European Protected Species

Planning permission will not be granted for development that would, either individually or cumulatively, be likely to have an adverse effect upon European protected species (listed in Annex IV of the Habitats Directive (Directive 92/43/EEC)) unless the Council as Planning Authority is satisfied that:

- (a) there is no satisfactory alternative; and
- (b) the development is required for preserving public health or public safety or for other imperative reasons of overriding public interest including those of a social or economic nature and beneficial consequences of primary importance for the environment.

In no circumstances can a development be approved which would be detrimental to the maintenance of the population of a European protected species at a favourable conservation status in its Natural range.

#### Other Protected Species

Planning permission will not be granted for development that would be likely to have an adverse effect on protected species unless it can be justified in accordance with the relevant protected species legislation (Wildlife and Countryside Act 1981 (as amended) and the Protection of Badgers Act (1992)).

### 3.1 Protected Species and Planning

Most bird species and a wide range of wild animals and plants have general protection from deliberate or reckless damage or harm under the law. In addition to this, some species, including bat species, otter, wildcat and great crested newt, along with some plants including slender naiad, are European Protected Species and have special protection from disturbance and harm.

A number of species and plants including red squirrel, pine marten, water vole, fresh water pearl mussel and rare butterflies and moths, are protected under domestic legislation from intentional or reckless injury, killing or damage to, destruction of, or obstruction of access to a place of shelter. Badgers and badger setts also receive specific protection from destruction and disturbance. Other species such as reptiles and amphibians also receive limited protection.



The species referred to in this guidance as protected species are as follows:

- European Protected Species protected under Schedule 2 (animals) and 4 (plants) of The Conservation (Natural Habitats, &c.) Regulations 1994 (as amended)
- Birds, animals and plants listed on Schedules 1, 5 and 8 (respectively) of the Wildlife and Countryside Act 1981
- Badgers (protected by the Badgers Act 1992 (as amended))

A full list of protected and other priority species in Scotland can be found in the [Scottish Biodiversity List](#). See [NatureScot webpages](#) for detailed protected species advice.



The presence of protected species on or near a site is critical when preparing proposals and making determinations on planning applications. It is vital that adequate survey work is carried out in good time to understand the site and determine the presence or absence of these species (see **4 Surveys & Impact Assessments**). As impacts on protected species must be known before determining planning applications, suspensive conditions for these surveys cannot and will not be issued. Additional pre-construction and monitoring surveys may be required by condition.

The presence of protected species rarely imposes an absolute block on development, however proposals should demonstrate how effects on species will be avoided or mitigated (see **5 Good Design & Mitigation**) and this can affect the design, layout and timing of works. Information provided with an application should satisfy the requirements set out in **NatureScot Standing Advice for Planning Consultations** for the relevant species.

Before granting planning permission for a development that may require a licence the Planning Authority must be satisfied that a licence will likely be issued. For European Protected Species this requires that the proposal meets the tests set out in Policy 41. These are the same three tests used by NatureScot to determine whether a licence will be granted (see **3.2 Licensing**).

#### **Protected Species: Points to Remember**

- Consider as early as possible whether protected species are present on, or using, sites for development, and conduct surveys well before making an application.
- Protected species surveys needed to understand a proposal's impact cannot be required by condition.
- If the presence of a protected species is suspected, the applicant must inform the Council
- The supporting evidence and survey work must be carried out at the right time, by a suitably qualified ecologist.

#### **Breeding Birds**

All wild birds and active nests are protected by law. Work carried out during the breeding season risks damaging nests or eggs, or disturbing nesting birds. From 1 March to 31 August, birds may nest in trees, on and in buildings, or in rough grassland or scrub. As no licence is available to remove birds or nests for development, the best way to avoid delay is to schedule works outwith the breeding season. To inform mitigation and design, surveys in the season prior to work are needed where significant vegetation is being removed, for wind farms, and demolition of, or work to the roofline of, agricultural or pre-1960s buildings.

Nest sites on/in structures should be retained where-ever possible including during pointing. Where unavoidably lost, species specific artificial nests can help mitigate this. Declining species such as Barn Owls, Swifts, Sparrows, Swallows and House Martins are particularly vulnerable to loss of nest sites. Replacement nests should be provided as close as possible to the original location. Submissions must include a location plan of nest installations.

Enhancement will be requested to be provided as follows:

- In settlements with swifts within 2km: at least one integrated swift nest brick into 25% of homes over 2 storeys. As swifts nest in colonies, the recommended provision of nests is: House: 1-4. Small block of flats: 4-10. Large building: 10-20.
- In rural areas: roosts for house martins and tree sparrows
- In each new barn, stable or agricultural building over 3 meters high: an integrated barn owl box.

**SNH (2017) Swift Best Practice Advice Note**  
**Barn Owl Trust (2015) Barn Owls and Rural Planning**  
**NatureScot Advice on Birds as Protected Species**



## 3.2 Licensing

Planning permission does not affect or replace any need to obtain licences or permits required by other environmental protection legislation and applicants will be required to obtain a licence before work can commence. A licence may also be required for works that do not require planning permission such as works carried out under permitted development.

After obtaining planning permission, the applicant may need to apply for other licences regarding protected species before work can start on site or if protected species are found during development.

NatureScot is responsible for assessing and issuing most protected species licences in Scotland. A licence from NatureScot will be required for works which may otherwise constitute an offence involving species with special protection.



Pipistrelle in roof space

See [NatureScot: Species Licensing A-Z Guide](#)



## European Protected Species

To carry out an activity that may constitute an offence, regarding European Protected Species, a licence can be issued by NatureScot as long as three tests are met. The planning authority must also be satisfied these tests can be met before granting planning permission.

- Test 1: that there is a licensable purpose.
- Test 2: that there is no satisfactory alternative.
- Test 3: that the action authorised will not be detrimental to the maintenance of the population of the species concerned at a favourable conservation status in their natural range. A qualified ecologist should be able to provide advice on this or alternatively seek advice from NatureScot.

See: [NatureScot: European Protected Species Licensing](#)

## Other Protected Species

Activities that would constitute an offence can be permitted under a licence for protected species including water voles, pine martens, and red squirrels for social, economic or environmental reasons. This could cover a range of activities including development. However, it is important to note that licences may only be issued for this purpose provided that:

- the activity authorised by the licence will contribute to significant social, economic or environmental benefit; and
- there is no other satisfactory solution.
- there will be no significant negative impact on the conservation status of the species.

NatureScot will have regard to the conservation status of the species concerned and expected appropriate mitigation or compensation measures to be proposed. See NatureScot:

[Species Licensing A-Z Guide](#)

[Licensing for social economic or environmental purposes](#)



## Badgers

Badgers are protected under the Protection of Badgers Act 1992 (as amended). Interference with a badger sett is an offence. Interference includes disturbance to badgers in setts, damage to setts, or obstruction of access to setts. Development within 30m of a sett could result in disturbance, or up to 100m for disruptive works. Any works that could result in interference are likely to require a licence.

For the purpose of development it is only possible for licences to permit someone to 'interfere with a badger sett'; it is not possible to licence removal, translocation or the killing of badgers.

Planning submissions should show interference is avoided or, if unavoidable, contain sufficient information to demonstrate that the licensing tests will be met, and a licence would likely be issued. See:

- [NatureScot: Badgers: licences for development](#)
- [Scottish Badgers: Guidance on Protecting Badgers for LPAs](#)



## Protected Species: Points to Remember

- Identify any needs for licensing as soon as possible
- Make sure the relevant licensing tests can be met for any protected species present
- See the NatureScot website for species specific licensing requirements
- Allow enough time in the project programme for the issuing of licences

## 3.3 Other Priority Habitats and Species

### Protected and Other Priority Habitats

Groundwater Dependent Terrestrial Ecosystems (GWDTE) are protected habitats sensitive to excavation >0.5m or drainage that affects groundwater. GWDTE should be identified in surveys and unacceptable impacts avoided through design and mitigation in accordance with [forestry](#) and [renewables](#) guidance.

Applicants should also identify, and seek to protect and restore priority habitats, including ancient woodland and peatland in accordance with LDP policies 40 and 51, and rare habitats listed in the Tayside LBAP and the Scottish Biodiversity List, especially those listed as “conservation action needed” or “avoid negative impacts”.

### Other Priority Species

Non protected rare and declining species listed on the Scottish Biodiversity List (especially those listed as “conservation action needed” or “avoid negative impacts”) the Tayside LBAP and local registers should be considered in survey work and significant impacts on important populations or their supporting habitats addressed in submissions.

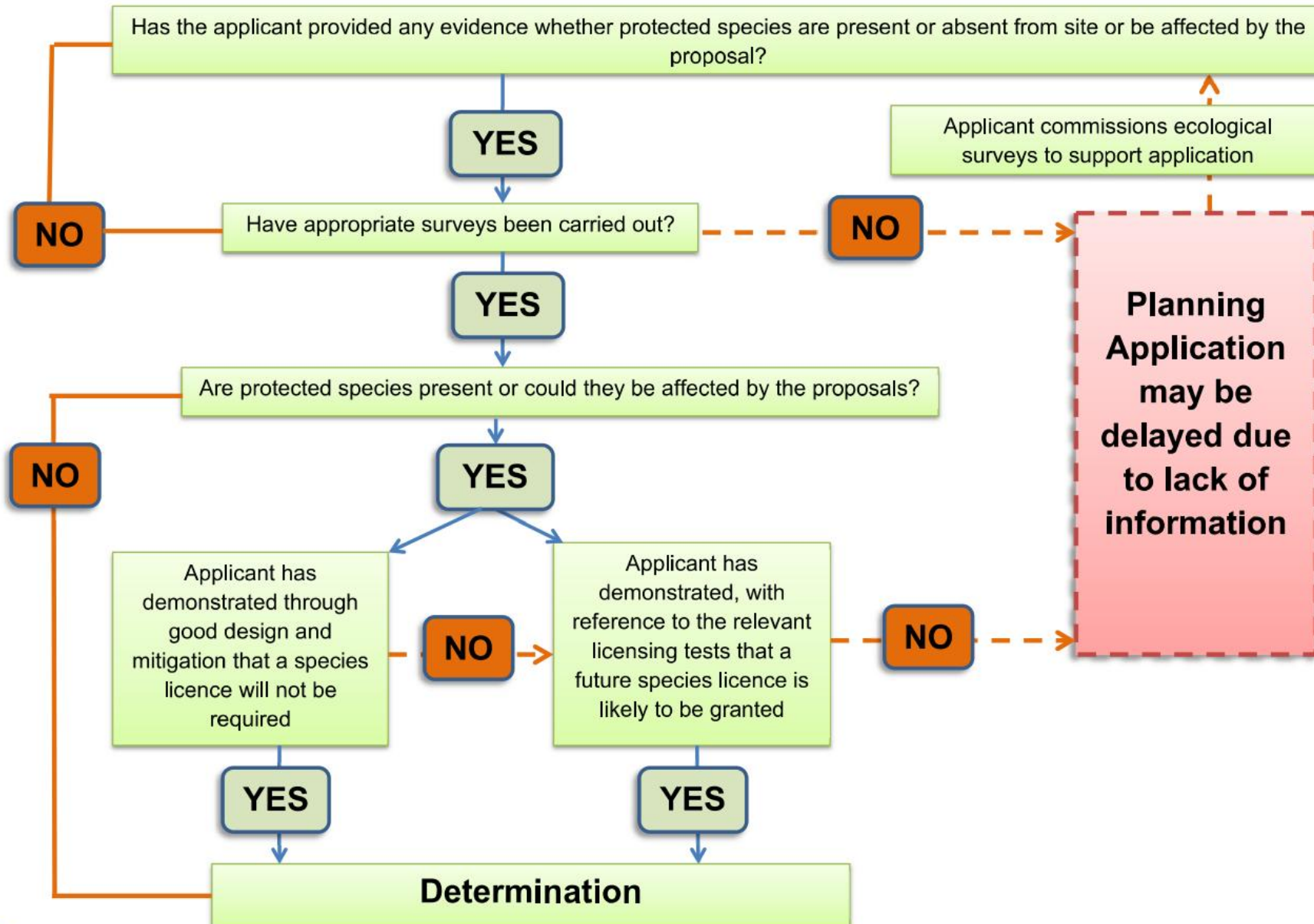


Activities that May Affect Protected and Other Priority Species or Habitats	
Activity	European or UK Protection and Other Priority Species & Habitats
Developments adjacent to or affecting any waterbody or watercourse	<b>EPS:</b> Otter, Great Crested Newt, Beaver, Bats, Slender Naiad <b>UK:</b> Water Vole; all breeding birds, Common Toad, Common Frog, Newt species, Atlantic Salmon, Lampreys, Freshwater Pearl Mussel <b>Priority:</b> Wintering birds, rare dragonflies
Barn and rural building conversion/demolition (especially unoccupied, stone-built buildings with wooden beams)	<b>EPS:</b> Bats. <b>UK:</b> Breeding birds (esp. Swift, Swallow, House Martin and Barn Owl).
Alteration or demolition to the roof space or roof line of buildings such as churches/chapels, institutions, schools. Buildings with weather boarding or hanging tiles, or any pre 1960 buildings or structures, within 200m of water or woodland. Any pre 1914 building. Building adjacent to woodland or water. Development affecting caves, mines, tunnels, cellars and exposed rock faces, bridges, viaducts, culverts, chimneys, kilns ice houses.	<b>EPS:</b> Bats <b>UK:</b> Breeding birds (esp Swift, Swallow, House Martin, Starling, House Sparrow)
Floodlighting of churches and historic buildings or floodlighting any greenspace or building within 50m of trees or hedgerows	<b>EPS:</b> Bats <b>UK:</b> Breeding birds. <b>Priority:</b> rare invertebrates especially moths
Affected woodland, hedgerows, lines of trees and scrub	<b>EPS:</b> Otter, Wildcat, Bats <b>UK:</b> Badger, Red Squirrel, breeding birds, Pine Marten, protected butterflies and fungi. <b>Priority</b> rare butterflies and moths, hedgehogs, rare plants, hedgerows, rare woodlands
Any felling or lopping, affecting dead, old and veteran trees and trees with a girth over 1.5m, or containing obvious holes or cracks or cavities or covered in ivy.	<b>EPS:</b> Bats <b>UK:</b> Breeding birds (such as barn owl), protected invertebrates. <b>Priority</b> rare lichen and fungi, rare invertebrates
Developments affecting derelict land, brown-field sites, railways and land adjacent, grassland and allotments	<b>EPS:</b> Bats, Reptiles <b>UK:</b> Breeding birds (such as barn owl); protected Butterflies; Reptiles; Badger. <b>Priority:</b> rare invertebrates,
Developments affecting quarries, cliff faces and gravel pits	<b>EPS:</b> Bats <b>UK:</b> Breeding birds such as Peregrine Falcon, Sand Martin; protected butterflies; reptiles; Badger. <b>Priority:</b> rare invertebrates and plants
Developments (such as wind farms) affecting open farmland, moorland and forestry sites in hilly, upland, exposed areas	<b>EPS:</b> Otter; Bats. <b>Water Framework Directive:</b> GWDTE <b>UK:</b> Red Squirrel; Badger; Water Vole; raptors such as Hen Harrier, Hobby, Golden Eagle and Owl species, protected invertebrates, Mountain Hare <b>Priority:</b> rare invertebrates / plants, calcareous grassland, blanket bog





## Protected Species Information Requirements



## 4 SURVEYS & IMPACT ASSESSMENTS

### Policy 41: Biodiversity

..... In particular, developers may be required to:

- (a) ensure a detailed survey is undertaken by a qualified specialist where one or more protected or priority species is known or suspected. Large developments that will have an impact on the environment may require an Environmental Impact Assessment;
- (b) demonstrate all adverse effects on species and habitats have been avoided wherever possible. A Landscape Plan may be required to demonstrate the impact of the development and how good design and site layout can enhance the existing biodiversity;
- (c) include mitigation measures and implementation strategies where adverse effects are unavoidable

Impacts on species and habitats across and beyond the site must be understood and addressed. Ecological surveys and assessments help applicants consider constraints and opportunities posed by wildlife and habitats at an early stage, and will ensure decision makers have the full information to assess an application.

Site surveys and assessments should be undertaken by suitably qualified and experienced persons using recognised methodology. A list of qualified ecologists can be found in the Chartered Institute of Ecological and Environmental Management (CIEEM) Professional Directory at: [www.cieem.net](http://www.cieem.net).

Information on species and habitats are available from:

- [NatureScot: Sitelink](#)
- [NBN Atlas Scotland](#)
- [Scotland's Environment Web](#)

### 4.1 Preliminary Ecological Appraisal

A Preliminary Ecological Appraisal should be undertaken to understand the characteristics of the site and how development may affect wildlife and habitats including:

- any nature designations in, near or with connectivity to the site;
- protected and priority LBAP or SBL habitats and species likely to be in, near or affected by the site
- potentially important habitats (such as old structures, mature trees, scrub, woodland, hedgerows, ponds or watercourses).

Following a desktop study and Phase 1 habitat survey a preliminary Ecological Appraisal Report (PEAR) is produced which identifies potential impacts, mitigation options, constraints and opportunities, and further survey requirements.

The PEAR rarely contains sufficient information to inform a planning application but is used to inform the initial design, and scope further work required for the Ecological Impact Assessment to be submitted with the application. The Appraisal must be conducted in accordance with:

**CIEEM (2017) Guidelines for Preliminary Ecological Appraisal Table of Activities that May Affect Protected and Priority Species or Habitats p12.**

### 4.2 Ecological Impact Assessment

Following further surveys and pre-application discussions, the PEAR is used to scope and inform an Ecological Impact Assessment (EclA). The EclA sets out clearly how the proposal has been located and designed to avoid, mitigate and compensate for impacts on species and habitats and provide enhancement measures in line with the mitigation hierarchy.



The extent and scope of the EcIA will be proportionate and depend on the site characteristics, location and the proposed development. For example an EcIA for a householder application may be shorter and simpler than for a larger development. The EcIA should take into account the principle in Policy 41 that “the Council will seek to protect and enhance all wildlife and wildlife habitats, whether formally designated/protected or not ...”. This should include addressing how wildlife use the site such as for foraging, shelter or movement and impacts on, or opportunities for, habitat connectivity across the site or between sites of importance for nature.

Submitted proposal designs and plans submitted with an application must demonstrate that the measures identified in the EcIA have been implemented.

EcIA must follow: **CIEEM (2018) Guidelines for Ecological Impact Assessment (EcIA)**

### 4.3 Environmental Impact Assessment (EIA)

Environmental Impact Assessment (EIA) is a statutory process which identifies the environmental effects (both negative and positive) of certain development proposals. A full EcIA is likely to form part of the EIA.

EIA only applies to those developments that are likely to have a significant environmental effect by virtue of factors such as its nature, scale or location. These are identified under Schedule 1 and Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017. Where there is doubt about whether an EIA is required, applicants can ask the planning authority for a screening opinion.

More information on EIA can be found at the following links:

**[NatureScot: Environmental Impact Assessment](#)**  
**[PKC Advice on EIA and Major Developments](#)**

### 4.4 Survey and Report Best Practice

Surveys must:

- be less than 24 months old from the date of survey.
- be carried out by suitably qualified and experienced persons using recognised methodologies
- be carried out at an appropriate time, month of the year and in suitable weather conditions in line with published best practice
- be adequate in scope and execution. The planning authority will require additional surveys if inadequate detail is provided.
- record and map the range of habitats and wildlife species found on site and within recommended distances. Off site surveys may be required where there are likely impacts on sensitive habitats and species.

EcIA Reports must:

- include an assessment of the likely effects of development on nationally and locally important habitats and wildlife recorded on site, in the locality and with ecological connectivity.
- address impacts and mitigation during construction, occupation /operation and, where relevant, decommissioning/restoration.
- contain recommendations, to avoid, mitigate and compensate impacts, that adhere to the mitigation hierarchy, and identify recommended enhancement measures.



## Appropriate Timing of Surveys

Survey timing is important to ensure the presence of habitats and species are not missed and to ensure the most accurate recording of evidence. The appropriate time of year to undertake surveys for various species and habitats is indicated in **Annex 2: Ecological Survey Calendar**. Species surveys are also weather dependent so surveys may need to be delayed or repeated for unsuitable weather. Surveys must detail all such constraints.

Some surveys may be required over more than one season, or several years, such as for potentially affected European sites or bird flight patterns near wind farm sites. Surveys must be no older than 2 survey periods (or 24 months). If surveys are older than is recommended, the Planning Authority may require further surveys before the application can be determined.

For mobile species that have the ability to expand their range and whose distribution may change over time pre-construction surveys may also be needed once consent is granted.

See: **CIEEM Guidelines for Survey Methodology**  
**NatureScot Professional Advice**

### Timing of Ecological Surveys: Points to Remember

- Consider what surveys are required as early as possible
- Discuss surveys with planning authority
- If a proposal could affect a SSSI or a European Site, consult NatureScot prior to submitting the application
- Make sure species surveys are carried out at the optimum time of the year (see **Annex 2: Ecological Survey Calendar**.)
- Ensure surveys are carried out in optimal weather conditions for that survey
- Highlight any survey limitations and constraints

## Bats

Bats are strictly protected and surveys must be conducted by qualified and experienced surveyors in accordance with best practice (**Collins, 2016**). Some surveys will require a licensed surveyor. Due to the seasonal nature of bat activity, surveys must be conducted before applying for planning permission. Failure to do this will result in delay or refusal of permission. The Council's **Bat Survey guidance note** sets out this process including the features which trigger a bat survey.

Surveys should include buildings on site and all trees on or near the site and reports should address impacts from construction and operation/occupation - including lighting - on summer roosts, hibernacula and foraging resources. Where full surveys are recommended by preliminary surveys, they must be provided before planning permission can be granted.

Any required mitigation should be integrated such as through access to roof space or integrated bat bricks, boxes or tubes. Bat boxes on trees are appropriate as temporary solutions during construction or demolition.

Permanent roosts should be provided as enhancement per ecologist recommendations and address year round requirements. Minimum provision consists of bat bricks, boxes, tubes or roof access in 50% of all new or replacement buildings adjacent to existing or proposed suitable habitat. Submissions should include a location plan of roost provision.



## 5 GOOD DESIGN & MITIGATION

### Policy 41: Biodiversity

The Council will seek to protect and enhance all wildlife and wildlife habitats, whether formally designated/protected or not, taking into account the ecosystems and natural processes in the area.

...

Proposals that have a detrimental impact on the ability to achieve the guidelines and actions identified in these documents will not be supported unless clear evidence can be provided that the ecological impacts can be satisfactorily mitigated. In particular, developers may be required to:

...

(b) demonstrate all adverse effects on species and habitats have been avoided wherever possible. A Landscape Plan may be required to demonstrate the impact of the development and how good design and site layout can enhance the existing biodiversity;

(c) include mitigation measures and implementation strategies where adverse effects are unavoidable;

(d) enter into a Planning Obligation or similar to secure the preparation and implementation of a suitable long-term management plan or a site Biodiversity Action Plan, together with long-term monitoring.

Avoidance, mitigation, compensation and opportunities for enhancing wildlife and habitats, nature based solutions and green infrastructure should be considered early in the design. Implementing the **CIEEM Net Gain Principles** throughout a proposal's development is encouraged to ensure the best outcomes for biodiversity. Habitats and species both on site and in the surrounding area should be taken into account along with direct and indirect impacts and how ecosystems function. Consider for example, how species will move through a development, and the impacts of lighting, vegetation removal or surface water changes, and the impacts on prey (including insects) or foraging behaviour.

Plans and design statements should demonstrate these measures including any mitigation, compensation and enhancement recommended in EclA reports. Biodiversity should be incorporated into site requirements such as a biodiverse SuDS pond, raingardens or swales, or by including native and flowering/fruiting species in landscaping. Actions should support protected species and sites, and the priorities and actions in the **Tayside Biodiversity Partnership Local Biodiversity Action Plan** and on the **Scottish Biodiversity List** particularly those marked as "conservation action needed" or "avoid negative impacts". Detailed advice is available:



Craighall SUDS (c) D Muir

**Incorporating Biodiversity into Development (TBP)  
Advice for Planners and Developers (NatureScot)  
Advice for Developers (SEPA)  
Green Infrastructure Guidance (PKC, 2020)  
Open Space Guidance (PKC, 2020)  
Forest and Woodland Strategy (PKC, 2020)**



## Example of Opportunities to Protect and Enhance Biodiversity

### Site Appraisal

#### Retain Existing Hedgrow

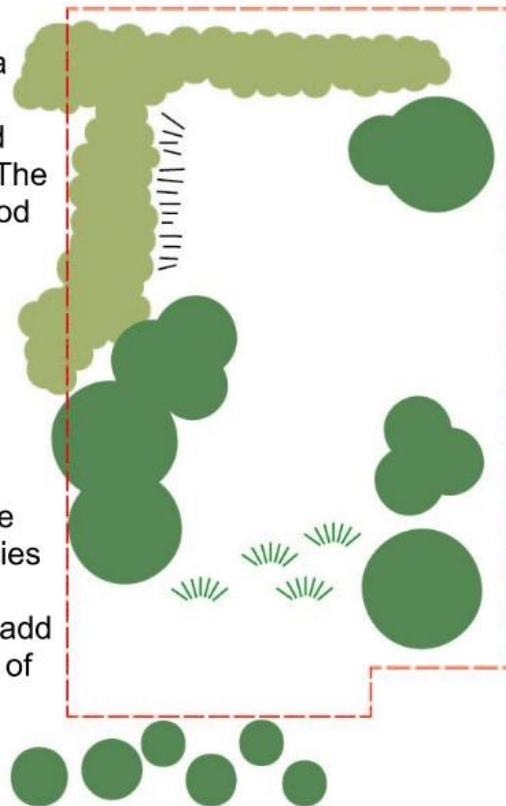
This connects to the wider area and provides shelter, nesting and feeding areas for birds and animals including hedgehogs. The embankment here could be good for bees and other insects.

#### Retain Existing Trees and Incorporate into Design

Avoid loss of trees which may have a Tree Preservation Order. Mature trees especially are biodiversity rich and may be ideal habitat for protected species such as bats and red squirrels. Trees are unique features that add to the attractiveness and value of development

#### Retain Marshy Ground

This may already be used by amphibians and is an ideal location for a bog garden or biodiverse SUDS pond, subject to expert advice. These can support protected species like newts and support a wide variety of plants and insects.



#### Address Wider Connectivity

Look outside the site boundary to see how the site can contribute to connecting or enhancing existing habitats.

### Site Design

#### Bat and bird roosts

Use integrated bat bricks, boxes, and tubes to meet different needs. Use integrated swift nest boxes, and sparrow and housemartin nests.

#### New Planting

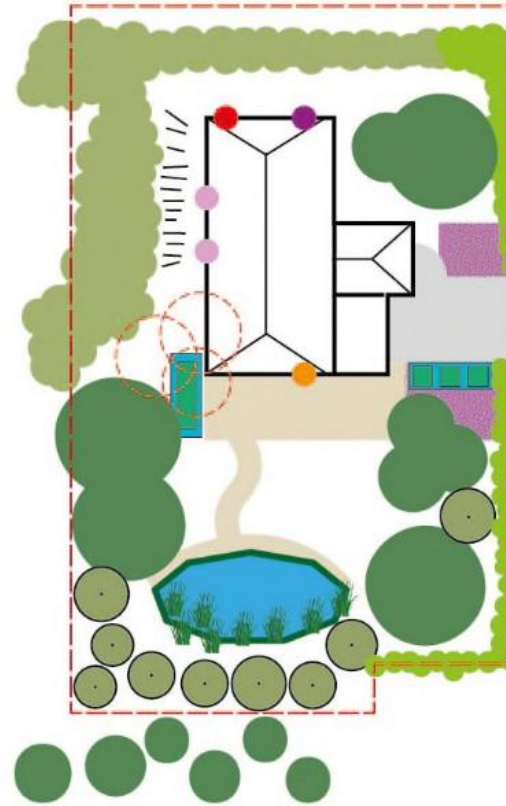
Enhance or complement existing and connecting trees. Here willow and alder in wet areas connect to wider woodland. Mixed native planting for the pond, hedgerow and trees, along with fruit trees, provide food and shelter for birds and pollinating insects.

#### Raingarden & Pond

Raingardens reduce and filter runoff and support biodiversity. Keep pond paths to one side to reduce disturbance of wildlife. Swales and a green roof or wall could also be used.

#### Increase Connectivity

Extending the hedge allows wildlife to access food and shelter more easily.



#### Key

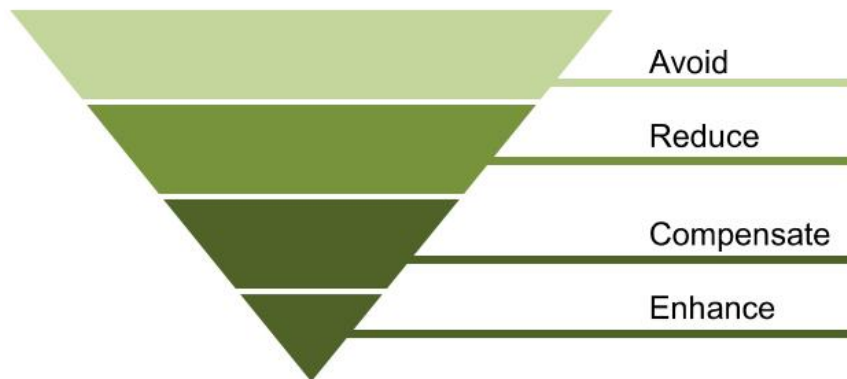
New tree	●	Patio / Path	■
New hedge	■	Swift brick	●
Shrub bed	■	Bat box, brick, tube	●
Rain Garden	■	Other bird nests	●
Pond	●	Hardstanding	■



## 5.1 Mitigation Hierarchy

The mitigation hierarchy applies when considering how an application manages potential adverse impacts on wildlife and habitats. Supported by surveys, designs should first prevent or avoid impacts, before taking measures to minimise and reduce unavoidable impacts. Following mitigation, compensation will then address residual impacts. Beyond addressing impacts, applicants are also requested to include enhancement appropriate to the site. **Annex 4: Mitigation & Enhancement Checklist** and **Tayside Biodiversity Guidance** show how the mitigation hierarchy can be applied in different circumstances.

### The Mitigation Hierarchy



### Avoid

Impacts must be avoided in the first instance by taking into account sensitive areas early in design. Trees and woodlands should be retained, existing nest/roost sites safeguarded, buffers applied, wildlife movement maintained and habitat fragmentation avoided. For example amphibian dispersal patterns should be understood before designing roads. Timing can also help avoid impacts by avoiding times or seasons when species are active or breeding.

### Mitigate

Unavoidable impacts must be reduced as far as possible through measures such as appropriate timing of works, root protection areas, wildlife safe construction, wildlife tunnels or bridges, appropriate lighting, and buffers between habitats and roads. **Annex 3: Ecological Mitigation Calendar** notes seasonal restrictions on mitigation. Note that translocation of species (where permitted) or habitat is a last resort only appropriate where the loss is acceptable and is unlikely to be considered as mitigation. A Construction Method Statement is required with proposals for larger sites where sensitive habitats, species or designated sites may be affected, and a Construction Environment Management Plan will then set out more detail before construction. All submissions should clearly address requirements set out in ecological reports, LDP developer requirements, in-principle conditions and pre-application advice.

### New Habitat

New habitats such as gardens, orchards, ponds and planting, should be safely accessible by the wildlife attracted to them.

- Amphibians must have access to SuDS and waterbodies through tunnels, or by use of wildlife kerbs or dropped kerbs along roads within 500m of any new or existing water bodies.
- Hedgehogs and small mammals prefer hedges but where used, fences or solid walls must have 13cm x 13cm gaps.
- Foraging bats and breeding birds should be protected by ensuring lighting does not fall on new or existing nest boxes, bat roosts or planting.



## Compensate

Compensation measures address impacts that cannot be avoided or fully mitigated. These are only appropriate to address residual loss where it can be demonstrated that impacts have been avoided and mitigated wherever possible, and should not be relied on to offset avoidable loss. Where roof access is unavoidably lost for example, bat roosts and swift nests provide compensation.

Compensation should be as like to the original resource as possible or improve on it, such as replacing exotic woodland with native or improving connectivity. An unavoidable, acceptable, loss of a section of woodland could be compensated for by extending another part of the same woodland. The amount of compensation may be greater than the resource lost where establishment or use of the resource is uncertain, or where it may take time to develop.

Compensation should be in the same location or as close to the original location as possible, such as peat restoration on a wind farm site where peat is unavoidably disturbed. Off-site compensation is a last resort once demonstrated that on site losses following avoidance and mitigation are not significant.

Metrics can show sufficiency of compensation. **Natural England's Biodiversity Metric 3.0** or **Small Sites Metric** can help with the caution that these are not designed for Scotland and require expert advice. Other evidence based methodologies can also be used.

## Enhance

All proposals should consider measures beyond compensation. These should be based on surveys, location, surrounding habitats and landscape character, follow ecologist recommendations, be proportionate to the scale of the proposal, and aim to support **Tayside LBAP** actions. Examples include:

- Native trees, orchards, hedgerows and wildflowers
- Nesting boxes or bricks for swifts, house martin and sparrows
- Nesting boxes for kestrel and owls in woodland

- Wildlife corridors for hedgehogs, frogs and newts
- Ponds, swales or raingardens
- A green or living roof
- Permanent bird and bat roosts/nests per this guidance.

Enhancement measures should be described in the submitted EclA or for major applications, a Site Biodiversity Action Plan (Site BAP) which sets out quantity, locations, techniques, timescales and monitoring arrangements. Submissions should clearly show how enhancement measures have been incorporated into design schemes and architects' drawings to ensure they are realised. See:

**TBP: Incorporating Biodiversity into Development**

## 5.2 Management and Monitoring

A Construction Environment Management Plan is required for larger sites or where sensitive habitats or sites are identified. On sites where habitats and features, including new planting, are created or may be adversely affected, ongoing monitoring and management through CEMPs and Site BAPs or long term management plans is required to ensure lasting benefits. Monitoring and management plans will be secured by condition.

### Good Design and Mitigation – Points to Remember

- Use results of ecological surveys to inform site selection and design
- Follow the mitigation hierarchy
- Avoid detrimental impacts on biodiversity through good design and site layout
- Mitigate the effects of unavoidable impacts
- Compensate for residual impacts taking into account the biodiversity value of the lost resource
- Address impacts on wildlife attracted to new habitat
- Incorporate features to enhance biodiversity into design
- Include a management and monitoring plan





## 5.3 Forestry, Woodland and Trees

LDP2 Policy 40A supports proposals which protect existing trees and protects and expand woodland. Policy 40B requires a tree survey for all trees on site. To ensure the protection in 40A, surveys extend to any tree or woodland potentially affected by a development i.e. on or adjacent to a site. Surveys must clearly show the impact of any proposed development. See **Annex 1: Tree and Woodland Surveys**. In exceptional cases where tree/ woodland loss is unavoidable mitigation is required and the Council will follow the **Scottish Government's Policy on the Control of Woodland Removal** (PCWR). EcIA should also address consequential impacts on biodiversity.

The mitigation hierarchy applies to trees and woodland as follows:

### Avoid

Surveys and designs should demonstrate avoidance of tree and woodland loss through design and layout, construction exclusion zones and woodland buffers. See the **Green Infrastructure Guidance** for information on masterplans and green networks.

Trees that should be protected for their high nature conservation value include mature native trees and all veteran and ancient trees as they have the greatest biodiversity value. Those previously recorded are listed on the **Ancient Tree Inventory**.

The PCWR applies a presumption against removal to all woodland. A **strong** presumption against removal applies to native woodland and plantation on ancient woodland sites (PAWS). Removal is only permitted in the exceptional circumstances set out in the **PCWR Implementation Guide**. A **particularly strong** presumption against removal applies to ancient semi-natural woodland, native woodland PAWS, and long established plantations (LEPO) with significant biodiversity features. PAWS and LEPO surveys should assess ancient woodland characteristics.

### Mitigate

In exceptional cases, where loss is unavoidable, proposals should demonstrate the mitigation of impacts through minimising loss, retaining connectivity, retaining dead wood on site, and minimising edge effects. Designs should show appropriate construction exclusion zones around trees, woodland and their root protection areas. Native trees should be planted to buffer ancient woodland.

### Compensate

Only acceptable, unavoidable tree/woodland loss can be compensated for as woodland cannot be easily replaced due to soil and ground flora. Compensation should be on or adjacent to the site of loss and be like for like unless providing greater biodiversity value. In exceptional circumstances off site compensation in the local area may be agreed.

Compensation should take into account the biodiversity value lost and the time for planting to establish, and use local seed and stock wherever possible. Consideration of the carbon value of any loss is also encouraged. Losses should be compensated with at least 3 trees for every tree lost. Native planting is preferred. See **Open Space Guidance** for species.

All woodland removal for development requires compensatory planting with limited exceptions in PCWR. The area proposed should reflect the lost biodiversity and amenity value, and aim to improve connectivity. Woodland with a strong presumption against removal requires a greater area than has been removed.

### Enhance

Proposals should enhance the biodiversity value of a site and support the **Forest & Woodland Strategy**, and **Tayside LBAP** priority species, habitats and actions. Actions include protecting and restoring historic orchards, and enhancing the extent and condition of native woodland.



## 5.4 Invasive Non-Native Species (INNS)

There are many species of non-native plants that have been introduced to Scotland over time which we enjoy in our gardens, but a few are invasive in the natural environment. They can cause serious problems by out-competing our native plants for light, space and nutrients. The environmental damage can be irreversible so need to be controlled. The most common invasive species in Perth and Kinross are Japanese knotweed (*Fallopia japonica*), giant hogweed (*Heracleum mantegazzanum*) and Himalayan balsam (*Impatiens glandulifera*).

Under the Wildlife and Natural Environment (Scotland) Act 2011 it is an offence for any person to plant, or otherwise cause to grow any plant in the wild at a place outwith its native range. If INNS are found on a site, the developer must submit an Invasive Species Control Plan with the planning application and ensure spread is prevented by containment, eradication or removal. The **Non-Native Species Code of Practice** will help developers to understand their legal responsibilities. NatureScot also has advice for professionals on **Invasive non-native species**.



INNS may be inadvertently introduced to a development site through soil contaminated with seeds or roots. If large volumes of soil are moved on or introduced to a site, a soil sustainability management plan will be required.

If a development is responsible for the introduction of an INNS either within or outwith the site, the developer will have to remove the species and dispose of material appropriately. Japanese knotweed, giant hogweed and Himalayan balsam are regarded as controlled waste. Developers should seek advice on the disposal of these plants by referring to the SEPA website. See:

**Seпа Guidance Invasive Non-Native Species**  
**NetRegs Guidance Japanese knotweed, giant hogweed and other invasive weeds**

## 5.5 Geodiversity

Rocks, sediments and soils form the basis of much biodiversity through the chemical composition and drainage that supports habitats. Rocks, fossils and geomorphological elements such as moraines, eskers and drumlins are important too for their cultural heritage value. Many of the most important features are identified through national Geological Conservation Review sites or identified as local nature conservation sites (see **2.3 Local Sites**).

All development should consider its impact on soils and landforms and consequential impacts of soil, gravel and sand extraction. Under Policy 39: Landscape proposals should aim to protect and enhance the geological and geomorphological elements on the landscape, while mineral extraction under Policy 49 should address impacts on geodiversity as part of natural heritage.

Impacts can be avoided by ensuring trees do not affect or block views of important features, and quarry restoration plans should identify important geological features to be conserved through a geological assessment.



# 6 ASSESSING PLANNING APPLICATIONS

The design of any development must be based on a good knowledge of the site, including the habitats and species present on and surrounding the site. This understanding will help applicants to put forward development proposals that respond appropriately to the constraints and opportunities of a site, and to identify ways in which they can contribute to avoiding, mitigating impacts and enhancing wildlife and habitats while providing opportunities for people to experience nature close to where they live.

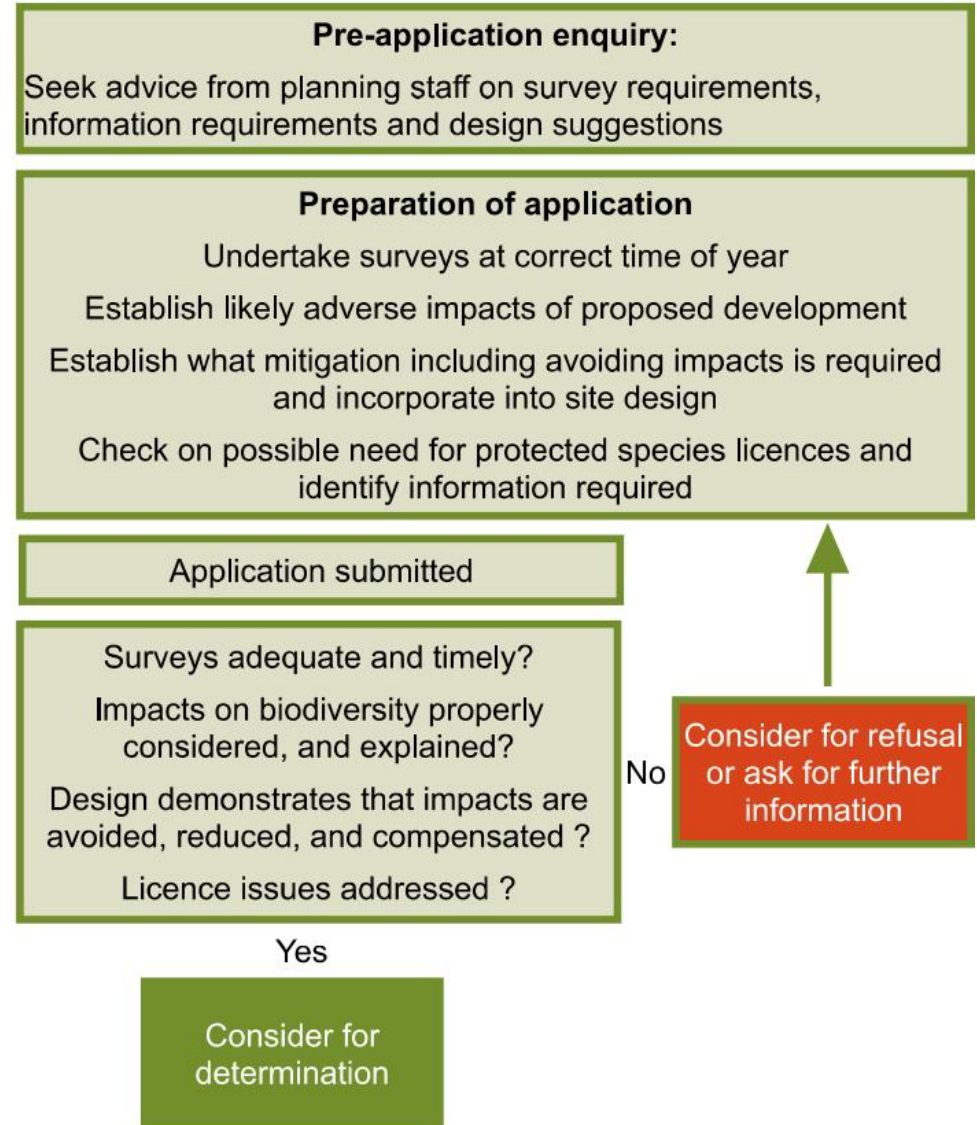
Key issues in the development management process with regard to wildlife and habitat considerations are summarised opposite. Addressing these points will help to ensure that the planning application process does not encounter unnecessary complications, delays or refusal.

A pre-application enquiry is always recommended to help understand survey requirements and their effect on when an application can be submitted. Early ecological reports will also ensure recommendations can be incorporated into designs and landscape plans.



Note that NatureScot and SEPA have set out when planning officers should consult with them. See:

- **Consulting NatureScot on planning and development**
- **Advice for planning authorities (SEPA)**
- **Advice for developers (SEPA)**



# 7 APPENDICES

## Annex 1: Tree and Woodland Surveys

### Woodland Surveys

To determine both the amenity and biodiversity value of existing woodland on or connected to a site, a woodland survey should be submitted. This will include essential site data, including site area, orientation, aspect, woody and herb species composition/ratios, age class, determination of woodland type, woodland condition, silvicultural history, soil type, site drainage, site boundaries/ woodland edge, and identifiable habitats, and designations.

Woodland surveys should include a brief description summarising the woodland characteristics at time of assessment, the impact of development, and concise recommendations for woodland improvements, to meet increased amenity, biodiversity and silvicultural values, forming the basis of woodland management proposals.

### Tree Surveys

In respect of individual trees, or groups of amenity trees, tree surveys will be required that identify tree species represented, and details of tree condition based on a Visual Tree Assessment (VTA), with recommended works specified in accordance with BS3998: 2010 Recommendations for Tree Work. A tree survey must include a scaled plan with trees plotted.

Where tree surveys are required in conjunction with proposed development, tree surveys must form part of an Arboricultural Impact Assessment that includes the aforementioned details, and includes tree categorisation (illustrated on a tree constraints plan), mitigation measures, tree protection systems, and a detailed

tree protection plan that shows the proposed site layout, overlaid with the Root Protection Areas and clearly illustrates the Construction Exclusion Zone (CEZ), in accordance with BS5837: 2012 Trees in Relation to design, demolition and construction. The report should demonstrate how trees removed will impact the site characteristics.

It is essential that reports include an Arboricultural Method Statement advising how the proposed development can be developed acceptably, avoiding and minimising adverse impact on existing trees, and comments on the interface of trees being retained and construction methodology, utility routes, proposed surface water and foul drainage systems, and site-specific constraints.

### Compensatory Planting Plans

Accompanying both woodland and tree surveys, it is expected that landscape proposals are provided detailing replacement or compensatory planting, wherever possible within, or adjacent to, the site of loss.

Compensatory planting should use native trees, recognise site characteristics, be compatible with existing trees & woodland, and the proposed development, and seek to bring amenity and biodiversity enhancements to the site. See the preferred species list in [Open Space Guidance](#).

Compensatory planting details should include, species selection, stock size, stock type, planting density, plant protection measures, planting preparation, and a proposed maintenance schedule to ensure successful establishment of new planting.



## Annex 2: Ecological Survey Calendar

	Recommended Period for Survey			Sub-optimal Period for Survey				Surveys not Possible				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Habitat &amp; Vegetation</b>	UKHAB/Phase 1 surveys only (least suitable time)			UKHAB/Phase 1 & NVC detailed habitat assessment and rare plant surveys				UKHAB/Ph1 surveys only. Not suitable for detailed or rare plant surveys				
	Mosses and Lichens					No Moss & Lichen surveys			Mosses and Lichens			
<b>Badgers</b>	Limited surveys	Bait marking and sett surveys		Limited suitability for bait marking and sett surveys			Sett surveys			Limited surveys		
<b>Bats</b>	Hibernation roost inspections only		Limited Activity	Summer roost emergence surveys				Limited Activity		Hibernation roost inspections only		
	Preliminary surveys and internal inspections possible all year round. Trees best surveyed in winter.											
<b>Birds</b>	Winter species		Breeding and migrant species		Breeding birds		Low Activity		Migrant Species		Winter Species	
<b>Great Crested Newts</b>	Newts Hibernating		Pond survey/ terrestrial surveys				Terrestrial Habitat survey				Newts hibernating	
			Egg Surveys		Egg & Larvae	Larvae Surveys						
<b>Reptiles</b>	Reptiles hibernating		Surveys Possible	Peak survey months		Surveys possible	Reduced refugia survey effectiveness		Peak survey	Limited Activity	Reptiles hibernating	
<b>Red Squirrels</b>	Surveys possible weather dependent		Optimum survey time					Surveys possible	Surveys possible except breeding		Surveys possible	
<b>Beavers</b>	Surveys possible all year round. Foraging signs most visible in winter weather permitting.											
<b>Otters</b>	Limited by vegetation cover and weather conditions rather than seasons											
<b>Water Voles</b>	Low activity	Initial habitat	Habitat and field signs/ activity surveys. May be limited by vegetation cover and weather							Initial habitat	Low activity	
<b>Pine Martens</b>	Surveys Possible weather dependent		Optimum Survey time Breeding den surveys			Optimum Survey Time			Surveys possible weather dependent			
<b>Fish</b>	Timing of surveys depends on migration pattern and breeding period of species concerned											
<b>FWP Mussels</b>	No surveys			Surveys during low flow only					No Surveys			



### Annex 3: Ecological Mitigation & Works Calendar

	Recommended period for mitigation			Some mitigation possible				Mitigation restricted					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
<b>Habitat &amp; Vegetation</b>	Planting and translocation		No mitigation for most species							Planting and translocation			
<b>Badgers</b>	Artificial sett construction only					No disturbance of existing setts		Exclusion from setts and destruction			Artificial sett only		
<b>Bats</b>	Maternity roost work				No maternity roost works				Maternity roost work				
	Hibernation period			Hibernation roost works						Hibernation period			
<b>Birds</b>	Clearance works with caution		Nesting season (avoid ALL clearance works without breeding bird survey)							Clearance Works with caution			
<b>Great Crested Newts</b>	Pond management only		Both terrestrial and aquatic trapping possible				Terrestrial trapping only				Pond management only		
<b>Reptiles</b>	Scrub clearance only		Capture and translocation programmes and scrub clearance where no birds are present				Sub-optimal capture and translocation		Capture and translocation		Scrub clearance only		
<b>Red Squirrels</b>	Avoid all works in red squirrel habitat									Optimum time for works		Avoid all works	
<b>Beavers</b>	Contact NatureScot			Kit dependency period. No lethal control.				Contact NatureScot					
<b>Otters</b>	No season specific constraints. Caution to be applied at all times												
<b>Water Voles</b>	Avoid works in habitat		Trapping/exclusion	Avoid works (breeding season)					Trapping and exclusion				
<b>Pine Martens</b>	Works in areas of habitat and dens		Avoid all works in pine marten habitat									Works in areas of habitat and dens	
<b>Fish</b>	Mitigation for the protection of watercourses is required at all times of year Mitigation for particular species will need to be timed so as to avoid their breeding season, this varies between species												
<b>FWP mussels</b>	Consult NatureScot and SEPA												



## Annex 4: Mitigation & Enhancement Checklist

### All Proposals

- Surveys cover the whole site and surrounding habitat in accordance with best practice guidance.
- Surveys are less than 24 months old or no more than 2 survey periods, cover all relevant species and habitats and were carried out at the correct time of year and according to best practice. All surveys recommended in preliminary reports have been conducted.
- An Ecological Impact Report (EcIA) has been provided covering potentially affected sites, species and habitats.
- Design demonstrates the mitigation and enhancement recommendations in EcIA, LDP developer requirements, in principle conditions and pre-application advice. Major developments have a site BAP or long term management plan.
- Tree and Woodland surveys are provided where trees or woodland are on or adjacent to the site or potentially affected by development
- Valuable trees and woodland such as veteran and ancient trees, and ancient woodland are identified and protected.
- Existing trees, woodland and valuable habitat are incorporated into design and protected from construction and ongoing impacts.
- Any tree or woodland loss meets the tests in policy 40 and the Control of Woodland Removal Policy and is adequately compensated.
- Sufficient information on the impact on protected areas has been provided to ensure the tests in Policy 38 can be met.
- Any potential impacts on peatland or carbon rich soils are addressed in line with Policy 51.
- Sufficient mitigation for protected and priority species has been provided to demonstrate that the licensing tests are likely to be met.
- The mitigation hierarchy has been followed and demonstrated through design.
- Mitigation addresses temporary construction impacts, long term impacts and the impact on wildlife attracted to new habitats
- Construction sites protect wildlife from being trapped or disturbed by noise or lighting. Construction impacts are addressed through a CMS, and CEMP to be provided where necessary.
- Enhancement measures set out in EcIA are incorporated into development including minimum bat and breeding bird measures.
- Enhancement measures complement or implement Tayside LBAP actions.
- Site BAP or management plan set out management and monitoring of mitigation and enhancement.

### Residential and Business Development

- Fragmentation of habitats or creating barriers to wildlife movement are avoided.
- Existing habitat is incorporated into green corridors.
- Underpasses or wildlife kerbs are provided within 500m of new or existing ponds.
- Hedges are used or 13cm x 13cm holes provided in fences or walls between gardens.
- New bat and bird roosts/nests are integrated into buildings as enhancement.



- ❑ Masterplans and landscape plans demonstrate use of green corridors incorporating existing mature trees and water courses, with added biodiverse features including mixed hedges, grassland, native and flowering/fruited trees and ponds.
- ❑ Lighting is directed away from nesting, roosting or foraging habitat and takes into account the impact on insects.
- ❑ Drainage uses above ground measures: swales, raingardens and biodiverse ponds.

### Public Open Space and Recreational Features

- ❑ Masterplans and landscape plans incorporate and link existing wildlife resources.
- ❑ Open spaces and waterways are linked with trees, woodland, rough grass and hedges.
- ❑ All SUDS features, including raingardens, ponds, and swales are biodiverse with native planting; and are incorporated into open space.
- ❑ A riparian buffer of at least 6 meters is provided along one side of waterways reinforced with planting for roosting, shelter, breeding and protection from recreational users.
- ❑ Valuable habitat such as ancient woodland is protected and enhanced with buffers.
- ❑ Areas of open space are proposed to be maintained as wild grassland, wildflower meadows, and bio banks.
- ❑ Native trees, hedges and shrub species are used, particularly those that support protected and priority species in the area, including fruiting and blossom bearing native trees. See the [Open Space SG](#).
- ❑ Impacts of recreational usage and disturbance on existing and potential wildlife addressed, safeguarding some areas from disturbance e.g. by use of thorny plants.
- ❑ Historic orchards, which are often rich in biodiversity, are safeguarded and restored with new school and community orchards planted where possible.



Swift and Bat bricks, Scone



SUDS, Perth

### Road and Rail

- ❑ Fragmentation and loss of habitat connectivity is avoided through route and build design. Where unavoidable, connectivity of habitat is mitigated through underpasses, green bridges, squirrel bridges, and dry passage under bridges/culverts.
- ❑ Verges and swales are planted with native grasses and wildflowers and a wildlife friendly maintenance programme is provided.
- ❑ Tree and hedge lines are maintained, with local native species used for landscaping and screening.
- ❑ Sustainable drainage systems such as swales and balancing ponds enhance biodiversity, and amphibian dispersal is protected through location, fencing and underpasses.





- ❑ Geological exposures are assessed and preserved where identified as valuable.
- ❑ Bat and bird nesting/roosting resources are incorporated into bridges and walls.

### Renovations of Rural Buildings

- ❑ Existing bird nest sites are retained or replaced. All lost bird nests are replaced with integrated artificial replacements.
- ❑ Bat roosts or access to roof space are retained where possible. Integrated bat bricks, boxes and tubes or access tiles are used to replace any lost roosts and to provide roosting resource where there is suitable foraging habitat nearby.
- ❑ Bat friendly roof and timber treatment and underlay is used.
- ❑ Barn Owl boxes are incorporated into large agricultural buildings

### Wind farms

- ❑ Peat and bog habitats are shown to be avoided through site identification and turbine location. Any damage is mitigated and compensated through on site restoration.
- ❑ GWDTs are identified in surveys and adverse impacts avoided per SEPA guidance.
- ❑ Site selection minimises impacts on birds taking into account commuting distances from protected areas and migrating species.
- ❑ Site and turbine location takes into account impacts on foraging bats.
- ❑ Biodiversity mitigation and enhancement are incorporated into the design, construction, operation and restoration stages.



Bog restoration, Portmoak

### Mineral Workings

- ❑ Biodiversity mitigation and enhancement is incorporated at design stage for operation, phased and final restoration
- ❑ Opportunities for nature are incorporated into operational requirements including native hedgerows and woodland for landscaping; enriching bunds and unused areas with grasslands and wildflowers
- ❑ LBAP priorities are addressed in design reedbeds, grassland, heathland and lochans
- ❑ Monitoring plans identify operational features that may support important wildlife and may need to be safeguarded such as rocky ground for reptiles and sand banks for sand martins.
- ❑ Restoration aims to enhance the previously existing habitat. Areas that become valuable to wildlife such as ponds, sand banks, and bare ground for invertebrates are retained.
- ❑ At restoration, valuable geodiversity interests are identified and are safeguarded.



Wester Bleaton Quarry ©C Pudsey



## Annex 5: Glossary

**Ancient Woodland:** Semi-natural woodland continuously wooded since 1750 or 1860. More unambiguously referred to as ancient semi-natural woodland. The Ancient Woodland Inventory also includes PAWS and LEPO. “Roy” woodlands are on 1750 but not 1860 maps but may still retain ancient woodland features.

**BAP: Biodiversity Action Plan.** setting out the biodiversity objectives, and actions for biodiversity at a site (Site BAP) or regional (LBAP) level.

**Biodiversity:** the variety of life. It includes all the living things around us. Biodiversity underpins the services nature provides.

**CEMP: Construction Environmental Management Plan.** Details the implementation of measures in accordance with environmental commitments in EclA or EIA Reports. An outline CEMP may be required before planning permission is granted.

**CMS: Construction Method Statement.** Details the specific methodology to avoid and mitigate impacts from construction. This may be required before planning permission is granted.

**Ecosystem Services:** The benefits for people provided by the natural environment.

**Enhancement:** Measures to increase the value for biodiversity after mitigation and any compensation is taken into account.

**European Sites:** SPAs and SACs. These are retained in Scottish law after leaving the European Union.

**Fragmentation:** Where habitat is divided by development creating increased edges and creating barriers to wildlife movement.

**Geodiversity:** The variety of rocks, minerals, fossils, landforms, sediments and soils, and the natural processes which form them.

**Green (and Blue) Infrastructure:** The network of natural and

semi natural areas and features which provide multiple benefits including water based (blue) features such as SuDS.

**GWDTE: Ground Water Dependent Terrestrial Ecosystems.** Wetlands which critically depend on groundwater flows and/or chemistries and are sensitive to hydrological changes.

**HRA: Habitat Regulations Appraisal.** A legally required appraisal of the effects of a plan or proposal on SACs and SPAs.

**INNS: Invasive Non-Native Species.** Non-native plants and animals which can detrimentally impact on native biodiversity.

**LEPO: Long established woodland of plantation origin from 1750 or 1860.** A form of ancient woodland where semi natural woodland characteristics may develop.

**Mitigation:** measures to reduce negative impacts

**PAWS: Plantation on ancient woodland sites.** These may be able to be restored with appropriate management.

**Priority Habitats and Species:** Protected and non-protected habitats and species as listed in the Tayside LBAP and those on the Scottish Biodiversity List.

**Raingarden:** Any vegetated area designed to attenuate rainwater including green roofs and swales, often a garden feature designed to take rainwater from downpipes.

**SAC: Special Area of Conservation.** An international designation to protect an area for important habitat and the species it supports.

**SPA: Special Protection Area.** An international designation to protect an area for its importance for birds.

**SuDS: Sustainable Drainage System.** Solutions to manage rainfall in a way similar to natural processes.

**TPO: Tree Preservation Order.** To protect specific trees or woodland for their amenity, cultural or historical significance.



Section	Comment Summary	Received From	PKC Officer Response	Change to be Made to Guidance
<b>PLANNING FOR NATURE GUIDANCE</b>				
<b>GENERAL</b>				
	Welcomes the guidance	Public	Noted	No change required
	Welcomes guidance especially when focus is on climate emergency; appreciates consolidation of guidance and legislation in one document as guide for developers and decision makers	Public	Noted	No change required
	Provide a landscape plan template to meet SEPA/NatureScot requirements	Public	A useful suggestion. :Landscaping goes beyond biodiversity and is largely addressed through the open space guidance. A template or more detailed guidance will be considered through development of the open space SG.	No change required
	Objects to Building on flood plains and agricultural land, new building rather than using existing stock, objects to cycle paths in countryside	Scotia Cabins	Comments are relevant to the Local Development Plan rather than this guidance.	No change required
	Habitats are being destroyed for perceived gains in environment arguments	Scotia Cabins	Operation of guidance will provide greater transparency of gains v losses	No change required
	Recommend greater inclusion of impact on insects e.g. floodlighting and removal of vegetation	Public	With the exception of protected species guidance does not provide specific guidance on species, with consideration for wider biodiversity set out in principle throughout the report. However it is recognised that impacts on insects is seldom addressed and the guidance has been reviewed to incorporate invertebrates	Insect consideration introduced into s 5 and annex 4. Priority species and habitats also added in section 3 and associated table.
	Guidance repeats what is already in legislation, test will be in application by decision makers	Public	Noted. Summarising requirements in one place is intended to promote improvement in practice	No changes required
	Concern about assessment and enforcement of CTRL	Public	Outwith scope of this guidance	No change required
	Council not competent to issue guidance	Public	No change requested	No change required
	Ideas already covered by legislation; but requires PKC to insist on rules; green space is often unusable, SUDS and greenspace	Scone & District CC	Guidance is intended to consolidate existing guidance to promote best practice amongst officers and developers. In recent Open Space guidance unincorporated SUDS do not count towards open space contribution.	No change required

Section	Comment Summary	Received From	PKC Officer Response	Change to be Made to Guidance
	Support guidance as disappointed with past practice in Blairgowrie including development related loss of woodland, loss of connectivity with impacts on bats, red squirrels and moths. Concern about clearance of sites before planning permission granted	Blarigowrie Civic Trust	Guidance has been reviewed to ensure references to connectivity are clear. Scottish Forestry has powers to prevent or prosecute felling where there is no permission in place.	Maintaining connectivity is already noted in several places. Additional references added in 5.1.1,5.1.2 and annex 4  No change required.
	A good start, hope this makes a change. What was in place before?	Public	Support welcome. Requirements have been in place in policy and associated legislation previously. The guidance is to promote best practice in an accessible document.	No changes required.
	Welcome guidance and request information on promotion, dissemination and monitoring	NatureScot	To be discussed with NatureScot. Internal promotion will be carried out through workshops. A communication plan for external promotion is being developed. No change to guidance requested	No change required.
	Reference should be made to biodiversity and climate crises and further reference within text.	NatureScot	Agreed. Text has been reviewed for opportunities to highlight these.	Language in 1.1 strengthened
	Consider division of policy 41 across document is confusing. Recommend setting out in introduction and referring back in rest of document	NatureScot	Split is designed to highlight the part of the policy that the section is meeting. Reviewed and considered best to retain current format to avoid repetition and danger of summarising.	No change required
	Guidance should place greater emphasis on Blue Green Infrastructure and nature based solutions. Relationship between guidance and GI guidance should be set out i.e. should be read together to deliver multiple benefits of multifunctional B/GI	NatureScot	Agreed. Document reviewed for opportunities to emphasise and link.	Green infrastructure and nature based solutions emphasised in sections 1.3, 4.2 5
	Planning should be key in protecting wildlife.	Public	Noted and the intention is to improve practice through the application of this guidance	No change required
	Welcome guidance. Concern that conditions not carried into full approval or trees cleared before application made.	Public	Noted. Guidance is intended to make requirements clearer to decision makers and developers. Officers have no power to prevent felling before an application is made unless the tree is protected by condition, TPO or in a conservation area. Scottish Forestry has powers to prevent or prosecute significant tree felling.	No change required

Section	Comment Summary	Received From	PKC Officer Response	Change to be Made to Guidance
	Guidance aimed at site impacts but not broader impacts from site such as water runoff	Public	Water runoff is generally dealt with through flooding policies and guidance. Wider impacts of site activities are addressed in survey / assessment guidance but further consideration could be added	Reference to impacts outside the site added to section 4, 4.1 and 4.4
	Require that policy 41 is required to be considered for development under P 19 Housing in the Countryside	Public	Policy 41 applies to all policies. There is a specific reference to biodiversity as a requirement for all proposals in the Housing in the Countryside supplementary guidance. Concerns passed to officer responsible for policy 19 to consider for the next LDP.	No change required.
	Guidance welcome. Concerns about how well developers will adhere	Public	Noted. The guidance is intended to provide clarity for developers to promote adherence	No change required.
	Little impact unless applies to farming. Concern about impacts of farming on many aspects of nature.	Public	As respondent points out, little control through planning over agriculture.	No change required.
	Why are 2m high solid fences being allowed?	Public	The guidance requires hedgehog highways in all fences, this will also benefit amphibians and small mammals	No change required
	Concern re lack of staff to enforce, fewer rangers and environmental staff. No tree officers or in house tree experts.	Public	Funding for environmental staff is outside the scope of this guidance. Note that dedicated tree officers in planning, enforcement and community greenspace	No change required
	Excellent document but concerns about past practice. Hope all officers and developers are familiar with it	Kinross-shire Civic Trust	Noted. Once adopted guidance will be promoted both within the Council and externally	No change required.
	Applications should not be validated until required surveys e.g. tree surveys are provided. Concern that often provided at end of or after public consultation period.	Kinross-shire Civic Trust	The regulations for validation define what can prevent a proposal being validated. Tree or ecology surveys are not covered by the regulations. There is an option to readvertise if in the officer's opinion new issues arise out of an updated survey.	No change required.
	Guidance needs to be compatible with New Natural Environment Bill and others coming forward	Braes of the Carse Conservation Group	Noted. Guidance is up to date with current legislation and policy but will need to be revised in future, particularly once NPF4 is reviewed and adopted.	No change required.

Section	Comment Summary	Received From	PKC Officer Response	Change to be Made to Guidance
	Orchards are mentioned a few times but not historic orchards which have highest biodiversity including insects and lichen	Braes of the Carse Conservation Group	Agreed. Guidance reviewed to incorporate issue. Historic orchards already noted in section on policy 40.	Importance of historic orchards for biodiversity noted in annex 4.
	A glossary of technical terms would be helpful	Public	Most of the terms are explained within the text, however it is agreed this will be useful as a quick reference.	Glossary added.
	We also support the requirement for guidance for developers to consider, implement and deliver measurable biodiversity net gain at an early stage of project development	SSEN	Noted. Net gain is encouraged in the guidance in accordance with existing policy. Currently no requirement for measurable net gain in Scotland.	No change required.
	Request reference to Ground Water Dependent Terrestrial Ecosystem	SEPA	Review guidance re survey and avoidance requirements	Additional section added for priority species and habitats including protected habitats and added to table in the same section. Note added to wind farm section
	Guidance is only paper exercise unless enforced	Scone & District CC	Noted	No change required
	Document is inspiring and hopeful	Public	Noted	No change required
	Concern about previous loss of wildlife areas including red squirrel crossings and lepidoptera; concern with clearing site before planning permission secured – need to take a stricter approach	Blairgowrie Civic Trust	Concerns noted and will be highlighted to committee. Comments are however outwith the scope of this guidance.	No change required.
	Welcome document but not strong enough. Introduction too woolly. Language needs to be punchy. Biodiversity should be policy 1	Public	Noted. This accords with NatureScots comments re the biodiversity crises.	Language in 1.1 strengthened
<b>1 INTRODUCTION</b>				
<b>1.1 Background</b>				
	LPAs should insist not ask for biodiversity to be considered in planning applications	Public	Agree that wording could be strengthened	Wording change to “require” planning applications to show that biodiversity has been considered
<b>1.3 Policy Context</b>				
	b) No clarity on ecosystem and natural meanings in PKC. What is difference between ecosystems and natural processes? Why capital N in natural?	Public	Sentence is in policy 41 and cannot be changed. Ecosystems and natural processes overlap but should be taken as defined. The guidance throughout promotes this approach. “[N]atural” is a typo.	Typo corrected.

Section	Comment Summary	Received From	PKC Officer Response	Change to be Made to Guidance
<b>2 PROTECTED AREAS</b>				
	Concern that avoidance should be first step, not mitigation. Council not competent to make decisions.	Public	Tests in policy reflect national legislation but avoidance could be emphasised in introductory text. Council has a qualified ecologist to advise on practice, NatureScot advises on developments affecting a national designation.	Sentence emphasising avoidance in section 2 introduction.
	Request for Wild Land Areas to be included	Public	WLAs are a landscape designation, refer Landscape SG	No change required.
	HRA section should refer to European Sites section in policy 41.	NatureScot	European Sites are covered by Policy 38 as set out in the beginning of the section. Reference could be made to the policy in this box.	"per policy 38A" added to HRA section.
	Requests further reference to NatureScot guidance in the text	NatureScot	Guidance reviewed for additional opportunities to reference NatureScot guidance.	Additional references to NatureScot guidance added to protected species and licensing sections.
	No development should be permitted in designated areas	Scone & District CC	Tests in policy reflect national legislation.	No change required.
	Map is not very clear due to background colours	Public	Agreed map could be clearer due to underlying map	Map replaced with a different background
<b>2.2 National Sites</b>				
	Who decides social environmental or economic benefit of national importance	Public	Test is set in LDP policy and national legislation and cannot be changed here. Final decision is made by the relevant decision maker.	No change required.
	Geological Conservation Review Sites should be mentioned	Public	Reference already in local sites. Agree GCRs should be noted in 2.2 as well. Note that all GCRs within the Planning Authority area not already designated will be assessed for adoption as local nature conservation sites	Note re GCRs added to section 2.2
<b>3 PROTECTED SPECIES</b>				
<b>Breeding Birds</b>				
	Support retention/replacement of nests as close to original location as possible, but would welcome further consideration of high risk environments	SSEN	High risk environments such as substations would come within the definition of "not possible"	No change required
<b>4 SURVEYS AND IMPACT ASSESSMENTS</b>				
<b>4.1 Preliminary Ecological Appraisal</b>				

Section	Comment Summary	Received From	PKC Officer Response	Change to be Made to Guidance
	Support PEA but consider that in some cases with limited site specific issues, a comprehensive PEA could be disproportionate and should be limited to significant impacts.	SSEN	A PEA by its nature is expected to be proportionate to the site and application. What impacts are significant will depend on the PEA.	No change required.
	Emphasis on qualified ecologists reasonable but essential that qualified ecologist available to assess due to concern with EIAs.	Braes of the Carse Conservation Group	Council has in experienced and qualified in house ecologist.	No change required.
	Concerned that EIA and surveys are not just tick boxes; pleased about emphasis of correct time of year for surveys	Public	Noted. Aim of guidance is to promote best practice	No change required
<b>4.2 Ecological Impact Assessment</b>				
	CIEEM allows reports to be tailored to specific species. Broad EclA may not be required. Note UKHAB should be noted as alternative to Ph1	SSEN	Guidance already states that extent and scope of the EclA will be proportionate and depend on the site. No reference to phase 1 is made but reference to CIEEM guidelines which include UKHAB.	Reference to UKHAB added to ecological survey table.
<b>4.4 Survey Best Practice</b>				
	Some confusion between surveys and assessment	NatureScot	Agreed this could be clearer.	Heading changed and bullet points reordered / reworded to be clear.
	Change 18 month survey requirement to 24 month to fit with new NatureScot practice	PKC Biodiversity Officer	Agreed, to amend per request – clear that is age of survey not report.	Amended per comment; and in annex 4.
<b>4.4.1 Appropriate Timing of Surveys</b>				
	Very good but needs to be enforced	Braes of the Carse Conservation Group	Guidance is intended to promote adherence	No change required
<b>Bat Note</b>				
	Remove requirement for bat housing as bats are a health risk and protected species requirement was in European legislation	Public	No proven health risk is associated with bats in roof or bat boxes as there is no direct contact. Protection for these species is in domestic law.	No change required
	Include reference to safe locations for bat roosts.	SSEN	Requirement is that location is set by ecologist.	No change required.
<b>5 GOOD DESIGN AND MITIGATION</b>				
	Best practice examples should be detailed throughout guidance. On-site opportunities design could be overwhelming as does not describe measures.	NatureScot	Best practice principles are set out throughout the guidance. Detailed best practice measures are not the purpose of the guidance but referred to in links.	No change required.



Section	Comment Summary	Received From	PKC Officer Response	Change to be Made to Guidance
	Best practice example reference to retaining trees and avoiding loss of TPO trees should refer to control of woodland removal policy, loss of woodland etc	NatureScot	This is an example rather than policy which may need to be made clearer. CWRP is covered in the Trees and Woodland section.	Title of page edited to emphasise that this is an example.
	“retain marshy ground”. Any improvements must be subject to detailed survey	Braes of the Carse Conservation Group	Noted. This is an example of what could be done. Requirements for surveys is clear in previous chapter	No change required.
	Surface water measures not just about ponds and raingardens	SEPA	Agreed. This is just an example, the introduction makes clear other measures are available, but could be appended “raingardens, swales, green walls and roofs reduce water...” .	Amended as per comments.
<b>5.1 Mitigation Hierarchy</b>				
5.1.2 Mitigate				
	Hedgehog cutout should be standard to allow hedgehogs to move across roads, and wildlife highways, should be standard	Public	Introduction of features to retain connectivity is required by the checklist at the end of the document. Scale of the intervention is necessarily proportionate to the impact of the proposal. Hedgehog highways as a standard requirement are introduced by the guidance.	No change required.
	Pleased with hedgehog highways but concerns that walls will be a barrier	Kinross-shire Civic Trust	Fences are the main issue but agree walls will also be a barrier and new walls should incorporate hedgehog/amphibian passage.	Walls added to requirement for hedgehog passage.
	Unaware that mitigation can be demonstrated e.g. return of relocated lizards	Braes of the Carse Conservation Group	Noted. Translocation of species or habitat already noted to be only where loss is acceptable.	addition of “unlikely to be considered as mitigation”
	Concern that mitigation and compensation are not defined, these are often indistinguishable in practice.	Public	Distinction should be clear for adherence to mitigation hierarchy; other options for “mitigate” such as “reduce impact” may better.	“reduce impacts” added to first sentence of mitigation paragraph and compensation defined in first sentence of that paragraph.
5.1.3 Compensate				
	Biodiversity Net Gain principles, mentioned for first time on page 20. BNG principles apply throughout project lifecycle. Should be addressed though sections 4 and 5, 6 and 8 from site assessment to monitoring	WSP	Recognised that BNG principles are best practice but this is not currently expressly required by policy so cannot be required here but can be recommended. An update of the guidance will be required following finalisation	Applicants encouraged to utilise BNG principles in introduction to mitigation section.

Section	Comment Summary	Received From	PKC Officer Response	Change to be Made to Guidance
			of NPF4. Guidance reviewed for opportunities to note BNG principles earlier in process	
	Compensation planting should not automatically be incorporated with recreation areas e.g. dogs disturbing badgers, using hawthorn etc to deter people from disturbing	Scottish Badgers	Planting is appropriate for recreational areas, but existing wildlife and new wildlife should be safeguarded from recreational impacts.	Addition made to enhancement and mitigation checklist to ensure recreational impacts are mitigated
	Concern re “unavoidable acceptable loss of a section of woodland could be compensated...” as woodland cannot be replaced due to ground flora and microflora ecosystem. Local source for planting should be used e.g. using ash seed collected on site for woodland.	Braes of the Carse Conservation Group	Compensation is clearly noted as “ <i>only</i> acceptable and unavoidable tree loss can be compensated” . Points about why this is so are valid.	Additional comments about ground flora and local sources (as far as possible) added to box about trees and woodland policy.
	Use of Biodiversity Net Gain metrics must be approached with caution and reviewed by experienced expert as simple changes can make big difference, and not suitable for all environments	Braes of the Carse Conservation Group	Noted. Metrics are provided here as transparent examples of how compensation can be demonstrated but will not replace professional opinion. Recognised that the metric is not suitable for all habitats in Scotland	Concerns regarding use of metrics in Scotland and use of expert advice inserted.
	BNG approach should be implemented at very earliest stages of development process. DEFRA not tailored to Scotland so other metrics (such as SSEN metric) should be considered where clear evidence based methodology. Concerns especially re ancient woodland, waterbody assessment, peatland restoration.	SSEN	Agreed. Reference to DEFRA is an example only and may not be suitable in all circumstances.	Concerns regarding limitation of metrics in Scotland and use of expert advice inserted. Reference to other evidence based methodologies included.
5.1.4 Enhance				
	Guidance should require positive effects and reflect NPF4	NatureScot	Guidance is compatible with current LDP3 policy in line with transition requirements. Guidance will be reviewed once NPF4 is adopted.	No change required.
	Guidance should state that enhancement measures should be proportionate to scale of development	NatureScot	Agreed	Enhancement section (5.1) amended to reflect comment.

Section	Comment Summary	Received From	PKC Officer Response	Change to be Made to Guidance
	Suggestions for enhancement such as swift boxes and hedgehog corridors should be requirement	Scottish Badgers	These are a requirement set out on pages 9 and 19.	No change required.
	Proof of correct installation of enhancement measures should be required. Bird spikes to prevent nesting should not be permitted	Scottish Badgers	This is a valid concern. However robust conditions are considered sufficient to require rectification of uninstalled/poorly installed enhancement. Requiring photographs would require additional officer time for an issue which should be adequately addressed by conditions.	No change required.
<b>Policy 40 Forestry, Woodland and Trees</b>				
	Policy should be the same format as Policy 41; remove additional text outside the box	NatureScot	The discussion in the box is about the interpretation of the policy as with the green "legislation" boxes. Agreed this could be made clearer.	Policy section noted as a summary of the policy. Other comments continue outside this box.
	Concern about suggestion of replacing mature or ancient tree with large number of young trees, when these cannot compensate for biodiversity and CO2 sequestration of older trees	Public	Noted. The importance of mature and veteran trees is emphasised in the guidance. Ancient trees are only cited with reference to protection. The policy allows for loss where "unavoidable" taking into account that value. If that occurs the guidance requires that compensation needs to be provided which should be commensurate with its value.	Changes as a result of other comments have addressed this concern.
	Supports enhancement and protection of orchards	Public	Noted	No change required.
	Disagree compensation should be on site or adjacent as not always possible, strategic approach could help deliver wider benefits.	SSEN	On/adjacent site compensation avoids the issue of "death by 1000 cuts" and is a best practice principle. The policy explanation allows for off site compensation in exceptional circumstances. The guidance will be updated when further strategic green network work is undertaken to inform strategic planting.	No change required
	Do not agree specific number of trees for compensation, but should refer to forestry guidelines and control of woodland policy; best	SSEN	Minimum planting ratio is to ensure no net area loss and address the carbon impacts as well as biodiversity of the trees lost. Reference to CWPR is set out.	No change required.

Section	Comment Summary	Received From	PKC Officer Response	Change to be Made to Guidance
	enhancement may be no net loss with more options for enhancement			
	Number of trees for compensation not enough, compensatory trees in Scone have died and not replaced	Scone & District CC	Policy is for at least 3 trees. Number of trees will be based on expert assessment. Maintenance period is a standard condition for trees noted in 5.2	5.2 updated to make clear includes new planting.
	Trees should be retained on site even if loss of one house. Should not be loss of trees then compensation but plan around nature. Loss of trees should be last resort with plans submitted showing tree retention	Scone & District CC	Agreed. Guidance intended to promote strict language in policy 40 and mitigation hierarchy. Green Infrastructure SG also promotes masterplanning around existing natural features. Tree/woodland survey guidance included here promotes best practice.	No change required
	TPO should be ordered for every development and issued before planning permission to avoid them being cut down	Scone & District CC	TPOs have specific criteria and would not address all tree loss which is controlled by condition on development sites. Use of TPOs for valued trees or woodland on or adjacent to a development site will be considered further in LDP3.	No change required
<b>5.2 Management and Monitoring</b>				
	Reference to Site BAP should include long term management plan	SSEN	Agreed, and is consistent with policy.	References to Site BAPs augmented with "long term management plans"
	CEMP needs financial bond	Braes of the Carse Conservation Group	We work with applicants and ECOW to ensure best practice. Bond conditions have significant legal implications and would significantly delay decisions. This is also counter to Scottish Planning Policy advice. Robust conditions allow for action in the case of a breach.	No change required.
	What are the consequences for developer who tick the boxes then destroy a site anyway? Will the developer have to put it right if monitoring shows it's not working?	Public	We work with applicants and ECOW to ensure best practice. Co-operation and enforcement powers are considered sufficient to prevent or rectify non-compliance during construction. Conditions are imposed to secure habitat requirements during the establishment period. See comment above.	No change required.

Section	Comment Summary	Received From	PKC Officer Response	Change to be Made to Guidance
<b>ANNEXES</b>				
<b>Appendices 2 and 3. Survey and Mitigation Calendars</b>				
	Add key aquatic species to mitigation calendar incl fresh water pearl mussels and salmon	Public	Current text requests developers refer to needs of different species which is considered proportionate. The need for specific advice for Fresh Water Pearl Mussels however is recognised.	FWP Mussels added to survey and mitigation calendars.
	Note UKHAB alongside Phase 1	SSEN	Agreed.	Reference to UKHAB added to calendars
<b>Annex 4: Enhancement and Mitigation Checklist</b>				
	Concern that carbon rich soils not protected in past during windfarm construction. Portmoak bog restoration was not related to development	Public	Guidance requires avoidance of peat to address concerns in future. Photo is example of bog restoration regardless of source.	No change required.
	Carbon rich soils noted with reference to windfarms, this applies to all development and should reflect policy 51.	SEPA	Append reference to restriction and survey requirements in policy 51 in "all proposals" section	Potential impacts on peatland and carbon rich soils referencing policy 51 added.



**PERTH AND KINROSS COUNCIL**

**Strategic Policy and Resources Committee**

**20 April 2022**

**PLANNING FEES CHARTER**

**Report by Head of Planning and Development**

(Report No. 22/92)

**1. PURPOSE OF REPORT**

- 1.1 The report presents the Planning Fees Charter for approval, noting the fee increases set by Scottish Government, and seeks Committee agreement to reducing planning application fees for specified applications, to apply a surcharge to retrospective applications and to revise some of the discretionary charges previously agreed.

**2. RECOMMENDATION**

- 2.1 It is recommended that the Council considers and approves the Planning Fees Charter as set out in Appendix 1 of the report.

**3. BACKGROUND / MAIN ISSUES**

- 3.1 The Scottish Government laid the Town and Country Planning (Fees for Applications) (Scotland) Regulations 2022 before Scottish Parliament on 11 February 2022, with those regulations coming into force on 1 April 2022.
- 3.2 These regulations replace the Town and Country Planning (Fees for Applications and Deemed Applications) (Scotland) Regulations 2004 (as amended) and generally increase the level of established fees for planning and associated applications. However, they also introduce new abilities for planning authorities to charge discretionary fees; waive or reduce planning application fees; and set a surcharge for planning applications made in retrospect.
- 3.3 Planning authorities are required by these Regulations to set out in a charter where they intend to apply these discretionary elements; how the levels are to be calculated; and to publish the Charter on the planning authority's website.

**4. PROPOSAL**

- 4.1 The Planning Fees Charter (Appendix 1) sets out where discretionary elements enabled by the Regulations are recommended to be implemented. It also incorporates a list of the statutory fees and, as such, will provide a single comprehensive document to those requiring information or clarification as to how Perth and Kinross Council applies the Fees Regulations.

- 4.2 Regulation 4 allows a planning authority to charge a fee for pre-application discussions; considering a request to vary a planning permission under section 64 of the 1997 Act (known as a non-material variation, or NMV); and considering a request for written confirmation of compliance with a condition imposed on the grant of planning permission.
- 4.3 In respect of fees for pre-application discussions, the Council has charged a fee for this non-statutory service for several years. It is proposed to retain the fee structure agreed as part of the recent 2022/23 revenue budget, but with the addition of introducing waived and reduced charges in the circumstances specified in the Charter. This will see expansion of the concessions given to development proposals associated with improving the access to a disabled person's dwellinghouse or to provide facilities designed to secure a disabled person's greater safety, health or comfort (fee waived in full) and those from community councils (fee reduced by half). The concessions are proposed on the basis that the fees for such planning applications benefit from the same reductions and thus it is equitable to extend these discounts to related enquiries.
- 4.4 The inclusion of a fee for considering non-material variations (NMVs), set in the regulations at £200 per request, is welcomed as this process allows minor revisions to be made to planning permissions granted. It also expedites the procedure which otherwise may result in the full planning application process having to be commenced afresh. Due to the significant increase in planning application submissions and multiple NMV submissions over the previous year, and to allow officers to focus on providing a better quality service for the statutory and more expansive part of the process, NMVs were limited to one per permission from June 2021. The expectation was also that applicants would be encouraged to consolidate changes into a single request, rather than multiple NMV requests or fresh planning applications. Imposing a charge for NMVs will continue to encourage applicants to think about when and how many submissions are made, whereas the free nature of the service saw an unpredictable and overly frequent use, with requests often being made each time a minor change arose post-permission. Numbers have grown from 91 NMV requests in 2016 to 122 in 2021, peaking at 148 in 2019. The statutory charge will allow this new income stream to be reinvested in the service and potentially part-fund additional posts to increase capacity and further improve customer service.
- 4.5 Assessing and providing confirmation of compliance with conditions applied to planning permissions is a valuable and crucial area of work but can be resource intensive. The introduction of a charge for this service, set in the regulations at £100 per request, is recognition from the Scottish Government that this important and necessary part of the planning process is properly resourced. It is, therefore, proposed to include this charge in the Charter.
- 4.6 Regulation 5 affords the opportunity to planning authorities to waive or reduce fees for planning and some associated applications (as specified in regulation 3). Such discretionary discounts can only be employed where they are set out in the Charter. In addition, where regulation 5 is being implemented, the



Charter must include applications which relate to “*development which, in the opinion of the planning authority, has the primary purpose of contributing to a not-for-profit enterprise or a social enterprise and where the application relates to development which, in the opinion of the planning authority, is likely to contribute to improving the health of residents of the area to which the application relates*”. It is proposed that planning and associated application fees for any such development be reduced by one quarter as specified in the appended Charter (see Table 6).

- 4.7 Regulation 6 permits the imposition of a surcharge of up to one quarter on an application for planning permission where the application is made after unauthorised development has begun. Concerns have been expressed by councillors, community councils and in representations received through the development management process at developments undertaken without planning permission, which is not permitted development or otherwise exempt. The opportunity to discourage this practice and to end retrospective applications without applying a financial penalty is therefore welcome. Accordingly, it is proposed to impose the full level of surcharge in circumstances where applications are made either fully in retrospect or in part retrospect, as clarified in the appended Charter (see Table 7).

## 5. CONCLUSION

- 5.1 The formalisation of the Planning Fees Charter will ensure clarity and consistency of approach in dealing with discretionary charges associated with planning applications, enquiries and submissions; providing individuals, consultants, groups and developers the ability to establish the relevant fees prior to submission.

### Authors

Name	Designation	Contact Details
Kristian Smith	Development Management & Building Standards Manager	01738 475000 ComCommitteeReports@pkc.gov.uk

### Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	04 April 2022

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## 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	None
Asset Management (land, property, IST)	None
<b>Assessments</b>	
Equality Impact Assessment	None
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	None
Risk	None
<b>Consultation</b>	
Internal	None
External	None
<b>Communication</b>	
Communications Plan	None

### 1. Strategic Implications

#### Community Plan/Single Outcome Agreement

1.1 None.

#### Corporate Plan

1.2 None.

### 2. Resource Implications

#### Financial

2.1 The additional fee income will give the opportunity to further invest in the development management and related services, such as by part funding additional posts to increase capacity.

#### Workforce

2.2 As mentioned in 2.1, additional fee income will give the opportunity to further invest in the development management and related services.

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

2.3 None.

### **3. Assessments**

#### Equality Impact Assessment

- 3.1 The Integrated Toolkit summary response confirms a positive impact in respect of Built Environment; Climate Change, Culture and Recreation; Economy; Equality and Human Rights; Fair and Sustainable Communities; Health and Well-Being; Natural Environment and Transport and Connectivity. It further confirms a neutral impact in respect of Consumptions and Production and Lifelong Learning, with no negative impacts identified. On this basis, no Equality Impact Assessment is required.

#### Strategic Environmental Assessment

- 3.2 None.

#### Sustainability

- 3.3 None.

#### Legal and Governance

- 3.4 None.

#### Risk

- 3.5 None.

### **4. Consultation**

#### Internal

- 4.1 Finance and Legal and Governance have been consulted.

#### External

- 4.2 None.

### **5. Communication**

- 5.1 The Council's Planning Fees Charter will be available on the Council's website via [www.pkc.gov.uk/planning](http://www.pkc.gov.uk/planning).

## **2. BACKGROUND PAPERS**

- 2.1 [The Town and Country Planning \(Fees for Applications\) \(Scotland\) Regulations 2022](#)

**3. APPENDIX**

3.1 Appendix 1: Planning Fees Charter

# Scale of Fees: planning applications and associated submissions



**PERTH &  
KINROSS  
COUNCIL**

## THE TOWN AND COUNTRY PLANNING (FEES FOR APPLICATIONS) (SCOTLAND) REGULATIONS 2022

### Fees Charter and Scale of Fees

as from 1st April 2022

[The Town and Country Planning \(Fees for Applications\) \(Scotland\) Regulations 2022](#) set out the level of fees required as part of the submission of planning applications and other associated applications. These Regulations replace the Town and Country Planning (Fees for Applications and Deemed Applications) (Scotland) Regulations 2004. They also introduce some additional categories of payment and enable the planning authority to charge discretionary fees for some services, to reduce or waive fees in certain cases and to apply a surcharge for retrospective applications. The Regulations require us, as planning authority, to set out what we will charge for these services, when and by how much fees will be reduced and clarify the level of surcharges applied. This information is set out below in the Fees Tables.

Planning applications and associated submissions will not be considered 'valid' until the fee has been received in full. Fees will be checked at the final point of validation, rather than the point of submission, as changes during the validation process can affect fees payable.

Planning applications, discretionary service requests and associated submissions may be returned if the required fee is not received within five working days of the submission being lodged, and there are no other outstanding matters.

Payments can be made on-line via ePlanning when you submit your application or by credit/debit card (Customer Service Centre 01738 475000). Please ensure to quote the ePlanning or PKC application reference when making payment. Please note we no longer accept cheques.

An additional fee of £61.10 is required for some planning applications which need to be advertised in the local press. This additional advertisement fee will be requested from the applicant/agent where necessary, following the validation of the planning application and must be paid before determination.

#### LIST OF FEES TABLES

**TABLE 1:** fees for applications for planning permission and for applications for matters specified by condition on a planning permission in principle

**TABLE 2:** fees for applications for planning permission in principle

**TABLE 3:** fees for applications for a certificate of lawful use or development (section 150) or a certificate of proposed use or development (section 151 of the 1997 act)

**TABLE 4:** fees for a determination as to whether prior approval is required for development under schedule 1 of the general permitted development order 1992, as amended

**TABLE 5:** charges for discretionary services

**TABLE 6:** waived or reduced fees for planning applications

**TABLE 7:** surcharges for retrospective planning applications

**TABLE 8:** modified fees for planning applications

**TABLE 9:** other fees (including Advertisement Consent and applications under section 42)

**NOTES:** associated notes

**TABLE 1 – FEES FOR APPLICATIONS FOR PLANNING PERMISSION AND FOR APPLICATIONS FOR MATTERS SPECIFIED BY CONDITION ON A PLANNING PERMISSION IN PRINCIPLE**

<i>Category of development</i>	<i>Fee payable</i>
<b>RESIDENTIAL DEVELOPMENT</b>	
<b>New dwellings</b>	
1. Construction of buildings, structures or erections for use as residential accommodation (other than development within categories 2 to 6).	<p>(a) Where the number of dwellinghouses to be created by the development does not exceed 10, £600 for each dwellinghouse;</p> <p>(b) Where the number of dwellinghouses to be created by the development is fewer than 50, £600 for the first 10 dwellinghouses, and £450 for each dwellinghouse thereafter;</p> <p>(c) Where the number of dwellinghouses to be created by the development is 50 or more, £600 for the first 10 dwellinghouses, £450 for each dwellinghouse in excess of 10 up to 49 dwellinghouses, and £250 for each dwellinghouse in excess of 50, subject to a maximum total of £150,000.</p>
<b>Existing dwellings</b>	
2. The carrying out of operations which will result in the enlargement, improvement or other alteration of an existing dwelling.	Where the application relates to - (a) one dwelling, £300, (b) 2 or more dwellings, £600.
3. Where the application is for –	
(a) The carrying out of operations, including the erection of a building within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such; or	£300.
(b) The erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse.	£300.
<b>NON-RESIDENTIAL BUILDINGS</b>	
4. The construction of buildings, structures or erections including extensions (other than construction within categories 1, 5 and 6).	<p>(a) Where no floor area is created or the gross floor space created does not exceed 50 square metres, £300;</p> <p>(b) Where the gross floor space created exceeds 50 square metres but does not exceed 100 square metres, £600;</p>

	<p>(c) Where the gross floor space created exceeds 100 square metres but does not exceed 4,000 square metres, £600 plus £600 for each additional 100 square metres (or part thereof);</p> <p>(d) Where the gross floor space created exceeds 4,000 square metres, £24,000 plus £300 for each additional 100 square metres (or part thereof), subject to a maximum of £150,000;</p> <p>(e) Where no buildings are to be created, £600 per 0.1 hectare (or part thereof) of site area, subject to a maximum of £150,000.</p>
<p><b>Agricultural buildings</b></p> <p>5. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 6).</p>	<p>(a) Where the ground area to be covered by the development does not exceed 500 square metres, £500;</p> <p>(b) Where the ground area to be covered by the development exceeds 500 square metres, £500 plus £500 for each additional 100 square metre (or part thereof), subject to a maximum of £25,000.</p>
<p><b>Glasshouses and polytunnels</b></p> <p>6. The erection of glasshouses or polytunnels to be used for agricultural purposes.</p>	<p>£100 for each 100 square metres of ground area to be covered by the development subject to a maximum of £5,000.</p>
<p><b>ENERGY GENERATION</b></p>	
<p>7. The erection of wind turbines and the carrying out of other operations in connection with the construction of the generating station, including the construction or installation of any means of access to the generating station, pipes or other conduits, and overhead lines.</p>	<p>(a) Where the number of turbines does not exceed 3 –</p> <p>(i) where none of the turbines have a ground to hub height exceeding 15 metres, £1,250;</p> <p>(ii) where one or more of the turbines has a ground to hub height exceeding 15 metres, but not exceeding 50 metres, £2,500;</p> <p>(iii) where one or more of the turbines has a ground to hub height exceeding 50 metres, £5,000.</p> <p>(b) Where the number of turbines does exceed 3, £500 for each 0.1 hectare (or part thereof) of site area, subject to a maximum of £150,000.</p>
<p>8. The construction of a hydro-electric generating station and the carrying out of any other operations in connection with the construction of</p>	<p>£500 for each 0.1 hectare (or part thereof) of site area, subject to a maximum of £25,000.</p>

the generating station, including the construction or installation of any means of access to the generating station, pipes or other conduits, and overhead lines.	
9. The construction of a solar electric generating station and the carrying out of any other operations in connection with the construction of the generating station, including the construction or installation of any means of access to the generating station, pipes or other conduits, and overhead lines.	£500 for each 0.1 hectare (or part thereof) of site area, subject to a maximum of £25,000.
10. The carrying out of any operations connected with the exploratory drilling for oil or natural gas.	(a) Where the site area does not exceed 0.1 hectares, £1,000; (b) Where the site area exceeds 0.1 hectares, £1,000 plus £500 for each additional 0.1 hectare (or part thereof) of site area, subject to a maximum of £150,000.
<b>FISH AND SHELLFISH FARMING</b>	
11. The placing or assembly of equipment in any part of any marine waters for the purposes of fish farming.	£200 for each 0.1 hectare (or part thereof) of the surface area of the marine waters to be used in relation to the placement or assembly of any equipment for the purposes of fish farming and £75 for each 0.1 hectare (or part thereof) of the sea bed to be used in relation to such development, subject to a maximum of £25,000.
12. The placing or assembly of equipment in any part of any marine waters for the purposes of shellfish farming.	£200 for each 0.1 hectare (or part thereof) of the surface area of the marine waters to be used in relation to the placement or assembly of any equipment for the purposes of shellfish farming, subject to a maximum of £25,000.
<b>OTHER OPERATIONS</b>	
13. The erection, alteration or replacement of plant or machinery.	(a) Where the site area does not exceed 5 hectares, £500 for each 0.1 hectare (or part thereof) of site area; (b) Where the site area exceeds 5 hectares, £25,000 plus £250 for each additional 0.1 hectare (or part thereof) of the site, subject to a maximum of £150,000.
14. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.	£500.



<p>15. Operations for the winning and working of minerals (not including peat).</p>	<p>(a) Where the site area does not exceed 0.1 hectare, £1,000;</p> <p>(b) Where the site area exceeds 0.1 hectare but does not exceed 15 hectares, £1,000 plus £500 for each additional 0.1 hectare (or part thereof) of the site area;</p> <p>(c) Where the site area exceeds 15 hectares, £75,000 plus £250 for each additional 0.1 hectare (or part thereof) of the site area, subject to a maximum of £150,000.</p>
<p>16. Operations for the extraction of peat.</p>	<p>£500 for each 0.1 hectare (or part thereof) of site area, subject to a maximum of £6,000.</p>
<p>17. The carrying out of any operations not coming within any of the above categories.</p>	<p>(a) Where the site area does not exceed 0.1 hectare, £1,000;</p> <p>(b) Where the site area exceeds 0.1 hectare but does not exceed 15 hectares, £1,000 plus £500 for each additional 1 hectare (or part thereof) of the site area;</p> <p>(c) Where the site area exceeds 15 hectares, £8,500 plus £250 for each additional 0.1 hectare (or part thereof) of the site area, subject to a maximum of £150,000.</p>
<p><b>USE OF LAND</b></p>	
<p>18. The use of land for the disposal of refuse or waste materials or for the deposit of material remaining after minerals have been extracted from land.</p>	<p>(a) Where the site area does not exceed 0.1 hectare, £1,000;</p> <p>(b) Where the site area exceeds 0.1 hectare but does not exceed 15 hectares, £1,000 plus £500 for each additional 1 hectare (or part thereof) of the site area;</p> <p>(c) Where the site area exceeds 15 hectares, £8,500 plus £250 for each additional 0.1 hectare (or part thereof) of the site area, subject to a maximum of £150,000.</p>
<p>19. The use of land for the storage of minerals in the open.</p>	<p>(a) Where the site area does not exceed 0.1 hectare, £1,000;</p> <p>(b) Where the site area exceeds 0.1 hectare, but does not exceed 15 hectares, £1,000 plus £500 for each additional 1 hectare (or part thereof) of the site area;</p> <p>(c) Where the site area exceeds 15 hectares, £25,500 plus £250 for each additional 0.1 hectare (or part thereof) of the site area, subject to a maximum of £150,000.</p>

<b>CHANGE OF USE OF BUILDINGS OR LAND</b>	
<p>20. The change of use of a building to use as one or more dwellinghouses.</p>	<p>(a) Where the number of dwellinghouses to be created by the development does not exceed 10, £600 for each dwellinghouse;</p> <p>(b) Where the number of dwellinghouses to be created by the development is fewer than 50, £600 for the first 10 dwellinghouses, and £450 for each dwellinghouse thereafter;</p> <p>(c) Where the number of dwellinghouses to be created by the development is 50 or more, £23,550 plus £250 for each dwellinghouse in excess of 50.</p>
<p>21. A material change in the use of a building (other than a change of use referred to in category 20).</p>	<p>(a) Where the gross floor space does not exceed 100 square metres, £600;</p> <p>(b) Where the gross floor space exceeds 100 square metres but does not exceed 4,000 square metres, £600 plus £600 for each additional 100 square metres (or part thereof);</p> <p>(c) Where the gross floor space exceeds 4,000 square metres, £24,000 plus £300 for each additional 100 square metres (or part thereof), subject to a maximum of £150,000.</p>
<p>22. A material change in the use of land (other than –</p> <ul style="list-style-type: none"> <li>(a) a change of use within category 21, or</li> <li>(b) a change of use within categories 18 or 19, or</li> <li>(c) a change in the use of equipment placed or assembled in marine waters for the purposes of fish farming or shellfish farming).</li> </ul>	<p>£500 per 0.1 hectare of site area subject to a maximum of £5,000.</p>

**TABLE 2 – FEES FOR APPLICATIONS FOR PLANNING PERMISSION IN PRINCIPLE**

<i>Category of development</i>	<i>Fee payable</i>
<b>RESIDENTIAL DEVELOPMENT</b>	
<b>New dwellings</b>	
1. Construction of buildings, structures or erections for use as residential accommodation.	<p>(a) Where only one dwellinghouse is to be created, £600</p> <p>(b) Where more than one dwellinghouse is to be created and the site area does not exceed 2.5 hectares, £600 for each 0.1 hectare (or part thereof) of the site area</p> <p>(c) Where more than one dwellinghouse is to be created and site area exceeds 2.5 hectares, £15,000 and £300 for each additional 0.1 hectare (or part thereof), subject to a maximum of £75,000.</p>
<b>NON-RESIDENTIAL BUILDINGS</b>	
2. The construction of buildings, structures or erections including extensions.	<p>(a) If the site area does not exceed 2.5 hectares, £600 for each 0.1 hectare up to 2.5 hectares of the site area</p> <p>(b) If the site area exceeds 2.5 hectares, £15,000 and £300 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum of £75,000.</p>

**TABLE 3 – FEES FOR APPLICATIONS FOR A CERTIFICATE OF LAWFUL USE OR DEVELOPMENT (SECTION 150) OR A CERTIFICATE OF PROPOSED USE OR DEVELOPMENT (SECTION 151 OF THE 1997 ACT)**

<i>Category of development</i>	<i>Fee payable</i>
<b>CERTIFICATES OF LAWFULNESS OF EXISTING USE OR DEVELOPMENT</b>	
1. An application under section 150(1)(a) or (b) of the 1997 Act (or both as the case may be).	The amount that would be payable in respect of an application for planning permission to institute the use or carry out the operations specified in the application (or an application to do both, as the case may be).
2. An application under section 150(1)(c) of the 1997 Act.	£300.
<b>CERTIFICATES OF LAWFULNESS FOR PROPOSED USE OR DEVELOPMENT</b>	
3. An application under section 151(1) of the 1997 Act (apart from one within category 4).	Half the amount that would be payable in respect of an application for planning permission to institute the use or carry out the operations specified in the application (or an application to do both, as the case may be).
4. An application under section 151(1)(a) where the use specified is use as one or more separate dwellinghouses.	£600 for each dwellinghouse, subject to a maximum of £150,000.

**TABLE 4 – FEES FOR A DETERMINATION AS TO WHETHER PRIOR APPROVAL IS REQUIRED FOR DEVELOPMENT UNDER SCHEDULE 1 OF THE GENERAL PERMITTED DEVELOPMENT ORDER 1992, AS AMENDED**

<i>Category of development</i>	<i>Fee payable</i>
1. An application made for determination as to whether the prior approval of the planning authority is required in relation to development (other than one within categories 2 to 9).	£100.
2. An application made by virtue of paragraph (4A) of Class 18 of Part 6 (agricultural buildings and operations).	No fee.
3. An application made by virtue of paragraph (4) of Class 18B of Part 6 (agricultural buildings and operations).	£500.
4. An application made by virtue of paragraph (5) of Class 18C of Part 6 (agricultural buildings and operations).	£500.
5. An application made by virtue of paragraph (4) of Class 21A of Part 6A (fish farming).	£500.
6. An application made by virtue of paragraph (4) of Class 22A of Part 7 (forestry buildings and operations).	£500.
7. An application made by virtue of paragraph (5) of Class 22B of Part 7 (forestry buildings and operations).	£500.
8. An application made by virtue of paragraph (4) of Class 22 of Part 7 (forestry buildings and operations).	No fee.
9. An application made by virtue of sub-paragraph (23) of Class 67 of Part 20 (development by electronic communications code operators).	£500.

**TABLE 5 – CHARGES FOR DISCRETIONARY SERVICES ([regulation 4](#))**

<i>Category of development</i>	<i>Fee payable</i>
<p><b>Non Material Variation</b></p> <p>A request made to a planning authority to vary a planning permission under <a href="#">section 64</a> of the Town and Country Planning (Scotland) Act 1997 (as amended).</p> <p>Where an enquiry relates to a householder development which would benefit from planning application fee exemption under <a href="#">Reg 7</a> (means of access, etc for <a href="#">disabled persons</a>).</p> <p>Where an enquiry relates to a development which would benefit from planning application fee reduction under <a href="#">Schedule 1, art 7</a>, (community councils).</p>	<p>£200 for each request</p> <p>No limit on number of requests.</p> <p>Fee waived in full.</p> <p><i>Reduced and waived fees subject to agreement by Council</i></p> <p>Fee reduced by half.</p> <p><i>Reduced and waived fees subject to agreement by Council</i></p>
<p><b>Discharge of conditions</b></p> <p>Where an applicant seeks approval of information submitted in respect of a condition attached to a planning permission, for the agreement of the planning authority.</p> <p><i>Note: there is no charge in respect of conditions attached to listed building consent or conservation area consent.</i></p> <p>Where an enquiry relates to a householder development which would benefit from planning application fee exemption under <a href="#">Reg 7</a> (means of access, etc for <a href="#">disabled persons</a>).</p> <p>Where an enquiry relates to a development which would benefit from planning application fee reduction under <a href="#">Schedule 1, art 7</a>, (community councils).</p>	<p>£100 for each request.</p> <p>No limit on number of requests.</p> <p>Fee waived in full.</p> <p><i>Reduced and waived fees subject to agreement by Council</i></p> <p>Fee reduced by half.</p> <p><i>Reduced and waived fees subject to agreement by Council</i></p>
<p><b>Compliance with conditions</b></p> <p>Where an applicant seeks confirmation that the terms set out in a condition attached to a planning permission have been met.</p> <p><i>Note: there is no charge in respect of conditions attached to listed building consent or conservation area consent.</i></p>	<p>£100 for each request.</p> <p>No limit on number of requests.</p>

<p>Where an enquiry relates to a householder development which would benefit from planning application fee exemption under <a href="#">Reg 7</a> (means of access, etc for <a href="#">disabled persons</a>).</p> <p>Where an enquiry relates to a development which would benefit from planning application fee reduction under <a href="#">Schedule 1, art 7</a>, (community councils).</p>	<p>Fee waived in full.</p> <p><i>Reduced and waived fees subject to agreement by Council</i></p> <p>Fee reduced by half.</p> <p><i>Reduced and waived fees subject to agreement by Council</i></p>
<p><b>Pre-application enquiries</b></p> <p>A separate enquiry, and fee, is required for each development or each site.</p> <p><i>Note: <a href="#">Pre-application enquiries</a> must be submitted via <a href="#">MyPKC</a> on-line enquiry form.</i></p> <p>Where an enquiry relates to a householder development which would benefit from planning application fee exemption under <a href="#">Reg 7</a> (means of access, etc for <a href="#">disabled persons</a>).</p> <p>Where an enquiry relates to a development which would benefit from planning application fee reduction under <a href="#">Schedule 1, art 7</a>, (community councils).</p>	<p>Householder enquiries - £50 (inc. VAT)</p> <p>Local enquiries - £250 (inc. VAT)</p> <p>Major enquiries - £500 (inc. VAT)</p> <p><i>Note: The scale of the development is as defined in the <a href="#">Hierarchy Regulations</a>.</i></p> <p>Fee waived in full.</p> <p><i>Reduced and waived fees subject to agreement by Council</i></p> <p>Fee reduced by half.</p> <p><i>Reduced and waived fees subject to agreement by Council</i></p>
<p><b>Pre-validation submission checks</b></p> <p>Where an application is checked before formal submission to identify any omissions.</p> <p><i>Note: The scale of the development is as defined in the <a href="#">Hierarchy Regulations</a>.</i></p>	<p>Householder planning applications - £25 (inc VAT)</p> <p>Local planning applications - £60 (inc VAT)</p> <p>Major planning applications - £120 (inc VAT)</p>

**TABLE 6 – WAIVED OR REDUCED FEES FOR PLANNING APPLICATIONS ([regulation 5](#))**

<i>Category of development</i>	<i>Fee payable</i>
<p>Where an application relates to development which, in the opinion of the planning authority, has the primary purpose of contributing to a not-for-profit enterprise or a social enterprise, and where the application relates to development which, in the opinion of the planning authority, is likely to contribute to improving the health of residents of the area to which the application relates.</p> <p><i>Note: “not for profit enterprise” and “social enterprise” have the meanings in <a href="#">section 252(1F)</a> of the Town and Country Planning (Scotland) Act 1997 (as amended).</i></p>	<p>Fee reduced by one quarter for planning applications, certificates of lawful use or development, certificates of proposed use or development, advertisement consents, applications made under <a href="#">section 42</a> and determinations as to whether the planning authority’s prior approval is required.</p> <p><i>Reduced and waived fees subject to agreement by Council</i></p>

**TABLE 7 – SURCHARGES (applicable from 1<sup>st</sup> October 2022)**

<i>Category of development</i>	<i>Fee payable</i>
<p><b>Applications made in retrospect</b></p> <p>Where an application for planning permission is made after the whole development being applied for has been carried out in full.</p>	<p>Fee calculated in accordance with tables above, plus one quarter.</p>
<p><b>Applications made in part retrospect</b></p> <p>Where an application for planning permission is made when the development being applied for has been started but not completed, including the revised design of a previously granted planning permission.</p>	<p>Fee calculated in accordance with tables above, plus one quarter.</p>



**TABLE 8 – MODIFIED FEES**

<i>Category of development</i>	<i>Fee payable</i>
<b>Applications by community councils</b>	Fee calculated in accordance with tables above, reduced by half.
<p><b>Applications in conservation areas</b></p> <p>(a) Where the application relates solely to —</p> <ul style="list-style-type: none"> <li>(i) the carrying out of operations for the alteration of a dwellinghouse (but not including the extension of or the erection of a dwellinghouse); or</li> <li>(ii) other operations within the curtilage of a dwellinghouse (but not including the extension of or the erection of a dwellinghouse);</li> </ul> <p>(b) the dwellinghouse is in a conservation area;</p> <p>(c) the application relates solely to development within one or more of the classes specified in schedule 1 of the General Permitted Development Order; and</p> <p>(d) the only reason planning permission is not granted by article 3(1) of the General Permitted Development Order is that the development would be in a conservation area.</p>	Fee calculated in accordance with tables above, reduced by one quarter.
<p><b>Applications for the provision of facilities for sport or recreation</b></p> <p>Where an application is made by or for a club, society, trust or other organisation which is not established or conducted for profit and whose objects or purposes, as the case may be, are the provision of facilities for sport or recreation, and</p> <p>(a) the application relates to –</p> <ul style="list-style-type: none"> <li>(i) the making of a material change in the use of land to use the land as a playing field; or</li> <li>(ii) the carrying out of operations other than the erection of a building containing floor space, for purposes ancillary to the use of the land as a playing field, and to no other development; and</li> </ul> <p>(b) that the planning authority is satisfied that the development is to be carried out on land which is, or is intended to be used wholly or mainly for the carrying out of the objects or</p>	£600.

<p>purposes, as the case may be, of the club, society, trust or organisation.</p>	
<p><b>Applications for approval, consent or agreement required by a condition imposed on a grant of planning permission in principle</b></p> <p>Where -</p> <p>(a) an application is made for approval, consent or agreement in respect of one or more matters requiring such approval, consent or agreement in terms of a condition imposed on a grant of planning permission in principle (“the current application”), and</p> <p>(b) the applicant has previously made one or more applications for approval, consent or agreement required by a condition imposed on the grant of that same planning permission in principle and paid the fee in relation to such application or applications.</p>	<p>Where the amount paid as mentioned in paragraph (b) is not less than the amount which would be payable if the applicant were by the current application seeking approval, consent or agreement in respect of all the matters requiring such approval, consent or agreement in terms of conditions imposed on a grant of a planning permission in principle and in relation to the whole of the development authorised by the permission, the fee payable in respect of the current application is £500.</p> <p>Where -</p> <p>(a) a fee has been paid as mentioned in subparagraph (b) at a rate lower than that prevailing at the date of the current application, and</p> <p>(b) subparagraph (2) would apply if that fee had been paid at the rate applying at that date, the fee in respect of the current application is £500.</p>
<p><b>Cross boundary applications – allocation of fee</b></p> <p>Where applications are made for</p> <p>(a) planning permission, or</p> <p>(b) the approval, consent, or agreement required by a condition imposed on a grant of permission in principle,</p> <p>in respect of development of land lying in the areas of 2 or more planning authorities.</p>	<p>The total fee payable in respect of all the applications is the lesser of –</p> <p>(a) one and a half times the amount of the fee which would have been payable for an application in respect of the same development but lying in the area of a single planning authority,</p> <p>(b) the sum of the amounts of the fees which would have been payable in respect of all the applications.</p> <p>The fee payable to a planning authority in respect of such an application is the proportion of the total fee payable equal to the proportion of the total site area of the development which falls within the area of that planning authority.</p>

**TABLE 9 – OTHER FEES**

<i>Category of development</i>	<i>Fee payable</i>
<p><b>Advertisements</b></p> <p>All applications for express consent for the display of advertisements.</p>	£300.
<p><b>Section 42 applications</b></p> <p>Applications for planning permission made under section 42 (applications to develop land without complying with previous conditions) of the 1997 Act.</p>	£300.
<p><b>High Hedge Applications</b></p>	£310.
<p><b>Hazardous Substances Applications</b></p> <p>Where an application is made under regulation 6 (applications for hazardous substances consent) where the quantity specified in the application as the maximum quantity proposed to be present exceeds twice the controlled quantity.</p> <p>Where an application is made under -</p> <p>(i) regulation 6 (other than an application referred to in sub-paragraph above);</p> <p>(ii) regulation 7 (applications for removal of conditions attached to hazardous substances consent); or</p> <p>(iii) regulation 8 (application for continuation of hazardous substances consent where there has been a change in the person in control of any part of the land).</p> <p>See <a href="#">Town and Country Planning (Hazardous Substances) (Scotland) Regulations 2015</a></p>	<p>£1200.</p> <p>£600.</p>
<p><b>Administration Charges</b></p> <p>Electronic planning history search</p> <p>Copy of planning Decision Notice</p> <p>Copy of plans and documents</p>	<p>£100 (inc VAT)</p> <p>£35 (inc VAT)</p> <p>Contact <a href="mailto:developmentmanagement@pkc.gov.uk">developmentmanagement@pkc.gov.uk</a> for price confirmation. This service is for electronic copies only.</p>

## NOTES

1. All applications **must** be accompanied by the appropriate fee.
2. The additional gross floor space created by the development must be clearly indicated in square metres on the application form and the submitted plan. For the purposes of the fee regulations, gross floor space includes all storeys, is measured externally including the thickness of internal and external walls and can include areas under canopies.
3. The area of the site must be clearly stated in hectares on the application form and the submitted plan.
4. There is no provision in the regulations for the refund of fees paid to Planning Authorities in respect of applications which have been validated. Invalid or incomplete applications will have fees returned if paid.
5. This is not a comprehensive list of fees. If in doubt, please contact the Duty Planning Officer on 01738 475300 or email [developmentmanagement@pkc.gov.uk](mailto:developmentmanagement@pkc.gov.uk) . A copy of the Town and Country Planning (Fees for Applications) (Scotland) Regulations 2022 is available for inspection at Pullar House, 35 Kinnoull Street, Perth.

**PERTH AND KINROSS COUNCIL**

**Strategic Policy & Resources Committee**

**20 April 2022**

**EMPLOYEE CODE OF CONDUCT**

**Corporate Human Resources Manager**  
(Report No. 22/93)

**1. PURPOSE OF REPORT**

This report outlines an update to the Employee Code of Conduct for approval.

**2. RECOMMENDATION**

An opportunity to update and refresh the Employee Code of Conduct was identified following the agreement of a protocol for joint working with third sector groups. This has now been incorporated into the Code, with some general updates in design to improve accessibility for employees being made at the same time.

It is recommended that the Council approves the refreshed Code of Conduct.

**3. BACKGROUND**

The Employee Code of Conduct sets out the standards expected of all Perth & Kinross Council employees.

As new ways of working evolve, it is recognised that our policies and procedures may require to be adapted. This has never been more evident than during the Covid-19 pandemic when as a Category 1 Responder, we worked more closely with our partners and communities.

**4. PROPOSALS**

In recognition of this closer working, a Protocol for Joint Working (Appendix 1) has been agreed with third sector groups. This has now been included in our Employee Code of Conduct (Appendix 2) to provide clarity to Council employees working with third sector groups, such as PKAVS, Pink Saltire, Centre for Inclusive Living.

The opportunity has also been taken to refresh the design of the code to ensure ease of reference for employees. There are no other content changes.

Communications will be included within the weekly manager's news briefing to allow this update to be cascaded to all employees.

**Author(s)**

<b>Name</b>	<b>Designation</b>	<b>Contact Details</b>
Pat Nicoll	Senior Human Resources Officer	01738 475435 <a href="mailto:HR@pkc.gov.uk">HR@pkc.gov.uk</a>

**Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Pauline Johnstone	Corporate Human Resources Manager	14.03.2022

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

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>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>Yes</b>
Risk	<b>Yes</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 The proposals set out within this report supports the delivery of the Perth and Kinross Community Plan/Single Outcome Agreement of developing educated, responsible and informed citizens.

#### Corporate Plan

- 1.2 The proposals set out within this report supports the achievement of the Council's Corporate Plan Priorities of developing educated, responsible and informed citizens.

### 2. Resource Implications

#### Financial

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

#### Workforce

- 2.2 This report sets out the standards expected of all Perth & Kinross Council employees.

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

2.3 There are no land, IT or property implications arising from this report.

## **3. Assessments**

### Equality Impact Assessment

3.1 The proposals contained within this report have been considered under the Corporate Equalities and Fairness Impact Assessment process (EFIA) and has been assessed as **relevant** for the purposes of EFIA. Human Resources will raise awareness of the Employee Code of Conduct through a variety of channels to ensure employees are aware of their obligations under the Code.

### Strategic Environmental Assessment

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

### Sustainability

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

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

There are no sustainability issues arising directly from this report.

### Legal and Governance

3.4 The Head of Legal and Governance Services has been consulted on the Protocol for Joint Working.

3.5 All organisations are accountable for their actions in relation to the services they provide and decisions which are reached about those services. Organisations should have appropriate policies in place which makes clear the expectations of employees in relation to their individual roles and responsibilities.



## Risk

- 3.6 The agreed protocol sets out the expectations of our employees and third parties when working collaboratively and therefore seeks to minimise the risk of complaints, issues arising or similar.

## **4. Consultation**

### Internal

- 4.1 In preparing this report, the Protocol for Joint Working was considered by the Policy and Governance Group. It was agreed that to provide the protocol with the status required, it should be incorporated into our Employee Code of Conduct.

### External

- 4.2 The Protocol for Joint Working has been agreed with third sector groups who participated in a discussion group. The protocol will also be referenced within Service Level Agreements with third sector partners.

## **5. Communication**

- 5.1 Employees will be advised of the refreshed Employee Code of Conduct through the usual communication channels.

## **2. BACKGROUND PAPERS**

- Protocol for Joint Working (January 2022)

## **3. APPENDICES**

- Appendix 1 - Protocol for Joint Working (January 2022)
- Appendix 2 – Employee Code of Conduct



## Appendix 1

### **Protocol for Joint Working – Third Sector and Council**

**Fairness** – all organisations will conduct themselves in a considerate manner and should ensure that they have policies in place which set out clear expectations of employees when carrying out their role.

**Mutual Respect** – there will be mutual respect between all organisations in terms of the services they provide and the people that they provide services to.

**Transparency** - subject to any legal restriction on the ability to share information all organisations will be open and transparent in relation to the reasons for decisions reached about services being provided under a contractual and/or partnership agreement which may impact on the other party. If, for any reason timescales for an expected decision are not met, the reason for this will be communicated clearly with a revised timescale agreed between both parties.

**Accountability** – all organisations will be accountable for their actions in relation to the services they are providing and decisions which are reached about those services. Organisations should have appropriate policies in place which makes clear the expectations of employees in relation to their individual roles and responsibilities.

**Challenge** – the council actively encourages questions, comments, feedback from third sector partners on its services and accepts that on occasion these may be critical of decisions taken. Partners should feel free to do this constructively without affecting any current or future working or funding relationships.





# Perth and Kinross Council

## Employee Code of Conduct

## Contents

1. Introduction
2. Expectations
3. The Standards of Public Life
4. My Responsibilities
5. Council Policies, Procedures, Standards and Guidance

## 1. Introduction

The purpose of the [Employee Code of Conduct](#) is to provide a clear framework for all Perth & Kinross Council employees, working for Perth and Kinross Council means you provide services that make a difference to the lives of individuals, families, and our local communities. As a public service worker, you have additional responsibilities due to public accountability and statutory obligations. The public expects and deserves a high standard of conduct from you and all local government employees.

The Council has high aspirations for our communities and relies on you, our employee to deliver the best possible services and value for money. Our local communities expect you to be committed and dedicated; to be creative and innovative in service design and delivery; to embrace new ways of working and work collaboratively with others to achieve common goals.

The [Employee Code of Conduct](#) encourages you to work in this way and sets out clear and helpful advice on the standards expected from you as an employee.

To support the code, there is a framework of policies, procedures, standards, and guidance on a range of topics which provides information on your rights, responsibilities and values and behaviour at work. It does not affect the rights and responsibilities you have outside of work.

## 2. Expectations

The [Employee Code of Conduct](#) reminds you to ensure that when carrying your duties that you must at all times:

- ✚ Be **Open** and **Honest**
- ✚ Be **Objective** and act with **Integrity**
- ✚ Be **Selfless** and treat others with **Respect**
- ✚ Be **Leaders** and be **Accountable** for your actions

## 3. The Standards of Public Life

The standards set out in this document are consistent with the [Councillors Code of Conduct](#) and the Values and [Standards of Public Life](#) included within the Nolan Committee Report 1996.

## 4. My Responsibilities

- ✚ I understand I am required to meet any code of practice or professional standards that are relevant to my job
- ✚ I understand that I am expected to embrace and promote the standard set out within the [Employee Code of Conduct](#)
- ✚ I will act with integrity, trust, respect, openness and be transparent
- ✚ I will put customers first, be a team player and build effective relationships
- ✚ I will treat others with dignity, value diversity, promote fairness and equality of opportunity

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- ✚ I understand I will be impartial and will not let any private interests or personal relationships influence my decisions or actions.
- ✚ I will not use my position to further my own interest not to further the interests of others inappropriately
- ✚ I will lead by example to promote the culture of pride in working for a high performing Council
- ✚ I will comply with all legislative requirement and to take all reasonable actions to protect the Council's interests
- ✚ I will value everyone's contributions and celebrate success.
- ✚ I will be engaged, involved and supportive through change; be open to new ways of working and offer my own idea for change.
- ✚ I will promote wellbeing within a healthy and safe workplace
- ✚ I understand that I serve the public and have a duty to provide value for money when using Council equipment, materials and resources and will return all Council property when I leave the organisation
- ✚ I will maintain the confidentiality of Council information. I understand I will adhere to guidance on when and how, I access information, which is restricted and when this should be disclosed
- ✚ I will take the time to understand how my role and that of my team contributes to the corporate objectives, I will adopt a 'can do' approach, continually try to improve my performance, learn from my mistakes, and actively participate in my own development
- ✚ I will ensure that my conduct in and out of work does not bring the council into disrepute
- ✚ I understand that I must take care not to publicly criticise the Council in my working life, except in accordance with the [Public Interest Disclosure Act 1998](#). I understand that only designated employees and trade union officials are authorised to speak to the media
- ✚ I understand that I must take care not to publicly criticise the Council in my private life, including the use of social media. However, I may express my views as a Perth & Kinross resident in response to public consultations
- ✚ I recognise that I have the capacity to influence people with my behaviour, to achieve a common goal
- ✚ I understand that I must notify my Executive Director or Head of Service as soon as is practicable if I have been convicted of a criminal offence, being investigate for, or have been charged with a criminal offence that will affect my work, or working relationship with the Council
- ✚ I will notify my Executive Director of Head of Service as soon as is practicable if I become involved in a civil dispute that could affect my work or working relationships with the Council
- ✚ I will fulfil my duty to make any payments due to the Council in good time, including Council Tax and inform my line manager or the Council's Chief Accountant by emailing [CHXFinance@pkc.gov.uk](mailto:CHXFinance@pkc.gov.uk) immediately if for any reason this does not happen
- ✚ I will serve the Council and all Councillors, regardless of my own political outlook
- ✚ I will read the other documentation referred to in conjunction with the [Employee Code of Conduct](#)

**I understand that the Employee Code of Conduct is designed to support me in my role and failure to adhere to the code could result in disciplinary action.**

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## 5. Council Policies, Procedures, Standards and Guidance

The key policies, procedures, standards and guidance which are relevant to the **Employee Code of Conduct** are shown below and will be updated as and when required.

You and your line manager are responsible for ensuring that you familiarise yourself with the Code and updated on any changes to the key policies, procedures, standards and guidance relevant to your role.

Equally, it is your responsibility to ensure you understand your responsibilities under the Code and if you have any questions about the Code or the implications of the key policies, procedures, standards and guidance, you should discuss these with your line manager in the first instance.

- |   |  |
|---|--|
| <a href="#"> <u>Achieving and Maintaining Standards Policy (excludes Teachers)</u></a> | <a href="#"> <u>Health and Wellbeing Framework</u></a>  |
| <a href="#"> <u>Arrestment Guidance</u></a>  | <a href="#"> <u>Information Security Policy and Standards</u></a>                                       |
| <a href="#"> <u>Communications Security Policy</u></a>                                 | <a href="#"> <u>Occupational Health and Safety Policy</u></a>   |
| <a href="#"> <u>Conflict of Interest/Private Interest</u></a>                          | <a href="#"> <u>Other Work Policy</u></a>   |
| <a href="#"> <u>Contract Rules</u></a>   | <a href="#"> <u>Political Neutrality Guidelines</u></a>   |
| <a href="#"> <u>Corporate Equalities Policy</u></a>                                  | <a href="#"> <u>Procedure for Employees to Report Concerns (Whistleblowing)</u></a>                   |
| <a href="#"> <u>Corporate and Service Operational Financial Regulations</u></a>      | <a href="#"> <u>Protocol for Member/Officer Relations</u></a>   |
| <a href="#"> <u>Data Protection Policy</u></a>                                       | <a href="#"> <u>Protocol for Relations between Councillors and Employees in Scottish Councils</u></a> |
| <a href="#"> <u>Disciplinary Procedure (for Teachers)</u></a>                        | <a href="#"> <u>Protocol for Joint Working – Third Sector and Council</u></a>                         |
| <a href="#"> <u>Fraud and Corruption Policy</u></a>                                  | <a href="#"> <u>Recruitment and Selection Policy</u></a>  |
| <a href="#"> <u>Freedom of Information (Scotland) Act 2002</u></a>                   | <a href="#"> <u>Social Media Guidelines</u></a>   |
| <a href="#"> <u>Gifts and Hospitality Policy and Procedure</u></a>                   |  |

The Council's policies, procedures, standards and guidance are available on the Council's website, [under Employment Information](#). School based employees may also access these via GLOW, the Scottish Schools intranet.

Alternatively, if you are unable to access the website or have any queries about the contents of the policies, you should contact the Human Resources via email at [hr@pkc.gov.uk](mailto:hr@pkc.gov.uk)

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